

A GUIDE TO WITHDRAWING WITHOUT ACADEMIC PENALTY



Student Help
on Campus

Education
& Equity



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If you intend to withdraw from any course/s that you are currently enrolled in, you should read the information provided by UQ on their myUQ website: www.my.uq.edu.au/information-and-services/manage-my-program/classes-timetables-and-coursework/withdrawing-course-or-program

Important:

- *It is advised that before withdrawing from any course, you should speak with the Course Coordinator or an Academic Advisor in your faculty*
- *If you are an international student and/or on a Scholarship you must seek permission from your faculty before you reduce your study load.*
- *Be aware of Census dates AND the last date to withdraw without academic penalty (WWAP) (check the my UQ website).*

Tip: *If you are an international student, you can make an appointment to speak with a qualified Migration Agent to assist you to understand the impacts (if any) which withdrawing may have on your student visa.*

If, after discussion with your Course Coordinator/Faculty and seeking advice from SHOC, you want to withdraw from your subject/s, use mySI-net to withdraw or 'drop a course'.

HDR students should contact the Graduate School.

WITHDRAWING BEFORE CENSUS DATE

You will not receive any academic penalty nor be financially liable for any courses.

You can apply online to withdraw through mySI-net.

HDR students should contact the Graduate School.

WITHDRAWING AFTER CENSUS DATE, BEFORE THE WITHDRAWING WITHOUT ACADEMIC PENALTY DEADLINE

You will not receive an academic penalty. However, you will still need to pay for your course.

A 'W' will be listed against your grade. This will not appear on your Academic Transcript.

REMOVAL OF FINANCIAL LIABILITY

You can apply to remove your financial liability AFTER Census date.

However, you will need to demonstrate special circumstances by providing:

1. A statement detailing the special circumstances
2. Supporting evidence to back up your statement.

You can apply online to remove your financial liability at:
www.my.uq.edu.au/node/302/3#3

WITHDRAWING WITHOUT ACADEMIC PENALTY – AFTER THE FINAL DATE TO WWAP, BEFORE GRADES ARE FINALISED

If you are concerned that your grades may suffer because of illness or personal issues, you may apply to withdraw without academic penalty. This means, if your application is approved, your grade result will be 'W', and will not affect your GPA.

You will need to provide:

- A statement detailing the special circumstances
- Supporting evidence to back up your statement.

You can apply online to withdraw at:
www.my.uq.edu.au/node/302/3#3

REMOVAL OF ACADEMIC PENALTY – AFTER CENSUS DATE, AFTER GRADES ARE FINALISED

Requests of this kind are approved rarely. The limited circumstances are outlined in section 7.2 of the Finalisation of Grades Procedures.

If, after reading the above procedures, you believe you meet the requirements, you can apply to have your grade changed to 'W'.

You must provide a statement addressed to the President of the Academic Board:

1. detailing the exceptional circumstances you experienced AND
2. supporting evidence showing the events out of your control which:
 - prevented you from withdrawing earlier in the semester
 - apply for assessment extensions
 - apply for a deferred exam

You can apply online at: www.my.uq.edu.au/node/302/3#3

Exceptional circumstances might include:

- serious family or personal problems
- medical reasons
- employment related reasons

Tip: When writing your statements, please refer to the templates below. You can also make an appointment with a SHOC Education & Equity advocate to help you formulate your statement.

- **ROFL TEMPLATE**
- **WWAP TEMPLATE**