

Please read before using this form

Use this form to request a variation to the rules of a *plan* or *program*. A *plan* is any major, extended major or minor that you are taking towards the completion of your program requirements.

Do not use this form if you are in a postgraduate coursework program *and* the approval of the course is at the discretion of the Program Convenor (e.g. the course list states, 'or other courses approved by the Program Convenor'). If *both* of these apply to you, please contact your Program Convenor directly to request a variation. If your request is approved, the relevant School will add approval text to your Studies Report.

Guidelines

Variations to a plan or program are considered only in **exceptional circumstances** when the required study sequence cannot be followed. Applications must be submitted with supporting documentation (e.g. medical certificate, letter from employer).

You must organise your enrolment in accordance with the relevant plan and program structures (e.g. the total number of units required, the maximum number of Level 1 units, compulsory courses). It is your responsibility to be familiar with the University's policies and procedures as relevant to your enrolment and to observe the policies, procedures and guidelines of the University. Please ensure that you read the [Enrolment Procedure](#), noting particularly Clauses 16, 23 and 24, and Section 4 (Students), **prior to** completing this form.

Please note that, unless exceptional circumstances can be demonstrated, major or program variations will **not** be approved for:

- compulsory courses; or
- undertaking another course in lieu of a previously failed compulsory course.

Process - Students

1. Complete a self-Progression Check to determine your remaining program requirements. Information on how to complete a Progression Check for undergraduate programs can be found [here](#) under the relevant program. Postgraduate students are asked to print their Studies Report and the relevant Program Requirements from [Courses and Programs](#).
2. Save this blank form to your computer as 'FAMILY NAME, Given Name STUDENT ID' (e.g. SMITH, Jane 41235678).
3. Complete the details as required in the **Student Details** and **Request Details** sections.
4. Save the completed form to your computer.
5. Open a new email from your UQ student email account and attach the completed form to the email.
6. Send the email to the relevant Plan/Program Convenor (Convenor email addresses can be found [here](#)).

By submitting this form, you acknowledge that your request will not be approved if it does not comply with the [Variation to a plan or program guidelines](#).

Process - Plan/Program Convenor

1. Upon receipt of a student's request, complete the **Plan/Program Convenor Recommendation** section.
2. Email the form to the Associate Dean (Academic) for a decision (adacademic@hass.uq.edu.au).

Outcomes

1. Variation requests are considered by the Associate Dean (Academic) on the recommendation of the Plan/Program Convenor.
2. The Associate Dean (Academic) will inform you of the outcome to your UQ student email address.
3. If your request is approved, Faculty staff will add approval transcript text to your Studies Report.
4. You must obtain approval for the proposed variation **prior to** enrolling in the substitute course.

Student Details			
Student Name:		Student Number:	
Program:		Date:	
Request Details			
Variation for (select):	Major	Extended Major	Minor
In the field of:			
Original course code:		Substitute course code:	
Reason for variation:			
<p><i>Upon completing this section, save the form and email it to your Plan/Program Convenor from your UQ student email account.</i></p>			
Plan/Program Convenor Recommendation:			
Convenor Name:		Date:	
Decision (indicate 'Recommended' or 'Not Recommended'):			
Basis of Decision:			
<p><i>Upon completing this section, email the form to the Associate Dean (Academic) at adacademic@hass.uq.edu.au.</i></p>			
<p>Privacy statement:</p> <p>The information on this form is collected for the purpose of assessing your application for a variation to a major or program. The information you provide will not be disclosed to a third party without your consent unless disclosure is authorised or required by law.</p> <p>For further information, please consult the UQ Privacy Management Policy at https://policies.uq.edu.au/document/view-current.php?id=4.</p>			