



# Faculty of Humanities, Arts and Social Sciences (HASS)

## Variation to Program or Plan Requirements

Before completing this form, read the [Variations to majors and programs - HASS Guidelines](#).

Allow 10 business days for processing. You must obtain approval **before** enrolling in any substitute course. Outcomes will be sent to your UQ student email.

Personal information is collected for assessment and handled in accordance with the UQ [Privacy Policy](#).

### Instructions for students

1. Please consult the HASS [Program Advice](#) page to confirm remaining requirements.
2. Direct program/plan requirement questions to [hass@uq.edu.au](mailto:hass@uq.edu.au).  
Direct alternative course queries to your Program or Plan Convenor.
3. Save this form as **FAMILY NAME, Given Name, Student ID** (8-digit ID number e.g. 41234567).
4. Email the completed form from your UQ student email with the subject line, 'Request for variation', to your Program or Plan Convenor (contact details are [here](#)) who will submit the form to HASS on your behalf.

Student Details			
<b>Name:</b>		<b>Student ID:</b>	
<b>Program:</b>		<b>Date:</b>	
Request Details			
<b>Variation applies to:</b>	<input type="checkbox"/> Program Requirements <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Extended Major		
<b>Plan/Field of Study (if applicable):</b>			
<b>Details of Variation:</b>			
<i>Outline the requirement to be varied, the reason for the variation, the original and proposed substitute course(s)</i>			

### For Program/Plan Convenors

Please review the student request and forward the student's email and this form to [hass@uq.edu.au](mailto:hass@uq.edu.au) with:

- Your recommendation: **Recommend / Do Not Recommend**
- Brief rationale for your decision

*Note:* This form is **not required** for selected programs where convenors can approve non-listed courses (e.g. course list states "or other courses approved by the Program Convenor"). Convenors should notify the relevant School to update the Studies Report accordingly.