# Faculty of Humanities and Social Sciences Request for a Variation to a Major or Program



## Please read before using this form

You do not need to use this form if:

- you are in a postgraduate coursework program; and
- the approval of the course is at the discretion of the Major / Program Convenor (e.g. the course list states 'or other courses approved by the Program Convenor')
- If both of the above apply to you, please contact your Major / Program Convenor directly.

#### Completing this form

- 1. **Save this blank form to your computer** as FAMILY NAME, Given Name #STUDENT ID (Example: SMITH, Jane #41235678).
- 2. Complete your application on the saved form. You do not need a signature as you will send the application from your UQ student email account (Example: <u>s41234567@student.uq.edu.au</u> or <u>your.name@uqconnect.edu.au</u>).
- 3. Click 'Save' to save the completed form.
- 4. Open a new email from your UQ Student email account and address it to the relevant Major / Program Convenor. Major Program Convenor email addresses can be found <u>here</u>.
- 5. Attach the saved, completed, form to the email. Email your application from your UQ student email account.
- 6. You will be notified of the outcome of your application via your UQ student email account

#### Guidelines

Variations to a major or program are considered only in exceptional circumstances when the required study sequence cannot be followed. You must plan your enrolment in accordance with the program structure (including majors, minors, and extended majors).

Unless extenuating circumstances\* can be clearly demonstrated, major or program variations will **not** be approved for:

- Compulsory courses (including Gateway, Cornerstone or Capstone courses); or
- Undertaking another course in lieu of a previously failed compulsory course.
- \* Any application made on extenuating circumstances must be submitted with additional supporting documentation.

Variations to a major or program must be approved by the Associate Dean (Academic), on the recommendation of the Major / Program Convenor.

Approval must be obtained prior to enrolling in the substitute course.

Student and Re	quest Detui							
Student Name:				Student Number:				
Program:				Date:				
Variation for:	Minor	Major	Extended Major	Other (E.g. Part B)				
In the field of:			Original		Substitute			
			Course Code:		Course Code:			
I am requesting t	his because I	nave done a G	Graduation Check and	l:				
Lundora	and that make		the approved if it d	ac not comply with	the Variation to			
I understand that my request will not be approved if it does not comply with the <u>Variation to a major or program</u>								
guideline	es.							

## **Faculty of Humanities and Social Sciences**





I have done a Graduation Check. Information on how to complete a Graduation Check for undergraduate programs can be found <u>here</u> under the relevant program. Postgraduate students are asked to print their studies report and the relevant course list from <u>Courses and Programs</u> .											
Student to email this form to the Major / Program Convenor											
Major / Program Convenor:		Recommended	Not	Recommended							
Basis of Recommendation:											
Major / Program Convenor:	Name:		Date:								

### Major / Program Convenor to email this form to adacademic@hass.uq.edu.au

#### **Privacy Statement**

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. For further information please consult the UQ Privacy Management Policy at: <u>http://ppl.app.uq.edu.au/content/1.60.02-privacy-management</u>