

**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: s41234567@student.uq.edu.au or your.name@uqconnect.edu.au).
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 [here](#).
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 Request Detail

Student Name:				Student Number:		
Program:				Date:		
Variation for:	Minor	Major	Extended Major	Other (E.g. Part B)		
In the field of:			Original Course Code:		Substitute Course Code:	

I am requesting this because I have done a Graduation Check and:

I understand that my request will not be approved if it does not comply with the [Variation to a major or program guidelines](#).

