

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

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 Convenor or Program Director. Major Convenor and Program Director 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 Convenor or Program Coordinator.

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](#).

I have done a Graduation Check. Information on how to complete a Graduation Check for undergraduate programs can be found [here](#) under the relevant program. Postgraduate students are asked to print their studies report and the relevant course list from [Courses and Programs](#).

Please email this form to the Major Convenor or Program Director

Major Convenor/ Program Director Advice:	Recommended		Not Recommended	
Basis of Recommendation:				
Major Convenor or Program Director:	Name:		Date:	

Please 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: <http://ppl.app.uq.edu.au/content/1.60.02-privacy-management>