

**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](mailto:s41234567@student.uq.edu.au) or [your.name@uqconnect.edu.au](mailto: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 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 or Program Convenor. Approval must be obtained prior to enrolling in the substitute course.

Students in some postgraduate coursework programs do not require a approval from the Associate Dean (Academic) for a program variation where the approval is at the discretion of the Program Convenor (e.g. the course list states 'or other courses approved by the Program Convenor'). In this situation, students can email their Program Convenor directly to request the variation.

It is your responsibility to acquaint yourself with University policies and procedures relevant to your enrolment and studies and observe the policies, procedures and guidelines of the University. Read The Student Charter, and within the Charter note section 2.1. **Approval must be obtained prior to enrolling in the substitute course.**

**Student and Request Detail**

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

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

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 <a href="#">Variation to a major or program guidelines</a> .
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	I have done a Graduation Check. Information on how to complete a Graduation Check for undergraduate programs can be found <a href="#">here</a> under the relevant program. Postgraduate students are asked to print their studies report and the relevant course list from <a href="#">Courses and Programs</a> .
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***Student to email this form to the Major / Program Convenor***

<b>Major / Program Convenor:</b>	<b>Recommended</b>		<b>Not Recommended</b>	
<b>Basis of Recommendation:</b>				
<b>Major / Program Convenor:</b>	<b>Name:</b>	<b>Date:</b>		

***Major / Program Convenor to email this form to [adacademic@hass.uq.edu.au](mailto: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>