

ACADEMIC BOARD – MEETING 9/97 (18 DECEMBER 1997)

Policy Governing Withdrawal From Subjects In Semester Three.

Background

Current practice under Statute 11.2 - Enrolment is that :

- (i) Students may add to or vary any subjects for which they have enrolled up to the end of the second week of teaching in a subject;
- (ii) Thereafter and with the approval of the faculty concerned, students may add to or vary the subjects in which they have enrolled.
- (iii) Faculties have agreed that no student will be permitted to withdraw from a subject after the end of the fourth last week of teaching in a subject.

Corresponding provisions need to be established for Semester Three.

The length of Semester Three is 7/12, that of Semesters One and Two (in the case of many subjects, teaching is only six weeks). It seems appropriate, therefore, to adjust the time restrictions in (i), (ii) and (iii) above, proportionally with respect to the reduced length of Semester Three.

In addition, the dates on which load is calculated and on which students incur a HECS liability (where appropriate) for non-standard semesters are considerably earlier, relatively, than for standard semesters, and, in some circumstances, precede the last date for change of enrolment.

The census date for Semester One is 4 weeks after commencement and for Semester Two 6 weeks after commencement. For a non-standard semester of less than six weeks, the census date is the first day of teaching. For a non-standard semester of six weeks or longer, the census date is the end of the second teaching week.

Recommendations

- 1 That Statute 11.2 - Enrolment - General Provisions be amended to provide that :
 - (i) Students enrolled in Semester Three not be permitted to change their enrolment after one week of teaching in the subject has elapsed.
 - (ii) That, for subjects taught over less than the six weeks, students not be permitted to withdraw after the census date; i.e., the first day of teaching, this is in line with DEETYA guidelines.
- 2 That faculties be advised that students not be permitted to withdraw from subjects during the last two weeks of teaching in the subject.

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