

Personal Courses of Study Statute – Withdrawals

On 20 November 2014, after the *2015 Calendar* had gone to print, the Academic Board of Victoria University of Wellington approved a change to section 8 of the Personal Courses of Study Statute, clarifying eligibility for withdrawing from a course (AB14/61). Section 8 is reproduced below; 8(a)–(c) are unchanged; 8(d) and 8(e) are new, as is Note 5. This change took effect on 20 November 2014.

Withdrawals

8. (a) Any student who wishes to withdraw from a course must apply on the appropriate form.
- (b) A student may withdraw from a course at any time during the first three-quarters of the teaching weeks.
- (c) Withdrawals after the date in (b) above require the approval of the relevant Associate Dean (or Dean). An Associate Dean (or Dean) will not normally approve such a withdrawal unless satisfied that:
 - (i) there are medical or personal circumstances applying after the specified date for withdrawals that have seriously affected the student's ability to complete the course;and
 - (ii) either there is evidence of satisfactory progress in the course up to the specified cut-off date for withdrawals, or the absence of such evidence is due to adverse medical or personal circumstances.
- (d) Only in exceptional circumstances may a student withdraw from a course –
 - (i) after the last day of the official exam period for the trimester in which that course was held; or
 - (ii) if the student has sat the final examination or submitted the final item of assessment for that course– and in no case may a student withdraw after one trimester has elapsed since the course ended.
- (e) Where an Associate Dean (or Dean) has declined an application under (c) or (d) above to withdraw from a course, the student may appeal in writing to the Convenor of Academic Committee within four weeks of being notified of the decision of the Associate Dean (or Dean). This period may be extended by the Convenor in special cases.

Note 1: Exact withdrawal dates for particular trimesters may be obtained from the Guide to Undergraduate Study or faculty Student and Academic Services offices.

Note 2: Any additional fees arising from the change of course will be calculated and will become payable when the change of course form is returned to the faculty Student and Academic Services office.

Note 3: If a refund is applicable to a student who has paid their fees with a student loan, the refund will be paid directly to the student loan account. If a refund is applicable to a student who has paid their fees without using a student loan, the student should contact the Student Fees team to request the refund.

Note 4: The operative date for any change of course is the date when the form is received by the faculty Student and Academic Services office. If forms are posted, due allowance should be made for postal delays to ensure that the form arrives before the relevant deadline.

Note 5: Withdrawals can have significant impacts on students' eligibility for loans and allowances (including retrospectively). The Associate Dean should advise the student to seek advice on the non-academic implications of late withdrawals. Students are responsible for making themselves familiar with the implications. Advice may be sought from Financial Support and Advice or from StudyLink.

The Personal Courses of Study Statute may be found in its entirety in the *2015 Calendar*, pp. 142–149.