

Course Withdrawal Policy

Commencement Date: 01 December 2008

Category: Student Services

1. PURPOSE

This document is to describe Curtin Singapore’s policy for students to withdraw from enrolled courses.

2. APPLICATION

Students

3. EXCEPTIONS

NIL

4. POLICY STATEMENT

Students enrol in specified units as part of courses offered by external partner on the Curtin Singapore campus.

Once enrolled circumstances may arise which requires students to withdraw from the course in which they are enrolled.

In order to facilitate course withdrawals by students, Curtin Singapore shall adopt the current Course Withdrawal policies and procedures of Curtin University, Curtin College and Navitas English, as appropriate to the course in which the student is enrolled.

Curtin Singapore will implement procedures to supplement the external partner processes in relation to course withdrawal.

5. OBJECTIVES

To ensure effective management of course withdrawals from partner programs.

RESPONSIBILITIES	
Policy Owner	Director of Academic Services
Contact	Student Services Manager
Review Date	08 October 2012

Revision Ref No	Approved/ Rescinded	Date	Committee /Board	Document Reference
Version 1	Approved	01 Dec 08	Executive Committee	Nil
Version 1.1	Approved	01 Nov 09	Executive Committee	Change of logo and format
Version 2	Approved	08 Oct 10	Executive Committee	Executive Committee Meeting Minutes