

Unit Withdrawal Policy

Commencement Date: 01 December 2008

Category: Student Services

1. PURPOSE

This document describes Curtin Singapore’s policy for Unit Withdrawal.

2. APPLICATION

Students

3. EXCEPTIONS

This policy does not apply to:

- Navitas English students, as Navitas English does not allow unit withdrawals.
- Students wishing to defer all units for a study period or more (Leave of Absence)

4. POLICY STATEMENT

Curtin Singapore students enrol in a number of units as per their study plan with the external program provider. Due to various situations arising, students may be required to withdraw from some of their units.

Curtin Singapore will adopt the procedures of Curtin University and Curtin College in relation to unit withdrawal, as amended for Singapore requirements.

Curtin Singapore will establish processes to manage applications from students to withdraw from units which supplement those of the external program providers.

5. OBJECTIVES

- To ensure applications for unit withdrawals are appropriately administered in accordance with Curtin Singapore’s procedures:
- To maintain a proper record and update of a student’s study plan and status.

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Revision Ref No	Approved/ Rescinded	Date	Committee /Board	Document Reference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