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## REQUEST FOR APPROVAL OF A VARIATION TO PROGRAM REQUIREMENTS

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### 1. STUDENT DETAILS

Griffith Identification Number

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Family name:

First name:

Other names:

Student Signature:

Home telephone number:

Work/mobile telephone number:

Program Code:

Program Title:

This form is to be completed by a student who of their own volition requests a change or variation to their program structure and program requirements.

In exceptional circumstances a variation to program requirements may be awarded as specified in the policy *Structure and Requirements of Qualifications awarded by Griffith University*. There are a number of grounds on which a variation to program structure and program requirements may **NOT** be awarded and these are set out in section 2 of this Form, and in the policy.

Given it is the student's choice to vary the requirements of the degree, their **official transcript will bear the following notation** to advise employers the student did not complete the published requirements for the degree:

**'Approval for the degree to be awarded on the basis of a variation to the courses required for completion of the degree requirements'**

The request is to be forwarded to the relevant Program Director for consideration. The relevant Program Director is to consider whether there are grounds for the request to be recommended to the Dean (Learning & Teaching).

*Please Note:*

*In cases where a number of students seek the same degree variation the Program Director and Dean (Learning and Teaching) are advised to consider a change to the program structure and program requirements that will be applied to all students. The Program change is then to be approved through the University's program approval processes.*

*The University may make changes to the requirements of a program, in such cases the change and a revised program structure shall be advised to students via the Programs and Courses website. This form is **NOT** to be completed to resolve a change in program requirements that the University has implemented.*



The Program's Learning Outcomes, available from the Programs and Courses website, must be attached to this application form. The Program Learning Outcomes are available in a PDF that can be downloaded and printed.

### 2. VARIATION TO PROGRAM REQUIREMENTS

Extract from **Structure and Requirements of Qualifications Awarded by Griffith University**, Section 15:

*In exceptional circumstances, on the recommendation of the Program Director, the relevant Dean may approve a variation on the standard requirements for the program for individual students, where:*

- *compliance with a requirement is impractical for the student in terms of its availability, and its learning outcomes; and*
- *the requirements of the degree have been met at the point of graduation with the exception of a preparatory requirement scheduled early in the student's studies; and*
- *the revised program of study substantially satisfies the knowledge and skills of the qualification; and*
- *the degree is accredited/recognised by a professional body, the revised program of study satisfies the standards of recognition or registration of the student on graduation; and*
- *the revised program of study continues to comply with the total number of Credit Points required for the award of the degree.*

A variation to program requirements may not be awarded where:

- on admission to the program a student has been awarded the maximum amount of credit towards the degree requirements; or
- the degree is accredited/recognised by a professional body and the proposed variation does not satisfy the standards for recognition or registration of the student on graduation; or
- the student has met the total Credit Points for the degree but failed to complete specific requirements particularly in the latter years of the program; or
- the student is given an unfair advantage over other students enrolled in the program; or
- the minimum proportion of the components of the qualification are not at the level of the qualification type or
- achievement of the learning outcomes of the program cannot be demonstrated

Outline the change/s to the approved program structure or program requirements you are requesting, specifying how they meet the programs learning outcomes. The Program Learning Outcomes are available on the Programs and Courses website.

Tick Type of Change Requested	Describe the change requested	Describe how the change requested is consistent with the Program's Learning Outcomes
<input type="checkbox"/> Core Courses <input type="checkbox"/> Designated Course <input type="checkbox"/> ELE Course*		
<input type="checkbox"/> Elective Courses		
<input type="checkbox"/> Capstone Course/s		
<input type="checkbox"/> Award Major		
<input type="checkbox"/> Major		
<input type="checkbox"/> Minor		
<input type="checkbox"/> Research component		
<input type="checkbox"/> The specified number of credit points to be taken for a specific program requirement+		

\* Under no circumstances will approval be granted to change the requirement to complete the ELE course.

+ Under no circumstances will approval be granted to change the credit points in a manner that the student's program is not compliant with the total number of Credit Points required for the award of the degree.



The Program's Learning Outcomes, available from the Programs and Courses website, must be attached to this application form. The Program Learning Outcomes are available in a PDF that can be downloaded and printed.

Brief explanation/justification for the request:

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I understand that if this request for course substitution is approved the following statement will appear on my official transcript:

**Approval for the degree to be awarded on the basis of a variation to the courses required for completion of the degree requirements.**

Student signature: \_\_\_\_\_

Date:        /        /

### 3. PROGRAM DIRECTOR ACTION

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Has the student been awarded the maximum amount of credit allowable towards the degree requirements?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does the proposed variation fail to satisfy the requirements for professional recognition or registration of the student on graduation?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does the proposed variation give the student an unfair advantage over other students enrolled in the program?
If one or more of the above questions has a 'Yes' answer the Program Director is <b>not able</b> to recommend the approval of the variation and should not proceed to complete the next set of questions. If the answers to all of the above questions are <b>NO</b> , then the Program Director should answer the following questions:		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is the degree variation proposed because compliance with the requirement is impractical in terms of its availability and learning outcomes?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is the degree variation proposed because at the point of graduation a preparatory requirement scheduled early in the student's studies, e.g. first trimester, first year has not been completed?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does the revised program of study substantially satisfy the knowledge and skills of the qualification?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does the revised program of study continue to comply with the total number of credit points required for the degree?
If the answers to all of the above questions are 'Yes', the Program Director is able to recommend a variation to the program requirements.		

- Variation to Program requirements recommended.
- Variation to Program requirements not recommended.

Specify the details of the variation to program requirements being recommended. Attach a Study Plan.

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Provide a clear statement setting out the reason/s why you recommend or do not recommend the request to the Dean (Learning & Teaching).

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Program Director signature: \_\_\_\_\_ Print name: \_\_\_\_\_ Date:     /     /

*Forward the application to the relevant Dean (Learning and Teaching)*

### 4. DEAN (LEARNING & TEACHING) ACTION

- On the recommendation of the Program Director I approve the variation to the program requirements as set out in the attached Study Plan.
- I do **not** approve the variation to program requirements.

Provide a clear statement setting out the reason/s why you did or did not approve the variation to Degree Requirements.

<hr/> <hr/> <hr/> <hr/> Dean (L&T) signature: _____ Print name: _____ Date:     /     / <i>Forward the completed application to relevant Student Centre on your campus.</i>
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**OFFICE USE ONLY**

**CHECKLIST**

- |   |                  |         |
|---|------------------|---------|
| <input type="checkbox"/> Noted on PeopleSoft                        | Signature: _____ | /     / |
| <input type="checkbox"/> Noted on Transcript                        |                  |         |
| <input type="checkbox"/> Noted on Graduation List where appropriate | Signature: _____ | /     / |
| <input type="checkbox"/> Form sent to CRDS                          |                  |         |

**PEOPLESOFT CONFIGURATION**

- |  |                  |         |
|--|------------------|---------|
| <input type="checkbox"/> Establish 99 Plan | Signature: _____ | /     / |
| <input type="checkbox"/> Establish 88 Plan | Signature: _____ | /     / |

**REASONS TO REQUEST A VARIATION TO PROGRAM REQUIREMENTS**

Where a student requests a change to their program structure and program requirements on grounds that

- *compliance with a requirement is impractical for the student in terms of its availability, and its learning outcomes; and*
- *the requirements of the degree have been met at the point of graduation with the exception of a preparatory requirement scheduled early in the student's studies; and*
- *the revised program of study substantially satisfies the knowledge and skills of the qualification; and*
- *the degree is accredited/recognised by a professional body, the revised program of study satisfies the standards of recognition or registration of the student on graduation; and*
- *the revised program of study continues to comply with the total number of Credit Points required for the award of the degree.*

**SUPPORTING DOCUMENTATION**

A copy of the Program Learning Outcomes, available from the Programs and Courses website, must be attached to this application. The Program Learning Outcomes are available in a PDF that can be downloaded and printed.

**STUDENT POLICIES**

Please refer to the *Structure and Requirements of Qualifications awarded by Griffith University* available from the Griffith website at: [policies.griffith.edu.au/pdf/Structure%20and%20Requirements%20of%20Qualifications.pdf](https://policies.griffith.edu.au/pdf/Structure%20and%20Requirements%20of%20Qualifications.pdf)

**ENQUIRIES ABOUT REQUESTING A VARIATION TO PROGRAM REQUIREMENTS**

To enquire about requesting a variation to program requirements, please contact any Student Centre:

Brisbane: (+61 7) 373 57700 | Gold Coast: (+61 7) 555 28811

**LODGING INSTRUCTIONS**

Application form and any documentary evidence must be lodged by mail or in person, to any campus Student Centre: <https://www.griffith.edu.au/student-administration/contact-student-administration>.

**PROTECTING STUDENT PRIVACY**

Griffith University collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Plan at <https://www.griffith.edu.au/about-griffith/governance/plans-publications/griffith-university-privacy-plan> or Telephone (+61 7) 373 57700 or (+61 7) 555 28811.



<b>Study Plan</b>	Griffith Identification Number								
	<table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>								
	Family Name:								
	First Name:								
	Program Code:	Program Title:	ProgramCP Total						
	Award Major								
Major									
Minor									

Course Code	Course Title	CP	Comments
<b>Year 1</b>			
<b>Year 2</b>			
<b>Year 3</b>			
<b>Year 4</b>			
<b>Year 5</b>			

<b>Year 6</b>			
<b>Dean (Learning &amp; Teaching) Signature:</b>			<b>Date:</b> /    /

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Completed form forwarded to CAO <b>SA Date:</b> -----/-----/-----
Completed form forwarded to CAO <b>SA Date:</b> -----/-----/-----
Sent to CRDS <b>Date:</b> -----/-----/-----