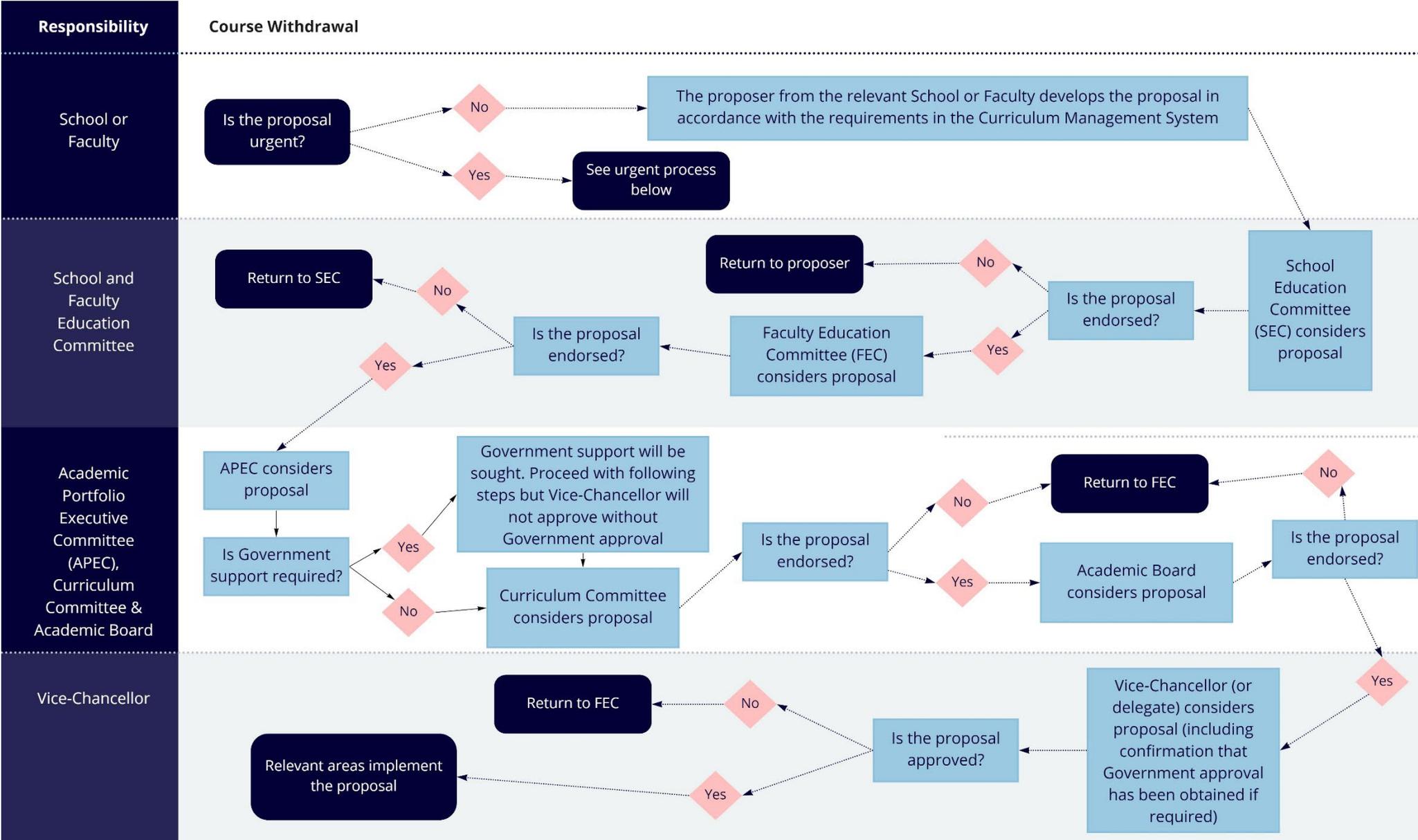
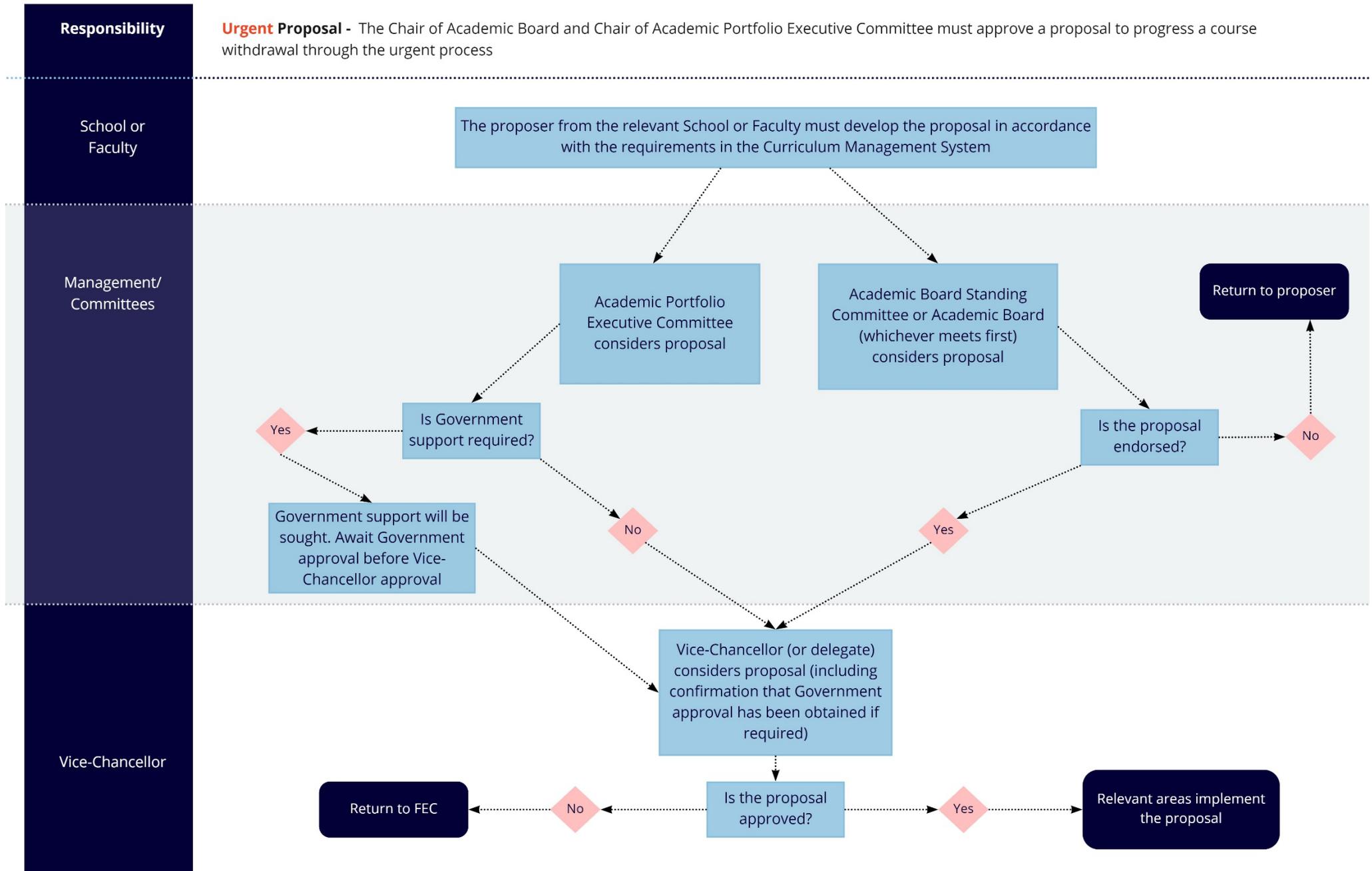


Course Withdrawal Workflow



Course Withdrawal Workflow



Course Withdrawal Workflow

Course Withdrawal

The following steps apply to consideration and approval of a course withdrawal:

- Proposer develops proposal in accordance with the requirements in the Curriculum Management System
- School Education Committee considers proposal and decides whether to endorse
- Faculty Education Committee considers proposal and decides whether to endorse
- Academic Portfolio Executive Committee considers proposal and decides whether to endorse. If Commonwealth Government approval is required and sought, the below steps can be progressed concurrently. Vice-Chancellor (or delegate) approval will only be provided once Government approval is received.
- Curriculum Committee considers proposal and decides whether to endorse
- Academic Board considers proposal and decides whether to endorse
- Vice- Chancellor (or delegate) considers proposal and decides whether to approve, including confirmation that Government approval has been obtained if required. If approved, relevant areas implement the proposal.

If a proposal is not endorsed or approved at any step, it is returned to the proposer for further consideration.

Urgent Course Withdrawal

The Chair of Academic Board and Chair of Academic Portfolio Executive Committee must approve a proposal to progress a course withdrawal through the urgent process.

The following steps apply to consideration and approval of an urgent course withdrawal:

- Proposer develops proposal in accordance with the requirements in the Curriculum Management System
- Concurrently, the Academic Portfolio Executive Committee and Academic Board or Academic Board Standing Committee (whichever meets first) considers proposal and decides whether to endorse. If Commonwealth Government approval is required, Vice-Chancellor (or delegate) approval will only be provided once Government approval is received.
- Vice- Chancellor (or delegate) considers proposal and decides whether to approve, including confirmation that Government approval has been obtained if required. If approved, relevant areas implement the proposal.

If a proposal is not endorsed or approved at any step, it is returned to the proposer for further consideration.