

INSTRUCTION FOR STUDENTS

1. Withdrawing from a Course

If you are going to withdraw from one of your courses you must officially withdraw from the course on or before the **Census Date**, the last day you can withdraw without incurring student fees or liabilities. The Census Date can be found here: [Critical University Dates](#)

IMPORTANT

Students are responsible for their own withdrawal from a course. Upon leaving a course, you **must** complete the administrative requirements of withdrawal on or before the Census Date. This can be done through Access Adelaide and should be completed as soon as possible after you decide to withdraw from a course. Without this step, you are still enrolled in the course and will have a Fail grade entered in your transcript or academic record.

Information on how to withdraw from a course is available on the University of Adelaide website '[Frequently asked Questions - Enrolling](#)'. You can withdraw from a course via Access Adelaide.

To drop a course in [Access Adelaide](#):

1. Select the 'Student Menu > Enrolment'
2. Select the semester you wish to drop the course from
3. Select 'Drop' action for the appropriate course - you will be asked to verify the drop
4. Select 'Yes' - you will be presented with a confirmation screen with a status of 'successfully dropped'

When you drop a course on or before the census date, it will not appear on your transcript or enrolment list. When you drop a course after the census date for the course, it will still appear on your enrolment list with an 'Enrolment Status' of 'Dropped' (was enrolled) with either a grade of WNF or WF recorded and you will still incur the fees for the course.

Further information on how to withdraw from a course is also available on the website:

How do I drop a course? [UoA Frequently Asked Questions](#)
Withdraw No Fail (WNF) / Withdraw Fail (WF) [UoA Useful Terms](#)
First year students [Withdrawing from a course](#)
Drop Course Form [A-Z Student Administration Forms](#)

2. Retrospective Withdraw Not Fail (Retrospective WNF)

IMPORTANT

Students are responsible for their own enrolment in and withdrawal from a course. Upon leaving a course, you **must** complete the administrative requirements of withdrawal. This can be done through Access Adelaide and should be completed as soon as possible after you decide to withdraw from a course. Without this step, you are still enrolled in the course and will have a Fail grade entered in your transcript or academic record.

A retrospective Withdraw Not Fail (WNF) grade, applied for after the date of the last day to Withdraw Not Fail (WNF date) may be granted in exceptional circumstances. An application will be considered only if it is accompanied by supporting evidence.

* The Withdraw Not Fail (WNF) date, can be found here: [Critical University Dates](#)

Procedure

You must follow the procedure below to be considered for a retrospective WNF:

1. Apply in writing to FHS Student Services Coordinator
2. Supply independent documentary evidence of your medical or compassionate grounds for application.

Letter of Application

Your letter of application must:

1. Demonstrate why you were unable to withdraw by the advertised last day to WNF
2. Show that you attempted to withdraw as soon as possible after that date
3. Give evidence of why the relevant circumstances were beyond your control and were not due to your own action or lack of action.

Unacceptable Reasons for Application

The following reasons for application will not be accepted:

1. Ignorance of the advertised critical dates (available in Course Planner for each course)
2. Lack of attendance at lectures or other classes due to unsubstantiated causes
3. Failure to submit or pass assignments, or sit or pass exams due to unsubstantiated causes.

Adjustment of Student Fees

If you have incurred fees in the relevant course, you may apply to the University Manager of Student Finance for a remission in fees. Further information is available at the [Student Finance Website](#) .

What the retrospective WNF grade is not

The retrospective WNF grade is not:

1. A chance to improve your academic record
2. Granted at the discretion of the lecturer (although their opinion will be sought)
3. An academic result – it is an administrative entry in your academic transcript.