

# Application to undertake more than 14 credit points in a Session

## Personal Details

Student ID Number 

--	--	--	--	--	--	--	--

 Phone No. \_\_\_\_\_

Given Names \_\_\_\_\_ Family Name \_\_\_\_\_

## Proposed Program

Degree: \_\_\_\_\_ Session: 1 / 2 / 3 Year: \_\_\_\_\_  
*(please circle)*

- Enroll in units 14 credit points or more before requesting additional unit(s) be added to your program
- To gain approval: attach a copy of your unofficial transcript to this and submit to the Faculty Student Administration Office in the Faculty that offers your course
  - unofficial transcripts can be obtained by logging into [eStudent](#). Once you are logged in, click on 'eStudent Internal Record' under the 'My Results and Graduation' tab. Your transcript will be emailed to your student email address.

### Reasons for undertaking more than 14 credit points:

- |   |  |
|---|--|
| <input type="checkbox"/> Final session of study | <input type="checkbox"/> Fast tracking degree              |
| <input type="checkbox"/> PACE placement         | <input type="checkbox"/> Unit not offered in other session |
| <input type="checkbox"/> Other: _____           |  |

Unit Code (eg. BBA203)	Unit Name	Availability (please circle mode)	Credit Points
<b>Enrolled Units</b>			
		Day / Evening / External / Composite	
		Day / Evening / External / Composite	
		Day / Evening / External / Composite	
		Day / Evening / External / Composite	
<b>Additional Units Required</b>			
		Day / Evening / External / Composite	
		Day / Evening / External / Composite	

- I have met the prerequisites for the additional units  
OR  
 I have submitted a special approval (waiver) - AskMQ reference number : \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

- When Faculty approval has been gained, bring or send (via email or post) the final version this form to Student Connect, Building C7A, Level 2 MUSE. Student Connect will enroll you in the additional units
- If you make changes to the Proposed Program above you will need to re-submit this form to reflect those changes

## Faculty Authorisation

Staff Signature \_\_\_\_\_ **Approved?** Yes / No  
Staff Name \_\_\_\_\_ Date \_\_\_\_\_

- Academics: Please ensure the student meets prerequisites for the unit and this request is for the correct session of study.

## Student Connect Use Only : Study Plan Updated

Staff Signature \_\_\_\_\_ Ref \_\_\_\_\_  
Staff Name \_\_\_\_\_ Date \_\_\_\_\_