



SPECIAL APPROVAL FORM

Student ID

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THIS IS NOT A CHANGE OF ENROLMENT FORM. If you are changing your enrolment, a Change of Enrolment form must be completed and lodged with this form. Change of Enrolment forms can be obtained from the Enquiry Counter, Student Administration (Hackett Hall)
Addition of a unit after the the 3rd week of Semester 1 or 2 requires Special Approval and payment of \$40 on lodgement of both forms.

PERSONAL DETAILS - PLEASE COMPLETE FORM IN BLACK BIRO

Surname	Given Names
Course	Faculty

SPECIAL APPROVAL REQUESTED FOR

Student Signature	Date
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SCHOOL/FACULTY OFFICE USE ONLY

1 RULE WAIVER (see www.secretariat.uwa.edu.au/page/91125)

If approval is to be granted to waive a rule, please complete the following:

1. Type of Rule	<input type="checkbox"/> Unit Rule	<input type="checkbox"/> Unit Set Rule (Majors/Programme)	<input type="checkbox"/> Course Rule
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2. Description

3. Reason for Rule Waiver

Rationale:

<input type="checkbox"/> Special Consideration	<input type="checkbox"/> University policy (2 point rule)
<input type="checkbox"/> Equivalent knowledge/sufficient background	<input type="checkbox"/> High achiever <input type="checkbox"/> Other

2 SPECIAL UNIT

If indicating a "Special Unit" please complete the following details:

Special Unit Title	Credit Points Value	Available Semester	Special Unit Code (if a special unit code does not currently exist, please email your request to create a special unit code to unitchanges@admin.uwa.edu.au before submitting this form)

If the "Special Unit" is a substitute for or a component of another existing unit please complete the following:

Existing Unit Code:	Existing Unit Name:
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Details of Special Unit:

3 LATE ADDITION OF A UNIT

If approval is to be granted for the late addition of a unit please complete the following.

Unit Title	Unit Code	Available Semester	Credit Points Value

4 DECISION

Recommended:	Name:
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(Signature of Head of School or a person authorised by the Head of School)	Date:
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Approved:	Name:
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	Date:
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(Signature of Dean/Associate Dean/Sub-Dean/Faculty Academic Advisor)	Callista Authorisation No.:
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Rationale:
