

The guidelines for assessing this Application For Withdrawal After Census Date are outlined below:

The Process from here:

- This application (with supportive documentation) will be forwarded to the Head of School for a determination of grade.
- The Head of School will sign off on a grade. There are three possible grades:
- FL – fail
- FW – withdrawn fail – this is granted where none of the compulsory assessment tasks have been assessed OR
- AW – Approved Withdrawal – where a student has successfully demonstrated on their application form that they meet the requirements detailed in **Grounds for Approved Withdrawal** (below)
- The application will be forwarded from Head of Teaching School to Student Administration for processing
- The student will be advised by Ebox message of grade determination within three (3) working weeks from receipt of application.

Withdrawal after the Session/Trimester Census Date

Unless you meet the requirements of **Grounds for Approved Withdrawal** (below) by withdrawing after the census date you will have a FL (fail) or FW (withdraw fail) grade recorded in the subject. An FW grade will only be recorded where none of the compulsory assessment tasks have been assessed.

Grounds for Approved Withdrawal after the Session/Trimester Census Date

Approved Withdrawal (AW) after the census date will only be granted where:

- a. Misadventure or extenuating circumstances apply (please refer Special Consideration Regulation 3 online at: http://www.csu.edu.au/acad_sec/regulations.htm#9)
- b. The student was making satisfactory progress at the time the misadventure or extenuating circumstances occurred. Failure to submit optional assessment tasks at the time of the application to withdraw is not evidence that the student was performing unsatisfactorily.

NOTE: The granting of Approved Withdrawal (AW) after the census date does not mean entitlement to automatic remission of their debt or liability for that subject. There is a separate and additional process; refer to Remission guidelines online at: www.csu.edu.au/division/student-admin/current/remissions/htm.