
Withdrawing students checklist

FACULTY OF SCIENCES

We strongly recommend that all student contact the Faculty of Sciences office first to discuss their options.

Domestic students should Use this checklist if they are **withdrawing** from a Faculty of Sciences program to ensure they have completed everything before you I leave.

International students must contact the International Students Office before withdrawing.

Administrative Requirements

Speak with a Student Advisor from the Faculty of Sciences office about

- your options and alternatives to withdrawing
- reducing your study lo ad
- possible options for transferring
- options for returning to study
- what effect withdrawing may have on your academic record

Withdraw from courses via Access Adelaide.

Be sure to check critical dates at;

<http://www.adelaide.edu.au/student/dates/critical/>

Veterinary Bioscience students need to complete the application for leave of absence.

Contact SATAC about deferring if you are in your first semester of study and withdraw prior to census date.

Academic Requirements

Notify your course coordinator. This can be done via email and will ensure you are removed from class lists and not followed up for non-submission of assignments.

Notify your tutor or prac coordinator if your courses require group work in practicals or lab.

Notify other group members if you are working on group assignments with other students.

Other university services

You will need to discuss your options with the following services if you currently use them as most services are only available to currently enrolled students.

Other university services you may need to contact	
Accommodation Service	If you are living in university accommodation
AskAdelaide	Information regarding your fees, tuition or HECS
Library	Do you need to return any books
Scholarships	If you are in receipt of a scholars hip
Student Care	If you have a student loan