

# Student Administration Rule Waiver Request

Student Centre (your home campus)  
Locked Bag 1797, Penrith South DC NSW 1797



Read the important information on page 2 **before** completing this form.  
Please complete this form in black ink using CAPITAL LETTERS. Mark appropriate answer boxes with a cross (X).

## 1 – PERSONAL DETAILS

UWS student ID number  Daytime Phone Number  Are you an international student? Yes  No

Family name  Given name

Course number  Course name

## 2 – UNIT CHANGE Only list the unit for which the rule waiver is required

Academic authorisation is required for:

- Adding a unit not on your home campus
- Enrolling more than 40 credit points in a session
- Adding a unit after the end of Week 2 and up to the census date of the Teaching Session
- Requesting a pre or co-requisite or an incompatible rule waiver

			Please circle your selection		Please put a cross (x) in the appropriate box				Head of Program Only		
Session	Unit Number	Unit Name	Class	Core Unit	Unit Campus	Not home Campus	More than 40 cp	Pre/Co Req Rule	Add after Week 2	Print Initial & Last Name	Academic Signature
			Day/Eve	Yes/No		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			Day/Eve	Yes/No		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			Day/Eve	Yes/No		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			Day/Eve	Yes/No		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

## 3 – DECLARATION AND SIGNATURE

I have read the instructions on this form and request changes to my unit enrolment as indicated.

Student's signature

Date

Date Received

# Important information for students requesting a rule waiver

---

## **Use of this form**

This form should only be used by domestic and international students wishing to request a rule waiver. Information relating to unit rules and restrictions can be found on the web: <http://www.uws.edu.au/students/stuadmin/enrolments/enrolmentrequirements>

These rule waivers include:

## **Adding a unit not on your home campus**

If you want to enrol in a unit that is taught on a different campus to your home campus, you need to submit your request on this form with the Head of Program approval.

## **Adding a unit after the end of week two (2) of the teaching session**

Students may add up to the final day of the second week of the teaching session without the approval of the Head of Program. However, units added after this time, and up to the census date, must be submitted on this form with the Head of Program approval.

## **Enrolling in more than 40 credit points in the teaching session**

If you want to enrol in more than 40 credit points in a teaching session, you must obtain approval from the Head of Program.

## **Requesting the lifting of a pre or co-requisite unit, or an incompatible unit restriction for a unit you want to enrol in**

If you feel that the pre-requisite, co-requisite, or incompatible unit rules restricting your enrolment in a unit should not apply to you, then you need to apply for approval for these rules to be lifted using this form.

## **What is a pre-requisite?**

For some units, you are only permitted to enrol once you have completed foundation level units. This is so that you have the required knowledge to complete the unit. This is called a pre-requisite.

## **What is a co-requisite?**

For some units, you are only permitted to enrol if you are also concurrently studying other foundation level units. This is so that you have the required knowledge to complete the unit. This is called a co-requisite.

Pre and Co-requisites are listed in the handbook on the web: <http://handbook.uws.edu.au/hbook/>

## **What is an incompatible unit?**

An incompatible unit rule occurs if a student is enrolling in a unit that has substantial curriculum overlap with another unit previously completed (or currently enrolled). The purpose of this rule is to ensure that two units with overlapping curriculum cannot both be counted towards the total credit points for completion of the award.

## **Lodging this form**

You may lodge this form at any Student Centre. You must obtain the appropriate approvals prior to lodgement. Unsigned forms will not be accepted.