

This form is intended for use by a student of Adelaide University to request to exit the University with a lesser qualification than their current where applicable. When submitting this form, the student is confirming that they no longer wish to continue with their current level degree and agree to exit with the lesser qualification only. This form should be completed by the student in conjunction with their Program Director.

If a student wishes to exit with a nested program, they should consult their Program Director and refer to the [internal transfer form](#).

Should a student wish to return to study at Adelaide University in their original or other higher-level degree, application for re-admission will follow the standard methods of entry. If a student is to regain entry, they will be classified as a new student for the purposes of assessing fees or eligibility for Commonwealth support or assistance.

Section 1: Personal Details

Student ID:

First name(s):

Family name:

Date of birth:

Preferred email address:

Telephone number:

Section 2: Program Details

Program code:

Program title:

Section 3: Requested exit award (Undergraduate)

Please select one:

- Diploma (48 units completed)
 Associate degree (96 units completed)

Program code:

Program title:

Section 4: Requested exit award (Postgraduate)

Please select one:

- Graduate Certificate (24 units completed)
 Graduate Diploma (48 units completed)

Program code:

Program title:

Section 5: Academic Counselling Checklist (Program Director to Complete)

Please check all as discussed:

- Leave of absence
 Part-time study
 Counselling services
 Learning support services

Student Declaration:

I wish to request an exit award and understand that I will need to reapply through SATAC (or alternative standard method) if I wish to continue my studies at a later date.

Student Signature:

Date:

Program Director (or approved delegate) Declaration:

I approve this students request for an exit award.

Program Director Name:

Program Director Signature:

Date:

Student Assist Use OnlyDiploma

- 48 units completed
 No more than 18 units of credit

Associate Degree

- 96 units completed
 No more than 48 units of credit

All Programs

- Campus Solutions updated
 Credit transferred
 Students uploaded for graduation

Graduate Certificate

- 24 units completed

Graduate Diploma

- 48 units completed

LODGING YOUR APPLICATION**With Student Assist**In person**Adelaide City Campus - East**

Student Assist
 Level 3 – Playford Building
 Level 3 – Hub Central

Adelaide City Campus – West

Student Assist
 Level 2
 Jeffrey Smart Building

Magill Campus

Student Assist
 Level 1
 B Building

Mawson Lakes Campus

Student Assist
 Ground Floor
 C Building

Mount Gambier Campus

Learning Centre
 Wireless Road
 Mount Gambier SA
 5290

Whyalla Campus

Student Assist
 Ground Floor
 Main Building
 111 Nicolson Avenue
 Whyalla Norrie SA
 5608

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 Student Assist
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 Adelaide SA 5001

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