

Exit with Associate Degree, Graduate Certificate or Graduate Diploma (HE) Form

Complete this form to exit a Bachelor Degree course with an Associate Degree, or to exit a Master Degree course with a Graduate Certificate or Graduate Diploma

You should discuss your intention to exit with an Associate Degree, Graduate Certificate or Graduate Diploma with the Head of Program and/or Course Coordinator, at the earliest opportunity, to ensure that you will meet the requirements for completion of the course.

An Associate Degree is nested within the associated Bachelor degree. Generally, the Associate Degree is identical to the first two years of the associated Bachelor degree, however, some courses have special pathways in the second year for the Associate Degree.

A Graduate Degree is nested within the associated Master Degree. Generally, the Graduate Certificate is identical to the first semester and the Graduate Diploma is identical to the first year of the associated Master Degree.

Important Notes:

1. The Associate Degree, Graduate Certificate or Graduate Diploma will only be awarded if you have successfully completed all course requirements. This includes granting of Skills Recognition and/Credits Transfers.
2. If your application is unsuccessful you will be notified by the teaching department.
3. Accepting the Associate Degree, Graduate Certificate or Graduate Diploma as an exit point means that you are discontinuing your enrolment, and cannot continue your studies in that course.
4. If you wish to extend your studies to Bachelor level in the future, you will be required to apply for admission in accordance with Melbourne Polytechnic's Selection and Admission (HE) policy and procedure.

Complete all details in Sections 1, 2 and 3. Submit completed form to your Course Administration Office.
Clearly PRINT your legal name as it appeared on your enrolment form and is required on your testamur.

SECTION 1: PERSONAL DETAILS

MP Student Number		Date of Birth:	
Legal Family Name		Legal Given Name:	
Mobile Phone:		Home Phone	
Email Address:			

SECTION 2: CURRENT COURSE DETAILS

MP Course Code		Year course COMMENCED	
Level of Current enrolment		Name of your Degree	
Level of Degree for graduation			

SECTION 3: DECLARATION

I apply to exit my current enrolment in the above stated Degree.
I understand this will terminate my enrolment in the degree I am currently enrolled in.

Student Signature:	
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OFFICE USE ONLY

This form is to be used with the Granting of Qualifications(HE) Approval Procedure and must be submitted to the relevant bodies as an attachment to the Eligibility for an Award Report (HE) Template

Application APPROVED		Head of Program	Please Print	Date:	
I certify that the applicant has fulfilled the requirements for the course			Signature		
Application NOT APPROVED					
Reason(s) if not approved					
Student notified by:			Date:		
Application received by Completions & Awards Officer			Date:		