

## Change of Module Form

*For use* ***only*** *where no change of programme is involved*

**Student:** Please fill in the first section and obtain approval of the Teaching School(s) offering and releasing you from all modules listed. **You must then obtain overall approval from your Parent School, if different.**

Submit this form to your School(s) without delay. Until the form is submitted and processed by your Parent School you are not guaranteed a place on any new modules. You may be charged a late fee if the form is returned after the published deadlines.

### STUDENT TO COMPLETE

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student ID Number |  |  |  |  |  |  |  |  |  |
| **Last/Family Name** |  |
| **Forename(s)** |  |
| **Programme of Study** |  |
| **Year of Programme** |  |

### TEACHING SCHOOL(S) TO COMPLETE

**School offering new modules(s),** if you agree to this request please initial the appropriate column below, ensuring the CRN has been included.

* Parent School, please complete the remainder of the form. If the changes are approved, update the student’s record and notify the student accordingly.

* Non-Parent School, please keep a copy for your records and pass the form back to the student, who should then send the form onto the Parent School for overall approval.

**Modules to be added:**

| **Module Code** | **Module Title** | **Credits** | **Part of Term** | **Authorised by (Initials)** | **CRN** |
| --- | --- | --- | --- | --- | --- |
| *GEOG1000* | *Human Geography* | *10* | *2* | *AB* | *i.e. 1234* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

**Modules to be removed:**

| **Module Code** | **Module Title** | **Credits** | **Part of Term** | **Authorised by (Initials)** | **CRN** |
| --- | --- | --- | --- | --- | --- |
| *GEOG1001* | *Social Geography* | *10* | *2* | *AB* | *i.e. 2345* |
|  |  |  |  |  |  |
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### PARENT SCHOOL TO COMPLETE

Parent School, please sign below and update the student record accordingly. It is recommended that Schools keep an electronic copy for their records.

**Please note**, If a FLTU (Languages for All) module is requested to be taken then it will have been added to SWAREGS with a temporary status of ‘LH’, the Parent School must amend the module status (in the status column) to RE or DD to approve/deny the request as appropriate, within two weeks of the start of teaching.

|  |  |
| --- | --- |
| **Signature** |  |
| **School** |  | **Date** | DD/MM/YYYY |