

This form should only be used to apply to change a module which does not change your programme and/or award registration.

Current Undergraduate Regulations state that:

A student may substitute up to 30 credits worth of modules in her/his first term provided that the change is completed by the end of the second week of the delivery of the module concerned and provided that the change is approved on resource grounds.

Student Name		FT/PT	
P Number		Faculty	
Programme Title		Year/Level	
Programme/Course Code			

I wish to change from/to the following module(s):

From:		To:	
Module Title		Module Title	
Module Code		Module Code	
Credit Value		Credit Value	
Signature of Module Leader		Signature of Module Leader	

From:		To:	
Module Title		Module Title	
Module Code		Module Code	
Credit Value		Credit Value	
Signature of Module Leader		Signature of Module Leader	

All requests to change module must be notified on this form.

Student's Signature		Date	
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For Office Use only:

Is this a valid change within the student's profile?	YES/NO	
Faculty Office Authorisation		

Arbitration (if necessary)	Head of Studies Signature	
	Date	

Date QLS Updated _____ Date Confirmation sent to Student _____

Student Process

1. Student must obtain the form from their Faculty's Student Advice Centre or online.
2. Student must ensure they have a compatible timetable/profile.
3. Student must obtain all necessary signatures.
4. Student must return the completed form to the Faculty's Student Advice Centre within the deadline.
5. If approved, Student must check MyDMU for an updated timetable.

Faculty Process

The Faculty must check the following criteria:

1. That the student is not withdrawing from a core module or failing to meet course requirements.
2. That the new module is part of the existing course.
3. That the student has the necessary pre-requisites for the module.
4. That an updated timetable has been requested via <https://ttchanges.dmu.ac.uk>.
5. That the correct signatures have been obtained.
6. Whether there is a fee implication. If there is a change in fees then a P64 must also be completed.
7. If the answer to any of the criteria 1-6 gives cause for concern to refer the request on to the appropriate Head of Studies (or authorised nominee) for arbitration.