

REQUEST FOR EXCEPTIONAL LATE CHANGES TO MODULE REGISTRATION – Supporting evidence required

DEADLINE FOR SUBMISSION 30 September 2016

This form should be used to make late changes (additions/deletions) to your current module registration. It must be signed by your course leader or his / her nominees before your student record will be updated. Approval is conditional upon there being no timetabling clashes, pre/co-requisite requirements being satisfied, and a place being available in the module. Any change to the total credit value of your student programme may alter your fee liability.

Registration Number	Surname	Forename(s)	Course	Level
W				

Reason for change (please tick) pre-requisite issue unbalanced load exceptional reason other

Note: Exceptional reasons for making late changes to module registration include unforeseen employment issues, childcare, healthcare or religious observations. These will require you to submit supporting documentary evidence.

DELETIONS

Module Code	Module Title	Credits	Timetable Slot	Semester 1 / 2 / Y	Name of Module Leader	Signature of Module Leader

ADDITIONS

Module Code	Module Title	Credits	Timetable Slot	Semester 1 / 2 / Y	Name of Module Leader	Signature of Module Leader

Name of Course Leader (or nominee) _____ Signature of Course Leader (or nominee) _____ Date _____

Signature of student _____ Date _____

The deadline for changing module choices has now passed; this request will not be processed unless a valid reason for your request is given below, and supporting documentation attached where appropriate