

MODE of STUDY CHANGE REQUEST

1. STUDENT DATA

Student Name	Student ID	Faculty
Current Programme	Concentration	Term
Current Mode of Study	New Mode of Study	

Following a discussion with my Personal Tutor, I request a change to the mode of study. I understand this may have an impact on the availability of modules and so may affect my date of graduation.

Student Signature

Date

2. APPROVAL OF CHANGE IN MODE OF STUDY

<p>_____</p> <p>Personal Tutor (Insert name)</p> <p>_____</p> <p>Head of Programme/ Programme Coordinator</p> <p>_____</p> <p>Dean</p>	<p>_____</p> <p>Date</p> <p>_____</p> <p>Date</p> <p>_____</p> <p>Date</p>	<p>Comments</p>
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FOR OFFICE USE ONLY

DROP (refer to timetable)			ADD		
COURSE	CODE	SECTION	COURSE	CODE	SECTION

Student Recorded Updated on ARMS

OQIE – Student Records update

Original to : Student file

Copy to: Personal tutor