

APPLICATION TO CHANGE OPTION(S)

Once complete please return to the Hub or scan and email to TAR@solent.ac.uk



THE SUBMISSION OF THIS FORM SHOULD NOT BE TAKEN AS A GUARANTEE THAT THE REQUESTED CHANGE(S) CAN OCCUR AND YOU SHOULD CONTINUE WITH YOUR CURRENTLY AGREED OPTION UNTIL SUCH TIME AS YOUR CHANGE REQUEST IS APPROVED.

The University wishes to respond positively to request of this nature and will consider the reason(s) why you are requesting a change of option(s). Please note:

- Requests to change options may only be submitted in the **first two weeks** of the teaching period
- The choice of units available is restricted to those which are currently timetabled.
- No changes to the published timetable can be considered to accommodate change requests.
- Group sizes, rooms sizes and teaching allocations are all considered when processing requests to change options
- We will aim to inform you of the decision regarding your request within three working days of receipt of a fully completed form. The decision will be sent your University student e-mail address.

Student Number:			
Student Name:			
Course:			
Level:			
Reason(s) for requesting a change of optional unit:			
Current Optional Unit			
Unit Code:	Teaching period in which the unit runs (tick as applicable):		
	Period 1	Period 2	All year
Unit Title:			
Unit Leader:			
Proposed Optional Unit			
Unit Code:	Teaching period in which the unit runs (tick as applicable):		
	Period 1	Period 2	All year
Unit Title:			
Unit Leader:			
<p>I understand that checks have to take place to determine whether the change request can be formally approved. I also agree that if the change is approved I will carry out any additional work deemed necessary by the Unit Leader as a result of study/assessment having already taken place.</p>			
Student's Signature:			Date:

FOR UNIT LEADER		
Any recommendations/special action for enabling the student to make up missed learning/assessments (If yes refer to assessments team)?		Yes / No
Change approved by the New unit leader		Yes / No
Unit Leader Name:		
Unit Leader Signature:		Date:

FOR TIMETABLING STAFF
Reason why request was declined:

FOR STAFF ONLY		
Action	By Whom	Date
Hub Spreadsheet updated with request		
Quercus updated & Timetabling team informed		
Student Notified		
Unit Leader 1 Notified		
Unit Leader 2 Notified		
Course Leader Notified		
Hub Spreadsheet updated when completed		
Form filed in student file		

For further information, please refer to the Options Change Request Form Process.