



STUDENT DESK
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An Coláiste Ollscoile Baile Átha Cliath
Belfield, Baile Átha Cliath 4, Éire

studentdesk@ucd.ie
www.ucd.ie

Ver 3a

**MODULE CHANGE REQUEST FORM
ACADEMIC SESSION 2008/09**

(This form only applies to 'Option' and 'Elective' Modules)
(Please read notes overleaf before completing this form)

Student Number: _____ **Programme:** _____
First Name: _____ **Surname:** _____
Phone No. _____ **E-mail:** _____

MODULE SELECTION AMENDMENT

This student wishes to amend their enrolment as follows:

	Module Code	Module Title	CRN (office only)	Add/Drop Module (Please specify)
1				
2				
3				
4				

The students reasons for the above amendment(s):

This section must be completed by the Programme Manager:

The above module(s) have been checked for a) timetable clashes and b) appropriateness (e.g. module requirements) to students programme .
(A separate form must be used for each module if each module requires a different Mod. Coordinator signature)

SIGNED: _____ **DATE:** _____
Programme Manager

This section must be completed by the Module Co-ordinator:

PERMISSION TO JOIN MODULE

This student has been given (permission to join) / (notification of withdrawal from) the above listed module(s). In the case of joining a module(s) the student has been advised on the work load associated with the module(s):

Mod. Co-ordinator Name: _____
Mod. Co-ordinator Signature: _____
Date: _____

This section to be completed by the student:

I understand that it is my responsibility to register correctly and to ensure that I have the required number of credits. I have received academic advice from the School/Subject and the Programme Office. I am aware that changing my registration at this late stage in the semester may have implications for continuous assessment and end of semester examinations.

SIGNED: _____ **DATE:** _____
Student

Please return this form to the Student Desk, Tierney Building



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The student is expected to have researched their amendments fully. Information on any modules to be added can be found at: www.ucd.ie/horizons, once on this site click on the 'here' button which is at the end of the sentence 'This page allows you to browse UCD degrees by CAO code or Programme name. You can also find out about individual modules by clicking [here](#).'

Students wishing to amend Core Modules or Core Option modules must do so by request to the Programme office as the Programme Board must approve any core module changes.

This form will not be processed unless it contains the three required signatures i.e. 1 the Programme Office Managers, 2 the Module Coordinators and 3 the students.

Please return this form to the Student Desk, Tierney Building