**FORM M101**

**MODULAR PROGRAMME**

Agreement to consider a change of subject

Procedure for change, please read carefully

1. Discuss your intentions with your Academic Adviser and then with the Subject Co-ordinator, and when you are sure that you want to change, obtain their signatures on this form to request the change. You are advised to obtain the signatures from the Subject Co-ordinator of your new proposed fields first.
2. Submit the authorised form by email to programmesupport@brookes.ac.uk.

NB. After the enrolment deadlines have passed Students are not allowed to change subjects in semester 1 for year 1 or during the Foundation Diploma to fields outside the Foundation.

1. Your request will be considered for an immediate change (where appropriate) or by the Subject Examinations Committee of your proposed fields in the light of your performance and the number of students in the fields concerned at the end of the academic year. You will be informed of the decision following the Subject Examination Committee in June.

 NB. All students must pass at least 3 modules per year to continue at the university even if they intend to change fields to a

 completely new course in the next academic year.

1. If you are a Student visa/ Tier 4 visa holder, please seek advice from the International Student Advice Team to see if any potential implications for your student visa can be accommodated.

**Student to complete this area only: Subject Coordinator/s of Proposed subject to complete:**

Surname..................................................................................

Forename(s)...........................................................................

Student Number

 Subject name Subject Codes Subject Co-ordinator’s signatures Dates

Proposed 1

Subject (s) 2

Current 1

Subject (s) 2

**Subject Co-ordinator please indicate your decision by initialling one box only:**



**Student signature………………………………………………………..** Subject Change request to be processed immediately

**Date…………** Subject Change request to be considered before Semester 1 of next academic year

Subject change request to be considered for Semester 2

 Conditions Proposed (if any) ……………………………………….

**Academic Adviser signature**……………………………………………..

 …………………………………………………………………………

 **If approved please can the Subject Coordinator indicate:**

 Will the student need

 to remain in/ return to Stage I Yes/No

 Will the overall length of the course change Yes/No

 If yes, when will the new expected date of

 Completion be? Date………………….