# Staff Forms Guide

F99D: Late Deletion of Module

When to use this form

- Use this form when a module needs to be deleted from a student's programme, and it is past the week 4 postgraduate module registration deadline.

- A module can only be deleted where the student has not been engaging with the module past week 4.

- This form can be used without contacting the student if it is evident that the student has not been engaging with the module.

- This form **cannot** be used if the module has already gone through an Exam Committee, or if the student has been engaging with the module past week 4. In these cases the student should apply for mitigating circumstances.

How to complete the form

- Log into Moodle. Click on 'Forms', and then select 'Forms List'.
  - *You can also search for the forms on the Brookes website by searching 'staff forms', selecting 'Forms for Staff', and then 'Forms for students on courses outside the Undergraduate Modular Programme'.*
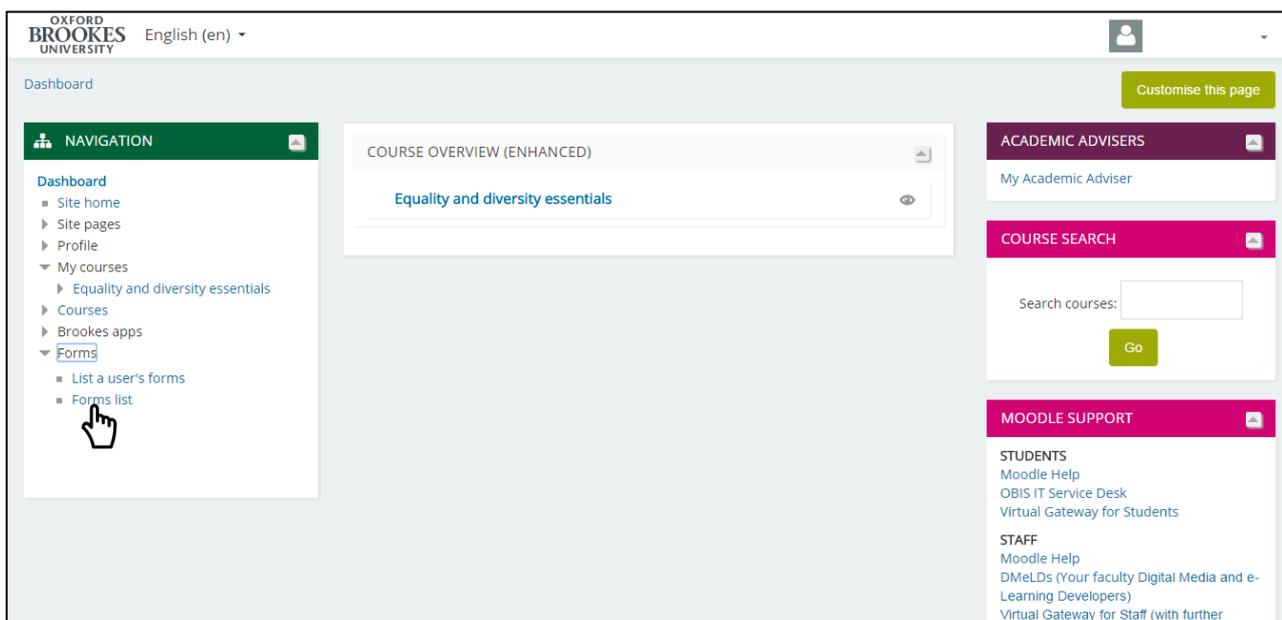
- Select 'F99D: Late Deletion of a Module' form.

- In the first section, complete the student's details including the name, student number and course code.

FORM F99D: LATE DELETION OF A MODULE

WHO CAN SUBMIT THIS FORM?

This form should be completed by the Subject Coordinator or Programme Lead for the course on which the student is enrolled. By submitting this form you are confirming that the student has not attended the module(s) listed after week 4 of the current academic session AND that the student has not attempted any assessments after week 4 of the current academic session.

STUDENT INFORMATION

Student Number*	99999998
Student Surname*	Pretend
Student Forename(s)*	Test
Course of Study*	PR99

- Under 'Module Information', provide the details of the module that is to be deleted from the students programme.
- Ensure that the module number and title match, otherwise the form will be rejected.
- The 'Starts' date is month and year in which the module commenced.
- If applicable, also include the run of the module. This can either refer to campus (C), distance learning (D), or the specific run number.
- Up to 5 modules can be included on this form.

MODULE INFORMATION

Module Code*	P99999
Title*	Pretend Module
Starts (eg SEP15)*	JAN16
Run (if applicable)	C

- Once all of the module details have been added, submit the form.

For assistance with completing this form e-mail csa@brookes.ac.uk
or telephone 01865 483451.

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Submit   Cancel

There are required fields in this form marked *.

What happens next?

- The form will be sent to the Subject Co-ordinator for authorisation. If you are the Subject Co-ordinator who has submitted the form, you will still need to authorise it before the CSA team can process it.
- CSA will then delete the module(s) from the students programme, and authorise the form.
- An email will be sent to you when the form has been authorised or rejected. If it has been rejected, the email will detail the reason why.

If you have any queries regarding completing this form please contact the CSA team. Email csa@brookes.ac.uk or telephone 01865 483451.