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| **Course Programme**LOGO_BLACK_SML |

**Timetabling Change Request Form**

The deadline for the submission of this form is the end of Week 0 of the relevant semester.

You must have the agreement of the relevant Course Leader if you are submitting this form after Week 0 of the relevant semester.

The Course Leader may not agree to sign this form if it is too late for you to change slots.

Please return the completed form by email to the University Timetabling and Room Bookings Team, timetabling@brookes.ac.uk.

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Student Number:

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| Surname: |  |
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| Forenames: |  |
| **NOTES:** |
| * Before completing this form you must ensure that the relevant module is in your programme.
* This form is to be used if you are unable to attend your allocated timetable for valid reasons.
* If your request creates a timetable clash, your chosen set is full or your module leader does not support your request(after week 0) we will not be able to process your request.
* Reasons for changing your timetable will be kept confidential.
* Requests will be processed as quickly as possible, so you are advised to check your google timetable.
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|  |  | Course Start Date: |
| Module Code: |  | e.g. SEP 19 |  |  |  |  |  |
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| Preferred Set Name: |  |
| (please check the module google calendar for the set times - follow "View all module timetables": <https://www.brookes.ac.uk/students/your-studies/timetabling/>)" |
| Reason for change: |  |
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| Student's Signature: |  | Date: |  |
|  |  |
| Module Leader's Signature: |  | Date: |  |
| (Only necessaryafter Week 0) |  |