This form should be used if you want to change a module you are studying. Before formally requesting the module change, we would advise that you talk to your Personal Support Tutor or Course Leader, who can offer academic advice and guidance regarding your decision.

Module changes are not guaranteed and will be considered on an individual basis. You may be contacted by a member of teaching staff on the new module before acceptance.  
  
For further information and advice about your specific circumstances, please contact the HE office at Universitystudies@wsc.ac.uk

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Module change (to be completed by student) | | | | |
| Student Name |  | | Student ID |  |
| Signed |  | | Date |  |
| Current module (to be removed) | |  | | |
| New module (to be added) | |  | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Module change (to be completed by HE Officer) | | | | | | | | | | | Yes | No |
| Has the student submitted any work on the modules you intend to remove? | | | | | | | | | | |  |  |
| Has the course leader approved the change? | | | | | | | | | | |  |  |
| Credits of module to remove | |  | | Credits of module to add | | | | | |  | | |
| Total credits for year | |  | | Academic Year | |  | | | | | | |
| Effective date of change | |  | | | | | | | | | | |
| Has a penalty been applied? | |  | Academic penalty | | | |  | | Financial penalty | | | |
|  | Academic and financial penalty | | | |  | | No penalty | | | |
| Signed |  | | | | Date | | |  | | | | |

Where to submit your transfer request

Once completed submit this form to the University Studies Office.

Email: Universitystudies@wsc.ac.uk

Post: University Studies,

West Suffolk College

Out Risbygate

Bury St Edmunds

IP33 3RL

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