

## SHORTWOOD TEACHERS' COLLEGE



### **POLICY GOVERNING CHANGE OF PROGRAMME FOR EXISTING STUDENTS**

- A. If a student wishes to change his/her programme of study, he/she should apply directly to the Students Affairs Section of the Registry by Week Two (2) of the first semester (August - December) annually.

The approval of this request is subject to the approval of the Department (s) of both the current and new programme.

Both the releasing and accepting Departments must sign the Change of Programme Form before she can begin studying on your new programme.

An application fee of \$200 must accompany your application, failing which the application will not be processed.

- B. Students should be advised of the outcome of their application in writing through the Students' Affairs Department.
- C. All Common Education or General Education courses taken successfully will automatically be transferred.
- D. Students who have changed programme are not allowed to repeat a course, relevant to the new programme of study if they had passed said course in the previous programme of study.

**CHANGE OF PROGRAMME OF STUDY**

*If you are changing your programme of study either within the same department or moving to a different department within the College. You must complete this form and have it signed as applicable then return it to the Students' Affairs Division of the Registry.*

*(This form must be accompanied by an STC Transcript)*

**NAME OF STUDENT**  
**(Print in Capitals):**

\_\_\_\_\_

**COLLEGE IDENTIFICATION #**

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**CURRENT PROGRAMME OF STUDY:**

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**SPECIALISATION**

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**CURRENT YEAR OF STUDY (tick as appropriate)**

Yr. 1	Yr. 2	Yr.3	Yr. 4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NEW PROGRAMME OF STUDY:**

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**SPECIALISATION**

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**YEAR OF STUDY INTO WHICH YOU ARE TRANSFERRING**

Yr.1	Yr.2	Yr.3	Yr.4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**IS THIS CHANGE: (tick as appropriate):**

**TO TAKE IMMEDIATE EFFECT**

**TO TAKE EFFECT AT THE START OF THE ACADEMIC YEAR**   
(If you don't intend to continue on the original programme you may also need to write a deferred/leave of absence letter.)

*The student must also sign the form to agree to the change of programme.*

**CURRENT DEPARTMENT:**

NAME OF HOD (or Designate) \_\_\_\_\_

SIGNATURE HOD (or Designate) \_\_\_\_\_ Date: \_\_\_\_\_

**NEW DEPARTMENT:**

NAME OF HOD (or Designate) \_\_\_\_\_

SIGNATURE HOD (or Designate) \_\_\_\_\_ Date: \_\_\_\_\_

*STUDENT'S SIGNATURE* \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Authorised by: \_\_\_\_\_ Date: \_\_\_\_\_

Additional instructions on processing form:

<b>Checklist</b>	Student letter	<input type="checkbox"/>
	Depart. Copy	<input type="checkbox"/>
	Fees paid	<input type="checkbox"/>

**NOTE TO STUDENT'S NEW DEPARTMENT:**

Please indicate all credits the student will take in the current year of study.

Yr.1

Yr.2

Yr.3

Yr.4

<b>Course Code</b>	<b>Course Title</b>	<b>Pre. Req.</b>	<b>Year Course</b>	<b>Credit Weight</b>