

# Request for a Late Module Change - LTS003

Complete all sections and return to your Hub



For more information on how we use your information, please see: <https://www.uea.ac.uk/about/legalstatements/data-protection-for-webforms>

**This form should be completed by undergraduate and taught postgraduate students requesting to change a module after week 3 of the Autumn semester and after week 2 of the Spring semester.**

**A late module change request relates to changing from one module to another within the same option range within a course profile. Where this is not the case a VARIATION TO COURSE PROFILE form should be completed.**

PERSONAL DETAILS

Name: \_\_\_\_\_ Student number: \_\_\_\_\_

School: \_\_\_\_\_ Year: \_\_\_\_\_

MODULE CHANGE DETAILS

Original Module Title and Code

New Module Title and Code

Why are you requesting a late module change? (both for withdrawing from the original module and taking the new module)

If you have started attending the new module, when did you start? (dd/mm/yy)

Seminar: \_\_\_\_\_ Lecture: \_\_\_\_\_

When did teaching / seminars for the new module start?

Have you submitted or completed any assessments on your current module? If yes, please provide details.

Have you completed any required pre-requisites / are you enrolled on the co-requisites?

SCHOOL SUPPORT

### **Module Organiser for the New Module to Complete**

Details of the additional support being provided to the student in order for them to catch up on missing teaching / assessment? (Please supply full details using the Catch Up Plan form to support the request)

**Approval of the Module Organiser for the late module change and confirmation that the student will receive additional support to enable them to catch up on work missed.**

Module Organiser: \_\_\_\_\_ Date (dd/mm/yy): \_\_\_\_\_ Signed: \_\_\_\_\_

LTS TO COMPLETE

Date Concession approved: \_\_\_\_\_ Date module change made on SITS: \_\_\_\_\_

Concession logged on database: \_\_\_\_\_ Date Student/CD notified: \_\_\_\_\_

**Email the completed form and any accompanying information to the relevant LTS Hub once Sections 1-3 have been completed.**

# Request for a Late Module Change - LTS003

Complete all sections and return to your Hub

## CATCH UP PLAN FOR LATE MODULE CHANGE

Student name:

Student number:

Module:

Module Organiser:

The student has missed      lectures and      seminars.

To catch up on each lecture the student should:

Lecture (and date)	Action

To catch up on each seminar or teaching even the student should:

Seminar (and date)	Action

The student has missed      formative piece(s) of assessment and to catch up on this we will:

Additional Support from Module Organiser

The Module Organiser will meet with the student in Week      for      hours to review the student's engagement with the above plan.

LECTURES AND SEMINARS

FORMATIVE ASSESSMENT

ADDITIONAL SUPPORT

# Request for a Late Module Change - LTS003

Complete all sections and return to your Hub

CHECK LIST

The Module Organiser will pass lectures slides to student

The Module Organiser will pass seminar notes to the student

The student will review Blackboard

Key dates that may affect the student plan (from other modules):

Other details:

The student agrees that they will complete the plan as described above and is not permitted to use the late change of module as a basis for Extenuating Circumstances

Student signature

Date

**The Module Organiser and the Student should retain a copy of this Catch Up Plan for their records.**