



## CHANGE OF COURSE

**ADD or REMOVE A MAJOR / MINOR / SPECIALISATION**

**STUDENT ADMINISTRATION**

**AND CREDIT TRANSFER/ADVANCED STANDING OF PREVIOUS ND UNITS**

*SUBMIT THIS FORM TO YOUR NEW SCHOOL IN THE FIRST INSTANCE*

**PLEASE ENSURE YOU HAVE COLLECTED YOUR CUMULATIVE STATEMENT OF RESULTS (CSR)  
FROM STUDENT ADMIN BEFORE YOU GO TO YOUR SCHOOL  
(YOU MUST HAVE YOUR CSR FOR YOUR MEETING WITH YOUR NEW COURSE COORDINATOR)**

### STUDENT DETAILS

This Section Must Be Completed

STUDENT ID NUMBER:

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@my.nd.edu.au (your ND email account address)

DOMESTIC

INTERNATIONAL (STUDENT VISA HOLDER)

INTERNATIONAL (OTHER VISA HOLDER)

I AM A SCHOLARSHIP HOLDER:  No  Yes (please specify all): \_\_\_\_\_

TITLE e.g. Mr/Ms/Mrs

SURNAME/FAMILY NAME

GIVEN NAMES

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Contact Phone Numbers:

Home:

Mobile:

CURRENT SCHOOL:

CURRENT HOME CAMPUS:

### CHANGE OF COURSE

Current Course Title: \_\_\_\_\_ Course Code: \_\_\_\_\_ Campus: \_\_\_\_\_

I wish to withdraw from all currently enrolled units for my old course  YES  NO

Are you changing Campus?  NO  YES (YOU MUST ALSO COMPLETE A CHANGE OF CAMPUS FORM)

Proposed Course Title: \_\_\_\_\_ Course Code: \_\_\_\_\_ Campus: \_\_\_\_\_

It is your responsibility to ensure your unit enrolment is correct for your proposed course by submitting a Change of Enrolment Form to your School where appropriate

Change of course applications will not be processed after the main Census Date. Such applications will be processed at the end of the semester.

### ADD OR REMOVE MAJOR / MINOR / SPECIALISATION (complete as required)

Current Course Title: \_\_\_\_\_

Course Code: \_\_\_\_\_

Add Major: \_\_\_\_\_

Remove Major: \_\_\_\_\_

Add Minor: \_\_\_\_\_

Remove Minor: \_\_\_\_\_

Add Specialisation: \_\_\_\_\_

Remove Specialisation: \_\_\_\_\_

### CREDIT TRANSFER OF COMPULSORY UNITS (from previous course to new course – as per new course structure)

If units will be indicated on an attached CSR, please write "as highlighted on the attached CSR" and student and School to initial

Unit Code:	Unit Title:	CPTS:	DEAN (OR DELEGATE) INITIALS:	STUDENT INITIALS:

### CREDIT TRANSFER OF ELECTIVE UNITS (from previous course to new course – student to elect units where applicable)

Unit Code:	Unit Title:	CPTS:	DEAN (OR DELEGATE) INITIALS:	STUDENT INITIALS:

**ADVANCED STANDING – EXEMPTION WITH CREDIT FROM NOTRE DAME UNITS** (from previous ND course units towards new ND course)

**NOTRE DAME UNITS COMPLETED:**

Unit Code:	Unit Title:	CPTS:

**TO BE EXEMPT FROM (NOTRE DAME UNITS ONLY):**

Unit Code:	Unit Title:	CPTS:

DEAN (OR DELEGATE) INITIALS:	STUDENT INITIALS:

**STUDENT DECLARATION:**

By completing this application to change course, I understand and accept I am formally withdrawing from my previous course and applying to transfer compulsory units (as indicated above) from my incomplete course to my new course. I understand that if I wish to change back into my previous course or into another course, I must complete another application to change course which may incur a fee set by the Campus Registrar (or delegate) and may be subject to conditions outlined in the General Regulations. I understand that units compulsory within my new course must be transferred, whether passed or not, and that I can elect to transfer any elective units I would like credited towards my new course (where approved by the Dean or delegate). I have read and understand the General Information section below. If I am an overseas student, I understand that a change of course will have implications on my Confirmation of Enrolment (eCoE) and my student visa (there may be a charge incurred for this) and it is my responsibility to ensure I have consulted with the Department of Immigration regarding my changes. Credit transfer for overseas students will constitute Advanced Standing and may require an adjustment of the course duration of my Confirmation of Enrolment. All applications for change of course and credit transfer/Advanced Standing must be confirmed by the Campus Registrar (or delegate).

**YOU WILL RECEIVE NOTIFICATION OF THE OUTCOME OF THIS APPLICATION TO YOUR ND STUDENT EMAIL ACCOUNT – YOU MUST CHECK THIS ACCOUNT REGULARLY**

<b>Student Signature:</b>		<b>Date:</b>	
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**SIGNATURES OF SCHOOL:**

<b>Dean of School (or delegate) – CURRENT Course:</b>		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<b>Date:</b>	
<b>Dean of School (or delegate) – PROPOSED NEW Course:</b>		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<b>Date:</b>	
<b>Comment (if required):</b>				

<b>Campus Registrar (or delegate) confirmation:</b>		<b>Date:</b>	/ /
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**OFFICE USE ONLY:**

**Semester commenced (previous course):** \_\_\_\_\_ **Complies with Gen Reg 3.4.3/3.4.6?** Yes / No **Course Standing:** \_\_\_\_\_

**Graduating:** Yes = Yr \_\_\_ Sem \_\_\_ / No **Scholarship:** \_\_\_\_\_ **Fee Type:** \_\_\_\_\_  
 (if CSS: emailed Campus Registrar for approval to transfer: \_\_\_/\_\_\_/\_\_\_ Approved / Denied)

**Fee-Help form:** Yes / No **STKEY:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Overseas student:** Yes / No **Course structure & Interv Strat rec'd & signed:** Yes - \_\_\_/\_\_\_/\_\_\_ **eCoE adjusted & emailed:** Yes - \_\_\_/\_\_\_/\_\_\_

**GENERAL INFORMATION – STUDENT TO READ**

**WHERE TO LODGE THIS FORM**

This form should be submitted to your new School first for approval – your new School will send it to your previous School for co-signing then submit it to Student Admin. It is the student's responsibility to ensure this form is received by Student Administration by the relevant due date and is completed correctly and has all relevant signatures required. Changes will be effected from the date the application form is signed by the Dean of the School (or delegate).

**PROOF OF LODGEMENT**

It is the student's responsibility to ensure they have lodged the form correctly and that it has been received by the School. The student must keep a copy of the form for their records and if being posted, the University recommends forms are sent Registered Mail to show proof of lodgement.

**APPROVAL AND CONFIRMATION OF AMENDMENTS**

All course changes and requests for credit transfer require approval of the Dean of the School (or delegate) and must be confirmed by the Campus Registrar (or delegate). The University will notify a student of any changes which have and have not been approved. Submitting an application form does not guarantee approval.

**CHANGE OF CAMPUS**

A student applying to change course to a different campus must also complete a Change of Campus Application Form. A Change of Campus requires approval from both the Dean of the School (or delegate) of the current campus and the Dean of the School (or delegate) of the new campus. Submitting an application form does not guarantee approval.

**LATE APPLICATIONS**

An application to change course, add/withdraw a major/minor/specialisation must be received by the Student Administration Office by the main semester Census Date of the given semester. Applications received (or not completed in full) cannot be processed after the main semester Census Date and will be held for processing at the end of the semester.

**WITHDRAWAL FROM UNITS**

It is the student's responsibility to ensure they have withdrawn correctly from any unit(s) not applicable in their new course. A student who withdraws after the Census Date and/or Academic Penalty Date for the unit(s) will incur the appropriate penalty for late withdrawal.

**OVERSEAS STUDENTS**

Overseas students changing course will require an Intervention Strategy and a revised Course Planner with their application form (can be obtained from a meeting with their new Course Coordinator). Overseas students must maintain a full-time study load for the duration of their course of study as part of their visa conditions. An overseas student will have their Confirmation of Enrolment (eCoE) adjusted if their change of course is approved which may incur additional costs at the student's expense. An adjustment will also be made to an eCoE where credit transfer and/or Advanced Standing is applicable and approved which may also incur additional costs at the student's expense. It is the student's responsibility to ensure they have discussed the implications of a change to their eCoE with the Department of Immigration & Border Protection (DIBP).

**GENERAL UNIVERSITY REGULATIONS**

A student's rights and responsibilities as a student of The University of Notre Dame Australia are outlined in the General Regulations of the University and can be viewed at: <http://www.nd.edu.au/about/general/regulations/general/index.shtml>. It is the student's responsibility to read and ensure they understand the University's Regulations, Policy, Guideline documents.

**Privacy Statement:** The information provided in this form will be used for the purposes of, and in relation to, your potential enrolment at The University of Notre Dame Australia. Where the privacy principles apply, the University restricts access to those staff members who may need the information in the carrying out of their responsibilities in the academic and/or personal interests of the student. The University does not provide, by commercial arrangement or otherwise, the personal information of students or other stakeholders except in the following cases: a) when authorised in writing to do so, and b) where required or authorised by law to government and regulatory authorities, credit reporting and fraud-checking agencies, to your authorised representatives (e.g. legal representatives).