LATE MODULE ADD/DROP REQUEST FORM

- Please complete all fields below.
- The changes requested must be signed by the department responsible for teaching the unit.
- Incomplete forms will result in a delay in updating your record.
- Please submit completed forms by the deadline to the Student Administration Service Helpdesk.
- Your record will be updated as soon as possible. Changes can be viewed by logging in to MUSE, MY RECORD

You will be expected to attend examinations only in the units for which you are registered. You are advised that incorrect registration of your units can lead to problems and/or clashes with your examination timetable.

**FULL NAME** (Please Print) | **REGISTRATION NUMBER** (See UCard)
---|---

**CHANGES REQUESTED** You must add and drop units to the same credit value

### To be DROPPED

Units from the **Approved List** as set out in the regulations for your degree, must be signed by the department responsible for the programme of study.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit</th>
<th>Semester</th>
<th>Credits</th>
<th>Staff Signature</th>
<th>Staff Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. PHI302</td>
<td>Metaphysics</td>
<td>Autumn</td>
<td>.20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Unrestricted Units** (to be signed by the department teaching the unit).

<table>
<thead>
<tr>
<th>Unit Code</th>
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<th>Semester</th>
<th>Credits</th>
<th>Staff Signature</th>
<th>Staff Name</th>
</tr>
</thead>
</table>

### To be ADDED

Units from the **Approved List** as set out in the regulations for your degree, must be signed by the department responsible for programme of study. **PLEASE ENSURE THE STUDENT DOES NOT ADD AN ATAS MODULE IF THEY DO NOT HAVE CLEARANCE TO STUDY IT**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit</th>
<th>Semester</th>
<th>Credit</th>
<th>Staff Signature</th>
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<th>Credits</th>
<th>Staff Signature</th>
<th>Staff Name</th>
</tr>
</thead>
</table>

If the start date of the unit is after the 3 week add/drop period as referred to at 3.5 under “Notes for Students on Registration” within the General University Regulations, please confirm by signing below:

**APPROVAL FROM ACADEMIC DEPARTMENT RESPONSIBLE FOR THE PROGRAMME OF STUDY**

This confirms that the department has informed the student of all outstanding work necessary to catch up on missed tuition/coursework relating to the above-named unit(s), and that appropriate support will be provided.

**STAFF NAME:** | **DATE:**
---|---
**DEPARTMENT:**

**STUDENT’S SIGNATURE:** | **DATE:**