

Student Course Change Report

In order to ensure that Departments and Faculties are made aware of students transferring into or out of their Tripos, and in other cases where students' course details change, Colleges are asked to complete the form overleaf in any of the circumstances listed below.

Unfortunately CamSIS is unable to automate this process.

Please note that the form should be completed *after* a student's request to change subject has been approved internally within the College, including any progress requirements that the College may have set. Only then should it be sent to the relevant University bodies. The form should be completed and distributed as soon as a change of course is approved

Circumstances in which the form should be completed:

- The College has agreed to a student changing Tripos
- A student changes Tripos as a natural result of course choices: for example moving into Chemical Engineering after completing Part IA Engineering, or moving into Part IB Natural Sciences after completing Part IA Mathematics with Physics
- A student is given permission by the Applications Committee to intermit or to repeat all or part of a year
- An appeal launched by a student (either in the College or in the University) results in a change in the student's study plan; for instance the student is permitted to continue into Part III after having first been denied permission
- Any other student circumstance that might affect a Department

Once complete, **the form should be sent to relevant administrative staff in both the new and old Departments.** In the case of the Natural Sciences Tripos, the form should be sent to the Coordinator for the Natural Sciences Tripos in Educational and Student Policy (17 Mill Lane, or email to natsci@admin.cam.ac.uk). Copies should also be sent to the relevant Directors of Studies, Tutor and Tutorial Office.

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See overleaf for the full list of circumstances in which this form should be completed, which are not limited to a change of Tripos.

College:

Student's full name:

Student's Tutor:

USN: CRSid:

Old Tripos: Tripos Part:

New Tripos: Tripos Part:

Term/Date from which change will be (or was) effective:

Additional comments:

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The sections below should be completed by the student's Directors of Studies (both incoming and outgoing); and by the Senior Tutor, who should ensure that the Tutor is aware.

Name of Director of Studies for old Tripos:

If necessary, I will inform other members of staff in my Department that this student has left the Tripos.

Signature of the former Director of Studies:

Date:

Name of Director of Studies for new Tripos:

I understand that the student will be joining this Tripos, and have alerted the Senior Tutor to any difficulties that this may cause. If necessary, I will inform other members of staff in my Department of this new student.

Signature of the new Director of Studies:

Date:

Name of Senior Tutor:

I have checked that the Regulations for the new Tripos permit this change, and I have approved it.

Signature: Date:

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