1. Any transfer between courses or change to modules is subject to the approval of the appropriate Director of Undergraduate Studies, overseen by the Director of Education, for the following programmes:
   i. DoUGS Physics - Dr Dirk Froebrich, Rm 117 Ingram, email: df@star.kent.ac.uk: or
   ii. DoUGS Forensic Science- Mr Robert Green, Rm 315 Ingram, email: R.Green@kent.ac.uk: or
   iii. DoUGS Chemistry- Or Maria Alfredsson, Rm 217 Ingram, email: m.l.alfredsson@kent.ac.uk

2. Check the online Handbook (SPS https://moodle.kent.ac.uk/2017/mod/book/view.php?id=201592 ) for details of deadlines for course changes. This link is not valid anymore as we don’t have any handbooks on the website anymore.

3. Visit your Academic Adviser to discuss your overall academic progress and development to date, to ensure the proposed move is appropriate and advisable.

4. Discuss any corresponding personal/pastoral/health/welfare issues Involved with changing course with the Student Support Adviser (SSA) - Rm 209 Ingram, email: spssupport@kent.ac.uk.

5. Students wishing to change from SPS to a course within another Faculty will require approval of both the Admissions Office for the new course and the DoUGS for SPS.

6. Checked that student meets any necessary conditions for proposed change before requesting approval.

   i. Module co/pre requisites for the new programme
   
      Stage 1 grade %  
      Stage 2 grade %

   Did this require any resit examination/s that had capped marks  Yes/No

   ii. If changing from a BSc to MSc/MChem/MPhys (circle as appropriate) that the progress requirements have been met at each stage:

   Stage 1 grade %  
   Stage 2 grade %

   Did this require any resit examination/s that had capped marks  Yes/No

   iii. If this is a change of programme to include a Year-in-Industry or aboard that the progress requirements have been met at each stage:

   Stage 1 grade %  
   Stage 2 grade %

   Did this require any resit examination/s that had capped marks  Yes/No


CHECKLIST Tick the boxes to denote completed (where appropriate):

I have...

- Checked the Student Handbook online to ensure I have the correct pre-requisites for changing to a specific course
- Visited my Academic Adviser
- Discussed personal/pastoral issues with the SSA (where relevant)

I am...

(Please choose ONE)

- Changing course within SPS-changing to Forensic Science / Physics / Chemistry / ASSA (delete as appropriate)
- Changing to a course outside SPS whilst remaining within the Faculty of Science (Please delete as appropriate: Biosciences / Computing / Engineering & Digital Arts / Pharmacy / Maths Stats & Actuarial Science / Sport & Exercise Science)
- Changing to a course outside Faculty of Science: (Please delete as appropriate: Humanities / Social Sciences)
- For students wishing to transfer to another University/HE facility/course: please complete the 'Request to Withdraw' form.

This form should be completed even when the transfer involves a change of Faculty and must include any conditions that are to be met

WHEN COMPLETED AND SIGNED, THIS FORM SHOULD BE RETURNED, WITHOUT DELAY, TO: DEGREE PROGRAMMES STUDENT COUNTER, INGRAM BUILDING FOYER

OPENING TIMES: 9.00am to 5.00pm