The Change of Degree Process
For Undergraduate Students

Students should go to the Administrative Office of the department they wish to join to initiate the process.

The Senior Faculty Administrator should request to see the student's College Card and, using the number on the card, run the appropriate Infoview report - New UG Change of Degree or Continuing UG Change of Degree (under Departmental Administrators > Student Movements) and print off the form for the student.

The student should complete the New Programme Details section of the form.

For changes **within the same department**
e.g. BSc Management with Marketing to BSc Management

The student should arrange to meet with the appropriate academic (e.g. Academic Co-ordinator, Head of Department) in their department to discuss the possibility of changing programme and to submit the form.

If the change is agreed, the Head of Department or Academic Co-ordinator should complete the relevant sections of the form and sign off the Academic Approval (New Programme).

The form should be passed to the Senior Faculty Administrator to sign under Senior Faculty Administrator (New Programme) to confirm that the course registrations will be amended as necessary.

The Senior Faculty Administrator should return the completed form to the Student Administration Centre

Student Records process the Change of Degree on the system, notify the Student Loans Company & UK Border Agency of the student's change in status (if applicable) and file the form.

For changes **to a different department**
e.g. BA Media Arts to BA English

The student should arrange to meet with the appropriate academic (e.g. Academic Co-ordinator, Head of Department) in the department they wish to join to discuss the possibility of changing programme and to submit the form.

If the change is agreed, the Head of Department or Academic Co-ordinator should complete the relevant sections of the form and sign off the Academic Approval (New Programme). If the student is changing to a joint or major/minor programme, approval should be sought from both departments.

The form should be passed to the Senior Faculty Administrator to sign under Senior Faculty Administrator (New Programme) and take a copy of the form.

The student should submit the form to the Academic Co-ordinator or Head of Department in their current department.

The Academic Co-ordinator or Head of Department should sign off the form under Academic Approval (Current Programme).

The form should be passed to the Senior Faculty Administrator to sign under Senior Faculty Administrator (Current Programme) to confirm that the course registrations will be amended as necessary.

Key
- Student
- New Department
- Current Department
- Student Records