



R-42: Request to Exit Programme with an Alternative Award

Please complete this form to request to exit from your current programme of study with an alternative (lesser credit) award where this is available. Please note that this form must be submitted to Student Enrolment in Registry by the relevant date of the semester as below

Deadline:	Semester One 2016/17:	Monday 5 th December 2016
	Semester Two 2016/17:	Monday 10 th April 2017
	August 2016/17:	Monday 17 th July 2017
	November 2016/2017:	Monday 2 nd October 2017

Student Number: _____

Current Programme Code and Title: _____

Surname: _____ First Name: _____

Telephone Number: _____

Requested Award: Graduate Certificate Undergraduate Diploma

Graduate Diploma

Please detail below the modules completed for this Alternative award:

_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby confirm that I wish to exit my current programme with the associated award as indicated above. I understand that my registration on the current programme will therefore be cancelled.

Signed: _____ Date: ____ / ____ / ____
(Student)

Chairperson of the Programme Board

On behalf of the programme board, I hereby approve this student to exit with the alternative award, pending PAB approval.

Signed: _____ Date: ____ / ____ / ____
(Chairperson)

University Use Only:

Date of Receipt in Registry: ____ / ____ / ____

ITS Registration Changed:

Date:

____ / ____ / ____

V Drive updated

Hold for PAB Approval

***Please note that forms received after the end of term will not be processed until the Progression and Award Board has taken place.**

Dublin City University is not responsible and shall not be bound by errors in or omissions from this publication; the University reserves the right to revise, amend, alter or delete programmes of study and academic regulations at any time by giving such notice as may be determined by Academic Council in relation to any such change.

Personal information that you submit to Registry in connection with any service provision will be treated in accordance with the DCU Data Protection Policy which can be viewed at the following website address:
<http://www4.dcu.ie/registry/data-protection-notice.shtml>

Revised November 2016