

Student Course Change

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 *as soon as* 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.

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 previous 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.

