

## 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](mailto:natsci@admin.cam.ac.uk)). Copies should also be sent to the relevant Directors of Studies, Tutor and Tutorial Office.

## Student Course Change

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: .....

USN: ..... CRSid: .....

Previous Tripos: ..... Tripos Part: .....

New Tripos: ..... Tripos Part: .....

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

Additional comments: .....

.....

*The sections below should ideally be completed by the student's Tutor and Directors of Studies (both incoming and outgoing). If this is inconvenient then the Senior Tutor may sign on their behalf so long as he or she sends them a copy of this form.*

Name of Student's Tutor: .....

*I have agreed to the change detailed above.*

Signature of either the Tutor or Senior Tutor: .....

Delete as applicable: Tutor / Senior Tutor Date: .....

Name of Director of Studies for previous Tripos: .....

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

Signature of either the previous Director of Studies or Senior Tutor: .....

Delete as applicable: Director of Studies / Senior Tutor 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 either the new Director of Studies or Senior Tutor: .....

Delete as applicable: Director of Studies / Senior Tutor 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: .....

*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](mailto:natsci@admin.cam.ac.uk)). Copies should also be sent to the relevant Directors of Studies, Tutor and Tutorial Office.*