



R-42A: Request to Exit Bachelor of Education Programme with an Alternative Award BA in Education Studies

Please complete this form to request to exit from your current programme of study with an alternative award. On completion, this form must be submitted to the **Student Enrolment team in Registry** by the relevant semester deadline below.

Please note 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.

Form submission deadline for each Progression and Awards Board in 2022/2023

Submission Deadlines

Semester One 2022/2023:	Monday 28 th November 2022
Semester Two Board 2022/2023:	Monday 3 rd April 2023
August 2022/2023:	Monday 10 th July 2023
November 2022/2023:	Monday 25 th September 2023

A. Student Details

Student Number:	
Surname:	
First Name:	
Current Programme Code & Title:	
Contact Phone Number:	

B. Alternative Award Request Details

Requested Award: (Please tick relevant box)	BA in Education Studies <input type="checkbox"/>
	Diploma in Education Studies <input type="checkbox"/>

Data Protection Notice: 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: https://www.dcu.ie/sites/default/files/policy/25_-_data_privacy_policy_v3.pdf

Revised February 2023

C. Student Declaration

I hereby confirm that I wish to exit the Bachelor of Education programme with an alternative award of BA in Education Studies. I understand that my registration on the Bachelor of Education programme will therefore, be cancelled and my registration record and transcript of examination results for Year 3 and Year 4 will cite BA in Education Studies.

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

Programme Chairperson Approval

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

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