



# Request to Exit Programme with an Alternative Award – R42

Please complete this form to request to exit from your current programme of study with an alternative (lesser credit) award where this is available.

On completion, this form must be submitted to **Student Enrolment in the Registry** by the relevant semester deadline below.

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.*

## Submission Deadlines

|                              |                                        |
|------------------------------|----------------------------------------|
| <b>Semester One 2021/22:</b> | Monday 29 <sup>th</sup> November 2021  |
| <b>Semester Two 2021/22:</b> | Monday 4 <sup>th</sup> April 2022      |
| <b>August 2021/22:</b>       | Monday 11 <sup>th</sup> July 2022      |
| <b>November 2021/22:</b>     | Monday 26 <sup>th</sup> September 2022 |

## A. Student Details

|                                            |  |
|--------------------------------------------|--|
| <b>Student Number:</b>                     |  |
| <b>Surname:</b>                            |  |
| <b>First Name:</b>                         |  |
| <b>Current Programme Code &amp; Title:</b> |  |
| <b>Contact Phone Number:</b>               |  |

## B. Alternative Award Request Details

|                                                                              |                                                |                                                           |
|------------------------------------------------------------------------------|------------------------------------------------|-----------------------------------------------------------|
| <b>Requested Award:</b><br>(Please tick relevant box)                        | Graduate Certificate <input type="checkbox"/>  | Master of Philosophy (Education) <input type="checkbox"/> |
|                                                                              | Undergraduate Diploma <input type="checkbox"/> | MA in Psychotherapeutic Studies <input type="checkbox"/>  |
|                                                                              | Graduate Diploma <input type="checkbox"/>      |                                                           |
| <b>Please detail below the modules completed for this Alternative Award:</b> |                                                |                                                           |
|                                                                              |                                                |                                                           |
|                                                                              |                                                |                                                           |
|                                                                              |                                                |                                                           |

## C. Student Declaration

*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: \_\_\_\_\_

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

Revised November 2021



## Request to Exit Programme with an Alternative

### Award – R42

(Student)

#### **D. Programme Chairperson Approval**

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

Signed: \_\_\_\_\_  
(Chairperson)

Date: \_\_\_\_\_

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#### **Office Use Only:**

Date of form receipt in Registry: \_\_\_\_\_

Please tick stages below as they are completed:

|                                 |  |                                                |
|---------------------------------|--|------------------------------------------------|
| <b>ITS Registration Updated</b> |  | <b>On:</b> <i>(Please populate date below)</i> |
| <b>V Drive Updated</b>          |  |                                                |
| <b>Hold for PAB Approval</b>    |  |                                                |