

UNDERGRADUATE PROGRAM/PLAN CHANGE FORM

- This form should be submitted to the FCE Student Centre, or faxed to:
+61 02 9313 7767
- Please read the back of this form for important information regarding
Program/Plan Change requests
- All correspondence will be to your Unimail account

DATE RECEIVED

PERSONAL DETAILS

Student ID: _____ Surname: _____ First Name: _____

Current Program: _____ Current Plan/s: _____
(eg BCom, BEc/BA) (Majors or Major & Minor)

Phone No: _____ Mobile: _____

COMPLETE THIS SECTION ONLY IF YOU ARE CHANGING PROGRAMS

(eg BEc/BA TO BEc)

Students who are changing both their Program and their Plan will also need to complete the next section.

New Program: _____

(Please state the name of the program that you wish to change to, eg BEc)

COMPLETE THIS SECTION ONLY IF YOU ARE CHANGING PLANS (MAJORS)

(eg BCom- double major in Accounting and Finance TO BCom – Accounting single major and Business Law minor)

New Plan: _____

(Please state the name of the plan that you wish to change to, eg Accounting Major and Business Law Minor)

STUDENT

- I have read the information on the back of this form
- Attached is a copy of my transcript

Student Signature: _____

Date: _____

FOR OFFICIAL USE ONLY

COMMENTS:

NSS plan change Date: _____

STAR Program change Date: _____

Staff Name:

Staff Sign:

INSTRUCTIONS

- This form is to be used when you wish to change the Program/Plan you are currently undertaking. A plan refers to your Majors OR Major and Minor.
- You can request a Program/Plan change at any point of time during your degree. However, you will need to fulfil the requirements of your **NEW** Program/Plan and this could result in increasing the duration of your undergraduate study.
- Read the guidelines given below.
- Submit the completed form to the Faculty of Commerce and Economics Student Centre at the John Goodsell Building or fax it to +61 02 9313 7767.

GUIDELINES

REQUEST FOR PROGRAM CHANGE

- Students can use this form **ONLY** for the following Program Changes:

From	To
BCom/BA OR BCom/BSocSc	BCom OR BCom/BEc
BEc/BA OR BEc/BSocSc	BEc
BCom	BCom/BEc OR BCom/BA OR BCom/BSocSc
BEc	BEc/BA OR BEc/BSocSc
BCom/BA	BCom/BSocSc and visa versa
BEc/BA	BEc/BSocSc and visa versa

- In all other cases, students are advised to contact the Faculty of Commerce and Economics Student Centre on 9385 3189 or ugfce@unsw.edu.au for further information.
- Students who transfer from **BCom/BA**, **BCom/BSocSc** to **BCom** OR **BEc/BA**, **BEc/BSocSc** to **BEc** will be permitted to transfer **ONLY** the following subjects into their **new BCom/BEc** program :
 - All the Commerce and Economics courses they have completed in their combined degree
 - One mainstream course from the BA or BSocSc component can count towards the General Education requirements of the BCom/BEc degree. The remaining 6 Units of Credit of General Education requirements must be met by doing General Education courses (courses beginning with GEN). Students are NOT allowed to do any Commerce General Education courses (no GENC courses).
 - Two mainstream courses from the BA or BSocSc component can count towards the Free options in the BCom/BEc degree. Free options refer to courses do not count towards the Core, Major/s, Minor or General Education. Students should note that they are NOT PERMITTED to count more than 60 Units of Credit of Level 1 courses (excluding the courses counting towards General Education Requirements) towards their degree and this rule will apply while transferring Arts or Social Science courses towards the Free options.

NOTIFICATION OF OUTCOME (for both Program and Plan change requests)

- Students will be contacted via email only if a problem arises. Otherwise, they can view the changes to their records at **beginning of the next session**. For eg: A request for a plan change is submitted in week 2 of S1, 2006. The details will be entered into the system within that week, but the student will be able to view the changes to the records only from S, 2006 onwards.