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# **Application to Reassign Courses**

Use this form to seek approval to reassign courses passed under one incomplete programme to a second programme for which they are available. Courses that are reassigned will show with their original grades against the qualification to which they have been reassigned.

## 1. Personal Details

Family Name:	ID Number:	

First Name/s:

2. When applying to reassign courses, check the *Reassigned Courses* section in the Credit Regulations, The University of Auckland Calendar and, if reassigning postgraduate courses, the General Regulations for your programme.

Reassignments may be refused where:

- (a) courses were passed more than five years previously and currency of knowledge or skills is important
- (b) the qualification to which courses are requested to be reassigned has a limited completion time requirement which would be exceeded were it to start from the year in which the courses were originally passed, or
- (C) courses were passed for a Certificate of Proficiency and requested reassignment is to a Masters or Honours degree.

Complete **<u>EITHER</u>** Section A if you are reassigning all courses from one programme to another **<u>OR</u>** Section B if you are only reassigning selected courses

# A. ONLY COMPLETE IF REASSIGNING ALL PASSED COURSES FROM ONE PROGRAMME TO ANOTHER

Programme courses are currently assigned to:	Would you like this programme to be discontinued after the reassignments are made?	☐ Yes ☐ No

Programme courses are to be reassigned to:

B. ONLY COMPLETE IF REASSIGNING SELECTED COURSES FROM ONE PROGRAMME TO ANOTHER

SUBJECT CODE	NUMERICAL SEMESTER		PROGRAMME				
(e.g. ENGLISH, COMLAW)	CODE (e.g. 101)	CODE (e.g. 1033)	ORIGINALLY ASSIGNED TO	TO BE REASSIGNED TO			

## 3. Student's Signature

	Signature:	Date:						I
1. Faculty Approval								
	Tick the box on the right and attach a GRC to indicate faculty sign-off on completion if, once the courses noted above are reassigned, this student will meet requirements for their programme.							

Dean's Signature:

Date:

## 5. Processing

Complete this form and email it to <a href="mailto:records@auckland.ac.nz">records@auckland.ac.nz</a>