



## ACA09 – Application for change of curriculum

### 1. Student details

|  |    |  |  |       |  |  |         |  |                 |               |  |     |  |  |  |  |  |  |
|--|----|--|--|-------|--|--|---------|--|-----------------|---------------|--|-----|--|--|--|--|--|--|
| Student number   |    |  |  |       |  |  |         |  |                 | PeopleSoft ID |  |     |  |  |  |  |  |  |
| Surname  |    |  |  |       |  |  |         |  | First name      |               |  |     |  |  |  |  |  |  |
| Cell phone number  |    |  |  |       |  |  |         |  | Current Faculty |               |  |     |  |  |  |  |  |  |
| Are you funded by NSFAS (National Students Financial Aid Scheme) |    |  |  |       |  |  |         |  |                 | Yes           |  | No  |  |  |  |  |  |  |
| Do you expect to graduate this year                              |    |  |  |       |  |  |         |  |                 | Yes           |  | No  |  |  |  |  |  |  |
| Career of study  | UG |  |  | PGDip |  |  | Honours |  |                 | Masters       |  | PhD |  |  |  |  |  |  |

### 2. Change request

- Note:**
- Select all that apply and complete the relevant sections accordingly.
  - If selecting either section 2A or section 2B, then select and complete section 2C as well.

|   |  |                    |  |                             |  |
|---|--|--------------------|--|-----------------------------|--|
| 2A. Change Programme / Specialisation / Major |  | 2B. Change Faculty |  | 2C. Withdraw / Add a course |  |
|---|--|--------------------|--|-----------------------------|--|

#### 2A. Change Programme / Specialisation / Major

|           | Programme code | Programme / Specialisation / Major | Start date |
|-----------|----------------|------------------------------------|------------|
| Current   |                |                                    |            |
| Change to |                |                                    |            |

#### 2B. Change Faculty

|   |  |                    |  |  |     |  |    |  |
|---|--|--------------------|--|--|-----|--|----|--|
| Current Faculty   |  |                    |  |  |     |  |    |  |
| New Faculty   |  | New programme code |  |  |     |  |    |  |
| Approved by Faculty Manager (or Nominee) or Department of new Faculty |  |                    |  |  | Yes |  | No |  |
| Signature   |  |                    |  |  |     |  |    |  |

#### 2C. Withdraw / Add a course

| Withdraw course |        | Add course  |              |        |                             |
|-----------------|--------|-------------|--------------|--------|-----------------------------|
| Course code     | Period | Course code | Class number | Period | * Course convener signature |
|                 |        |             |              |        |                             |
|                 |        |             |              |        |                             |
|                 |        |             |              |        |                             |
|                 |        |             |              |        |                             |

\*Note: Course convener signature required for adding Science/Humanities Postgraduate courses only.

### 3. Declarations by student and advisor

| Student   |  |  |      |
|---|--|--|------|
| <b>I understand that it is my responsibility:</b>   |  |  |      |
| <ol style="list-style-type: none"> <li>To determine any effects that these changes may have on my timetable, fees, source of funding, eligibility for graduation and/or readmission and duration of study.</li> <li>To check online and report discrepancies within 24 hours to the Faculty Office.</li> <li>To acknowledge that the effective date is the date submitted to the Faculty Office.</li> </ol> |  |  |      |
| Signature   |  |  | Date |

| Advisor or Programme Convenor   |  |           |      |
|---|--|-----------|------|
| <b>I confirm that:</b>  |  |           |      |
| <ol style="list-style-type: none"> <li>I have checked the proposed changes and credit load.</li> <li>I approve that the changes comply with the curriculum rules.</li> <li>The student is in AYOS (academic year of study)</li> </ol> |  |           |      |
|   |  | 1         | 2    |
|   |  | 3         | 4    |
| Advisor name  |  | Signature | Date |
| *Dean or Nominee signature  |  |           | Date |

\*Note: Dean or Nominee signature required for Humanities students only.

| Office use only  |  |                                  |      |
|--|--|----------------------------------|------|
| AYOS has been checked                                  |  | Expected graduation term checked |      |
| QIPA (Qualify if Pass) status reviewed (if applicable) |  | Form has been processed          |      |
| Name   |  | Signature                        | Date |



## Important

It is your responsibility to establish the consequences of the changes you wish to make. These could include:

- **fee changes** ([http://www.students.uct.ac.za/sites/default/files/image\\_tool/images/434/study/handbooks/2018/2018\\_Fees\\_Booklet\\_FINAL09012018.pdf](http://www.students.uct.ac.za/sites/default/files/image_tool/images/434/study/handbooks/2018/2018_Fees_Booklet_FINAL09012018.pdf))
- timetable changes
- changes in eligibility for readmission
- changes in eligibility for graduation
- changes in funding eligibility
- changes to your overall duration of study

**Note:** Do not use this form to cancel your UCT registration. Please use the [Cancellation of registration form](http://www.students.uct.ac.za/sites/default/files/image_tool/images/434/fees_funding/fees/forms/cancel_registration.pdf) ([http://www.students.uct.ac.za/sites/default/files/image\\_tool/images/434/fees\\_funding/fees/forms/cancel\\_registration.pdf](http://www.students.uct.ac.za/sites/default/files/image_tool/images/434/fees_funding/fees/forms/cancel_registration.pdf))

## Instructions

- Complete this form when applying for the following change of curriculum:
  - Change of Programme / Specialisation / Major
  - Change of Faculty
  - Withdrawal or addition of courses
- If selecting either section **2A Change of Programme / Specialisation / Major** or section **2B Change of Faculty**, then section **2C Withdraw / Add a course** must be completed as well.
- Curriculum changes are subject to strict deadlines dates, after which penalties may apply. See [Deadline dates](#).
- If you are currently receiving funding, ensure you consult with your funder prior to applying for your proposed curriculum changes, regarding the impact on your continued eligibility for funding. See [Financial Aid / Sponsor information](#).
- Print page one of the completed ACA09 form and attach:
  - An unofficial transcript, printed within the last 24 hours. See [Student Administration Self Service](#)
  - A letter of motivation (if requesting a Faculty change)
- Submit all documentation, as listed above, for processing by the advertised [deadline date](#) either to:
  - Your Faculty Office;
  - Or the new Faculty Office (if requesting a Faculty change).
- Check your updated enrolment changes in [Student Administration Self Service](#) within 24 hours and report any discrepancy to your Faculty Office immediately.

## Deadline dates

The deadline dates for course withdrawals and additions for the current year are listed below. Late changes, if permitted, are subject to a penalty. See [General Rules and Policies](#) handbook (Rule G 14 and G 12.2) or consult your Faculty Office for deadline dates and fee implications.

| Course      | Last date to add a course 201, | Last date to drop a course 20% |                        |                         |
|-------------|--------------------------------|--------------------------------|------------------------|-------------------------|
|             |                                | Get 100% fee adjustment        | Get 50% fee adjustment | Cancel transcript entry |
| Whole year  | 23 February                    | 23 February                    | 27 July                | 3 August                |
| First term  | 23 February                    | 23 February                    | 9 March                | 29 March                |
| Second term | 27 July                        | 27 July                        | 10 August              | 31 August               |

## Financial Aid/Sponsor information

Curriculum changes or taking a leave of absence has funding implications. You are required to consult your funder, prior to the completion of this form, regarding the impact on your continued eligibility for funding. NSFAS and UCT Student Financial Aid does not allow for students to change their programme of study without prior approval. It is your responsibility to ensure that you have consulted and received approval from your sponsor regarding changes to your studies.

## Student Administration Self Service

Access [Student Administration Self Service](http://studentsonline.uct.ac.za/) (<http://studentsonline.uct.ac.za/>) to print your unofficial transcript and attach it to this application form. The unofficial transcript contains your registration information as it is currently held on the UCT Student System. Remember to keep your personal data, including addresses and telephone numbers, up to date via [Student Administration Self Service](#). Any queries about this information should be directed to your Faculty office.

## Changing a Programme/Specialisation/Major

Add in the Programme code and Specialisation. For example: CB001ACC04. This is obtainable from the [Faculty Handbooks](#).

## Withdrawal and Addition of courses

Credit information can be obtained from the [Faculty Handbooks](#). Class numbers are available from Faculty Office Notice Boards. Humanities courses class numbers are listed in the Humanities Handbook. Departmental signatures are required for withdrawal and addition of courses. Course convener/student advisor signatures are required for adding Science/Humanities Postgraduate courses.

## Declarations by student and advisor

Check all information carefully and sign the form yourself. Ensure that your Programme Convener / Curriculum Advisor has signed the form as well. The Advisor/Convener must indicate your Academic Year of Study (AYOS).