



Application to Reassign Courses 2014

AS-34

Records, Enrolment & Fees Office
The University of Auckland
Private Bag 92019, Auckland 1142
Email: records@auckland.ac.nz
Phone: 0800 61 62 63 or
+64 9 373 7599 ext 82066
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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:	<input type="text"/>	ID Number:	<input type="text"/>
First Name/s:	<input type="text"/>		

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 **EITHER** Section A if you are reassigning all courses from one programme to another **OR** 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:	<input type="text"/>	Would you like this programme to be discontinued after the reassignments are made?	<input type="checkbox"/>
Programme courses are to be reassigned to:	<input type="text"/>		

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

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

3. Student's Signature

Signature:	<input type="text"/>	Date:	<input type="text"/>
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4. 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:	<input type="text"/>	Date:	<input type="text"/>
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5. Processing

Complete this form and return it to the Records, Enrolment & Fees Office at the contact details on the top of this form.