

**UNDERGRADUATE PROGRAMS COMMITTEE**  
**2008**  
**PROPOSAL FOR LATE CHANGE TO AN EXISTING SUBJECT**

Please use this form for a late change which is intended to take effect after the deadline for entries in the Handbook. This request should be sent for immediate consideration by UGPC and Academic Board out of session.

*Please see guidelines below*

Faculty of \_\_\_\_\_

1. **School/Department proposing change:** \_\_\_\_\_

2. **Subject to which change will apply**

- Subject Number \_\_\_\_\_
- Credit points: \_\_\_\_\_
- Subject Title \_\_\_\_\_
- Is this a compulsory subject? YES/NO

3. **Details of change:**

Please give details of the proposed change(s) to the subject in relation to the current details

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. **Year in which change is to take effect:** \_\_\_\_\_ **Semester:** \_\_\_\_\_

5. **Rationale for change:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. **Where the subject is available in courses offered by other faculties, list the courses and the Faculties offering those courses**

Faculty	Course	Has the faculty been consulted on the change?

8. **Details of possible impact on students including steps taken to inform students.**

Where subject suspension or cancellation is proposed, indicate enrolment options available to students in all courses in which the subject is offered.

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9. **Name, telephone number and email address of academic staff who may be contacted to explain the details of the proposal if required:**

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Faculty Officer: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Please copy this request to the Office of the Director of Academic Programs, Ground Floor, East Wing, Raymond Priestley Building.*

*This form should also be e-mailed to [acad-sec@unimelb.edu.au](mailto:acad-sec@unimelb.edu.au).*