



# Specialisation/ Minor Change Request Form

This form is to be completed by students seeking to change their course or transfer between specialisations/minors within an Adelaide Institute of Higher Education (AIHE) course. Please note that requests to change specialisations or minors will only be actioned if students send the request before the census date of the applicable study period. This request approval is subject to a review of the student's academic progress, the remaining time available in the students' course, and the required subjects for the intended specialisation or minor. Once approved, the changes will be processed after final results are released and in time for the next study period.

To submit your request, complete and sign this form and provide it to the AIHE Student Assist Team at your current campus or via email at [student.assist@aihe.sa.edu.au](mailto:student.assist@aihe.sa.edu.au). For further details, please refer to [AIHE's Policy and Procedure Directory](#)

**PLEASE USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND KEEP A COPY.**

## 1. STUDENT DETAILS

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other:		Please specify other	
Family name		First name	
AIHE Student ID		Campus	

## 2. SPECIALISATION/ MINOR CHANGE REQUEST DETAILS

Current course			
Current Specialisation/ Minor		Desired Specialisation/ Minor	

## 3. COURSE SPECIALISATION/MINOR CHANGE REQUEST TERMS AND CONDITIONS

1. Requests to change a specialisation or minor received after the census date of a study period will be processed after the finalisation and release of student results for the current study period. These changes will take effect in time for the next study period.
2. Requests to change a specialisation or minor will be evaluated based on academic performance and the availability of the requested specialisation or minor on the relevant campus. Requests submitted during the final or penultimate study period of a student's course may not be approved if the student has already completed the Capstone Project prior to undertaking the specialisation subjects.
3. Request to change Specialisation/ Minor received after census date of a study period will be processed after student results of the current study period are finalised and released, and in time for the next Study Period.
4. Specialisation/ Minor change requested by students who are granted with credit transfer might result in a change in the original credit transfer assessment outcomes and subsequently, course duration.
5. Consideration of Specialisation/ Minor change may take into account academic performance and the availability of a Specialisation/ Minor in a campus. All Specialisation requests at the last or second to the last Study Period of a student course study may not be approved if the requesting student has completed the Capstone Project before the Specialisation Subjects.



## 4. STUDENT DECLARATION

- I have read and understood the terms and conditions of applying for a Specialisation/ Minor change.  
 I understand that submitting this form does not guarantee approval of my request and that the final decision rests with the Academic Unit.

**Student's Name:**

**Student's Signature:**

**Date:**

### OFFICE USE ONLY – AIHE Student Services

Received by:		Comment/s:
Date received:		
Domestic or International Student		
Head of School/ Head of School's delegate approval:		
SIS updated:		
PRISMs updated (if required):		