Tabor College NSW
Christian Tertiary Education

# MODULE VARIATION APPROVAL FORM

There are occasions where a student will require or prefer to take a module that is not on the approved course list. There is an allowance for this to occur with the approval of the Course Co-ordinator, which is normally the Faculty Head.

If a student wants to include a module that is not on the approved course list, they need to:

1. See the Registrar to discuss the situation and look at the available options.
2. If an alternate module is required a Module Variation Approval Form (MVAF) is filled out. There is only one form required for each student and this is kept in their academic file.
3. The Registrar gains the approval from the Course Co-ordinator who signs the MVAF.
4. The Registrar makes a copy of the MAVF, if the student desires a record of the approval.

Name:……..

Student ID:……..

Course:……

| Student Use | | | | | Office Use Only | | | |
|---|---|---|---|---|---|---|---|---|
| Required Module Number | Required Module Name | Replacement Module Number | Replacement Module Name | Reason for Change | ✓ or ✗ | Date | Signed | Reason for Rejection of Variation |
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Reasons for Change (place appropriate letter in the Reason for Change column):

A. Module from another institution
B. Module gained from previous studies
C. Old Tabor course requirements
D. Lack of module or elective choices
E. Ministry interest
F. Student does not have pre-requisites
G. Other (please specify)