

## Request to Permanently Change Timetabled Groups in CEM

To maintain consistent group sizes within groups it is imperative that students remain in their timetabled slot. We nevertheless accept that occasionally, due to extenuating personal circumstances, students need to permanently move groups. Providing the group the student is joining is not full and the change does not cause a clash with any other group on their timetable in any week, a change can be requested using the following form.

**PLEASE NOTE THAT THE CHANGE IS NOT GUARANTEED UNTIL YOU HAVE RECEIVED CONFIRMATION AND IS DEPENDENT ON THERE BEING SPACE IN THE GROUP YOU WISH TO MOVE TO**

**Please note the following points:**

- **Changes can only be requested in the first two weeks of teaching of the module**
- **You must continue to attend your current group until the change is reflected on your timetable**
- **Attendance at a group not on your timetable will not be recorded even if you swipe/sign in**
- **Please send your completed form to the CEM Advice Centre [cemadvicecentre@dmu.ac.uk](mailto:cemadvicecentre@dmu.ac.uk)**

Name	
Student ID Number	
Programme	

Extenuating circumstances must fall into one of the following categories (please tick the relevant category) and your request <b>MUST</b> be accompanied by relevant evidence as detailed:	✓
<p><u>Caring responsibilities</u></p> <p>Please provide third party evidence of your <u>caring</u> responsibilities such as documents from the local council to you as the official carer.</p>	<input type="checkbox"/>
<p><u>Childcare responsibilities</u></p> <p>Please provide third party evidence of your <u>childcare</u> responsibilities such as documents your child's school or care provider</p>	<input type="checkbox"/>
<p><u>Attendance at sport event where representing DMU</u></p> <p>If you are in a DMUsport recognised sports team and need to change a Wednesday afternoon group to attend events please contact <a href="mailto:dmu.bucs@dmu.ac.uk">dmu.bucs@dmu.ac.uk</a> asking them to support your request. The DMUsport team will ask further questions regarding your participation in the team. Please ask the DMUsport team to email <a href="mailto:CEMstudentexperience@dmu.ac.uk">CEMstudentexperience@dmu.ac.uk</a> supporting your request.</p>	<input type="checkbox"/>
<p><u>Disability or Health condition</u></p> <p>For a timetable change on the grounds of a Disability or Health condition evidence <b>must</b> be supplied by either the Faculty Disability Co-ordinator (CEM Engagement <a href="mailto:CEMengagement@dmu.ac.uk">CEMengagement@dmu.ac.uk</a>) or Wellbeing (<a href="mailto:wellbeing@dmu.ac.uk">wellbeing@dmu.ac.uk</a>). Please ask the relevant people to email support for your timetable change to <a href="mailto:CEMstudentexperience@dmu.ac.uk">CEMstudentexperience@dmu.ac.uk</a>.</p>	<input type="checkbox"/>

**Please complete the form below to indicate what changes you will require if your request is granted.**

