

POLICY TITLE	FIRST YEAR CHANGE OF COURSE POLICY
POLICY OWNER	DIRECTOR OF RECRUITMENT AND ADMISSIONS
POLICY OPERATOR	UCC ADMISSIONS OFFICES
DATE APPROVED	21/10/20

### PURPOSE

University College Cork recognises that students may sometimes wish to change direction during the first year of their course. This policy and its associated procedure have been developed so that UCC may support the progression and retention of students by allowing as much flexibility as possible and supports lifelong learning and student mobility. It should ensure that students are in programmes that suit their academic strengths and offer them the best prospect of achieving their full potential.

### SCOPE

Registered first year students who accepted a place through CAO may apply to change to another first year programme. Students should make an appointment to meet the First Year Experience Coordinator in the Admissions Office before making an application.

### RELATED PROCEDURE

Application for Change of Course can be made by all registered students. CAO waitlists and Leaving Certificate appeals are honoured until the close of the CAO season.

Students must have the points and must meet the matriculation requirements of the course they wish to enter. As part of the Change of Course application process, applicants will be required to attend lectures in order to ensure that the desired programme is the right course for them. Attendance at such lectures does not guarantee a place on the course.

### Decisions

Decisions on applications received will be made on the basis of the following criteria:

- availability of places;
- entry qualifications.

Students who fail to satisfy the requirements for change of course will be notified immediately. All students considered successful in their application for a change of course will be notified officially by email after the close of the CAO season. Students should check their student email account regularly for

correspondence from the Admissions Office. Where the change of course request is successful, the student will be notified by the Admissions Office and asked to attend the Student Records and Examinations Office to officially register for their new degree programme, the Student Record File will be updated and the student will be issued a new Student ID Card.

Please note: If students are successful in their Change of Course application, it is their responsibility to bring themselves up to date with course work. In no case can acceptance of a change of course be cited by students as grounds for poor performance at examinations later in the academic year.

For further information contact the [First Year Experience Coordinator](#) to discuss all options available.