**Section A – Student Details**

Student ID number:  

Family name:  

Given names:  

Monash email address:  

Phone:  

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**Section B – Course Details**

Course code:  

Course title:  

Major(s):  

Campus:  

Fee category:  

- CSP/HECS  
- Local full fee  
- International  

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**Section C – Student Acknowledgement, Agreement and Consent**

On signing this form I acknowledge that:

- I wish to be upgraded to the new structure of my current degree.  
- I understand that once upgraded, the change cannot be reversed.  
- If in my current course I have obtained an inner core NP result, this grade will convert to N to comply with my new course rules. I understand that I will have to repeat the unit.  
- I have discussed a change of version with a course advisor.  
- It is my responsibility to check my enrolment record is correct by referring to university correspondence and by viewing my details through WES.

**Privacy statement**

The information on this form is collected for the purposes of assessing your application to change your course version. If you do not complete all questions on this form it may not be possible for the application to be assessed. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at the following email address: privacyofficer@adm.monash.edu.au

Student signature:  

Date:  

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**Section D – Office use only**

The below requirements have been actioned:

- The student’s version has been amended in Callista.  
- Existing credit decisions have been entered into the new course version.  
- Existing ‘inner core’ Near Pass result has been amended to a fail grade.

**Authorisation**

- Granted ☐  
- Not granted ☐

Name:  

Signed:  

Date:  

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**Callista Updated**

- Initials:  
- Date:  

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**Student Advised**

- Initials:  
- Date:  
- Email attached ☐

Tpelle&wforbes: 051207