## Unit Removal Request Form

The purpose of this form is to request the removal of a unit as part of the **Student Feedback Survey Campaign (SFSC).**

* As approved by the Associate Dean (Learning and Teaching) (ADLT), it may be necessary to remove units from the survey dataset. This may include courses that are Thesis/Research only units with only one enrolled student or international student exchange. **Please note**: The Survey Team require this information by Friday Week 5 so they can remove the units from the data before sending the data file to each Institute for validation of Teacher and Unit Coordinator staff.
* This form allows you to request up to 10 units to be removed. Return completed form to: [Surveys@federation.edu.au](mailto:Surveys@federation.edu.au)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Term Code | Unit Code | Unit Title | Institute Owner | Location | Reason for removal |
| Example: 1705 | SSEXC 3501 |  | IEAC | MTH | International Exchange not actually a class |
| Click or tap here to enter text. |  |  | Choose an item. | Choose an item. | Click or tap here to enter text. |
| Click or tap here to enter text. |  |  | Choose an item. | Choose an item. | Click or tap here to enter text. |
| Click or tap here to enter text. |  |  | Choose an item. | Choose an item. | Click or tap here to enter text. |
| Click or tap here to enter text. |  |  | Choose an item. | Choose an item. | Click or tap here to enter text. |
| Click or tap here to enter text. |  |  | Choose an item. | Choose an item. | Click or tap here to enter text. |
| Click or tap here to enter text. |  |  | Choose an item. | Choose an item. | Click or tap here to enter text. |
| Click or tap here to enter text. |  |  | Choose an item. | Choose an item. | Click or tap here to enter text. |
| Click or tap here to enter text. |  |  | Choose an item. | Choose an item. | Click or tap here to enter text. |
| Click or tap here to enter text. |  |  | Choose an item. | Choose an item. | Click or tap here to enter text. |
| Click or tap here to enter text. |  |  | Choose an item. | Choose an item. | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Associate Dean Learning and Teaching Approval | |
| Date: | Click or tap to enter a date. |
| Name: | Click or tap here to enter text. |
| Institute: | Choose an item. |
| Contact Number: | Click or tap here to enter text. |
| Comments/Notes: | |
| |  |  |  |  | | --- | --- | --- | --- | | Surveys Office Use Only | | | | | Date received: | Click or tap to enter a date. | | | | Unit removed from Institute Validation File: | Click or tap here to enter text. | Date received: | Click or tap to enter a date. | | Unit removed from Survey Data File: | Click or tap here to enter text. | Date received: | Click or tap to enter a date. | | Confirmation Sent to ADLT | Click or tap here to enter text. | Date: | Click or tap to enter a date. | | |
| Comments/Notes: | |
| Click or tap here to enter text. | |

End of document