## 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

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| --- | --- | --- | --- | --- | --- |
| 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. |
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| 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: |
|

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| 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. |

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| Comments/Notes: |
| Click or tap here to enter text. |

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