## Unit Removal <br> Request Form

## When to use this form

As approved by the Director, Learning and Teaching (L\&T), it may be necessary to remove units from the survey dataset. This may include courses that are Thesis/Research only classes 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
Required Information

| Term Code | Unit Code | Institute | Delivery Location | Reason for removal |
| :---: | :---: | :---: | :---: | :---: |
| Example: 1705 | SSEXC 3501 | EDART | MTH | International Exchange not actually a class |
|  |  | Select | Select |  |
|  |  | Select | Select |  |
|  |  | Select | Select |  |
|  |  | Select | Select |  |
|  |  | Select | Select |  |
|  |  | Select | Select |  |
|  |  | Select | Select |  |
|  |  | Select | Select |  |
|  |  | Select | Select |  |
|  |  | Select | Select |  |
| Director Learning and Teaching Approval |  |  |  |  |
| Date: |  |  |  |  |
| Name: |  |  |  |  |
| Institute: | Select |  |  |  |
| Contact Number: |  |  | Email: |  |
| Comments/Notes: |  |  |  |  |

## Unit Removal <br> Request Form

## Surveys Office Use Only

## Date Received:

| Unit removed from Institute Validation File: |  | Date Removed: |  |
| :--- | :--- | :--- | :--- |
| Unit removed from Survey Data File: |  | Date Removed: |  |
| Confirmation Sent to Director L\&T | Date: |  |  |

## Comments/Notes:

