## Unit Removal 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: <u>Surveys@federation.edu.au</u>

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

## Unit Removal 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:			