



# Student Support Quick Guide:

## A student is considering a course transfer

### What should you look out for?

Students may approach you to discuss the possibility of changing courses within the University. This is sometimes possible, but is dependent on many factors, such as available places on the course, the time of year the change is requested, and whether the student meets the entry requirement for the course they wish to switch to.

### What should you do?

It is important to understand a student's motivation for wanting to change course. They may think the course they have chosen is too difficult or doesn't meet their career aspirations. In many cases these issues can be addressed with support and information from their PDT or the university's professional services. If the student is not sure that changing course is the right option for them, refer them to the [myNapier page titled Thinking of changing course?](#)

If the student is certain they would like to change course, first they should research the programme they would like to switch to. They can [find our current courses at - https://www.napier.ac.uk/courses/study-areas](https://www.napier.ac.uk/courses/study-areas). Once they have selected their new course, the student should contact the Programme Leader of the course they would like to switch to. The Programme Leader will be able to confirm if a place is available and whether the student meets the entry requirements. If there is a place available and the student is eligible, the Programme Leader will instruct the School Office to initiate the transfer into the new programme.

Please note that it is unlikely that a student will be able to switch to a new course after the first few

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weeks of the academic year. In these circumstances the student's request could be considered for the following academic year.

### What happens next?

Once a student is sure that they would like to change course, they will need to contact the Programme Leader for the course into which they would like to transfer. The Programme Leader will be able to confirm if a place is available and whether the student meets the entry requirements. If there is a place available, and the student is eligible, the Programme Leader will instruct the School Office to initiate the transfer into the new programme.

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For further information or to provide feedback about this Quick Guide, please [contact dlte@napier.ac.uk](mailto:dlte@napier.ac.uk)



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