

# How to request a cohort change

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To maintain the consistent evaluation and refinement of our courses within the established five-year cycle, the Teaching and Learning Committee (TLC) oversees and authorizes cohort modifications. If your department intends to adjust the cohort for a particular course, kindly complete the [Cohort Change Request form](#).

Upon submission, your request will be reviewed following the subsequent TLC assembly. Please refer to the [TLC website for a schedule](#) of our forthcoming meetings. We will communicate the outcome of your request thereafter.

Your commitment to following this protocol is sincerely appreciated and plays a pivotal role in upholding the academic excellence and standards of our campus. Thank you for your cooperation in ensuring the ongoing quality enhancement of our educational offerings.

Sincerest regards,  
The Teaching and Learning Committee