

## UG LATE COURSE CHANGE

This form is for Undergraduate students only. **Postgraduate students wishing to make a late course change must contact their department directly.** This form should only be used when the LSE for You Course Selection System has closed. Forms must be submitted, with all required approvals, **by 5pm on 23 October 2020.** Forms received after this date will be returned unprocessed. You must provide a detailed reason for why you wish to take the new course and why you did not make this change before the deadline. If approved, when the change has been processed LSE for You will be updated – you will not receive a confirmation email. You should continue to attend the course for which you are currently registered until the new course appears on LSE for You. **Failure to complete the form fully will result in it being returned before it is processed. If you wish to change more than one course you must complete a separate form for each change.**

### Section 1: Student Details

Surname

First name(s)

Student ID Number (e.g. 201712345)

Programme of Study (e.g. BSc in Economics)

### Section 2: Course to be removed

*If you need to replace two half units with a full unit please list both courses here*

Course Code

Course Title

Unit Value

### Section 3: New course to be added

*If you are replacing a full unit with two half units please list both courses here*

Course Code

Course Title

Unit Value

### Section 4: Reason for Request

*Please explain why you wish to make this request and why it was not possible for you to make the change when the course selection system was open. Please be aware that very brief explanations are likely to lead to your application being declined.*

### Section 5: Student Declaration

By signing this form you acknowledge that you cannot use late course selection as grounds for *Exceptional Circumstances*.

Signature

Date

### Section 6: Approval of teacher of new course

By signing this form you confirm that there is sufficient space on the new course and that the student has met any pre-requisites to take the course.

Name

Signature

Date

### Section 7: Home Department Approval

This section should be completed by the **Departmental Tutor** (for Undergraduate Students) or the **General Course Dean** (for General Course Students)

**By signing this form you confirm that this will not create a timetable clash for this student.**

Name

Signature

Date

### Section 8: Processing (Office Use Only)

Old Course Removed

New Course Added

Timetables informed

Note on SPR

Notes

### For more information:

- Please visit [lse.ac.uk/courseselection](https://lse.ac.uk/courseselection)

Please submit this form via the SSC online enquiries form:

- <https://lseportal.force.com/student-services/s/enquiry-form>