

UG WINTER TERM COURSE CHANGE

This form should be used for **Undergraduate Winter Term course changes only**. The Winter Term course change period starts 10am Monday 20th January 2025. All forms must be submitted with all approvals by **5pm Friday 31st January 2025**. **Forms received after this time will not be processed**. You must complete Sections 1-5 of the form yourself. This includes providing a reason for your course change (Section 4). For Sections 6 and 7, please seek the requisite approvals required. If this is approved and the change is processed, LSE for You will be updated – **you will not receive a confirmation email**. You should continue to attend the course you are currently registered for until the new course appears in LSE for You. Please note, it is not possible to change full unit courses or half-term unit courses that were taught in Autumn Term. **Failure to complete the form fully will result in the form being declined and returned, this includes the sections to be completed by the relevant academic staff for approval. 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. 201512345)

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

Section 2: Course to be removed

Course Code

Course Title

Unit Value

Section 3: New course to be added

Course Code

Course Title

Unit Value

Section 4: Reason for Request

Please explain why you wish to make this request. Please be aware that very brief explanations are likely to lead to your application being declined.

Section 5: Student Declaration

Signature

Date

Section 6: Approval of the Course Leader of the new course - **Required**

Name

Signature

Date

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.

Electronic signatures or email confirmation from the relevant academic staff member can be accepted.

Section 7: Home Department Approval - **Required**

This section should be completed by the Departmental Tutor

Name

Signature

Date

Electronic signatures or email confirmation from the relevant academic staff member can be accepted.

For more information:

- Please visit lse.ac.uk/courseselection

Please submit this form via the [SSC online enquiry form](#).