

REQUEST TO TAKE A COURSE OUTSIDE LSE 2024-25

For office use:

CMIS:

Confirmation:

Please refer to the notes on the reverse for guidance before completing this form

Section 1: Student Details

Surname

First name(s)

Student ID Number

LSE Email Address

Programme of Study (eg BSc in Economics)

Year of Study

Signature

Date

Section 2: Course Details (Please provide a detailed statement in support of your request in Section 4 overleaf)

Details of course you wish to take*:

Course Code

Course Title

Unit Value

Name of college offering the course

***Please note that the course must be the appropriate level for your programme (i.e. graduate students cannot take an undergraduate level course).**

Details of course you wish to drop:

Course Code

Course Title

Unit Value

Section 3: Formal Approval (this section must be completed before the form is returned to the SSC)

1. Supervisor's (graduate) or

Academic Mentor's (undergraduate) name

Signature

Date

2. Programme Director's (graduate) or

Departmental Tutor's (undergraduate) name

Signature

Date

Section 4: Reason for Request

Section 5: Notes

- This form should be used by LSE students wishing to take a course at another University of London college.
- The completed form should be returned to the Student Services Centre no later than 11 October 2024. Taught graduate students wishing to take an outside course as a Lent Term half unit should return the form no later than 31 January 2025.
- Official approval will only be granted on receipt of all signed paperwork, including that of the University of London college.
- Students should continue to attend the current course until the new course appears on LSE for You, but should also attempt to follow the lectures of the new course in the meantime.

Submit both the LSE and the outside college's registration form to the Student Services Centre through the SSC online enquiry form.