

REQUEST TO TAKE A COURSE OUTSIDE LSE 2023-24

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)
<input type="text"/>	<input type="text"/>
Student ID Number	LSE Email Address
<input type="text"/>	<input type="text"/>
Programme of Study (eg BSc in Economics)	Year of Study
<input type="text"/>	<input type="text"/>
Signature	Date
<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Programme Director's (graduate) or

Departmental Tutor's (undergraduate) name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

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 09 October 2023. Taught graduate students wishing to take an outside course as a Lent Term half unit should return the form no later than 26 January 2024.
- 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.

Please return the completed form to the Student Services Centre, LSE, Houghton Street, London, WC2A 2AE, or via the enquiry form.