

LATE COURSE CHANGE

*This form should be used only when the LSE for You Course Choice System has closed. 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. 201512345)

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 choice system was open. Please be aware that very brief explanations are likely to lead to your application being declined.

Section 5: Student Declaration

Signature

Date

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

Section 6: Approval of teacher of new course

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.

Section 7: Home Department Approval

This section should be completed by the **Departmental Tutor** (for Undergraduate Students), the **Programme Director** (for Taught Masters Students) or the **General Course Dean** (for General Course Students)

Name

Signature

Date

Section 8: Undergraduate Studies Sub-Committee Approval (Office Use Only)

For undergraduate students only USSC approval will be sought by Registry. Your request will not be processed until it has been approved by the Chair of the Undergraduate Studies Sub-Committee

Signature

Date

Section 9: Processing (Office Use Only)

Old Course Removed

New Course Added

New Course Timetabled

Note on SPR

Notes

For more information

- Please visit lse.ac.uk/coursechoice

Please return this form to:

- **Post:** Student Services Centre, LSE, Houghton Street, London, WC2A 2AE
- **In Person:** Drop Box in the Student Services Centre, Ground Floor, Old Building
- **Email:** registry@lse.ac.uk