

## REQUEST TO TAKE A COURSE OUTSIDE LSE

For office use:

CMIS:

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Confirmation:

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*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 Adviser's (undergraduate) name

Signature

Date

2. Programme Director's (graduate) or

Departmental Tutor's (undergraduate) name

Signature

Date

For office use: USSC Chair's approval (undergraduates only)

Approved?

Yes

☐

No

☐

Signature

Date

#### Section 4: Reason for Request (continued)

#### 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 12 October 2015. Taught graduate students wishing to take an outside course as a Lent Term half unit should return the form no later than 19 January 2016.
- 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.
- Approval by the Undergraduate Studies Sub-Committee (undergraduate students only) will be sought by Registry.

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