



For office use:

Database	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Confirmation	<input type="checkbox"/>	LEA	<input type="checkbox"/>

STUDENT SERVICES CENTRE

Request to transfer programme



Notes

- **Undergraduate students** should take this form to the Departmental Tutor in both their current **and** prospective departments for approval. Until you are notified by the Student Services Centre that the request is approved, you should remain on the current programme and comply with all its requirements, including attending lectures/classes.
- **Taught graduate students** should take this form to the Programme Director in both their current and prospective departments for approval. Until you are notified by the Student Services Centre that the request is approved, you should remain on the current programme and comply with all its requirements, including attending lectures/classes. Permission to transfer programme should be obtained by 31 October of the current academic year except in unforeseen circumstances.
- **General Course students** wishing to transfer into the third year of an undergraduate programme in the following session should obtain the approval of the Dean of General Course Studies and the Departmental Tutor of the prospective department.
- **Please return the completed form with all necessary signatures to the Student Services Centre for processing.** Please note that all undergraduate applications will be passed for consideration to the Undergraduate Studies Subcommittee before they can be processed.
- You will receive an email notification of whether your transfer application has been successful within 5 working days after we obtain all the required signatures (except during the main registration period in September/October when it may take longer).

Personal details

Surname First name(s)

Student number (e.g. 200312345) Year of study (please circle) 1 2 3 General Course

Current programme (e.g. BSc Economics)

Details of the programme you wish to transfer to:

New programme (e.g. BSc Sociology)

Year of study in which you want to join the new programme 1 2 3

Please tick this box if you need to apply for repeat teaching:

If you wish to apply for repeat teaching, you will need to contact the Student Progress Panel on UG-Spp@lse.ac.uk (if you are an undergraduate student) or PG-Spp@lse.ac.uk (if you are a taught graduate student) to apply to do so.

Please state your reason for the transfer below: (please continue on a new sheet if required)

Student's signature Date

Request to transfer programme

For completion by the Departmental Tutor or Programme Director of the department you wish to transfer to:

Decision: recommended not recommended

For undergraduate programme transfers, please complete the following section(s) if relevant:

a) Details of courses taken and passed in the previous year and/or courses to be assessed in the current year under the current programme:

Paper No.	Course Code	Unit Value	Suspension of Regulations Yes/ No

b) Details of courses to be taken in next year after the transfer to the new programme:

Paper No.	Course Code	Unit Value	Suspension of Regulations Yes/ No

c) Details of qualifying conditions (*please write legibly*):

d) Details of previous courses/results that will not count towards the new degree, and should be removed:

Paper No.	Course Code	Unit Value	Suspension of Regulations Yes/ No

Please print name

Signature

Date

Please tick this box if this is an internal transfer

For completion by the Departmental Tutor or Programme Director of your current department or the Dean of General Course Studies:

Decision: recommended not recommended

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Signature of the Chair of the Undergraduate Studies Subcommittee

Date