

**UNIVERSITY COLLEGE LONDON**

**GREEN FORM**

**FOR CHANGES OF COURSE UNIT**

*(for notes, please see overleaf)*

Surname  ________________________________________________

Forenames  ________________________________________________

Degree programme details:

<table>
<thead>
<tr>
<th>Faculty (e.g. Arts, MAPS etc)</th>
<th>Qualification (e.g. B.A./B.Eng)</th>
<th>Year of study</th>
<th>Degree subject (e.g. Maths)</th>
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</thead>
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Details of change of course unit

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<tr>
<th>Courses to be discontinued (e.g. ECONB001)</th>
<th>Unit Value</th>
<th>Initials of tutor</th>
<th>Courses to be substituted/added (e.g. ECONB003)</th>
<th>Unit Value</th>
<th>Initials of tutor</th>
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Signed  ________________________________________________  Date

(Student)

Signed  ________________________________________________  Date

(Departmental/Degree Programme Tutor)

For Office Use Only:  Faculty Exams Section
NOTES

This form is used for notifying the Examinations Section of the Registrar’s Division of changes in an undergraduate student’s individual courses for a course-unit degree.

This form must be completed if individual course units are being discontinued, added or both. The tutor(s) in the teaching department(s) should initial the form in respect of the course units being changed. The student’s departmental or degree programme tutor should countersign the form to indicate the acceptability of the changes in respect of the student’s overall programme of study. In many cases, of course, the tutor in the teaching department and the student’s departmental/degree programme tutor will be one and the same. However, where this is not the case, it is important for all the relevant persons to know about the change.

In many cases the Faculty Tutor will also wish to monitor such changes of course, so the form should be returned to the relevant Faculty Office. The Faculty Office will then ensure that the form is sent to the Examinations Section, Room G6.

N.B. The final date for changes of course unit is 27 January in the current session. Any student wishing to make a change after this date must be referred to the relevant Faculty Tutor. Should any late changes be approved by the Faculty, it will then be the responsibility of the student’s parent department to accommodate and invigilate the student for any written examination which cannot be accommodated centrally, due to the late notification.

Any student wishing to withdraw from a course unit after 27 January should complete the appropriate ‘Notification of withdrawal from examinations’ form.