

**LINGNAN UNIVERSITY**

**Declaration of  
Change of Designation of General Education or Free Elective Course**

1. For courses listed under the General Education programme, a student who wishes to change the designation of his/her enrolled General Education course to a free elective course, or vice versa, is required to complete this declaration form and submit it to Registry.
  
2. The completed form should normally be submitted during the regular period for adding/dropping courses (i.e. within ten calendar days after the start of a Term). The enrolled course code will then be changed accordingly.
  
3. In case of late submission towards the end of a Term when the course final assessment result (grade) has already been entered into the record system, no change to the course code is allowed but a statement will be included in the student's transcript stipulating the change of designation.

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Name : \_\_\_\_\_ Year of Study : \_\_\_\_\_  
(in BLOCK Letters)

Student No. : \_\_\_\_\_ Contact Tel No. : \_\_\_\_\_

Programme : \_\_\_\_\_ Stream : \_\_\_\_\_  
(if applicable)

Course to be changed from \_\_\_\_\_ to \_\_\_\_\_  
(Course Code) (Course Code)

Course title: \_\_\_\_\_

Remarks : \_\_\_\_\_  
\_\_\_\_\_

Received : \_\_\_\_\_  
Registry Date

<b>Registry's Use</b> Student's record updated by _____ on _____
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Copy : ( ) Head(s) of Department(s)/Programme Director(s)/concerned ( ) Applicant  
( ) Director of General Education and Core Curriculum