

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.

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

Registry's Use

Student's record updated by _____ on _____

Copy : () Head(s) of Department(s)/Programme Director(s)/concerned () Applicant
() Director of Core Curriculum and General Education