**UCL Student and Registry Services**

**Late Request Process - Programme Amendments 2024/25**

UCL’s deadline for the submission of programme amendments for 2024/25 was **9th June 2023**.

Late programme amendments may be considered after this deadline in exceptional circumstances only and where one of the reasons detailed below applies:

* The amendment is a requirement of the PSRB for which the programme is accredited.
* The current programme information is factually inaccurate.
* The External Examiner has recommended that the amendment is made as failure to do so would have a detrimental impact on the student experience.
* Failure to make the amendment would be a breach of consumer protection legislation.

All late submissions must be accompanied by the Late Request Form which can be obtained from Education Services at [acadserv.pmap@ucl.ac.uk](mailto:acadserv.pmap@ucl.ac.uk).

Please note that the Faculty must obtain written agreement from Education Services that the late programme amendment will be accepted before informing and/or consulting applicants, offer-holders and current students on the proposed programme amendment.