

Exceptional change of seminar form

Please note this form is **only valid** with a module code, group number (available from the [Law Central Teaching Timetable](#)), and signatures from the student and seminar tutor.

Student and Module details:

Student first name:

Student surname:

Registration number: _ _ _ _ _

Module code:

A. Seminar missed

Group number:

Date:

Time:

Seminar tutor's name:

B. Seminar attended

Group number:

Date:

Time:

Seminar tutor's:

Name:

Signature:

Reason for absence:

Student Signature:

Please submit this form to the Student Experience Office (CG1) **or** submit a scan to law-timetabling@sheffield.ac.uk (photos not accepted)

This form is for **exceptional** changes only. Forms will not be accepted from students using this form multiple times per module or as a way to change groups permanently.

Permission to permanently change seminar groups can only be granted by law-timetabling@sheffield.ac.uk. Permission to attend a seminar exceptionally can only be granted by the seminar tutor. If their classroom is full, they reserve the right to turn away students not timetabled for the class.