

ADDITIONAL COURSELOAD/ LOWER COURSELOAD REQUEST FORM

Please complete this form if you wish to take more or fewer credits than the normal workload. You should also use this form if you wish to drop a class after the end of the official Add/Drop period.

Additional Courseload: Students who continually demonstrate high academic performance may request to take more credits than the normal workload. We do not recommend an additional courseload for first-year BA students. Students **must** obtain the signature of the instructor to add a course.

Lower Courseload: Taking fewer credits than the required workload endangers a student's successful completion of the program. A request for a lower courseload can only be considered for approval by the Academic Advisor and Dean under extraordinary circumstances. A course that is dropped after the official Add/Drop period is considered a late drop or withdrawal. In this case a letter "W" (Withdrawn) will appear on the transcript where withdrawal happens before 17:00 on the Friday of week 7. Withdrawals after this deadline result in an automatic F grade.

Note: Courseload changes are not official until the form has been processed by the Registrar's Office. Students will be informed of applicable changes to their schedule via updates to their BIP account.

Last Name: _____ First Name: _____
Program: _____ Semester: _____
(BA students only)

Type of request: Additional Courseload Lower Courseload

Course to be added or dropped:

Course ID	Title	Instructor	Late Drop?

Reason for request:

Required Signatures:

Student Signature/Date

Course Instructor Signature/Date
(required if course is being added)

Academic Advisor Signature/Date

Dean Signature/Date

Office use:

Date received

Date processed

Processed by