WORK OVERLOAD/UNDERLOAD REQUEST FORM

Please complete this form if you are requesting to take more or fewer credits than the normal workload.

Overload: Only students who continually demonstrate high academic performance may request to take more credits than the normal workload.

Underload: Taking fewer credits than the required workload endangers student's successful completion of the programme. An underload request can be considered for approval by the academic administration only under extraordinary circumstances.

Note: These changes are not official until the form has been signed, returned and processed by the Registrar's Office. Students will be informed by the Registrar's Office of all applicable changes to their schedules

Last Name:					First Name:			
Term:	Fall	Winter	Spring	Summer	Programme:		Year:	
Type of request:			□ Overload		□ Underload			
Course(s	s) to be	e added or d	lropped:					
Course	· ID	Title				Credits	Instructor	
Required	l Signa	itures:						
Student						Date		
Dean of Academic Affairs						Date		
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Date rec	nate received Date processed					Processed by		
Course	e chan	ge Wi	ithdrawal	Note:				



