Bard College Berlin
A LIBERAL ARTS UNIVERSITY

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 Drop/Add period.

Additional Courseload: Students who continually demonstrate high academic performance may request to take more credits than the normal workload. We do not recommend additional courseload for first-year BA students. Students <u>must</u> 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 Drop/Add 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 In this case a letter "W" (Withdrawn) will appear on the transcript where withdrawal happens before 17:00 on the Friday of week 7.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: _______________________________

Type of request: ◻ Additional Courseload ◻ Lower Courseload

Course to be added or dropped:

Course ID	Title	Instructor	Late Drop?

Reason for request:

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<u>Required Signatures:</u>

____
Student Signature/Date

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

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Academic Advisor Signature/Date

____
Dean Signature/Date

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Office use:

____________ Date received

____________ Date processed

_________________________________ Processed by