Bard College Berlin
A LIBERAL ARTS UNIVERSITY

ADDITIONAL COURSELOAD/ LOWER COURSELOAD REQUEST FORM

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

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.

Lower Courseload: Taking fewer credits than the required workload endangers student's successful completion of the program. A request for a lower courseload can be considered for approval by the academic advisor and Dean only under extraordinary circumstances.

Note: These changes are not official until the form has been signed by the academic administration, returned to 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: __________________________

Email Address: ___________________________ Date of Birth__________________________

Program:____________ Year:______________ Semester: ☐ Fall ☐ Spring

Type of request: ☐ Additional Courseload ☐ Lower Courseload

Course(s) to be added or dropped:

Course ID	Title	Credits	Instructor

Reason for request:

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Required Signatures:

______________________________________ ______________________________

Student Date

______________________________________ ______________________________

Academic Advisor Date

______________________________________ ______________________________

Dean of Academic Affairs Date

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Office use:

__________ ____________ ______________________________

Date received Date processed Processed by