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:

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Credits</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reason for request:
___________________________________________________________

___________________________________________________________

Required Signatures:

________________________________________  ____________________________  Date
Student

________________________________________  ____________________________  Date
Academic Advisor

________________________________________  ____________________________  Date
Dean of Academic Affairs

Office use:

Date received  Date processed  Processed by