

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 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.

First Name: _____

Date of Birth_____

Programme: _____ Year: _____

Type of request: ☐ Overload ☐ Underload

Course(s) to be added or dropped:

Course ID	Title	Credits	Instructor

Reason for overload/underload request:

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Required Signatures:

Student

Date

Academic Advisor

Date _____

Dean of Academic Affairs

Date _____

Office use:

Office use:

Date received

Date processed

Processed by

Note: _____

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