

## Undergraduate Student Request Form

Submit the completed form by email to [study.jmsb@concordia.ca](mailto:study.jmsb@concordia.ca)

Concordia ID: \_\_\_\_\_

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

(WHERE YOU CAN BE REACHED DURING THE DAY)

### Check the appropriate box

Take a 3-credit overload

Withdrawal from courses

Take courses at another institution

Take two courses concurrently

Take an additional Business course  
(for non-JMSB students)

Transfer credits or course exemption

Waiver of prerequisite

Other (specify): \_\_\_\_\_

Change to Full-time Status

Course substitution

Attach any and all documentary proof for extenuating circumstances.

### Description of Request

Explain the reason(s) for your request clearly and concisely. When referring to a course, state the course number and section (e.g., MARK 453/2-AA). Use the back of this sheet if needed.

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*(If your request is approved, you may need to make changes to your class schedule.)*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only:

Date: \_\_\_\_\_ Request Granted: \_\_\_ Yes \_\_\_ No

Comments/Conditions/Notes To Student: \_\_\_\_\_

\_\_\_\_\_

Advisor's Signature: \_\_\_\_\_