

(PLEASE PRINT)

Family Name _____ First Name _____

Address _____ Concordia I.D. Number _____

E-mail _____ Cell / Telephone _____

AREA CODE

Department _____ Program of Study _____

Guidelines (please read carefully):

- Check appropriate box(es) and state your reason by attaching a letter of explanation to this request.
- **Explanation is required.** Considerations can be given only when specific reasons are provided.
- When referring to a course, state the course number, section and term (i.e. FRAN 211 AA Winter 2018 (term is key for enrolment)).
- Include a current copy of your **unofficial transcript** from your MyConcordia portal and supporting documents, ie. original medical certificates, instructor's notes, course description(s). Failure to do so will delay processing of your request.
- All requests must be signed by a department advisor or the department advisor responsible for the course(s) in question.

Late Withdrawal (DISC)

I have missed the deadline and I want to withdraw from the following course(s):

Late Section Change

I have missed the deadline and I want to change sections in a course for which I have already registered:

Late Registration

I have missed the deadline and I want to add the following course(s):

Course Repetition

I want permission to repeat a course I have already taken twice.

COURSE NUMBER	TERM/YEAR	SECTION	LAB	TUTORIAL
<i>i.e. MATH 201</i>	<i>WINTER 2018</i>	<i>AA</i>		
(1) _____	_____	_____	_____	_____
(2) _____	_____	_____	_____	_____
(3) _____	_____	_____	_____	_____
(4) _____	_____	_____	_____	_____

Check appropriate box(es):

Change Status From P/T to F/T

Waive 24-Credit Rule

Waive Residency Requirement

Credit Overload (please specify semester)

Course Substitution

Transfer External Credit(s)

Late Completion after deadline (INC)

Add/Remove Exemption(s)

Retain Credit(s)

Extension Late Completion

General Education

Other: _____

Student Signature: _____

Date: _____

Student Request Checklist:

- Checked appropriate box(es) above Attached a letter of explanation Attached a copy of unofficial transcript Had request signed by a departmental advisor

Please note that requests for a refund (DNE - full or partial) can be found under Course Withdrawal on www.concordia.ca
Concordia.ca → Students → Course Registration → Course Withdrawal

FOR DEPARTMENTAL ADVISOR'S USE ONLY

Comments: _____

Departmental Advisor's Name (please print): _____

Departmental Advisor's Signature: _____ Date: _____