# FACULTY OF ARTS AND SCIENCE

**STUDENT REQUEST FORM**

#### Family Name

(PLEASE PRINT)

#### First Name

#### Address Concordia I.D. Number

(civic number/street) (city) (postal code)

#### 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.e.* | *MATH 201* | *WINTER 2018* | *AA* |  |  |

(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**](http://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:**  |

**Departmental Advisors - send completed form to: Faculty of Arts and Science**

Student Academic Services Loyola AD - 202

514-848-2424, ext. 2104

Fax: 514-848-3092 Last updated: August 2018