## FACULTY OF ARTS AND SCIENCE STUDENT REQUEST FORM

Student Academic Services, Loyola AD-202

## Guidelines (please read carefully):

- ✓ State your request clearly and concisely.
- ✓ Explain the reason you are making this request.
- ✓ When referring to a course, state the course number and section (e.g. FRAN211/2-AA).
- ✓ Include a current copy of your <u>student record</u> on your MyConcordia portal or available at LB-185 and supporting documents, e.g. medical certificates, instructor's notes, course description(s). <u>Failure to do so will delay processing of your request.</u>
- ✓ All requests must be signed by a department advisor.

Credit Overload⁴ Extension Late Completion Deadline³ Retain Credit? Waive 24 Credit Rule³  Supporting Documentation (list):  ****Please note that requests for Late DNE and Late Registration can be found on the MyConcordia Porta under Student Administrative Affairs  **REQUEST: Please state your request clearly. If you wish, you may attach a letter or additional sheets of paper.  Student's Signature:  Date:  FOR DEPARTMENTAL ADVISOR'S USE ONLY  Departmental Advisor's Name (please print):  Departmental Advisor's Signature:  Date:  FOR STUDENT ACADEMIC SERVICES	PLEASE PRINT THE ADDRESS WHERE	A RESPONSE IS TO BE SENT:	
City, Province:	First Name:	Family Name:	I.D.#:
Postal Code:	Address:		_Phone:
Department:	City, Province:		_
Check appropriate box(es)  Late Disc'	Postal Code:	e-mail address:	
□ Late Disc¹ □ Course Substitution⁵ □ Waive Residency Requireme Cordit Overload² □ Remove Exemption⁶ □ Gen. Ed. Requirement¹¹ □ Transfer External Credit(s)⁴ □ Retain Credit(s)⁴ □ Waive 24 Credit Rule⁶ □ Other¹¹ □ Other¹ □ Other¹¹ □ Other¹ □ Other □ Othe	Department:	Program of Study:	
□ Credit Overload² □ Remove Exemption⁵ □ Gen. Ed. Requirément¹¹⁰ □ Extension Late Completion Deadline³ □ Retain Credit □ Waive 24 Credit Rule³ □ Other¹¹ □ Other¹ □ Other¹ □ Other¹ □ Other¹ □ Other¹ □ Other¹ □ Other □ Other □ Other¹ □ Other¹ □ Other □	Check appropriate box(es)		
□ Extension Late Completion Deadline <sup>3</sup> □ Retain Credit <sup>7</sup> □ Other <sup>11</sup> Supporting Documentation (list):  ***Please note that requests for Late DNE and Late Registration can be found on the MyConcordia Portaunder Student Administrative Affairs  REQUEST: Please state your request clearly. If you wish, you may attach a letter or additional sheets of paper.  Student's Signature: □ Date:  FOR DEPARTMENTAL ADVISOR'S USE ONLY  Comments:  Departmental Advisor's Name (please print): □ Date: □ Dat			□ Waive Residency Requirement <sup>9</sup>
Transfer External Credit(s)*	☐ Credit Overload <sup>2</sup>	□ Remove Exemption <sup>6</sup>	☐ Gen. Ed. Requirement <sup>10</sup>
Usupporting Documentation (list):  ****Please note that requests for Late DNE and Late Registration can be found on the MyConcordia Portaunder Student Administrative Affairs  ***REQUEST: Please state your request clearly. If you wish, you may attach a letter or additional sheets of paper.  Student's Signature:  Date:  FOR DEPARTMENTAL ADVISOR'S USE ONLY  Departmental Advisor's Name (please print):  Departmental Advisor's Signature:  Date:  FOR STUDENT ACADEMIC SERVICES	■ Extension Late Completion Deadline Deadline	□ Retain Credit'	□ Other''
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Departmental Advisor's Name (please print):  Departmental Advisor's Signature:  FOR STUDENT ACADEMIC SERVICES			
Departmental Advisor's Name (please print):  Departmental Advisor's Signature:  FOR STUDENT ACADEMIC SERVICES	Student's Signature:		Date:
Departmental Advisor's Name (please print): Date: Date:	<u>F0</u>		
Departmental Advisor's Signature: Date:  FOR STUDENT ACADEMIC SERVICES			
FOR STUDENT ACADEMIC SERVICES	Departmental Advisor's Name (please pr	int):	
	Departmental Advisor's Signature:		Date:
Faculty Academia Ocumentaria Cimentum		FOR STUDENT ACADEMIC SERVICES	
Faculty Academic Councelor's Sidnature	Faculty Academic Counsolor's Signature	a·	Date: