How to submit a request:

1. Log in to your Student Centre.

2. In the left-hand menu, select Undergraduate Student Request Forms.

3. Select the appropriate request form.

4. Select the course for which you're making the request.

5. Provide a reason for your request and upload all required information. This may include a professor and/or medical note, if necessary.

6. You will receive an email confirming that your form has been submitted.

7. A decision regarding your request will be sent to you by email.