

Undergraduate Student Request Form

Print **clearly**. Submit the completed form to the Undergraduate Programs Office at MB 4.201

Concordia ID: _____

Family Name: _____ First Name: _____

Email Address: _____ Daytime Phone: _____

(WHERE YOU CAN BE REACHED DURING THE DAY)

Check the appropriate box

- | | | |
|--|---|---|
| <input type="checkbox"/> Take a 3-credit overload | <input type="checkbox"/> Withdrawal from courses | <input type="checkbox"/> Take courses at another institution |
| <input type="checkbox"/> Take two courses concurrently | <input type="checkbox"/> Take an additional Business course
<i>(for non-JMSB students)</i> | <input type="checkbox"/> Transfer credits or course exemption |
| <input type="checkbox"/> Waiver of prerequisite | <input type="checkbox"/> Course substitution | <input type="checkbox"/> Other (specify): _____ |
| <input type="checkbox"/> Change to Full-time Status | | _____ |

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.

(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: _____