

## DECLARATION FORM - COURSE LOAD CHANGE

A combination of uncleared deferrals and new registrations may not exceed 15 credit hours unless a cumulative overload is formally approved by the Associate Dean Academic. If you are not attending or unable to write your final exam you must self-declare which course(s) you will remove from your load next semester and submit an unofficial transcript with this application.

STUDENT'S NAME AND ADDRESS			STUDENT NUMBER		
LAST NAME	FIRST NAME				
ADDRESS					
CITY/TOWN	PROV.	POSTAL CODE			

TERM THAT COURSE LOAD CHANGE IS REQUESTED FOR	Y	E	A	R	WINTER
	Y	E	A	R	SPRING
	Y	E	A	R	FALL

Did you notify the instructor of your absence prior to the exam? Yes  No

Have you attached an unofficial transcript to this application? Yes  No

Which course(s) are you self-declaring to drop from your course load next semester?

With submission of this request, I understand that the course(s) declared above will be removed from my course load next semester. I am aware a hold will be placed on my enrolment to ensure I cannot re-register for additional courses without the permission of the Associate Dean Academic. I also understand that falsely declaring I was unable to write an exam due to illness could constitute an act of academic misconduct.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Reviewed by the Faculty of Engineering Office:**  
Course Load Change

Approved  Denied

\_\_\_\_\_  
Associate Dean Academic

\_\_\_\_\_  
Date

To be completed by the General Office:

Entered by:	Date:
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