



**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.

FIRST NAME		LAST NAME			STUDENT NUMBER				
ADDRESS									
CITY/TOWN		PROV.		POSTAL CODE			Term that course load change is requested for	WINTER	
								SPRING	
								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 Signature

Date

OFFICE USE ONLY – PLEASE DO NOT FILL IN		
Course Load Change	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
_____ Associate Dean Academic		_____ Date

Entered By: _____	Date: _____
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*The University of Regina Course Calendar states under 5.8.8 - A combination of uncleared deferrals and new registrations may not exceed 15 credit hours unless a cumulative overload is formally approved by the student's dean or designate.
The University of Regina Course Calendar states under 5.8.4 - Students should notify their faculty or college and their instructor as quickly as possible if they are unable to write the final examination or otherwise complete the course.*