

# Request to Exceed the Normal Workload

You are responsible for submitting this form to the appropriate office as indicated below.

**Faculty:**

<input type="checkbox"/> Agriculture	<b>Submit to:</b> Assistant Dean, Students, Room 117, Cumming Hall, 62 Cumming Drive (fax—893-3430)
<input type="checkbox"/> Architecture and Planning	School of Architecture, "H" Building, 5410 Spring Garden Road (fax - 423-6672)
<input type="checkbox"/> Arts and Social Sciences	Assistant Dean, Student Affairs, Suite 3030, Marion McCain Bldg for FASS, 6135 University Ave. (fax - 494-1957)
<input type="checkbox"/> Health Professions	Appropriate School, e.g. Pharmacy, Nursing etc.
<input type="checkbox"/> Management	Program Administrator, Bachelor of Management, 6100 University Avenue (fax - 494-3480)
<input type="checkbox"/> Management	Program Administrator, Bachelor of Commerce, 6100 University Avenue (fax - 494-3480)
<input type="checkbox"/> Science	Assistant Dean, Student Affairs, Room 827, Biology Wing, Life Sciences Centre (fax - 494-1123)
<input type="checkbox"/> Engineering	Associate Dean, Engineering, 5269 Morris St. (fax - 429-3011)
<input type="checkbox"/> Computer Science	Faculty of Computer Science, 6050 University Ave. (fax - 492-1517)

**Name** \_\_\_\_\_

**Student #**

<b>B</b>							
----------	--	--	--	--	--	--	--

**Address** \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

**Degree program:** \_\_\_\_\_

1. How many classes did you complete last year? If less than five (5), please explain:

2. Please list the classes for which you are currently enrolled:

<b>Fall</b>	<b>Winter</b>	<b>Summer</b>

3. Please list the additional classes(es) you are requesting:

<b>Fall</b>	<b>Winter</b>	<b>Summer</b>

4. Please outline your reasons for wanting to take the additional classes:

**Office Use Only**

Approved  NOT Approved Effective date: \_\_\_\_\_

Comments:

Authorized signature: \_\_\_\_\_

Date: \_\_\_\_\_ Faculty/School: \_\_\_\_\_