



REQUEST FOR SPECIAL APPROVAL

Student Name _____ Student Number _____

Program of Study _____

Please check your personal information on myKwantlen to ensure we have your correct mailing address on file.

I am requesting **Permission to register in more credit hours than my program of study allows** for the **term** _____.

You are permitted to register in a maximum of five courses (or 17.5 credits), unless you are in a selective-entry program which requires more than five courses (or 17.5 credits) per semester. Students must have completed at least one term of five courses with a minimum of 15.0 credits and have achieved a Term and a Cumulative Grade Point Average of 3.00 or higher before permission will be granted to carry an extra course. A course overload will not normally be considered for a student in their first semester at Kwantlen

REASON FOR YOUR REQUEST:

(add additional page if necessary)

Student Signature _____

<p>Registrar’s Office Use Only:</p> <p>Your request has been: Approved <input type="checkbox"/> Denied <input type="checkbox"/></p> <p>Office Signature: _____</p> <p>Date: _____</p>
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Office Use Only:	Date received:	Initials:
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