



Course Change Form: Science and Basic Medical Sciences

Western The University of Western Ontario, Office of the Registrar, Room 1120 Western Student Services Building, London, Ontario, N6A 3K7

The personal information on this form is collected under the authority of the University of Western Ontario Act, 1982, as amended. To view the complete Personal Information Collection Notice, visit the online Academic Calendar at: www.westerncalendar.uwo.ca

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|---------------|--------------|------------------|-------------------|------------------------|-------------------------------------|-----------------|--------------------------|--------------------------------------|-----|-----|------|
| Student Name | | | | Student Number | | | | | | | |
| Phone Number | | | | Degree/Program/Modules | | | | | | | |
| Western Email | | @uwo.ca | | Term/Session | | | | | | | |
| | | | | | Lab/ Tutorial/ Exam Centre | | Required for ADD only | Dean's Office: check one for drop | | | |
| Drop | Subject Name | Course Number | Section Number | CLASS NUMBER | | CLASS NUMBER | Dept Approval | ADD | DEL | WDN | FAIL |
| ✓ | Chemistry | 1301A | 001 | 3404 | 004 | 3407 | EXAMPLE | | | | |
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Information

Dropping a course? Consider the following before signing below:

- Is the course a **prerequisite** for a 2nd term course or a **co-requisite** for another course you are currently enrolled in?
- Is the course an **admission requirement** for the program that you are going to request for next year?
- Full-time students must take a minimum of 5.0 courses during the Fall/Winter Term to qualify for **scholarships, gold medals, some awards, and Western Scholars**.
- **Scholar's Electives, Integrated Science, and continuing scholarship** students should consult with an Academic Counsellor prior to reducing their course load.
- Full-time students must take a minimum of 4.0 courses during the Fall/Winter term in order to be eligible for the **Dean's Honor List**.
- If you are considering a professional or graduate school (eg. Law, Business, Medicine), check with the school to see if reducing your course load will affect your competitiveness.
- Students in **Medical Sciences 1 and 2** must be in a full 5.0 course load during the Fall/Winter Term each year if they wish to be considered for **assured** admission to the BMSc program. **Competitive Pool** admission to BMSc does not require a full 5.0 course load.

Steps for Dropping:

- 1) Submit this form to your Academic Counselling Office by the deadline with **ALL** non-greyed areas completed above. See www.westerncalendar.uwo.ca for deadlines. Check your weekly schedule in **List View** on your Student Center for **CLASS NUMBERS**.
- 2) If the changes on this form constitute a reassessment of your tuition fees, it is your responsibility to ensure your fees are paid in full. Failure to do this may result in the cancellation of your registration.
- 3) If by dropping the above course(s) you will be enrolled in 3.0 courses or less during the Fall/Winter term, please also submit a **Change of Status Request form** to change to part-time enrolment.
- 4) Changes are effective **immediately** upon submission of this form and can be viewed on your Student Center within approximately 1-2 weeks of submitting this form.

Attention Fall/Winter OSAP Applicants:

If you do not maintain a minimum course load of 60% (60% = 3.0 courses) per academic term, you may be ineligible for Canada and Ontario student loans (OSAP) for this academic year. Changing your status may also result in an overaward. Please present a copy of this form when picking up student loans.

By signing below, I acknowledge that I have read and understand the information above.

| | | | |
|-------------------|--|------|--|
| Student Signature | | Date | |
|-------------------|--|------|--|

For Academic Counselling Office use only:

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|-------------------------|--|----------------|--|
| Comments: | | | |
| Dean's Office Signature | | Effective Date | |