



**School of Social Work**

**APPLICATION FOR COURSE LOAD REDUCTION (CLR)**

**NAME:** \_\_\_\_\_ **STUDENT#** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**DURATION of CLR** (e.g. Fall 2018; Duration of program): \_\_\_\_\_

**RATIONALE/REASON FOR REQUEST:**

This application must be accompanied by a letter of request from the student that addresses the following:

- Clearly identified statement of request
- Rationale including reasons for making this request
- Address how this reduction of course load/change of sequence will help you succeed in program
- Outline proposed course plan by semester– eg.
  - Fall – SCWK 2211, 2320, 2520, 230A, Course from LO3
  - Winter - SCWK 2313, 2321, 2711, 230B; Course from LO3
  - Spring – Course from LO4, Course from LO4
- Acknowledgement of meeting/telephone conversation with Student Services Coordinator – if applicable

It is the responsibility of the student to supply appropriate supporting documentation. For example, students registered with the Blundon Centre must submit a letter of support from the Blundon Centre. Students who have a medical concern and who are not registered with the Blundon Centre must submit a **Student Medical Certificate for Social Work Students** completed by a Health Professional.

Accommodation requests and requests based on medical reasons are approved at the level of the Associate Dean. All other requests are brought forth to the school's Undergraduate Studies Committee for consideration.

Requests should be submitted to the Student Services Coordinator as early as possible, and no later than the last day to add/drop courses in the semester in which the CLR is required. Students will be notified by email as to the outcome of their request.

Please note social work courses are only available in fall and winter semesters as per the schedule outlined in **Table 2** of Section 6 of the Social Work Section of the University Calendar. Please also note that Complementary Studies courses are limited in spring semesters. Therefore students who are approved for a CLR in fall and/or winter and are unable to complete courses from a required Learning Objective for that year, will not be permitted to proceed into the next year as they will not have met the prerequisite requirements. In these instances, students will be delayed in the program by one year.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Non Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_