FACULTY OF BUSINESS
PERMISSION and REQUEST FORM

Completed forms are to be returned to the Faculty of Business Office (Oland Hall 245). Responses will be made by email. Please ensure that your email address is complete and correct. **Please fill out a separate form for each request.** Please provide a **CURRENT TRANSCRIPT** with this request except for declaration of a major.

NAME: _____ STUDENT #: _____ UNB Email: _____

DATE: _____

All students must activate their UNB email account

Phone: _____

(If you do not have email)

REQUEST:

[ ] Declare major/minor/concentration (state all applicable or none)

_____

(Requires no explanation)

[ ] Permission to take course out of sequence
Please fill out a separate form for each request.

Course requested: #_____

Are you already enrolled in the course [ ] Yes [ ] No

[ ] Degree Audit (You must include your transcript, a completed audit form or flowchart (available at http://www.unbsj.ca/business/students/advising).

Expected date of degree completion: _____

[ ] Permission for sixth course

Course requested: #_____

[ ] Other (explain below)

REASON FOR REQUEST AND SUPPORTING INFORMATION:

_____

_____

_____

_____

_____

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_____

Office Use Only:

DECISION:

Granted:

Instructor _____ Date: _____

Program & Planning Assistant _____ Date: _____

Director Undergrad Program _____ Date: _____

Dean _____ Date: _____

Denied:

Instructor _____ Date: _____

Program & Planning Assistant _____ Date: _____

Director Undergrad Program _____ Date: _____

Dean _____ Date: _____

DETAILS:

Date registrar=s office informed _____ Informed by:_____

Date student informed of decision: _____ Informed by: _____

cc: BBA Secretary

Date: June 2, 2016