

Late Course Drop

Waiver of Regulation 1(e)

Smith Engineering

Student Services Office

Submit to: Rm 300, Beamish-Munro Hall
gse.apc@queensu.ca

Please print NEATLY. Please ensure ALL sections of the form are completed.

Personal Information	Surname:	Given Name:	Student Number:
	Current Year of Study:	Program:	Option (if applicable):
	Queen's Email Address:	Student Signature:	Date:

Personal information collected on this form is collected under the authority of the Royal Charter of 1841, as amended. The information collected on this form may be retained in the student's file, will be used to process this request, and will be shared with Queen's personnel who need the information to perform their duties. If you have any questions about the information collected or how it will be used, please contact the Freedom of Information and Protection of Privacy Coordinator, Smith Engineering, Beamish-Munro Hall, Rm 300, or phone 613-533-2055.

Regulation 1 (e) Withdrawal from a course after the prescribed deadline to drop without faculty permission requires the approval of the Undergraduate Chair and the Smith Engineering Faculty Board Committee, and will only be permitted in exceptional circumstances that would prevent the student from dropping the course within the prescribed deadline. Withdrawals such as these will be indicated on the student's transcript by the designation DR (see Regulation 3h). Requests to drop a course must be submitted within one year of the end of the term in which the class was offered.

For Faculty Office Use Only	Course:	Term:	Course Instructor Name:
<p>The late drop of courses is generally approved only if;</p> <ul style="list-style-type: none"> Case 1: There are valid extenuating circumstances (that is, circumstances beyond a student's control and are further supported by official documentation, e.g. medical certificate, counsellor's letter, etc.) or Case 2: The drop is based on academic advice received from your Undergraduate Chair and a letter of support from your Undergraduate Chair or other departmental advisor is provided with this form. 			
<p>Please indicate which case applies for this request: <input type="checkbox"/> Case 1 <input type="checkbox"/> Case 2</p> <p>For students indicating 'Case 1', please state the reasons you wish to drop this course or courses after the drop deadline:</p>			
<p>Undergraduate Chair: Do you support this request? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NOTE: For requests based on 'Case 1' (see above), approval assumes that supporting documentation is available in the Faculty Office. For Case 2, please attach your letter of support.</p>			
Signature of Undergraduate Chair:		Date:	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied		Comments:	
APC Chair Signature:		Date:	

PLEASE NOTE: ALL LATE DROP APPLICATIONS MUST BE ACCOMPANIED BY AN ACADEMIC CHANGE FORM!