

Surname	Given Name
Name (Please Print) _____	

Student Number _____

Course Code	Requested Components		
(i.e. ANTHROP 1AB3)	Core Number	Tutorial Number	Lab Number
_____	_____	_____	_____

Instructor Approval
Signature _____
Date _____

Department Approval
Signature _____
Date _____

Department call-back number _____

Student Authorization	
Signature _____	Reason For Late Add: _____
Date _____	_____

Note: If this change results in additional fees, payment is due now. Please direct payments and inquiries to Financial Services, Room 209, Gilmour Hall, Ext. 24478. If this change results in reduced fees, the refund is first applied to outstanding accounts with the balance mailed to you. Please allow four to six weeks for processing.

Information For Students Adding And Dropping Courses
<p>Any changes to your programme and courses must be approved by the Associate Dean of your Faculty (or delegate).</p> <p>A course that is dropped during the drop & add period will not show on your academic record; all other courses will be recorded. If you drop a course and have it approved by the "last day for withdrawal without failure by default", "w" will appear on your academic record for that course.</p> <p>If you stop attending a course after the "last day for withdrawal without failure by default", you will still remain registered in that course and receive a grade.</p> <p>At the beginning of the second term there is a drop & add period in which you may change courses. The usual practice of the faculties is to permit you to add courses only if you drop the corresponding number of units in the same term. Thus, if you drop a six-unit course in October, you will be allowed to pick up only one three-unit, second-term course in January.</p> <p style="text-align: center;">Deadlines for making changes are shown under "sessional dates" in the front of the calendar.</p>

Faculty of Social Sciences Course Override for Late Add

A **late add** is defined as attempting to add a course after the official enrollment deadline date. Students are expected to verify their enrollment in courses using the “Unofficial Transcript” in their My Academics (accessible via their MOSAIC Student Center). The deadlines for adding and dropping course are listed in the Undergraduate Calendar.

Students may petition for late add if they have compelling reasons for not having added the course by the deadline date. Written approval from the course instructor and approval by the department administrator for the late add is required.

Students may petition for late add of a course by submitting a **Petition for Special Consideration**, which must include:

- This form, **Course Override for Late Add**
- A completed Form D, Petition for Special Consideration. Please include in the space provided a clear account of why the course was not added by the deadline date.
- Supporting documentation of medical or personal circumstances (if applicable).

Once you have completed these requirements, submit the completed petition package to the Office of the Associate Dean (KTH 129).

Petitions will not be accepted without supporting documentation.

Have you been attending lectures, seminars, tutorials and/or labs for this course since the beginning of the term? If you have not been attending, how do you plan to catch up on missed work if your petition is granted?

I verify that the information contained in this petition package is complete and valid, and that I have considered all relevant aspects of adding courses after the deadline. I also acknowledge that ‘submitting false or misrepresentative medical certificates or other documentation in support of requests for concessions on academic work or deadlines’ is considered to be Academic Dishonesty under the University’s policy on Academic Integrity, and that offences will be dealt with by following procedures set out in the University’s Academic Integrity Policy. I further acknowledge that I may be subject to additional tuition fees and late enrollment fees:

Student Signature _____ Date _____