



# 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?**

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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** \_\_\_\_\_