

Late Course Drop Waiver of Regulation 1(d)

Faculty of Engineering &
Applied Science
Student Services Office



Submit to: Rm 300, Beamish-Munro Hall
Fax: 613-533-2721

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:

Payment Information	PLEASE NOTE: No form will be accepted without accompanying administrative fee (\$60.00 paid via credit card*, or cheque, money order, made payable to Queen's University). *Credit card payments can be made on-line at http://forms.engineering.queensu.ca		
	Payment Included:	Method of Payment:	Cheque No. (to be completed by Faculty Office)

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, Faculty of Engineering and Applied Science, Beamish-Munro Hall, Rm 300, or phone 613-533-2055.

Regulation 1 (d) A student may withdraw voluntarily from a Fall Term course or a Winter Term course within the first eight weeks of the term and from a full year (FW) length course prior to the end of the second week of the Winter Term. Withdrawal from a course after the prescribed deadlines requires the approval of the department and the Operations Committee, and will only be permitted in exceptional circumstances. Late withdrawals will be indicated on the student's transcript by the designation DR.

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:

PLEASE NOTE: ALL LATE DROP APPLICATIONS MUST BE ACCOMPANIED BY A COMPLETED ACADEMIC CHANGE FORM

For Faculty Office Use Only	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Comments:
	APC Chair Signature:	Date: