

# Late Course Drop

## Waiver of Regulation 1(d)

Faculty of Engineering &  
Applied Science  
Student Services Office



Submit to: [engineering.committees@queensu.ca](mailto:engineering.committees@queensu.ca)

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

<b>Personal Information</b>	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, 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:

**Winter Term 2021: The late drop of courses in Winter 2021 will generally only be approved if;**

- **Scenario 1:** Student has been impacted by extenuating circumstances (including Covid-related circumstances) and only got behind on this course since that impact. This category should be supported by either official documentation OR can be supported directly by the UG Chair/Academic Advisor depending on circumstances.
- **Scenario 2:** Student has been keeping up with term work in the course and on the advice and with the support of their UG Chair/Academic Advisor, would like to lighten workload to allow focus on other courses.

**NOTE: the following is NOT eligible for a Late Drop and will not be approved:**

- **Scenario 3:** The student has not demonstrated any effort in the course, has been missing deliverables without justification and generally has not followed course material.

Please indicate which case applies for this request:  Scenario 1  Scenario 2

For students indicating 'Scenario 1', please state the reasons you wish to drop this course or courses after the drop deadline:

Has the student written the final exam:  Yes  No

**UG Chair/Advisor:** Do you support this request?  Yes  No

**NOTE:** For requests based on 'Scenario 1' and supported directly by the UG Chair or Academic Advisor or requests based on 'Scenario 2', please provide further information below and/or provide a letter of support.

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

**PLEASE NOTE: FOR WINTER 2021 ONLY, ACADEMIC CHANGE FORMS ARE NOT REQUIRED**

Last updated: April 13, 2021