

Late Course Add

Waiver of Regulation 1(c)

Faculty of Engineering &
Applied Science
Student Services Office



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

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

Personal Information	Surname:	Given Name:	Student Number:
	Program and Year of Study:	Option:	Queen's Email Address:
	Student Signature:		Date:

Payment Info	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 in person at the Faculty Office (RM 300, BMH) or 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.
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	Regulation 1 (c) A student may add a course to his or her program only within the first two weeks of classes in the course. The addition of a course after the prescribed deadline requires approval of the course instructor, the department in which the student is registered and the Dean.
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APC Request: Submission to register late for a course required as part of the program in this Faculty.	Course:	Term:	CEAB Units (M/BS/CS/ES/ED)
	The late add of courses is generally approved only if 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.). Please state the reasons you wish to add this course after the add deadline (please use back of form, if necessary):		
	Additional Documentation: You MUST attach supporting documentation from course instructor stating: a) that s/he is willing to accept you into the course, and (b) that you have been attending classes, submitting assignments, writing exams, etc. Documentation from course instructor attached? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Note: If this course is <u>not</u> offered by an engineering program in the Faculty of Engineering and Applied Science you must also obtain the approval of the Undergraduate Chair of the department that is offering the course to verify that there is enough space/resources to accommodate you in the course.		
	Signature of Undergraduate Chair of non-Applied Science Department:		Date:
	Applied Science Undergraduate Chair: Do you support this request? <input type="checkbox"/> Yes <input type="checkbox"/> No Further Comments (please use the back of this form, if necessary):		
Signature of Undergraduate Chair:		Date:	

PLEASE NOTE: ALL LATE ADD 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: