

Department of Social and Behavioural Sciences

Late Add/Drop Form (for SS Students)

(Please complete the form and obtain approval from respective course leader and your major/programme leader before submitting the form to the General Office. After the add/drop deadline and before the end of teaching period of the semester/term, any request for add/drop of courses will only be approved by the Head of the course-offering academic unit under exceptional circumstances. For approved late drop request, an "X" grade will be assigned for the course and will be shown on the student's transcript.)

Student Name: _____ Student No.: _____
 Programme: BSSU4/BSSU3/BSSU2 Cohort: _____
 Major: _____ Year of Study: _____
 Student Email: _____ Contact Phone: _____
 Semester: A / B / Summer

<input type="checkbox"/> Request to Drop Course			
CRN	Section	Course Code and Title	Justifications for Late Drop (In Paragraph) (Please enclose the required supporting documents as specified on page 2)

<input type="checkbox"/> Request to Add Course			
CRN	Section	Course Code and Title	Justifications for Late Add:

Request to increase total maximum study load from ____ to ____
 Justifications:

Student's Signature: _____ Date: _____

Endorsed by: _____ Date: _____

Course Leader

Major/Programme Leader

Approved by Department Head (applicable to late drop only):

Prof. Matthew Manning

Departmental Guidelines for Late Drop of Courses

1. In general, after the mid-term (7th week) of an academic semester, late drop applications will not be accepted unless with extenuating circumstances such as illness, hospitalization, accident, family bereavement, or other unforeseeable serious personal or emotional circumstances.
2. Whichever is the earlier, late drop will also not be accepted after completing the first assignment (which contributes a weighting of 20% or above) of the course unless with extenuating circumstances.
3. All applications should be supported with documents duly signed by medical practitioners, registered professionals, counsellors, or authorized bodies. Without supporting documents, approval will not be granted.
4. In case of any contingent situations, official documents duly signed and provided by the organizations concerned should be submitted as justifications for the late drop applications.