

Department of Social and Behavioural Sciences

Late Add/Drop Form for non-SS Department Students Taking SS Courses

Student Name: _____ Student No.: _____

Major: _____ Contact Phone: _____

Student Email: _____

Request to Drop Course			
CRN	Section	Course Code and Title	Justifications for Late Drop (Please enclose the required supporting documents as specified on page 2)

Request to Add Course			
CRN	Section	Course Code and Title	Justifications for Late Add

Student's Signature: _____ Date: _____

Approved by: _____ Date: _____
Course Leader

Approved by Head of the Course Offering Department:

Signature: _____ Date _____
Prof. Matthew Manning, Head of SS

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.