TRENT UNIVERSITY

Committee on Undergraduate Petitions

Petition for Late Add

Late add is defined as attempting to add a course after the official deadline. Students are expected to verify their registration in courses using myTrent. The deadlines for adding and dropping courses are listed in the University Diary/Important Dates near the front of the Academic Calendar.

Students may petition for late add if they have compelling reasons for not having added the course prior to the deadline to add courses. Written approval from the course instructor or department administrator for the late add is required.

A COMPLETE PETITION PACKAGE MUST INCLUDE:

- Pages 1 and 2 of this form
- A Statement of Grounds letter providing a clear account of why the course was not added by the deadline
- Supporting documentation of medical or personal circumstances (as applicable)

Once you have completed these requirements, submit the completed petition package to the Office of the Registrar, registrar@trentu.ca.

Name:	Student No:	
Which course(s) do you propose to add?		
Course Code	Section/Location (e.g Y01/PTBO)	Term (e.g. Fall 2019)

I verify that the information contained in this petition package is complete and valid, and that I have considered all relevant aspects of adding courses after the deadline. I also acknowledge that 'submitting false or misrepresentative medical certificates or other documentation in support of requests for concessions on academic work or deadlines' is considered to be Cheating under the University's policy on Academic Integrity, and that offences will be dealt with by following procedures set out in the University's Academic Integrity Policy. I further acknowledge that I may be subject to additional tuition fees and late registration fees.

Student signature: _____ Date: _____

For <u>Registrar's Office</u> Use Only

☐ Granted ☐ Denied ☐ Deferred

CUP Signature: _____ Date: _____

Comments:

The information on this form is collected under the authority of the Trent University Act, 1963 and is needed to document your petition request. The information will be used to officially record your petition request and to update your academic record if your petition is

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granted. If you have any questions about the collection, use or disclosure of this information by the University, please contact the University Registrar, Office of the Registrar, Blackburn Hall, 705-748-1215, registrar@trentu.ca.	
Name:	Student No.:

STATEMENT OF GROUNDS LETTER

The Statement of Grounds letter is a formal account of why you are pursuing this petition. It will follow page 2 of your petition package. When writing your letter, please be clear and provide as many specific details as you can, while considering the following questions:

- Why did you not add the course by the required deadline?
- How does your petition relate to your program of studies? Do you require this course?
- Do you have a plan for catching up on missed work in the event that your petition is approved?
- What alternatives are you considering in the event that your petition is not approved? How would this outcome cause you undue hardship?

INSTRUCTOR/DEPARTMENT COMMENTS AND APPROVAL

Please have the course instructor complete the following section. Note that **instructor approval does not guarantee subsequent approval** of this petition by CUP.

By approving this late registration request, the instructor accepts responsibility for resolving any examination conflicts which may result.

☐ I support this student's request to register in _____ for the _____ term.
(Course Code and Section) (eg. 2019 FA)

If supporting, please confirm all of the following **(CHECKBOXES MUST BE COMPLETE)**

1. A plan has been discussed with the student to get caught up on missed work/requirements YES ☐ NO ☐
2. This student has been attending classes/labs YES ☐ NO ☐
3. All pre-requisites are waived for this course YES ☐ NO ☐

Instructor Name	Signature	Date

By approving this late registration request, the instructor accepts responsibility for resolving any examination conflicts which may result.

☐ I support this student's request to register in _____ for the _____ term.
(Course Code and Section) (eg. 2019 FA)

If supporting, please confirm all of the following **(CHECKBOXES MUST BE COMPLETE)**

1. A plan has been discussed with the student to get caught up on missed work/requirements YES ☐ NO ☐
2. This student has been attending classes/labs YES ☐ NO ☐
3. All pre-requisites are waived for this course YES ☐ NO ☐

Instructor Name	Signature	Date