

ACADEMIC POLICY APPEAL APPLICATION

Adding a Course After Last Add Date in a Semester

The Academic Policy Appeals process operates according to the principle that students have the responsibility to read the NSCAD University calendar, Guides to Program, timetables, and other program related information and to become familiar with academic policy requirements. These include following course add / drop deadlines and procedures.

Appeals to policy may be considered by the Academic Policy Appeals Committee in cases where exceptional circumstances warrant. In each case, the onus is on the student to provide documentation to support the appeal.

ALL RELEVANT SECTIONS OF THE FORM MUST BE COMPLETED IN ORDER FOR THE COMMITTEE TO REVIEW THE APPEAL.
In cases that relate to a medial circumstance please provide appropriate documentation from a qualified practitioner.

Student Name: _____ **Student ID#** _____

Please outline the circumstances regarding your request and attach any supporting documents that will assist the committee in making a decision.

Student Signature: _____ Date: _____

APPLICATION FOR POLICY APPEAL: ADDING A COURSE AFTER THE "LAST DAY TO ADD" _____

Semester: Fall ___ Winter ___ Summer ___

Deadlines to add a class are posted for each academic year and are usually scheduled 7 days after the start of the semester.

Application for appeal to add a course after the last day to add deadline **may be submitted up until the last day of the semester** in which the course(s) was taken. The student must have been attending class prior to the day to add. *If requesting more than one course add, please attach a Course Add / Drop Form with signature beside each relevant course. The Division Chair must sign in each course add.

Course Code: _____ Course Title: _____

Student has been attending class prior to the last day to add a class: _____

Instructor's Name (Print) Instructor's Signature Date

Chair's Name (Print) Chair's Signature Date

Reviewed by: Assistant Registrar / Registrar _____ Date: _____

Approve ___ Change made to Student Record ___ **OR** Refer to Committee ___