THE UNIVERSITY OF BRITISH COLUMBIA
Irving K. Barber Faculty of Science
Okanagan Campus

APPLICATION FOR LATE COURSE ADDITION

Part A: to be completed by the student

DIRECTIONS TO STUDENTS:

- Use this form only if online registration has closed.
- Complete Part A only.
- Bring the completed form to the Dean's Office (ASC 413), or email the form to fos.students.ubco@ubc.ca.
- The Dean's Office will request approval from the course instructor.

Date: _____   Student Number: _____

Student Last Name: _____   Student First Name: _____

Student Email: _____

Degree: _____   Major: _____

Have you attended classes in this course?   Yes   No

List dates attended: _____

Reason for request:

_____

Student Signature: _____

COURSE INFORMATION				
Course Name (e.g. BIOL)	Course # (e.g. 116)	Section (e.g. 001)	Term (e.g. W20, T1)	Instructor's Name

Part B: to be completed by the Dean or Designate of the Faculty

Instructor Consulted: Yes   No   Instructor approves request

                                                                 Instructor denies request

Instructor Comments:

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Associate Dean: Request approved   Request denied

Associate Dean Comments:

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Signature of Associate Dean	Name (please print)	Date

☐ Comments and Notes   ☐ Email (student, instructor, department)   ☐ Scan   ☐ Data Entry   ☐ Student File