

Approval - Late Paper Addition



Head of Department or designated authority approval is required for late paper additions. Please ensure all prerequisites and other conditions have been met. Late paper additions will only be accepted in exceptional circumstances.

Before submitting this form it is important to read the following information, and discuss this request with the paper co-ordinator. Then obtain approval from the Head of Department (HoD) or designated authority, who is to complete the Permission section of the form.

- I understand that it is my responsibility to catch up on any course information and material that I may have missed.
- I understand that late enrolment in a paper does not constitute grounds for withdrawal after the normal deletion/withdrawal deadlines have passed.
- If this request creates any timetable clashes it may be subject to further approval. You can include clash management information in the comments.

Student Information

(to be completed by the student)

ID number

Full name

Programme(s)

Major/minor subject(s)

Papercode

Year

Semester

Distance, or
on Campus

Permission

I have discussed a management plan for making up the missed material for this paper with the student and agree that this is manageable and give permission for the following paper to be added beyond the normal deadline.

Signature (HOD or
designated authority)

Date

Name

Department

Comments

Student declaration

I have read and acknowledge the information above and wish to submit this application for Late Paper Addition

Student Signature

Date