



GRADUATE ADMISSIONS AND RECORDS  
 UNIVERSITY CENTRE  
 UNIVERSITY OF VICTORIA  
 PO BOX 3025, STN CSC  
 VICTORIA BC V8W 3P2 CANADA

**GRADUATE COURSE CHANGE FORM  
 FACULTY OF GRADUATE STUDIES**

STUDENT'S NAME			STUDENT NUMBER	DEPARTMENT
MAILING ADDRESS			CURRENT PROGRAM (eg, PhD, MA, non-degree)	
CITY	PROVINCE	POSTAL CODE	EMAIL ADDRESS	PHONE NUMBER

**NOTES ON CHANGES TO ACADEMIC RECORD**

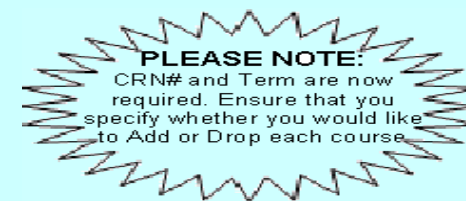
This form is to be used only for making changes which are not available through the web registration system. If used for other purposes a \$35 manual registration fee will be assessed.

Instructor's signatures are required for courses specified "by permission", courses which have reached their population limits, and audit courses. Students may register in courses or audit courses which are not part of the formal requirements of their graduate program if the courses will contribute to the research or provide background for the program, and the courses have been approved as relevant by the student's supervisor.

**Deadlines:** Please consult our website: <http://registrar.uvic.ca/grad/> under Continuing Students or the University of Victoria Calendar for course drop deadlines. The deadlines for fee refunds differ from the deadlines for dropping without academic penalty.

Changes from credit to audit or audit to credit cannot be made past the last day to add courses for the term or session.

**Adding or dropping courses after the published deadlines requires permission of the Dean of Graduate Studies, and a \$35 late registration fee will be assessed. If you wish clarification of your fee obligations, please contact Graduate Admissions and Records.**



COURSE CHANGE REQUEST INFORMATION							<i>To be completed by Instructor(s)</i>	
DEPT.	COURSE NUMBER	SECTION NUMBER	UNIT VALUE	TERM	COURSE REGISTRATION NUMBER (CRN)	ADD OR DROP	INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE

Check only if you are requesting a personal leave for:  Sep-Dec  Jan-Apr  May-Aug

Remarks are required for late add or drop requests and all Undergraduate course adds. All course adds (graduate, undergraduate and audit) which are outside of the students formal program requirements must include a note about the relevance of course to the program by the supervisor, otherwise the applicable fee for that course will be charged.

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STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ SIGNATURE OF SUPERVISOR / PRINT NAME OF SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

AUTHORIZATION OF FACULTY OF GRADUATE STUDIES \_\_\_\_\_ DATE \_\_\_\_\_

The University of Victoria collects personal information pursuant to the University Act, RSBC 1996, c.468 and section 26 of the Freedom of Information and Protection of Privacy Act. If you wish further information, contact the Office of the Registrar and Enrolment Services or read UVic Policy 4400. Access to Student Records at [web.uvic.ca/reco/general/freedom.html](http://web.uvic.ca/reco/general/freedom.html). The information you provide on this form is used for the purposes of processing your request for course changes to your academic record and to update databases.

**PLEASE MAKE A COPY OF THIS FORM FOR YOUR OWN RECORDS**