University of Victoria | **Graduate Admissions & Records**

Course Retention Request for Returning or Transferring Students

Jamie Cassels Centre A206 | garo@uvic.ca | 250-472-4657

Student must apply online at www.uvic.ca/application and either upload the completed form to their application, or send it to their Graduate Admissions and Records Advisor

STUDENT NAME: _____   STUDENT ID: _____

ORIGINAL DEPARTMENT AND PROGRAM: _____

This student is being considered for   return to program   reinstatement   transfer to:

Term this change takes effect: _____

NEW DEPARTMENT AND PROGRAM: _____ CATALOG TERM: _____

Indicate courses to be retained/transferred to the new program. All other courses will be excluded.

COURSE:	IF REPLACING A CORE REQUIREMENT, SPECIFY WHICH ONE:

Courses over 10 years old are generally considered to be out of date and should be excluded. If you wish to retain them, please provide rationale:

In addition to regular program requirements for this catalog term, will the student be required to complete any additional coursework?

> E.g.: Grades below B that have not yet been addressed; coursework to apprise the student of new developments in the field since their last registration.

If the student's program has expired or will expire soon, attach a Request for Program Extension.

Signatures (Original signatures, electronic signatures, or supporting emails are acceptable)

Student's name   **Student's signature**   **Date**

_____   _____   _____

Supervisor's name   **Supervisor's signature**   **Date**

_____   _____   _____

Signature of Graduate Advisor (Only required if core courses are being replaced or units are being waived)

Graduate Advisor's name   **Graduate Advisor's signature**   **Date**

_____   _____   _____