



A student wishing to add or drop course(s) **before** the SGS deadline may use the [Student Web Service](#) (ROSI) or consult with the [graduate unit](#) offering the course. If **after** the SGS deadline, you must complete this form and submit to your graduate unit for SGS approval. Check the [SGS Calendar](#) for deadlines to add and/or drop courses.

Section 1: Student Information (To be completed by the student).

Last Name:	First Name(s):	Student Number:
Degree:	Session: Fall Winter Summer	
Graduate Unit:	Full-time Part-time	U of T Email:

Section 1.a: I apply to ADD the following courses/activities to my current program.

Course Number	Course/Activity Title	Required (Y/N)	Session Code	Meeting Session

Section 1.b: I apply to DROP the following courses/activities from my current program.

Course Number	Course/Activity Title	Required (Y/N)	Session Code	Meeting Session

Check here if you are requesting an appeal for a final grade of 'withdrawn without academic penalty' (WDR). WDR is assigned by SGS upon approval of a student's petition to the graduate unit for late withdrawal from a course for compelling extenuating circumstances. To initiate the process, a student must submit a letter of rationale with supporting documentation (e.g. medical certificate) to the graduate unit offering the course who will consider the appeal and if approved will forward the appeal to SGS for review. A WDR carries no credit for the course and is not considered for averaging purposes.

Check here if you are dropping all your courses, a [Program Withdrawal](#) form must be completed and attached with this form for SGS approval.

Section 2: Signatures (To be completed by the student and the graduate unit and, if applicable, the host graduate unit).

Student's Signature:		Date:
Instructor's Signature:	Graduate Unit:	Date:
Supervisor's Signature (if applicable):		Date:
Chair/Graduate Coordinator's Signature:		Date:
Host Instructor's Signature: (Inter-graduate unit add/drop courses)	Graduate Unit:	Date:
Host Chair/Graduate Coordinator's Signature: (Inter-graduate unit add/drop courses)		Date:
Courses added on ROSI by host Graduate Administrator: (Inter-graduate unit add courses before the SGS deadline)		Yes

Section 3: Vice-Dean, Students, School of Graduate Studies Approval.

Request to Add/Drop Course(s):	Approved	Denied
Vice-Dean's Signature, School of Graduate Studies:	Date:	

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government agencies for statistical purposes. At all times it will be protected in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at 416-946-7303, McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.