graduate studies | YORK UNIVERSITÉ UNIVERSITY

Office of the Dean
York University

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yorku.ca/gradstudies

Course Transaction Form

See instructions on page two. Submit completed form to your graduate program. Allow at least four weeks to process.
Please note: Signatures must be collected over email, either through a digital signature on the PDF form or an accompanying email attachment stating "I have read and approved this submission".

Student information

Surname	Given name(s)	
Student number	E-mail	
Program - please select -	Degree & level of study - please select -	Current status - please select -

Add, drop, audit, change a grade

	Add/drop/ audit	Grade change	Course number & credit *e.g., POLS 5742.6*	Course title	Term *e.g., SU12*	Catalogue number *e.g., cat #Z97F05*
1		New grade:				
2		New grade:				

Course Director approvals - *Provide separate confirmation if signature approval is not available*

1	Name	Signature	Date (mm/dd/yyyy)
2	Name	Signature	Date (mm/dd/yyyy)

Course extension

	Course number & credit *e.g., POLS 5742.6*	Course title	Term *e.g., Y12*	Catalogue num-ber *e.g., cat #Z97F05*	Student work submission date	Course Director grade submission date
1					(mm/dd/yyyy)	(mm/dd/yyyy)
2						

Course Director approvals - *Provide separate confirmation if signature approval is not available*

1	Name	Signature	Date (mm/dd/yyyy)
2	Name	Signature	Date (mm/dd/yyyy)

continued on page 2.

Privacy: Personal information in connection with this form is collected under the authority of *The York University Act*, 1965 and will be used for educational, administrative and statistical purposes. If you have any questions about the collection, use and disclosure of personal information by York University, please contact: Faculty of Graduate Studies, 230 York Lanes, (416) 736-2100 x 55521.

Student signature	Date (mm/dd/yyyy)
Graduate Program Director/Assistant signature	Date (mm/dd/yyyy)

Attach comments if necessary. **Note:** for course drops, the instructor's signature is preferred but not required.
Program office: Send completed form to Enrolment Unit, Registrar's Office Bennett Centre for Student Services, W223.

Course Transaction Form – Information

Important information for students
The regulations of the Faculty of Graduate Studies apply to all students enrolled in graduate programs at York University.
Students must enroll in courses in a timely manner – if, for some unavoidable reason, a student needs to:

- Add a course beyond posted dates
- Drop a course beyond posted dates
- Request a late grade change
- Request a course extension,
- Request a change to an audit

Permission for any of the above must be requested through their graduate program using a Faculty of Graduate Studies Course Transaction Form. Faculty of Graduate Studies Course Transaction Form must be completed in full. The request must be within the current academic year.

Students are fully responsible for the download, completion, and submission of the form to their graduate program. Students must attach any correspondence (including medical documentation) that supports their request at the time of submission.

Information for graduate program
Do not accept incomplete form – student is to complete form in full and to obtain approvals from course directors.

Definitions - program use only	
Date grade to be submitted by course director	This date is assigned by program. This is to be 30 days after date arrived at by agreement between student and course director of when work is to be submitted unless course director indicates that they will be unable to submit a mark within that time period.

Important: Students must have been registered active for term in which the course transaction is being requested. Incomplete forms will be returned to the program by R.O.

After processing by program
Program to send to Graduate Records, Registrar's Office Bennett Centre for Student Services, W223. Program to notify student of status.

Definitions	
Student ID	York student number
Program	Name of graduate program student is registered: e.g., Sociology, Chemistry, etc.
Degree & level of study	Indicate degree level currently active: Masters program or PhD program
Current status	Indicate whether Full- or Part-time
Course number & credit	Must be provided in full – MUST include program: e.g., POLI 6740.6
Catalogue number	A catalog number is the 6 digit number attached to a course
Term	Both term and year must be included, must be within current academic year
Course Director Approval *(Print name and provide signature or attach separate confirmation)*	This field must be signed by course director (or if unable to sign then student must attach correspondence (email, memo, or letter) from course director indicating agreement and proposed date for submission of work.
Date Work To Be Submitted by *(Student must consult course director to arrange)*	This information is to be included when requesting a course extension - this date is to be arrived at by agreement between the student and the course director. If course director is unable to sign form then student must attach correspondence (email, memo, or letter) from course director indicating agreement and proposed date.