



For University regulations pertaining to course changes, refer to the reverse of this form.
Course changes will be processed only if fully authorized. Students must submit this form to
the Departmental Office for signature.

FOR TERM: **YEAR** _____
 Spring Summer Fall

Student # _____ Surname _____ Given names _____

COURSE ADD

Course name (e.g. CHEM) _____ Course # (e.g. 101-3) _____ Class number

--	--	--	--	--

Related class number

--	--	--	--	--

 (e.g. tutorial) Type of course credit audit challenge

Signature of Instructor _____ Date _____

Signature of Chair or designate _____ Date _____

RELATED CLASS CHANGE (E.G. TUTORIAL)

Course name (e.g. CHEM) _____ Course # (e.g. 101-3) _____ Class number

--	--	--	--	--

Related class number

--	--	--	--	--

 Type of course credit audit challenge

Change to new related class number

--	--	--	--	--

Signature of Chair or designate _____ Date _____

COURSE DROP DEPARTMENT NOTIFICATION

For drops under extenuating circumstances where a student should be assigned a "WE" grade, the student should complete the Withdrawal under
Extenuating Circumstances application form. The students should use the Student Information System to do other drops, including "WD" drops.
A department may use this form as follows:

- to backdate a drop because of administrative error, or
- to drop a course for which no tuition penalty should be assessed because another course has been substituted for it (added after the end of week
two of classes) by the student.

Course name (e.g. CHEM) _____ Course # (e.g. 101-3) _____ Class number

--	--	--	--	--

Type of course credit audit challenge

Signature of Instructor _____ Date _____

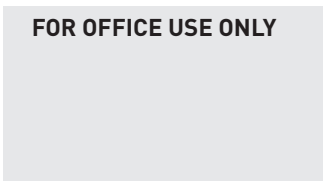
Signature of Chair or designate _____ Date _____

Reason for approval of drop _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

The information on this form is collected under the authority of the University Act (RSBC 1979, c.419). This information is needed, and will be used, to update your student record. If you have
questions about the collection and use of this information contact the Associate Registrar, Information, Records and Registration, Student Services, 778.782.3198.

Student signature _____ Date _____





For university regulations on course changes, refer to the information below. Course changes will be recorded only if fully authorized. Student must submit all copies of this form to the departmental office for appropriate signatures.

This form is intended for use when students are not able to make course changes using the Student Information System, and for the use of department who are not able to make course changes using the Student Information Systems **after the end of week 5 of the term.**

TERM COURSE CHANGE DEADLINES

Term-specific deadlines for course changes during the enrollment process and after the start of classes are available at students.sfu.ca/deadlines, and are also published in the pdf Schedule of Classes available to students at students.sfu.ca/enrollment. Note that deadlines will differ for Intersession and Summer Session.

NORMAL COURSE CHANGE PERIOD, REGULAR TERM, DAY 1 TO 5 OF CLASSES

Courses may be added or dropped, or tutorial times changed, using the Student Information System without prior approval of the department offering the course. Courses that are dropped will not receive a notation on the student's academic record.

Changes to course challenge or for course audit must be approved by the department offering the course. During this time period a student may change enrollment in course challenge from one course to another, or to regular enrollment in the course.

Enrollment for course audit, course challenge, and course changes must be done in person at the department offering the course.

EXTENDED COURSE CHANGE PERIOD, REGULAR TERM, DAY 6 TO 15 OF CLASSES

Courses may be added only with permission of the chair and instructor concerned. No courses can be added or changed to audit status after this time. Courses may be dropped without notation on the student's academic record. However, if a student drops all courses for the term, the withdrawal will be noted on the student's academic record. A student may not withdraw from course challenge without substitution of a regular enrollment course. During the first ten (10) days of classes, the student may change enrollment in course challenge from one course to another, or to regular enrollment in the course, with permission of the department.

COURSE DROP PERIOD, REGULAR TERM, DAY 16 TO 25 OF CLASSES

No courses can be added or changed to audit status after day 15 of classes. During this time, students may drop courses without prior approval by using the Student Information System. Courses dropped will be recorded automatically with a "WD" notation on the student's academic record. Students can apply to drop courses under extenuating circumstances at this time and, if approved, the notation will be "WE" rather than "WD".

During the sixth to twelfth week of classes a course or courses may be dropped only under extenuating circumstances. If approved, there will be a notation of "WE" on the student's academic record for specific courses dropped. Applications for Withdrawal under Extenuating Circumstances must be made to the Manager, Student Academic Appeals, Student Services. Withdrawal requests arising after the twelfth week, or requests relating to courses taken in a previous term, are deemed "retroactive" and follow the same procedures as above, but may take longer to adjudicate.

NOTE

"Extenuating circumstances" are defined as unusual circumstances beyond the student's control which make it impossible for the student to complete the course. If a course drop is being considered after the twelfth week of classes, it is recommended that students seek advice from an Advisor. Further information is available at students.sfu.ca/advising/academic/withdrawals.html.