

See instructions on page two. Submit completed form to your graduate program. Allow at least four weeks to process.

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".

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

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.

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

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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.

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.

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

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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 ( / . . . / . . / . . . / . . / . . . / . . / . . . / . . )	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 ( . . . / . . / . . . / . . / . . . / . . / . . . / . . )	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.