



**Graduate Studies Office**  
 Needles Hall  
 200 University Avenue West  
 Waterloo, Ontario, Canada N2L 3G1

# Graduate Studies Course Drop and Add Form

**Notes:** This form must be completed when students are:

- enrolling for undergraduate courses
- taking courses as Audits or Extra to their degree
- adding, dropping or making course designation changes after the drop/add deadline published on Quest.

**PLEASE PRINT ALL INFORMATION:**

I.D. No.	Surname/Family Name	Given Name
Academic Department		Degree

	Academic Term			Course Information – All fields must be completed (if applicable)					
	Indicate the year course was added under the appropriate term			Class No. (4-digit code) (e.g. 2904) <i>Required Info.</i>	Subject Name (e.g. "Physics") <i>Required Info.</i>	Catalog No. (3-digit code) (e.g. 600) <i>Required Info.</i>	Section No. (3-digit code) (e.g. 001) <i>Required Info.</i>	Course Designation A = Audit (if applicable) X = Extra to degree (if applicable)	Topic Title  <i>(Indicate topic title for selected topic courses only)</i>
	Fall enter the yr.	Winter enter the yr.	Spring enter the yr.						
<b>ADD</b>									
<b>DROP</b>									

**Rationale:** \_\_\_\_\_  
 • A rationale must be provided after the first six weeks of term.

**Signatures:**

Student \_\_\_\_\_ Date \_\_\_\_\_  
 • After the examination period begins, courses may only be dropped or added, or course status changed, in exceptional circumstances and with the approval of the Dean of Graduate Studies.

Instructor \_\_\_\_\_ Date \_\_\_\_\_  
 (Instructor's signature is required for undergraduate courses taken outside home department, graduate or undergraduate courses taken as Audit and all courses added or dropped after the sixth week of term.)

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Graduate Officer \_\_\_\_\_ Date \_\_\_\_\_

Associate Dean \_\_\_\_\_ Date \_\_\_\_\_  
 (Associate Dean's signature required after examination period begins)

Associate Provost, Graduate Studies \_\_\_\_\_ Date \_\_\_\_\_  
 (Required after the examination period begins)