

Notes:

1. Please ensure Parts A, B, and C of this form are fully completed, giving sufficient information to provide a sound basis for making decisions. Students are responsible for completing Part A and departments are responsible for the completion of Parts B and C and submission of the form to the School of Graduate Studies via Service Request.
2. All forms should be completed in accordance with the regulations outlined in the Calendar of the School of Graduate Studies and will be retained as part of the student's official record.
3. Please ensure you are using the correct form for your purpose prior to submitting. For the full list of forms, please visit:

<https://gs.mcmaster.ca/current-students/forms-and-policies-for-graduate-students-staff-and-faculty/>

<b>First Name:</b>	<b>Full-time</b>	<b>Part-time</b>
<b>Last Name:</b>	<b>Full Program Name:</b>	
<b>Student ID Number:</b>	<b>Degree:</b>	

**Choose one adjustment that applies to you:**

- Transfer Credit (please refer to the Graduate Calendar and your program regulations to see what is permissible)
- Change in Course Designation (e.g. from required to extra credit)
- Designating a course outside of one's program in place of a required course
- Designating a course outside of one's program as an elective course

<b>Part A: Statement by Student (Please complete before submitting to your department)</b>	
Course Name & Number:	Applicable Term:
Date:	Signature:

**Part B: Statement by Supervisor (or if there is no supervisor, please enter N/A in the box)**

Printed Name of Faculty Member:

Signature:

Date:

**Part C: Statement by Chair/Graduate Advisor/Programme Area Co-ordinator**

Printed Name of Chair:

Signature:

Date:

**Once Parts A, B. and C of this form are fully complete, please submit via Service Request  
"Request for In-Program Course Adjustments" – R0001**