McMaster University

School of Graduate Studies
Request for Late Add and/or Late Drop
Updated January 2023

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. Full List of Forms and Policies for Graduate students, staff and faculty

4. For all placeholder course requests (e.g. SGS 700), this form is not required. Please email sgsrec@mcmaster.ca with your request.

First Name:	Full-time Part-time
Last Name:	Full Program Name:
Student ID Number:	Degree:

Late Add of a course	The student must obtain the signature of the Course Instructor if the course is hosted outside of their home department: Signature: Date:
Late Drop of a course	

Part A: Statement by student (please complete before submitting to your department)
Course Name and Number: Applicable Term:
Date: Signature:

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

Printed Name of Faculty Member:	Date:

Signature:

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

Printed Name of Faculty Member:	Date:

Signature:

**Once Parts A, B, and C of this form are fully complete, please submit via Service Request
"Request for Late Add and/or Late Drop" – R0018**