

## **EXTRA COURSE APPLICATION**

During the elective phase of the program, all MBA students are permitted to take additional courses (exceeding the number of elective courses required for their MBA degree), provided they have a **3.2 GPA** and there is space available in the course.

#### **Elective Course Requirements:**

- Full-Time MBA (incl. combined programs): See FTMBA curriculum
- Morning/Evening MBA: See <u>MEMBA curriculum</u>

#### Please note that EXTra courses:

- Are assigned final grades just like courses taken for degree credit. <u>This means students must complete all course requirements (i.e.: assignments, presentations, etc.)</u>
- Are subject to the same regulations as courses required for the degree (i.e. withdrawal deadlines, failure (FZ))
- Do not count towards the MBA degree, nor are they included in the GPA calculation
- Cannot be converted to credit courses after the Rotman Add/Drop period has passed
- May be transferred to other graduate degrees

Note that an overload may also be considered an EXTra course. Students will only be permitted to overload  $\underline{or}$  take an EXTra course once per term.

#### **Processing Sequence:**

and the GPA requirement is met, the EXTra application will be forwarded to the Program Academic Director for approval. Last Name: First Name: Student Number: Preferred Name: **Program:** Other (incl. combined programs): Full-Time MBA Morning/Evening MBA Fall Winter Intensive Spring Summer Intensive Summer Term Applying for: (Sept-Dec) (Jan-Apr) (May) (May-Aug) Pref. Course Code & Section **Course Name** (i.e. Options and Future Markets) (i.e. RSM2306HF.2024 0101) No. 1 2

Students must discuss the implications of taking an EXTra course with their Assistant Director. If the requested course has space

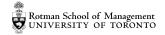
### **Application Deadline & Approval:**

EXTra requests must be submitted to <u>RO@rotman.utoronto.ca</u> before the <u>Add/Drop deadline</u> of the given term. Applications will be reviewed (in order of date received) on the final date of the Add/Drop period, if there is space in the course and no waitlist. Formal approval will be communicated via e-mail.

By signing this form, I agree that I have read and understand the policies and procedures to take an EXTra course. I understand that EXTra courses receive a final grade, and that I must complete all coursework. I understand that EXTra courses do not count towards the MBA degree, nor are they included in the GPA calculation.

Student Signature:	 Date:

Freedom of Information and Protection of Privacy Act: <a href="https://www.acorn.utoronto.ca/acorn/fippa/">https://www.acorn.utoronto.ca/acorn/fippa/</a>





# Add/Drop Course(s)

A student wishing to add or drop course(s) **before** the SGS deadline may use the <u>Student Web Service</u> (ROSI) or consult with the <u>graduate unit</u> offering the course. If **after** the SGS deadline, you must complete this form and submit to your graduate unit for SGS approval. Check the <u>SGS</u> <u>Calendar</u> for deadlines to add and/or drop courses.

Section 1: Student Info	ormation (To be complete	d by the stu	ıdent).								
Last Name:		First Name(s):						Student Number:			
Degree:		ı						Session:			
Graduate Unit:		Full-time Part-time						U of T Email:			
Section 1.a: I apply to	ADD the following course	es/activities	to my curren	nt prog	gram.						
Course Number			activity Title					Required (Y/N)	Session Code	Meeting Session	
								EXTra			
								EXTra			
Section 1.b: I apply to E Course Number	DROP the following cour		activity Title	irrent	program.	•		Required (Y/N)	Session Code	Meeting Session	
not considered	consider the appeal and if for averaging purposes.  ou are dropping all your cou										
Section 2: Signatures Student's Signature:	(To be completed by the	student and	the graduate	unit	and, if ap	plica	ble,	the host gradu	pate unit).  Date:		
Instructor's Signature:			G	adu	ate L	Jnit:	Date:				
Supervisor's Signature (if applicable):									Date:		
Chair/Graduate Coordinator's Signature:								Date:			
Host Instructor's Signature:				G	Gradu	ate L	Jnit:	Date:			
(Inter-graduate unit add/drop courses)  Host Chair/Graduate Coordinator's Signature: (Inter-graduate unit add/drop courses)								Date:			
Courses added on RC	OSI by hostGraduate Admin		Yes						Date:		
Section 3: Vice-Dean.	Students, School of Grad	uate Studie	s Approval.		,				•		
Request to Add/Drop			Approved				Den	ied			
Vice-Dean's Signature	e, School of Graduate Studi	es:							Date:		