

## EXTRA COURSE APPLICATION FOR ME MBA

During the elective phase of the program, ME MBA students are permitted to take additional courses (exceeding the number of elective courses required for their MBA degree), provided that they have a 3.0 GPA and there is space available in the course.

### Elective Course Requirements:

- **Morning and Evening MBA:** 10 electives

### Please note that extra courses:

- Do not count towards the MBA degree nor are they included in the GPA calculation
- Are assigned final grades just like courses taken for degree credit. This means students must complete all course requirements (i.e.: assignments, presentations, etc.)
- Are subject to the same regulations as courses required for the degree (i.e. withdrawal deadlines, failure (FZ))
- 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 or take an extra course once per term.

**Processing Sequence:** Students who wish to take courses, above the required number of electives listed above, must submit this form and the SGS Add/Drop form to the Registrar's Office prior to the Add/Drop deadline for each term.

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Student Number:** \_\_\_\_\_ **Preferred Name:** \_\_\_\_\_

**Program:**  Morning MBA  Evening MBA

**Term Applying for:**  Fall (Sept-Dec)  Winter Intensive (Jan)  Spring (Jan-Apr)  Summer Intensive (May)  Summer (May-Aug)

Pref. No.	Course Code & Section (i.e. RSM2306 Sec. 0105)	Course Name (i.e. Options and Future Markets)	Alternate Section
1			
2			

### Application Deadline & Approval

The deadline for students to submit the completed application is the same as the Rotman Add/Drop deadline of that given term. Applications will be reviewed (in order of date received) on the final date of the Add/Drop period, provided that there is space in the course and no waitlist. Formal approval will be communicated via e-mail and *Quercus* course page access will be granted. If you have any questions, please speak with your Associate Director regarding your academic plans before submitting an extra course request.

**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 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: <https://www.acorn.utoronto.ca/acorn/fippa/>



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

**Section 1: Student Information (To be completed by the student).**

Last Name:		First Name(s):		Student Number:	
Degree:				Session:	
Graduate Unit:		Full-time	<input type="checkbox"/>	Part-time	<input type="checkbox"/>
					U of T Email:

**Section 1.a: I apply to ADD the following courses/activities to my current program.**

Course Number	Course/Activity Title	Required (Y/N)	Session Code	Meeting Session
		EXTra		
		EXTra		

**Section 1.b: I apply to DROP the following courses/activities from my current program.**

Course Number	Course/Activity Title	Required (Y/N)	Session Code	Meeting Session

Check here if you are requesting an appeal for a final grade of 'withdrawn without academic penalty' (WDR). WDR is assigned by SGS upon approval of a student's petition to the graduate unit for late withdrawal from a course for compelling extenuating circumstances. To initiate the process, a student must submit a letter of rationale with supporting documentation (e.g. medical certificate) to the graduate unit offering the course who will consider the appeal and if approved will forward the appeal to SGS for review. A WDR carries no credit for the course and is not considered for averaging purposes.

Check here if you are dropping all your courses, a [Program Withdrawal](#) form must be completed and attached with this form for SGS approval.

**Section 2: Signatures (To be completed by the student and the graduate unit and, if applicable, the host graduate unit).**

Student's Signature:		Date:	
Instructor's Signature:		Graduate Unit:	Date:
Supervisor's Signature (if applicable):			Date:
Chair/Graduate Coordinator's Signature:			Date:
Host Instructor's Signature: (Inter-graduate unit add/drop courses)		Graduate Unit:	Date:
Host Chair/Graduate Coordinator's Signature: (Inter-graduate unit add/drop courses)			Date:
Courses added on ROSI by host Graduate Administrator: Yes <input type="checkbox"/>			Date:
(Inter-graduate unit add courses before the SGS deadline)			

**Section 3: Vice-Dean, Students, School of Graduate Studies Approval.**

Request to Add/Drop Course(s):	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Denied
Vice-Dean's Signature, School of Graduate Studies:				Date: