USE THIS FORM ONLY IF: ONLINE COURSE ENROLLMENT HAS CLOSED AT GO.SFU.CA OR YOU ARE AUDITING OR CHALLENGING A COURSE.

TO COMPLETE THIS FORM, YOU MUST:
1. CAREFULLY READ ”ENROLLMENT POLICIES AND PROCEDURES” ON PAGE 2 AND SIGN THE BOTTOM OF PAGE 1.
2. HAVE THE APPROPRIATE APPROVAL FROM THE INSTRUCTOR FOR EACH COURSE ADD, CHANGE, OR DROP.
3. SUBMIT A COPY OF THE COMPLETED AND SIGNED FORM TO EACH DEPARTMENT OFFERING THE INDICATED COURSE, FOR DEPARTMENT APPROVAL AND PROCESSING.

DEADLINES
Term-specific deadlines for course changes during the enrollment process and after the start of classes are available at https://www.sfu.ca/students/deadlines. (Note that deadlines for Intersession and Summer Session differ from each other and from the Summer Term.)

Student # ___________________________ Surname ___________________________________ Given names __________________________

INDICATE THE TERM AND YEAR IN WHICH YOU ARE ADDING/DROPPING/SWAPPING A COURSE
☐ FALL (Sept-Dec) Year__________ ☐ SPRING (Jan-Apr) Year__________ ☐ SUMMER/INTERSESSION (May-Aug) Year__________

COURSE ADD
<table>
<thead>
<tr>
<th>Type of class</th>
<th>Course name/# (e.g., CHEM 101-3)</th>
<th>Class Number</th>
<th>Related class # (e.g. tutorial)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ audit ☐ challenge ☐ credit</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Name of instructor __________________________________ Signature of Instructor ______________________ Date ________________

Name of Chair/Designate __________________________ Signature of Chair/Designate ______________________ Date ________________

RELATED COURSE CHANGE (E.G., TUTORIAL)

<table>
<thead>
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<th>Related class # (e.g. tutorial)</th>
<th>New related class # to change to</th>
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Name of instructor __________________________________ Signature of Instructor ______________________ Date ________________

Name of Chair/Designate __________________________ Signature of Chair/Designate ______________________ Date ________________

COURSE DROP
• Be sure to read the section on “Tuition Refund Policy and Course Drop Penalties” in the REFUNDS section of the official SFU online Calendar titled “Student Information”, “Tuition and Fees, Undergraduate” at https://www.sfu.ca/students/calendar.
• Failure to attend classes does not constitute withdrawal from a course.
• Courses that are not formally dropped, either online or through processing this form, will be given a failing grade and payment of tuition fees for the course is required.
• If you wish to drop a course after the course drop period under extenuating circumstances, you should complete the “Withdrawal under Extenuating Circumstances” application form, available at https://www.sfu.ca/students/appeals/withdrawals.html.
• A department may use this form to drop a course to correct an administrative error.

<table>
<thead>
<tr>
<th>Course name/# (e.g., CHEM 101-3)</th>
<th>Class Number</th>
<th>Date of withdrawal (to be completed by Records)</th>
<th>Reason for drop (to be completed by Department)</th>
</tr>
</thead>
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Name of instructor __________________________________ Signature of Instructor ______________________ Date ________________

Name of Chair/Designate __________________________ Signature of Chair/Designate ______________________ Date ________________

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
The information on this form is collected under the authority of the University Act (RSBC 1996 c.486 s.27[4a]). This information is needed, and will be used, to update your student record. If you have any questions about the collection and use of this information contact the Associate Registrar, Information, Records and Registration, 778.782.3296.

Signature of student __________________________ Date __________________________________________

VERSION VALID FOR ACADEMIC YEAR
2020 (FALL 2020 - SUMMER 2021)
Information, Records and Registration, Student Services, MBC 3200
8888 University Drive, Burnaby BC Canada V5A 1S6
https://www.sfu.ca/students/records
TEL 778.782.6930
FAX 778.782.4969
urecords@sfu.ca
DECEMBER 2020 PAGE 1 OF 2
ENROLLMENT POLICIES AND PROCEDURES

NORMAL COURSE CHANGE PERIOD, REGULAR TERM – FIRST DAY OF CLASS TO SEVENTH CALENDAR DAY

• Courses may be added or dropped or tutorial times changed using the enrollment system without prior approval of the department offering the course. Courses that are dropped will not receive a notation on the student’s academic record.

• Changes to courses registered for course challenge or for course audit must be approved by the department offering the course. During this time period a student may change enrollment in course challenge from one course to another, or to regular enrollment in the course.

• Enrollment for course audit and course challenge must be done in person at the department offering the course.

EXTENDED COURSE CHANGE PERIOD, REGULAR TERM – EIGHTH CALENDAR DAY TO FOURTEENTH CALENDAR DAY

• From the eighth calendar day to the fourteenth calendar day after classes begin, courses may be added only with special permission of the chair and instructor concerned. No courses can be added or changed to audit status during this time. Courses may be dropped via goSFU at go.sfu.ca. However, if a student drops all term courses, the withdrawal will be noted on the academic record. A student may not withdraw from course challenge without substitution of a regular course enrollment. During the first fourteen calendar days from when the first day of classes begin, he/she may change enrollment in course challenge from one course to another, or to regular enrollment in the course. Permission of the department is required.

• There is a 75% refund for courses dropped between the eighth and the fourteenth calendar day from the first day of classes.

COURSE DROP PERIOD, REGULAR TERM – FIFTEENTH CALENDAR DAY TO THE TWENTY-FIRST CALENDAR DAY

• No courses can be added or changed to audit status during this period.

• From the fifteenth calendar day to the twenty-first calendar day after classes begin, courses may be dropped by the student via goSFU at go.sfu.ca. Courses dropped within this period will be automatically recorded with a WD notation on the student’s academic record.

• There is a 50% refund for courses dropped between the fifteenth and the twenty-first calendar day from the first day of classes.

COURSE DROP PERIOD, REGULAR TERM – TWENTY-SECOND CALENDAR DAY TO FIFTY-SIXTH CALENDAR DAY

• From the twenty-second calendar day to the fifty-sixth calendar day after classes begin, courses may be dropped by the student via goSFU at go.sfu.ca. Courses dropped within this period will be automatically recorded with a WD notation on the student’s academic record. There is no refund for courses dropped after the twenty-first calendar day of when first day of classes begin.

• No courses can be added or changed to audit status during this period.

NO COURSE DROP PERIOD, REGULAR TERM – FIFTY-SEVENTH CALENDAR DAY TO END OF THE TERM

• From the fifty-seventh calendar day to the last day of the term, course(s) may be dropped only in extenuating circumstances. If approved, there will be a WE annotation on the student’s academic record for specific courses dropped. Please submit applications to Student Services. Requests arising after the last day of classes, or requests relating to courses completed in a previous term, are referred to as ‘retroactive’ and follow the same procedures as above but may take longer to adjudicate.

NOTE: Extenuating circumstances are defined as unusual circumstances beyond the student’s control which make it impossible for the student to complete the course. If a course drop is being considered after the last day of classes, it is recommended that students seek advice from Academic Advising and Student Success or their department advisor.