



KILLAM CENTRE FOR ADVANCED STUDIES  
2-29 TRIFFO HALL

Phone: 780.492.3499 Fax: 780.492.0692  
[ualberta.ca/graduate-studies/](http://ualberta.ca/graduate-studies/)

Student ID	Student Last Name, First Name		
Department	Degree Program	Specialization (if any)	

Students may wish to take courses that are not necessary to or an integral part of their graduate program. Courses extra to the degree must be designated and approved by the GPS at the time of registration in the courses. The GPS does not include these courses when calculating the student's GPA for continuation in the graduate program or convocation.

Complete and forward the following information to the Faculty of Graduate & Postdoctoral Studies.

### Course to be declared extra

Term Course will be Taken & Year	Course Abbreviation	Course Number & Section	Course Weight

Student Signature <b>*By signing this form, I confirm this is not the final term of my program.</b>		Date (MMM DD, YYYY)
Name of Supervisor	Signature	Date (MMM DD, YYYY)
Name of Graduate Coordinator/Dept Chair	Signature	Date (MMM DD, YYYY)

**Protection of Privacy** - Personal information provided is collected in accordance with Section 4(c) of the Alberta Protection of Privacy Act (POPA) and will be protected in accordance with section 10 and used and disclosed in accordance with sections 12 and 13 of the Act. It will be used and disclosed for the purpose of admission and registration; administration of records, scholarships and awards, student services; and university planning and research. The University of Alberta uses automated systems to generate content and to make decisions, recommendations, and predictions. The personal information collected may be included in these automated systems. Should you require further information about collection, use and disclosure of personal information, please contact Faculty of Graduate & Postdoctoral Studies at 780-492-3499 or refer to <https://www.ualberta.ca/en/privacy.html>

**Faculty of Graduate Studies & Research use only:**

Approved: ☐ Yes ☐ No

Admit Term:

Comments:

Convocation: ☐ Spring ☐ Fall

Signature & Date