
Policy Title:	Course Changes and Course Withdrawals	
Policy No:	9017	Approval date: February 13, 2013
Approval Body:	Academic Council	
Effective Date:	February 13, 2013	Review date: February 2015

Policy Statement

Students may drop, add, or change courses after registration within the limits established by the University. The University may impose academic and/or financial penalties on students when they add, drop, or change courses.

Purpose

Students require an opportunity to change their mind about the suitability and/or level of a course after they register in it. The University requires the ability to plan course loads, determine the academic implications of course and section changes, and optimize class sizes.

Scope

Dropping & Adding Courses

Requests to drop or add courses must be made using the online portal. The drop request date of the entry is considered by the University to be the official date of the request.

Students may add or drop courses in which they have registered only prior to the “drop-add deadline” of 1700 hours PST on the Monday of Week 2 of the term.

Student Services processes drop and add requests within 1 working day.

Students may not add additional courses to their term registration after the drop-add deadline except with the written permission of the Dean, Chair, or academic program head.

If a student drops a course by the drop-add deadline for the term, there shall be no academic or financial penalty. Such courses are not transcribed on the student’s permanent record.

If a student drops or adds a course after the drop-add deadline, such courses are transcribed on the student’s permanent record.

If a student wishes to withdraw after the drop-add deadline, he/she must clear all outstanding financial obligations before the withdrawal request will be approved. The student remains responsible for all outstanding financial obligations after the drop-add deadline.

Students who withdraw from a course before the drop-add deadline will their course fees refunded according to the Student Refund policy.

If a student withdraws from a course after the drop-add deadline, the student remains liable to pay the financial penalty in accordance with the Calendar.

Students may voluntarily withdraw from a course up to the fifth Monday of the term as specified in the Calendar. If students drop a course by that date, they will receive a ‘W’ grade on their official transcript. A student who has a grade of ‘W’ in a given term may re-register in the course when it is next offered, if space is available. The ‘W’ grade is not calculated into the student’s GPA.

If a student withdraws after the fifth Monday of the term as specified in the Calendar, the grade for the course will be entered as 'F' on the student's permanent record, and is calculated as '0' in the GPA.

A course withdrawal is only official once the *Request to Withdraw* form is completed, signed, and received in the Registrar's Office. The official date of withdrawal is upon receipt by the Registrar.

Section Changes in Courses

Once a student registers in specific course sections, he/she may apply to change the section of that course provided it is done before the drop-add deadline. The University reserves the right to restrict course changes to balance operational requirements.

Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
drop-add deadline	A specific day and time after the term start before which students may make course changes without penalty

Related legislation

none

Related policies

Policy Number	Policy Title
3001	Student Tuition Refunds

Responsibility

The student is responsible for submitting a request via the online portal to drop, add, or change courses according to the drop-add deadline as specified in the Calendar. The student is responsible for any academic or financial penalty which may be incurred as a result of course changes after the drop-add deadline.

Student Services is the initial point of contact for students to requests to drop, add, or change courses. Student Services is responsible for counseling and advising students on any penalties or other impacts associated with dropping or adding courses.

The Dean, Chair, or academic program head is responsible for reviewing, then approving or denying any requests for exceptions.

Financial Services is responsible for processing refunds for course drops and for accepting payment for additional courses according to the financial schedule specified in the Calendar.

The Registrar's Office is responsible for transcribing the student's course record according to the date of the course change. The Registrar's Office is also the final approval stage for course withdrawals.

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The student submits a request to drop, add, change, or withdraw from courses via the online portal.

Student Services reviews the request and determines if it is within the drop-add deadline. Student Services advises the student of the implications and penalties of the requested drops, adds, and withdrawals.

If the student wishes to proceed with the course withdrawal, Student Services approves the request online. The student receives electronic verification of the course withdrawal.

Financial Services processes the request and either refunds the fees (if without financial penalty) for a drop or withdrawal, or accepts payment for additional courses.

The Registrar's Office assigns the appropriate grade to the course in the student's record.