

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



OKANAGAN SENATE SECRETARIAT

Enrolment Services

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To: Okanagan Senate

From: Policies & Procedures Committee

Re: Change to Course Withdrawal Regulations (approval)

Date: January 22, 2007

The Committee proposes a change to the academic regulations in the Calendar regarding withdrawal from courses. It is proposed that the current regulations, initially developed through the Vancouver Senate, be modified for UBC Okanagan by the inclusion of the underlined sentence:

Change of Registration: Introduction

Except in special circumstances, a one-term course may be added to a student's program only within the first two weeks of the course, and a two-term course within the first three weeks. If a course is dropped during these periods, no record of the registration in the course will appear on the student's academic record.

Students may withdraw from courses in which they are registered at any time up to the end of the sixth week of class for courses that are offered in a single term, and of the twelfth week for courses that span two terms. Withdrawals will be noted on the academic record by a standing of 'W'. Such standings will not be included in computing averages. The withdrawal deadline dates for the current academic year are indicated in the accompanying tables in this section.

Students may also withdraw from courses up to the eighth week for courses that are offered in a single term and the sixteenth week for courses that span two terms, by obtaining the written approval of the instructor and the dean of the faculty in which they are registered. Beyond these dates, students may withdraw from courses outside the limits described above only with the permission of the dean of the faculty in which they are registered. In such cases, the instructor should be informed. Such withdrawals will be recorded as 'W' on the student's academic record.

Fee refunds for withdrawals will be calculated on a pro rata basis. (For more information, see [Item 1.6, Refund of Fees.](#))

The dates for withdrawal given above also apply to students auditing courses.

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Rationale

The change is intended to enable a Faculty, upon request from a student, to assign a standing of W beyond the dates that students may elect to withdraw from courses. Such circumstances may arise if there has been insufficient time to adequately evaluate a student's performance prior to the earlier withdrawal dates.

Motion:

That the Senate approve the change to the Calendar statement on Change of Registration.

Respectfully submitted,

Dean Michael Isaacson
Chair, Policies & Procedures Committee