

# THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



## OKANAGAN SENATE SECRETARIAT

### Enrolment Services

### Senate and Curriculum Services

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**5 December 2007**

**To: Okanagan Senate**

**From: Policies and Procedures Committee**

**Subject: Proposal to Change Course Withdrawal Regulations**

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## Change to Course Withdrawal Regulations

### Proposed Change

The Committee proposes a change to the academic regulations regarding withdrawal from courses. It is proposed that the current regulations be modified by the inclusion of the underlined sentence:

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 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 shall be informed. Such withdrawals will be recorded as 'W' on the student's academic record. Factors for consideration will include whether, in the opinion of the dean, the instructor provided sufficient opportunity for evaluation of the student's academic performance prior to the published course withdrawal date.

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.

**Rationale**

The change is intended to encourage the dean to grant a standing of W beyond the dates that students may elect to withdraw from courses based on the principle that students should have a reasonable level of feedback on their performance in the class when making this decision. The dean should take into consideration whether the student's academic performance has or has not been sufficiently evaluated prior to the standard withdrawal period.

*Motion: That the proposed change to the calendar entry on Course Withdrawal Regulations be approved.*