

DROPPING COURSES

All course drops from a student's program for a particular semester are to be completed by the dates specified in the Chapter III - Schedule of Dates. Courses that are one semester long must be dropped by the last day of classes. The policy does not apply to the Doctor of Veterinary Medicine (DVM) program. Please refer to the Conditions for the Continuation of Study in the DVM Program Information section of the undergraduate academic calendar.

The Academic Review Sub-Committee of the program in which the student is registered may grant a request to drop a course or courses after the deadline only if there are sufficient extenuating medical, psychological, or compassionate considerations (see Academic Consideration and Appeals). Students must submit written requests for a late drop, along with their supporting documentation, to their Program Counsellor no later than the 20th day of classes of the following semester.

Student who are granted a late course drop will have reference to the course completely removed from their transcript.

Deadline Dates

In all cases, if course changes are made, using WebAdvisor or the "Undergraduate Course Request" form, the changes must be made by the drop deadline (refer to Chapter VI - Schedule of Fees for the refund schedule).

The deadline dates for dropping courses are noted in Chapter III - Schedule of Dates.

Instructor Notification

In some cases the instructor must be notified when a student is dropping a courses, for example, where students care for laboratory animals, or where supplies or books on loan must be returned. If instructor notification is required to drop the course, this will be specified on the course outline and announced in the first class meeting.

Refunds

Refer to Chapter VI - Schedule of Fees for refund schedule. Normally, changes to the effective date of dropped courses are only allowed for documented medical, psychological or compassionate reasons and require the approval of the Program Counsellor.

Regular Courses

Regular courses may be dropped from the start of the add period to the last day of classes without approval except where instructor notification is required (see Instructor Notification above).

Two-Semester Courses

When dropping two-semester courses, both semesters of the course must be dropped. Students who wish to re-take a two-semester course must re-take both parts of the course. The drop deadline for a two-semester course is the last day of classes in the second semester.