

Course Add, Drop, and Withdrawal Procedure	
Policy: Course Add, Drop, and Withdrawal	
Category: Academic	Approval Date: August 26, 2019
Procedure Owner: Academic Policy Committee	Effective Date: September 1, 2019
Procedure Administrator: Office of the Registrar	Review Period: 5 years
Associated Documents: Course Add/Drop Form Course Withdrawal Form Late Drop Request Form Late Withdrawal Request Form Cancellation/Complete Withdrawal Form	

PURPOSE

To outline the procedure for changing the student’s academic record (official transcript) as a result of adding, dropping, or withdrawing from courses and programs.

To recommend students consult with one or more of the following: the Academic Advisor, Associate Dean, Counsellor, Accessibility Coordinator, and/or the Student Connect Centre regarding the implications of the decision to drop or withdraw from courses or a complete withdrawal.

To inform students of the implications of dropping or withdrawing from courses which may include termination of student loan funding, ineligibility for awards and scholarships, inability to meet program graduation requirements or difficulty in meeting requirements to transfer to a program offered at another institution.

PROCEDURES

Student

Students may add or drop courses through their [online account](#), prior to the last day to add or drop courses, or the Office of the Registrar as follows:

1. Complete a [Course Add/Drop Form](#) to **add a course** and submit to the Office of the Registrar on, or prior to, the last day to add or drop courses as indicated in the Academic

Schedule. Students may register to Audit a course no sooner than two days prior to the last date to add/drop courses.

2. Complete a [Course Add/Drop Form](#) to **drop a course** and submit to the Office of the Registrar on or prior to the last day to add or drop courses as indicated in the Academic Schedule.
3. Complete a [Course Withdrawal Form](#) to **withdraw from a course** and submit to the Office of the Registrar on or before the last day of classes as indicated in the Academic Schedule.
4. Receive permission from the course Instructor to **add a course after the deadline** to add/drop has passed. The Instructor signs the [Course Add/Drop Form](#) and the student submits it to the Office of the Registrar.
5. Complete a [Late Drop Request Form](#) or [Late Withdrawal Request Form](#) to request approval for a **late drop or late withdraw** from a course and submit to the Office of the Registrar. The Associate Registrar will approve or deny the request. If the request is denied the student may appeal the decision to the Registrar or designate.
6. A student requesting a late add, drop, or withdrawal from a course should consult with one or more of the following: the Instructor, the Associate Dean, a Counsellor, an Academic Advisor, Accessibility Services, and/or a Student Connect Centre representative regarding the implications of the late request to add, drop, or withdraw.
7. Complete a [Cancellation/Complete Withdrawal Form](#) to **cancel from all courses and withdraw from a program** and submit to the Office of the Registrar. A student cannot drop the last or only course from the academic term through their online account. Dropping all courses from a term may affect a student's ability to register in future academic terms.

Office of the Registrar

1. Prior to the last day to drop, remove the course from the student's academic record.
2. After the last day to drop, assign a grade of WD to the student's academic record. A grade of WD is not used in calculating the student's Grade Point Average (GPA) or academic standing.
3. After the last day to drop or withdraw, remove the course from the student's academic record upon approval of a late drop or assign a grade of [WD](#) for a late withdrawal.
4. Drop or withdraw students from courses or a program if they have not paid tuition and fees, voluntarily withdraw, or are required to withdraw due to academic or non-academic misconduct.
5. Complete add, drop, and withdrawal for students in courses and programs with alternate academic terms and deadlines differing from those published in the Academic Schedule.
6. Apply a Registrar's hold when notified by the Dean/Associate Dean of a student's requirement to withdraw for academic or non-academic misconduct.

Instructor

1. Approve or deny a **late add** of a course upon request by a student or recommendation of an Academic Advisor.
2. Assign a grade, other than [WD](#), based on assessments completed when a student does not officially withdraw and stops attending classes.

Dean/Associate Dean

1. Notify the Office of the Registrar if a student has been required to withdraw.