

# THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



## OKANAGAN SENATE SECRETARIAT

### Enrolment Services

### Senate and Curriculum Services

3333 University Way

Kelowna, BC · V1V 1V7

Tel: (250) 807-9259 · Fax: (250) 807-8007

[nathalie.bomberg@ubc.ca](mailto:nathalie.bomberg@ubc.ca)

To: **Senate**  
From: **Policies and Procedures Committee**  
Re: **Change to Course Withdrawal Regulations (approval)**  
Date: **15 May 2007**

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The Committee proposes a change to the academic regulations regarding withdrawal from courses. It is proposed that the current regulations be modified as follows (new text underlined):

### **Change of Registration**

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.

If it becomes clear before the end of the sixth (twelfth) week that there will not be sufficient evaluation of the student's performance to assess the likelihood of success in the course, then by mutual agreement between the student and instructor (in the form of written approval sent to the Registrar), the student may withdraw from the course up to the eighth week for courses that are offered in a single term and the sixteenth week for courses that span two terms. Beyond these dates, students may withdraw from courses 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.

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 enable a faculty member, 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.

Respectfully submitted,  
Dr. Daniel Keyes  
Chair, Policies & Procedures Committee