

ADDING AND DROPPING COURSES (GRADUATE)

This policy is the responsibility of the Registrar and was approved and reviewed by the Seminary Team. This policy was reviewed on February 16, 2018.

POLICY OVERVIEW

This policy outlines the process involved in adding or dropping graduate courses registered in a specific term.

PRINCIPLES

The principles of natural justice, clarity, and transparency undergird this policy.

SCOPE

The policy applies to all graduate course registrations.

POLICY STATEMENT

Students wishing to withdraw from a modular course in the first day will receive a 50 per cent tuition refund and a W (Withdrawal) on their transcript. Students withdrawing after that point but during the week will receive no tuition refund and a WF (Withdraw Fail) on their transcript. Students who withdraw after the modular week will receive no tuition refund and an F (Failure) on their transcript.

Students wishing to withdraw from a semester-based course can withdraw according to Briercrest College's "Adding and Dropping Courses (Undergraduate)" policy and the ["Adding and Dropping Courses" schedule](#) for the semester in question.

APPENDIX A

Related Forms/Policies	Seminary Key Dates and Deadlines College Course Schedules and Key Dates Seminary Finances Payment Information (Refunds) Seminary Academic Calendar (Grade Scale)
Where is this policy published	Seminary Academic Calendar (https://www.mybriercrest.ca/seminary/calendar/)

Contact Information

Registrar

