

ADDING AND DROPPING COURSES (UNDERGRADUATE)

Responsibility of	Registrar
Approved by	Academic Planning Committee
Revision History	October 16, 2015; May 18, 2017
Next Review	2020

POLICY OVERVIEW

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

PRINCIPLES

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

SCOPE

The policy applies to all undergraduate course registrations.

POLICY STATEMENT

Adding and Dropping Courses

Semester Based Courses (including Online courses)

1. Before 5 p.m. on the designated add/drop date (typically one week from the first day of classes in a term) in a given semester, undergraduate courses may be added or dropped through Briercrest Live. The full tuition is refunded and the course removed from the transcript record.
2. Between the designated add/drop date and 5 p.m. on a designated date three weeks from the first day of classes in a term, an undergraduate course may be dropped through the Academic Services office. There is a 50% tuition refund and a W (withdraw) will be recorded on the transcript record.
3. Between designated dates three weeks and six weeks from the first day of classes in a term, undergraduate courses may be dropped through the Academic Services office. There is a 25% tuition refund and a W (Withdraw) will be recorded on the transcript record.

4. After the designated date six weeks from the first day of classes in a term (5 p.m.) undergraduate courses can be dropped through the Academic Service office. No tuition refund is given and a WF (Withdraw Fail) is listed on the transcript record.

Specific dates for the timeframes listed above (one week, three weeks, and six weeks after the first day of classes) will be designated by the Academic Planning Committee on a yearly basis as part of the approval of the institutional Semester Calendars.

Modular Courses

1. Before the designated add/drop date (5 p.m.) in a given semester, modular undergraduate courses may be added or dropped through Briercrest Live. The full tuition is refunded and the course removed from the transcript record.
2. Between the designated add/drop date and the first day of the modular course (5 p.m.), modular undergraduate courses may be added through the Academic Services office pending class limits and the professor's permission.
3. Between the designated add/drop date and the first day of the modular course (5 p.m.), modular undergraduate courses may be dropped through the Academic Services office. The full tuition is refunded and the course removed from the transcript record.
4. Between the first day of the modular course, at 5 p.m., and the second day of the modular course, at 5 p.m., modular undergraduate courses may be dropped through the Academic Services office. 50 per cent of the tuition is refunded and a W (Withdraw) will be recorded on the transcript record.
5. After the second day of the modular course (5 p.m.) modular undergraduate courses may be dropped through the Academic Services Office. No tuition refund is given and a WF (Withdraw Fail) is listed on the transcript record.
6. For modular courses following a two week-end schedule, the modular based adding and dropping courses policy applies.

CDE and Specialized Study Courses

Students taking Continuing and Distance Education courses (including Specialized Study courses) who choose to withdraw will receive a W (Withdraw) on the transcript record up to 30 days from the course start date with a 75 per cent tuition refund; will receive a W (Withdraw) on the transcript record between 30-60 days with a 50 per cent tuition refund; after 60 days from the course start date will receive a WF (Withdraw Fail) and no tuition refund.

PROCEDURES

For any given policy, procedures may exist, but all procedures must be compliant with the policy itself and should reference it. This section should indicate where such procedures may be found, and who is responsible for maintaining them. The procedures themselves should not be included in the policy. (Note that not all policies will necessarily require associated procedures).

APPENDIX A

<p>Related Forms/Policies</p>	<p>College Key Dates and Deadlines College Finances Payment Information (Withdrawn Student Refunds) College Academic Calendar (Grade Scale)</p>
<p>Where is this policy published</p>	<p>College Academic Calendar (http://www.briercrest.ca/college/academics/college-calendar/)</p>
<p>Contact Information</p>	<p>Registrar</p>

