



MEMORANDUM

To: Executive Committee of Faculty Council (March 21, 2017)
Faculty Council (April 10, 2017)

From: Professor James Davis
Chair, Examinations Committee

Date: March 21, 2017

Re: **Changes to the Policy on Students Withdrawing from Courses
after the Withdrawal Deadline without Documentation**

REPORT CLASSIFICATION

This is a major policy matter that will be considered by the Executive Committee for endorsing and forwarding to Faculty Council for vote as a regular motion (requiring a simple majority of members present and voting to carry).

BACKGROUND

The current regulations restrict late withdrawal from courses to select Arts & Science courses:

8. Late Withdrawal from Select Arts & Science Courses

- a) Students pursuing a degree in the Faculty of Applied Science and Engineering may request to withdraw without petition from a total of no more than 3.0 FCEs (throughout their total academic career) of HSS/CS and free elective courses offered by the Faculty of Arts and Science, provided the request is made by the last day of term in the relevant course. This provision does not apply to courses offered by the Faculty of Applied Science and Engineering, including HSS/CS or free elective courses offered by the Faculty of Applied Science and Engineering.
- b) Students will make such requests through their undergraduate counsellor/advisor who has the authorization to approve such requests if the circumstances warrant approval of an exception to the normal drop deadlines.

- c) Approved withdrawals under this procedure will be noted on the academic record by the course designation LWD (Late Withdrawal). This course status will have no effect on the GPA, Sessional Averages, or other elements of the academic record.

The Faculty Committee on Examinations regularly receives petitions from students wishing to withdraw from courses after the normal withdrawal deadline has passed. In cases where there is no medical or other documentation, there is currently no mechanism for students to withdraw from courses even when it is clear that there can be no chance of success.

The new guidelines have been designed to allow for the greatest flexibility while still maintaining a path for students to graduate on schedule. Students in years 2-4 would not be able to drop core courses without a petition so that they will retain the necessary prerequisites for future courses. Students in year 1 would have the ability to take core technical courses during the summer session.

The policy would take effect in the 2017-2018 academic year.

Note: A late withdrawal request form will need to be created.

PROCESS AND CONSULTATION

This change in policy has been discussed at several Examinations Committee meetings over the 2016-2017 session, with the final version approved at our meeting on March 6, 2017.

PROPOSAL FOR COUNCIL

THAT the calendar entry for Academic Regulation VIII.8 be changed to:

8. Late Withdrawal without Documentation

This policy applies to students wishing to withdraw from courses after the withdrawal deadline, but prior to the start of the APSC examinations period.

Case (1): Students in years 2-4

- Students are allowed to drop, without penalty, a maximum of two half-credit (0.5 wt) elective courses. This would be a three-year total, and does not include courses dropped under this policy in year 1. This applies to technical electives, CS/HSS electives and free electives taken at the University of Toronto.

Case (2): Students in year 1 Engineering Science

- Students are allowed to drop a maximum of three half-credit courses in
 - a) term 1F as part of a transition to term 1S in a core-8 program, or
 - b) term 1S as part of a transition to term 2F in a core-8 program.

Case (3): Students in year 1 Core 8/Track 1

- Students are allowed to drop a maximum of two half-credit courses over the combined 1F and 1S terms.

Students will make such requests through their undergraduate advisor; petitions to the Committee on Examinations are not required. A LWD will appear on the student's transcript for all courses dropped under this policy. This course status will have no effect on the GPA, Sessional Averages, or other elements of the academic record.