



To: Faculty Council

From: Professor L. L. Diosady
Chair, Committee on Examinations

Date: November 26, 2008

Item: Proposed Deadlines to Drop Quarter Courses

Recommendation:

That the drop date for a quarter course be fixed at the end of the last day of lectures in that course, or the last day for lectures in that quarter as listed in the calendar, whichever comes first.

Highlights:

There is currently no formal drop date for quarter courses. This has caused confusion for students and undergraduate counsellors regarding students who wish to drop these courses and pursue part-time studies, or who wish to withdraw. In the absence of defined drop dates, students have been able to withdraw from first half quarter courses without academic penalty up to the day before the final exam in the second half of the semester.

The proposed drop dates ensure that the student will not be able to drop a quarter course after writing the final exam in that course.

Some quarter course instructors have the final exam before the "exam period for quarter courses" listed in the calendar; hence the drop date is defined in terms of the last day of lectures in any quarter course.

Closing Remarks:

This proposal has the support of both Materials Science and Engineering and Engineering Science, which are the only two departments / divisions that offer quarter courses at this time. It has been discussed at Materials Science and Engineering faculty meetings, Engineering Science curriculum committee, and also the Faculty Exam committee. It also has the support of undergraduate counsellors in both units.

Financial Implications:

There are no significant financial resources required to implement this proposal.