

## Program Design – Course Registration

<b>Policy Category:</b>	Graduate and Postdoctoral Studies
<b>Subject:</b>	Program Design – Course Registration
<b>Subsections:</b>	<a href="#">Adding or Dropping Graduate Courses</a> ; <a href="#">Auditing Graduate Courses</a> ; <a href="#">Repeated Courses</a> ; <a href="#">Incomplete Courses</a> ; <a href="#">Adding, Auditing, or Withdrawing from Undergraduate Courses</a> ; <a href="#">Recognition for Prior Equivalent Work</a>
<b>Approving Authority:</b>	Senate
<b>Responsible Committee:</b>	Senate Committee on Academic Policy
<b>Related Procedures:</b>	<a href="#">Procedure for Program Design – Auditing a Graduate Course and Taking an Undergraduate Course</a>
<b>Officer(s) Responsible for Procedures:</b>	Vice-Provost (Graduate & Postdoctoral Studies)
<b>Related Policies:</b>	*
<b>Effective Date:</b>	May 17, 2024
<b>Supersedes:</b>	March 15, 2024; September 16, 2022

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### 1. Adding or Dropping Graduate Courses

All courses added or dropped by the student must be approved by the Graduate Chair of the student's program and by the Graduate Chair of the department offering the course (if the course is not from the student's program). Courses may not normally be added and dropped after the specified deadline dates.

Deadline dates for adding or dropping a course will normally be calculated according to the table below. A course that has been dropped by the last date specified for adding a

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course shall be expunged from the records. A course that has been dropped after the last date specified for adding a course but before the last date specified for dropping a course without academic penalty shall be recorded as "WDN". A course that has not been dropped in accordance with the above regulations and that has not been completed satisfactorily by the student shall be recorded as "F", failure.

Weight of Course	Last Day to Add	Last Day to Drop
0.5, 1.0, 1.5 or 2.0	One month from the official beginning of the term in which the course begins	Two months from the beginning of term in which the course begins
0.25	10 Business days	50% of the way through the course

### 2. Auditing Graduate Courses

The student must declare an intention to audit a graduate course by the enrolment deadline for the term, using the Graduate Course Audit Form. The student must have the instructor's signed approval to audit the course, as well as approval from the Supervisor (if applicable) and Graduate Chair. An Audit requires regular attendance and any other obligations as stated by the course instructor in the Comments/Expectations section of the Graduate Course Audit Form. If these requirements are not met, the audit will be removed from the student's record at the instructor's request.

After the enrolment deadline, a student may not make a change from auditing a course to taking it for credit, or vice versa, within a given term. A student may, in a subsequent term, enroll in a given course for credit that has previously been audited.

Graduate courses delivered online may not be audited without special permission from the program.

### 3. Repeated Courses

When a course previously completed is repeated, both marks will appear on the official transcript, but only the last mark obtained is used for all academic purposes, even if it is lower than the previously obtained mark.

### 4. Incomplete Courses

When a student does not complete work for a course by the grade submission deadline, a grade of INC appears on the transcript. The INC will be changed to a grade if the work is completed by the grade submission deadline for the term following the one in which

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the INC was awarded. If a grade is not submitted by this deadline, the INC becomes a Failure.

A numerical grade submitted for an INC grade, or an F grade resulting from an INC, is final. The School of Graduate and Postdoctoral Studies will not consider a subsequent revision of either grade except on documented medical or compassionate grounds.

For incomplete courses related to a leave of absence, programs should see the Leave of Absence section and contact SGPS about academic considerations.

### **5. Adding, Auditing, or Withdrawing from Undergraduate Courses**

Graduate Students may take undergraduate courses without additional charge only if needed for their degree requirements and with the approval of the Graduate Chair and SGPS. Graduate students taking undergraduate courses must follow the undergraduate regulations, as stipulated in the undergraduate calendar under 'add/drop deadlines'.

Undergraduate courses, or combined courses in which undergraduate students predominate must be less than one-third of the student's total course requirement for the graduate degree. Graduate students may not take an undergraduate course at a Western-Affiliated University College (with the exception of programs whose home unit is an Affiliated University College).

### **6. Recognition for Prior Equivalent Work**

Recognition for prior work acknowledges previously completed academic, and in some cases non-academic, work thereby reducing requirements for an individual student entering a degree program.

Recognition for prior work:

- is normally granted upon entry into a degree program
- can be granted based upon academic and non-academic work completed at Western or outside of Western
- is granted at the discretion of the graduate program at Western.