

## Adding and Dropping Courses

<b>Policy Category:</b>	Registration, Progression, Graduation
<b>Subject:</b>	Adding and Dropping Courses
<b>Subsections:</b>	*
<b>Approving Authority:</b>	Senate
<b>Responsible Committee:</b>	Senate Committee on Academic Policy
<b>Related Procedures:</b>	*
<b>Officer(s) Responsible for Procedure:</b>	*
<b>Related Policies:</b>	*
<b>Effective Date:</b>	September 1, 2024
<b>Supersedes:</b>	September 1, 2022; September 2017

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Courses normally may not be added and dropped after the specified deadline dates. In exceptional cases and on presentation of evidence of medical or compassionate grounds or other extenuating circumstances, the Dean (or designate) of the faculty of registration may grant a petition to waive the regulation.

Deadline dates for adding or dropping a course normally will be calculated according to the table below. If the deadline to drop a course falls on a Saturday, Sunday or Statutory Holiday, it will be extended to the next working day.

A course that has been dropped by the last date specified for adding a 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 for dropping a course without academic penalty (or subsequently, if a petition is granted by the Dean) 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."

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Students in “W” accelerated language courses may transfer to the equivalent full year course with the permission of their Faculty prior to November 1.

### Add / Drop Information

TYPE OF COURSE	SESSION	LAST DAY TO ADD  Number of business days from and including the start date of the session	LAST DATE OR DAY TO DROP  Date or Number of business days from and including the start date of the session
Fall/Winter 24-week course	Fall/Winter full year	7	November 30
Fall 12-week course	Fall/Winter first-term	7	For the 2024-25 academic year only: November 30  Effective September 1, 2025 and onwards: November 12
Fall 6-week course	Fall/Winter first-term first quarter or first-term second quarter	5	10
Winter 12-week course	Fall/Winter second-term	7	For the 2024-25 academic year: March 30  Effective September 1, 2025 and onwards: March 7

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Winter 6-week course	Fall/Winter second-term first quarter or second-term second quarter	5	10
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<b>SUMMER COURSES</b>	<b>SESSION</b>	<b>LAST DAY TO ADD</b>  <b>Number of business days from and including the start date of the session</b>	<b>LAST DAY TO DROP</b>  <b>Number of business days from and including the start date of the session</b>
Spring/Summer 12-week course	Summer Evening Summer Distance	5	25
Spring/Summer 6-week course	Intersession Summer Day Summer Evening Summer Distance	5	15
Spring/Summer 3-week course	Intersession Summer Evening Summer Day	2	10

Some of the quarter courses offered by the Ivey Business School do not fit into the standard time lines. For these courses, the last day to add a course will be ten (10) business days from and including the start date of the session; the last day to drop a course without penalty will be 50% of the way through the course (from and including the start date of the session) excluding Reading week.

For “H” (8 week) and “J” (6 week) courses offered by the Faculty of Health Sciences in the Compressed Time Frame Nursing program, the last day to add a course will be five (5) business days from and including the start date of the session; the last day to drop a course without academic penalty will be ten (10) business days from the start date of the session.

## **Adding and Dropping Courses**

In the Faculty of Law, the add/drop period for Fall courses is the first five days of the Fall Term. The add drop period for the January intensive courses is the first day of the Winter Term. The add/drop period for courses taking place over the remainder of the Winter Term is the first five days of the balance of Winter term.