Memo

To: Graduate Chairs, Coordinators and Administrators
From: Josie Lalonde, Director, Student Academic Services
Date: February 23, 2018
Re: Establishing Add/Drop Deadlines for Non-Standard Courses

Each year, Student Academic Services establishes deadlines for enrolment changes for standard graduate courses. These dates are published in the Sessional Dates schedule and the Graduate Calendar (Regulation 7.2.2). They are also reflected in ROSI. The schedule for enrolment changes provides add and drop dates for both half (H – 0.5 FCE) and full (Y – 1.0 FCE) standard 13 week courses, so students may drop in time to avoid academic penalties.

Many graduate units offer several non-standard course delivery options which have variation on timing. For example, courses might be offered as compressed in a 1 or 2 week module. Add and drop dates for these non-standard courses are not included in the sessional dates schedule or managed within ROSI. While the precise dates of commencement of courses is determined by the graduate units and instructors retain flexibility in course scheduling, SGS Regulations require that each course (both standard and non-standard) establish suitable add and drop dates. Add and drop dates must be clearly communicated to students and conveyed in the course syllabus. Please note that the last date to cancel a course with no academic penalty is not the same as the last date to be eligible for a refund.

To assist graduate units in the development of suitable add and drop dates for courses with non-standard start and end dates, SGS provides the following principles:

a) Add date: no more than 15% of the course has been completed.
b) Drop date: no more than 50% of the course has been completed.

e.g., for a 2-week (10 day) compressed course the add date should be no later than the second day of classes and the drop deadline should be no later than the end of the first week.

Please note that these percentages are approximate and judgment should be exercised when establishing add/drop dates so as to minimize any adverse impact upon instruction and the student learning experience. While many instructors and programs consider it best practice to
provide students with an interim evaluation of their performance in the course prior to the drop date, this is not a requirement for graduate courses (as per the University Assessment and Grading Practices Policy 2012). In some circumstances, such as when a required course is part of a lock-step program, dropping a course may affect a student’s ability to continue with the remainder of their academic program in a timely fashion. This should be explicitly communicated to students in the program.

For more information on non-standard graduate courses – please see the Graduate Courses Guidelines.

Should you have any questions, please consult with your Student Services Assistant at SGS.

Regards,

Josie Lalonde
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