

# ADDING AND DROPPING COURSES (GRADUATE)

This policy is the responsibility of the Registrar and was approved and reviewed by the Seminary Team. This policy was reviewed on February 16, 2018.

## POLICY OVERVIEW

This policy outlines the process involved in adding or dropping graduate courses registered in a specific term.

## PRINCIPLES

The principles of natural justice, clarity, and transparency undergird this policy.

## SCOPE

The policy applies to all graduate course registrations.

## POLICY STATEMENT

Students wishing to withdraw from a modular course in the first day will receive a 50 per cent tuition refund and a W (Withdrawal) on their transcript. Students withdrawing after that point but during the week will receive no tuition refund and a WF (Withdraw Fail) on their transcript. Students who withdraw after the modular week will receive no tuition refund and an F (Failure) on their transcript.

Students wishing to withdraw from a semester-based course can withdraw according to Briercrest College's "Adding and Dropping Courses (Undergraduate)" policy and the ["Adding and Dropping Courses" schedule](#) for the semester in question.

## APPENDIX A

Related Forms/Policies	Seminary Key Dates and Deadlines College Course Schedules and Key Dates Seminary Finances Payment Information (Refunds) Seminary Academic Calendar (Grade Scale)
Where is this policy published	Seminary Academic Calendar <a href="https://www.mybriercrest.ca/seminary/calendar/">(https://www.mybriercrest.ca/seminary/calendar/)</a>

Contact Information

Registrar

