

16. WITHDRAWING FROM A COURSE

- a. In the case of any course, after the time limits indicated in 13b (<https://smu-ca-public.courseleaf.com/undergraduate/academic-regulations/regulations/course-changes/>) have expired, and provided the course still has one quarter of the instruction time remaining, students may withdraw from the course. In such cases a grade of W will automatically be awarded. Students withdrawing from a course after these time limits automatically receive a grade of F. Students should refer to Regulation 4d (<https://smu-ca-public.courseleaf.com/undergraduate/academic-regulations/regulations/grading-system/>) regarding feedback that must be provided prior to the last day to withdraw without academic penalty to allow for an informed decision to be made to withdraw from a course.
- b. A student who registers for a course and does not withdraw is considered to be taking the course, and if no grade is assigned by the instructor, a grade of F will be recorded automatically. Non-attendance at class or non-payment of tuition fees does not constitute an official withdrawal from a course, lab, or recitation for which the student initiated registration procedures.
- c. For purposes of registration, sections of courses, labs, and recitations are considered the same as individual courses; hence academic regulations, procedures, and deadlines apply to all types of changes.

Notes:

- (i) Students must withdraw through Banner Self-Service. Alternatively, students may contact the Service Centre to complete a Drop Course Form.
- (ii) Students are required to meet the prerequisites for courses. If they do not meet the minimum credit hour or grade requirements, fail or withdraw from a prerequisite, they will be de-registered from any course for which the prerequisite applies. (Students who have been granted a prerequisite waiver are exempt).
- (iii) Students should note that the deadlines for academic withdrawal differ from those for financial adjustment and possible refund of tuition and related fees.
- (iv) Withdrawal requests from courses with ongoing Academic Integrity investigations will not be processed until the investigation has concluded. The date of receipt of the withdrawal request will be considered in such cases.
- (v) A student cannot withdraw from a course in which they receive the sanction of failure for an Academic Integrity violation.