

CHART OF SIGNATURES REQUIRED

	Undergraduate students enrolled in a degree program	Students enrolled in a non-degree program (Unclassified, Access Studies, Qualifying, and Visiting)
Course Section Add	Instructor of course section and Faculty Advising Office	Instructor of course section
Course Section Drop	Instructor of course section and Faculty Advising Office	Instructor of course to be dropped
Withdrawal from the Session	Faculty Advising Office	Enrolment Services

ACADEMIC REGULATIONS

- Except in special circumstances, a Winter Session one-term course may be added to a student's program only within the first two weeks of the course, and a two-term course within the first three weeks. If a course is dropped during these periods, no record of registration in the course will appear on the student's academic record.
- Students may withdraw from Winter Session courses in which they are registered at any time up to the end of the sixth week of class for courses that are offered in a single term, and up to the end of the twelfth week for courses that span two terms.
- Course withdrawal dates for Summer Session are based on the length of the courses. Refer to the Calendar of each session for withdrawal deadline dates (www.students.ubc.ca/calendar).
- Withdrawals will be noted on the academic record by a standing of "W". Such standings will not be included in computing averages. Course withdrawals should be done on the Student Service Centre (www.students.ubc.ca/ssc) within the established deadlines.
- Students may withdraw from courses outside the limits described above only with the permission of the dean of the Faculty in which they are registered. In such cases, the instructor should be informed. Such withdrawals will be recorded as "W" on the student's academic record. The effective date of withdrawal will be determined by the Faculty Advising office for Undergraduate students enrolled in degree programs, and for Unclassified, Access Studies, Qualifying, and Visiting students the effective date of withdrawal will be determined by Enrolment Services.
- Signing this form acknowledges that you, the student, have read the academic regulations noted here and in the UBC Calendar (www.students.ubc.ca/calendar).

STUDENT SIGNATURE

I acknowledge that I have read the Academic Regulations (above).

Additional Information (Optional)

Signature of Student

Name (Please Print)

Date (YYYY/MM/DD)

Telephone

FACULTY APPROVAL

Additional Information (Optional)

Signature of Dean/Director/Faculty Advising Office

Name (Please Print)

Date (YYYY/MM/DD)

Telephone