

Queen's University
Senate Committee on Academic Procedures

ACADEMIC DROP DATE DEADLINES
AND COURSE DROP TRANSCRIPT NOTATIONS

January 2012

Background

Recommendations

Faculties and Schools were in agreement that no DR notation be recorded on the transcript up to the current academic drop date deadline in each Faculty/School and that this deadline should not be later than the eighth week of classes. It was acknowledged the academic drop date deadlines are not consistent. It was also agreed that students may not drop a course after this deadline and, unless an appeal to drop a course is successful, a letter grade and associated grade point will be recorded on the transcript. If an appeal is successful, each Faculty/School will have the jurisdiction to decide if the official transcript will record the DR notation or if the course in question will be removed from the transcript entirely.

It was recognized that guidelines may need to be developed to determine under which circumstances an appeal to drop a course will be granted, and that the issue of consistency among Faculties and Schools regarding the recording of the DR notation may be a topic to discuss at a future date. Units should have defined and documented procedures related to appeals to drop a course, and the removal of a DR notation or course from a transcript may only be done by the Office of the University Registrar with a request and documentation from a student's home Faculty/School. Lastly, it was agreed that the academic drop date deadline would not change the existing fee refund schedule.

Summary

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