



Dropping Courses or Withdrawing From the University

Students are responsible to check the UBC Calendar for Withdrawal Dates.

All necessary information concerning reasons for withdrawal and recommendations regarding re-admission are recorded in the student's file by the faculty advisor.

The following withdrawal procedures apply **ONLY** after registration has closed:

Dropping one or more courses but continuing with other courses in the University

A student must complete the "Change of Registration" form, obtained from the Student Service Centre indicating all courses he/she is dropping. The signature of the course instructor is required for all courses involved. The student gives the completed form to the School's Undergraduate Records Clerk. Students must consult a with a program advisor for all course changes.

Dropping all courses and withdrawing from the University

The student completes a "change of registration" form and must obtain permission of the appropriate faculty advisor. The completed form is then given to the Undergraduate Records Clerk

Withdrawal for Unsatisfactory Conduct

Students are also reminded that the University calendar (Academic Regulations: Withdrawal: Withdrawal for Unsatisfactory Conduct) stipulates that: The Senate of the university may require a student to withdraw from the university at any time for unsatisfactory conduct, for failure to abide by the regulations, for unsatisfactory progress in a program of studies or training, or for any other reason which is deemed to show that withdrawal is in the interests of the students and/or the university.