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MEMORANDUM

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| ATTENTION | Senate | DATE | March 8, 2013 |
| FROM | Gordon Myers, Chair Senate Committee on Undergraduate Studies | PAGES | 1/1 |
| RE: | Course Withdrawal Notation Change (SCUS 13-14) <i>David Myers</i> | | |

Action undertaken by the Senate Committee on Undergraduate Studies at its meeting of March 7, 2013, gives rise to the following recommendation:

Motion

That Senate approve effective Fall 2013 students withdrawing from courses during week 3 of the term will have a WD standing recorded for each withdrawn course on their academic record."



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MEMORANDUM

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| ATTENTION | Senate Committee on Undergraduate Students (SCUS) | DATE | February 7, 2013 |
| FROM | Kate Ross, Registrar & Executive Director, Student Enrolment | PAGES | 1 |
| RE: | Course Withdrawal Notation | | |

At Simon Fraser University, there are several dates for withdrawing from a class, with varying implications to an undergraduate student's academic record and fee payment.

If a student withdraws from all his/her courses in week 3 of the term, the student will not be eligible to receive any tuition refund; in addition, there is no notation on the student's academic record. A 'WD' notation does not appear on the student's record until week 4 of the term.

Students who withdraw in week 3 often believe they are still entitled to a tuition refund because no notation is noted on the student's academic record indicating they have withdrawn from the course(s). As tuition is no longer refundable, it is recommended that a withdrawal notation (WD) be recorded on the student's academic record. This would align the tuition refund with the withdrawal notation.

Motion:

"Effective Fall 2013, students withdrawing from courses during week 3 of the term will have a WD standing recorded on their academic record."