

**Queen's University
Senate Committee on Academic Procedures**

**ACADEMIC DROP DATE DEADLINES
AND COURSE DROP TRANSCRIPT NOTATIONS**

January 2012

Background

Faculties and Schools at Queen's University have an academic drop date deadline up to which students are permitted to drop a class in which they are enrolled without academic penalties being imposed. This deadline varies among Faculties and Schools from the second week of classes through to the end of the eighth week of classes. Students wishing to drop a course after this academic drop date deadline are required to appeal to their home Faculty/School.

Prior to May 1, 2011, when Queen's had both official and unofficial transcripts in use in its legacy student information system, these dropped courses were recorded differently for different Faculties and Schools. For example, some removed the course from the system entirely while others recorded the dropped course on the unofficial transcript, but not on the official transcript.

Beginning May 1, 2011, with the implementation of the PeopleSoft Student system, the recording of drops on the transcript was standardized. If a student drops a course after the Open Enrolment period but before the drop date deadline of the student's home Faculty/School, the course remains on the official transcript and a notation of "DR" is given. Drops after the drop date deadline are permitted only after a successful appeal.

Analysis and Discussion

On November 4, 2011, a memo from the Senate Committee on Academic Procedures (SCAP) was circulated to Faculties and Schools requesting feedback on a proposal to move the current academic drop date deadline to the last day of classes in each of the Fall, Winter, and Spring terms, beginning in the Fall term of 2012. Feedback varied, with some Faculties and Schools expressing agreement with the proposal and others expressing strong opposition and the desire to retain the current drop date deadlines. Feedback regarding the change to the recording of drops on the transcript was also provided.

On December 15, 2011, Associate Deans and Directors from the Faculty of Arts and Science, the Faculty of Engineering and Applied Science, the Faculty of Law, the Faculty of Education, the School of Nursing, and the School of Business met with the Interim University Registrar and Associate University Registrar (Student Records and Services) to discuss the issues. Those present reviewed past and current practice, various appeal scenarios for students who wished to drop a course after the deadline, the DR notation on the transcript, and the functionality of the student system as it related to dropped courses.

Also discussed were the results of a survey of registrars across Ontario regarding the topic of drop date deadlines and transcript notations. It was found that the majority of institutions permit students to drop a course up to a certain point in each term, usually the eighth or ninth week of classes, after which an appeal is required. It was also found that the majority of institutions do not show drops on the official transcript during the defined drop period. Generally, if a student appeal regarding a drop is successful, the drop is permitted but displayed on the transcript as either a drop (DR) or withdrawal (W).

SCAP met on January 9, 2012 and Associate Deans from the Faculty of Arts and Science, the Faculty of Engineering and Applied Science, and the Faculty of Law were present. The issues that had arisen to date were reviewed and discussed.

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

Senate is asked to consider the following motion, passed by SCAP at its meeting on January 9, 2012, which would be retroactive to May 1, 2011:

Be it resolved that the following statements regarding the academic drop date deadline, as indicated in the sessional dates for each Faculty and School, and the DR (drop) transcript notation be adopted as policy:

- *A DR notation will not be recorded on Queen's official transcript if a course drop occurs before the academic drop date deadline of a student's home Faculty/School;*
- *A student must appeal to his/her home Faculty/School to drop a course after the Faculty/School's academic drop date deadline;*
 - *If the appeal is unsuccessful, the course will remain on the official transcript and a grade will be recorded;*
 - *If the appeal is successful, each Faculty/School will follow its own policy to decide whether to record a DR notation on the official transcript or remove the course in question from the official transcript entirely.*

Membership

T. Alm, Interim University Registrar
R. Coupland, Office of the University Registrar (Secretary)
C. Esselmont, PhD candidate, Department of Philosophy
H. Everson, Faculty of Arts and Science (Chair)
C. Hoeniger, Department of Art
J. Mennell, Department of Spanish and Italian
T. Shearer, School of Business
J. Traficante, BAH'12