



Updated Nov 5, 2012

## Voluntary Withdrawal (SSC: Add/Drop) from Full-Time MBA Modules

Students are able to withdraw from full-time MBA modules as follows:

- Students may withdraw from any modules in the FT MBA Program in which they are registered at any time during the first week (i.e. within 4 hours of teaching for a 1.5 credit module (20% of class hours) and within 2hrs of teaching for a 0.75 credit mini-module (20% of class hours)) with no penalty.
- Students who withdraw after the first week (ie: after 20% of class hours but no more than 40% of class hours) will receive a "W" standing on their transcript. A "W" standing does not affect academic averages
- Students who withdraw after the second week (ie: after 40% of the class hours) will receive a standing of "F" on their transcript. A standing of "F" affects academic average. Special permission to drop a course after the second week with a "W" standing may be granted in exceptional circumstances. Students in this situation should contact the MBA & ECM Programs Office for assistance and advice.
- In the rare situations where the first week's classes are postponed, the withdrawal date will be revised to allow students to attend the first 20% of class hours and make the decision to drop the module without penalty. Students in this situation should contact the MBA & ECM Programs Office at [askmba@sauder.ubc.ca](mailto:askmba@sauder.ubc.ca) for assistance and advice.

Please refer to the [UBC Calendar](#) for exact withdrawal deadlines. All withdrawals should be done through the [Student Service Centre](#).

---

## Voluntary Withdrawal (SSC: Add/Drop) from Part-Time MBA Modules

Students are permitted to withdraw from part-time MBA modules under the following circumstances:

For modules that begin on Friday evenings, students can withdraw with no penalty via the [Student Service Centre](#) provided they do so prior to the start of the next class (i.e. after no more than 4 hours of teaching.)

For modules that begin on Saturday or Sunday, students can withdraw with no penalty via the Student Service Centre provided they do so on the same day prior to the start of afternoon class (i.e. after no more than 4 hours of teaching.)

If a student is unable to drop a module through the Student Service Centre, they should email [askmba@sauder.ubc.ca](mailto:askmba@sauder.ubc.ca) at the MBA & ECM Programs Office before the withdrawal deadline.