

Updated April 12, 2018

## **Add/Drop Course Deadlines in Robert H. Lee Graduate Programs**

The following policy applies to all professional master's programs in the Robert H. Lee Graduate School.

Students are able to add/drop program courses as follows:

- Students may add/drop program courses within the first 20% of class hours with no penalty, as below:
  - Within 4 hours for 1.5 credit course
  - Within 8 hours for 3.0 credit course
- Students who withdraw 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 40% of class hours will receive a fail standing of "F" on their transcript. A fail standing of "F" affects academic average.
- Please review the add/drop course deadlines here:  
<http://www.calendar.ubc.ca/Vancouver/index.cfm?tree=3,45,100,0>

### **For Part-time MBA courses:**

- For courses that begin on Friday evenings, students can withdraw with no penalty prior to the start of the next class session (i.e. after no more than 4 hours of teaching.)
- For full-day courses that begin on Saturday or Sunday, students can withdraw with no penalty on the same day prior to the start of afternoon class (i.e. after no more than 4 hours of teaching.)

All courses add/drop changes for the Full-time, Part-time, MM, and MBAN programs should be made through the [Student Service Centre](#). If students are unable to add/drop courses via the SSC they should email the programs office within the add/drop deadlines to request the change.

### **For IMBA courses:**

- For courses that begin on Friday evenings IMBA students must email the IMBA Program Coordinator in Shanghai by 8.00 pm on Friday (Shanghai time) with no penalty.

*\*Please note that the course add/drop deadline policy may differ for select courses based on instructor discretion. The Robert H. Lee Graduate School staff will notify students of any courses that do not fall within the above add/drop policy once registration is open for each term.*