

BBA TIP SHEET

WITHDRAWING FROM A COURSE

This information is provided to Bachelor of Business Administration (BBA) students to provide further information about topics of interest to students. For students in other programs, please speak directly to your faculty advisor for more information about how this information may pertain to your particular degree.

Drop versus Withdrawal

Dropping a course

Removing a course from your registration prior to the last day to add/drop a course (near the start of each semester)

Tuition (less deposit) is refunded.

No letter grade is assigned. No record of having attempted the course is on a students' transcript.

Withdrawing from a course

Removing yourself from a course after the add/drop deadline has passed, but before the last day to withdraw.

No refunds are given.

A letter grade of "W" is assigned for the withdrawn course(s).

"W" grades do not contribute toward your GPA, and generally employers don't care too much about them (or view them as better than a poor grade), but you can check with those in your intended industry to be sure before you make any final decisions.

If you are currently failing the course, and it's unreasonable to think that you have a good probability of passing the course (not to be confused with mathematically possible), academically the best choice is normally to withdraw. With that being said, below are a number of considerations for you to look into before making a final decision.

Considerations for your decision-making

Repercussions for a failing grade

- If you do fail the course, you can retake it and only the higher grade will be used in the calculation of your GPA. However, the poor grade will always show on your transcripts as a course you took and grade you earned.

Effort required to stay and complete the course

- If you choose to stay in the course, think about the amount of effort that will be required to pass the course. If you chose to withdraw from the one course, would you use that time instead to get better grades in your other courses? Would the reduced stress allow you to do better in your other courses? Or would other stressors replace it?
- Are your academics suffering because you are struggling emotionally or because of outside commitments? You may want to consider withdrawing from one course to help your performance in the rest of your courses or you may want to consider a withdrawal from the entire term. Decisions like this should be discussed with a counselor and an academic advisor to understand the impact of dropping a course.

- Have you sought out and used all available campus resources (SLS)?

Do you need to achieve a certain grade in the course anyway?

- You can play with the advice GPA calculator tab in mruGradU8 to see what your GPA might look like depending on the different grades you might achieve in your courses this term.
- Do you need a minimum grade in this course for it to act as a prerequisite for higher level courses? Business courses will accept any passing grade to act as a prerequisite, but courses you are taking from other disciplines may specify a particular grade (eg, Psychology courses tend to require a C grade in a prerequisite course).
- If you need help figuring out how to calculate your current grade in the course, or what grades you need to achieve going forward to pass the course, the [Grade Computation worksheet](#) may be helpful.

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- You can also consult with your professor and ask if they think you can catch up. Some questions to ask would be:
 - is the second half of the course built on the first half (cumulative)?
 - will the new topics covered rely on information previously presented in class?
 - is there a possibility of make-up assignments or different weighting of assignments if I do well on the final exam?

Do you need to stay in the course to be full time or meet other requirements?

- If you are on student loans, or any other type of funding, please consult the Financial Aid office at financialaid@mtroyal.ca to understand how withdrawing may affect your funding.
- If you live in residence, you are likely required to be full time so this may affect your ability to remain in campus housing – check with your RA.
- If you are currently on Academic Warning or Academic Probation you need to complete a minimum of 2 courses in a term to be considered for [Significant Improvement](#).

How to withdraw from a course

You can withdraw from a course online through your mymru.ca account. We recommend that you go through the withdrawal process, log out of your mymru.ca account, and log back in to make sure that the course is no longer on your schedule for the semester. You will also be able to see your “W” grade on your mruGradU8 if you’ve successfully withdrawn from a course.

Withdraw with cause

If you need to withdraw due to unforeseen circumstances, you may consider a withdrawal with cause. It is very similar to a withdraw, but a “WC” grade appears on your transcript instead of “W” and indicates there were extenuating circumstances requiring your withdrawal. Documentation is needed. The process is outlined [online](#).

Action items if you do choose to withdraw:

Review any future registration you may also have, as withdrawing from a course may mean that you don’t meet the prerequisites for courses you’d planned to take, and you may have to adjust your future registration accordingly.

Three other possibilities to discuss with your Professor

If you are experiencing a new, temporary urgent issue (eg, medical emergency) that means you need to miss class, but you can still complete the course, you may consider either option below instead of withdrawing:

Incomplete Grade:

[I \(Incomplete\) Grade](#): temporarily applied when a student has not completed semester work to the satisfaction of the professor and has been granted an extension to complete that work.

The decision as to whether or not the student will be permitted to enter into a contract for the completion of a course rests with the professor. If the professor is not available, the student should contact the appropriate department/program Chair.

The agreement must be arranged prior to the deadline for submission of final grades and a copy of the agreement must be forwarded to the Office of the Registrar by the professor.

Course requirements must be completed within a maximum of 60 calendar days after the end of the semester.

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The contract must indicate what the letter grade for the course will be if the student does not complete the course work specified in the professor-student contract (i.e., the grade earned in the course to that date).

Unless the Office of the Registrar has been notified before, at the end of the 60-day period, the "I" symbol will be changed to a letter grade as determined by the professor, or, if the specified course work has not been completed, the "I" will be changed to the grade indicated in the professor-student contract.

Extension of the "I" symbol contract beyond the 60-day period can be made at the discretion of the professor.

Except under exceptional circumstances, a student who has entered into an "I" contract will not be eligible for a "WC".

Deferred Examination

A student who is unable to write a final examination at the scheduled time may apply for a [deferred examination](#). The authority to grant or deny a deferred final examination is vested with the chair of the academic unit in which the course is offered. Under no circumstances is the deferred examination to be granted after a student has written the original examination.

Valid reasons for requesting deferral of a final examination include but are not restricted to: personal illness, bereavement, personal injury, unavoidable and unanticipated demands in caring for dependents. The Chair may also consider other compelling reasons that are outside the student's control. The application must be supported by appropriate documentation.

If students become ill or are notified of an emergency during an examination, they should report at once to the invigilating instructor(s), hand in their unfinished examination paper, and request that the examination paper be cancelled. If illness is the cause, they must report directly to Health Services, and should Health Services be closed, medical documentation must be obtained from a physician off campus, so that any subsequent application for a deferred examination may be supported by medical documentation.

In the case of evening students, medical documentation must be obtained from a physician. The professor and Chair should be informed of the circumstances in writing. In the case of an emergency, the student must present appropriate documentation to the professor within three business days of the examination.

Should a student write an examination, hand in the paper for marking, and later report extenuating circumstances to support the request for cancellation of the paper or examination, such requests will not be considered.

Students who have more than two exams scheduled on any calendar day may request and shall be granted a deferral for the third (fourth, fifth, etc.) examinations scheduled on the day. In the event a conflict arises because two or more exams are scheduled at the same time, the Registrar (or designate) will consult with faculty members and assign the deferred examination.

Accommodations

You can also see if there are possible accommodations needed due to an unexpected medical issue that could be accessed through the [Accessibility Services](#) department or the [Campus Equity and Meaningful Inclusion](#) department.