

University/College	1. Policy on feedback prior to withdrawal 2. Compliance?
Briercrest College	<ol style="list-style-type: none"> <li>1. we do not require this but do solicit feedback from instructors on any students with which they have academic concerns.</li> <li>2. we have not mechanism to enforce compliance. We do keep and track all reports received. These are forwarded to the appropriate Academic Advisor for follow-up. This is particularly helpful if the student is struggling in more than one class or if they are already on academic probation.</li> </ol>
Douglas College	<p>We publish in our Registration Guide that students are able to access their mid semester grades (generally during the mid term exam week) in order to assist them with making informed decisions on whether or not to withdraw from a course. It is not a policy - just practice therefore we do not monitor or enforce compliance, however, if we were notified that a student had made a request and had been denied we would pass that information along to the Dean of the area and request support from that Dean.</p>
University of Toronto Mississauga	<p>We will soon require 25% on a full year course before the drop date of February 17th and 15% on a half year course with a drop date of November 4 or March 7 respectively.</p>
Alberta College of Art + Design	<p>Our Grading and Progression Procedure states that instructors are responsible for providing students with feedback on their progress in the course by the mid term. Here are the relevant sections of the procedure (a copy of the complete procedure is also attached):</p> <ol style="list-style-type: none"> <li>(e) Instructors are responsible for providing students with feedback on their progress in the course at or before the mid-term of the semester so that students may, on the basis of instructor feedback, make an informed decision to continue or to withdraw from the course without failure. Where the nature of the course does not lend itself to a formal mid-term evaluation, instructors are required to notify those students whose progression to that date is not satisfactory by way of a "Warning Letter" issued through the Registrar's Office.</li> <li>(d) Instructors are responsible for advising any student not fulfilling course expectations at any time during the semester in writing of his/her progress in the course. Instructors are encouraged to issue "Warning Letters" to students through the Registrar's Office.</li> </ol> <p>We are a small institution (1,100 students) and can still facilitate the sending of individual warning letters. Copies of these letters are kept in the student file, which come in handy in case of a grade appeal.</p> <p>Our First Year Studies department has taken the requirement for feedback a step further and have made mid-term grades a requirement for its faculty. These are requested to be submitted at least ten days prior to the last day to withdraw without failure. We don't "police" this however, and advise students who are looking for their missing midterms to follow up directly with their faculty member. It's highly effective!</p>
Nova Scotia Agricultural	<p>Our deadlines are fairly generous so this hasn't been an issue to date. However, we have had students request that they receive feedback before the last day to drop courses and receive a refund. :)</p>

College	
University of New Brunswick Saint John	At UNBSJ we do not have any such registration
Mount Allison	<p>academic regulation 6.2.2 _Withdrawal Without Penalty states:</p> <p>/All students registered during the Fall and Winter terms may withdraw without academic penalty from a 3 credit course before the end of the eighth week of term and from a 6 credit course before the end of the second week in the Winter term. The withdrawal deadline for a full year 3 credit course is the same as for a 6 credit course. /</p> <p>/In all courses, work worth at least 20% of the final grade will normally be evaluated and returned to students before the withdrawal date for the course. Exemptions from the policy must be authorized by the appropriate Academic Dean./</p> <p>Generally speaking if an instructor cannot provide that information within those timelines, they will request through their Dean an extension to the deadline for withdrawal in their course. This only happens on very rare occasions and I am not aware that there has been a problem with enforcing compliance.</p>
ONTARIO COLLEGE OF ART & DESIGN	<p>1. Our grading policy includes the following:</p> <p>“7. Teaching faculty must provide students with an interim grade based on work to date at least one week prior to the final deadline to withdraw from a course without academic penalty.”</p> <p>There are no criteria with respect to the interim grade being based on a specific percentage of the grade.</p> <p>Program Chairs remind their faculty to notify students before the deadline. Students with failing grades are formally advised of such through their student email account and their Faculty office receives a copy of these messages.</p> <p>2. This system does not work very well in the compressed summer durations as withdrawal deadlines are earlier and faculty find they do not have enough work on which to base a grade.</p>
Vancouver Community College	<p>Student Required to Withdraw Policy</p> <p>Purpose To provide procedures for instructors and department heads who require a student to withdraw from a course or program for failing to meet established requirements.</p> <p>Policy The College will require students to withdraw from a program or course when they do not maintain established progress or attendance standards. This action will only be undertaken after appropriate remedial assistance has been attempted and documented.</p>

	<p>Applies to All VCC students.</p> <p>Procedures 1. At the beginning of each course or program, the instructor will give students a written course outline. The outline will set out expectations and requirements, including attendance. The outline will also include grade appeal procedures.</p> <p>2. The instructor will periodically evaluate performance and attendance and inform students of their progress.</p> <p>3. If students require remedial assistance, the instructor will make appropriate referrals to college services. The onus is on the student to follow through with the referral.</p> <p>4. Instructors will document action taken to assist students with meeting program or course requirements.</p> <p>5. Instructors will notify the student when possible and the department head of any student who is required to withdraw, identifying reasons and remedial action taken. The department head will notify the Registrar's Office in writing stating the reasons.</p> <p>Student Required to Withdraw Policy 09/08/98 Page 2</p> <p>6. The Registrar's Office will notify the student, in writing, stating the reasons their registration has been terminated. The Grade RW (required to withdraw) will be recorded on the student's official transcript.</p> <p>7. Normally students who receive two (2) Required Withdrawals may not re-register at the College within a one year period. In unusual circumstances the Dean may approve exceptions.</p> <p>8. Students can appeal the Required Withdrawal under the VCC Grade Appeal Policy.</p>
St Francis Xavier University	<p>We do not have such a policy. The Deans' Office staff look for potential problems after October quizzes and December finals and mid-terms using reports that return students with low averages or a number of failures.</p>
Dalhousie University	<p>We do not have a policy in place but we do require mid-term tests to be scheduled by mid- October and mid-February. We do not monitor this.</p> <p>From time to time a student may appeal for a retroactive withdrawal through the appropriate Dean based upon the fact they did not receive feedback from their instructors and the request has been granted.</p>
Kwantlen University College	<p>Kwantlen University College we have a policy that identifies that at least two graded assignments must be returned to the student before the deadline to withdraw. If this doesn't happen for some reason and a student appeals for a withdrawal after the deadline then we are pretty generous on the student's behalf.</p> <p>here is the url for our policy.  <a href="http://www.kwantlen.ca/policies/C-LearnerSupport/c20.pdf">http://www.kwantlen.ca/policies/C-LearnerSupport/c20.pdf</a></p> <p>EVALUATION</p> <ol style="list-style-type: none"> <li>1. Normally a final grade in any given course is based on continuous evaluation of the achievement of course objectives.</li> <li>2. The manner in which achievement is to be evaluated will be stated in writing in the course presentation given to students at the beginning of each course.</li> <li>3. Students' final marks should normally be based on no fewer than four separate evaluations.</li> <li>4. Normally no single evaluation shall be worth more than 30% of the final mark, but a final exam may be worth up</li> </ol>

	<p>to 50% if it is appropriate to the course objectives.</p> <p>5. The number of evaluations required will be pro-rated for courses of less than a semester in length.</p> <p>6. Normally two evaluations should be given, graded and returned prior to the last day for withdrawal from a course.</p>
UNB Fredericton	<p>The point you have raised was part of an ongoing discussion at UNB F regarding the withdraw period. We were concerned that students would not receive formal feedback (test, graded assignments, papers, etc) prior to the close of the withdraw period.</p> <p>We were particularly concerned with new 1st year students who are dealing with a number of transition issues, including very different assessment styles as compared to high school. We considered the possibility of requiring formal assessment early in the term but in the end chose not to go this route. We did not feel that we would be in a position to impose such a requirement for assessment under current Calendar regulations. We also recognized that it may not be an appropriate assessment in all courses. The approach we did adopt was to extend the withdraw period from half way through the term to 3/4 with the expectation that assessments would have been returned to students in the majority of courses by this point in the term. Concerns were raised after the change, especially in terms of group work and group assignments. In response the Senates have moved it to 2/3 but again would not consider requiring that an assessment be done prior to the date.</p> <p>In short, we do not have a policy as you have outlined but I thought you would find the discussions we have had on this point useful.</p>
Lakehead University	<p>At Lakehead we had a "recommendation" passed through Senate last year asking that students have feedback before the drop date. It did not specify a % nor can it be enforced since it was only a recommendation. When I consider petitions however I do give a lot of weight to whether or not they had graded feedback.</p>
Simon Fraser University	<p>We do not have such a policy but we have similar concerns.</p>
Capilano College	<p>We have no policy.</p>
UNB Saint John	<p>At UNBSJ we do not have such a policy</p>
Mount Royal College	<p>We have just approved a new policy which requires instructors to provide more feedback earlier. Specifically, students must receive 25% of the course mark 10 working days before the withdrawal deadline. We don't have any specific plans to monitor compliance but this and other limitations on exam weightings now occupies a more prominent place in our calendar (see p. 33, 2008/2009 calendar, Limitation on Exam Weighting). In theory, a non-compliant instructor would lose a grade appeal.</p>
UNIVERSITY OF WINDSOR	<p>1.6 Instructors must provide meaningful feedback to students on their in-course performance prior to the voluntary withdrawal deadlines (see 1.15 below), in accordance with Senate policy.</p>
Kwantlen University College	<p>Kwantlen University College does have a policy requiring instructors to provide two graded assignments prior to the withdrawal deadline. The weighting/value of the assignment is not specified. As far as I'm aware, compliance is not actively monitored. In cases where a student appeals for the ability to withdraw after the deadline on grounds that he/she did not</p>

	<p>have access to 2 graded assignments prior to the deadline we will approve the appeal upon confirmation from the instructor. The policy is published at the following URL:</p> <p><a href="http://www.kwantlen.ca/policies/C-LearnerSupport/c20.pdf">http://www.kwantlen.ca/policies/C-LearnerSupport/c20.pdf</a></p>
Thompson Rivers University	<p>t Thompson Rivers University we have such a policy (see link). It is monitored by the students and it is enforced through appeals. (Actually Chairs are supposed to gather and check course outlines, but . . .)</p> <p><a href="http://www.tru.ca/assets/policy/ed/ed03-9.pdf">http://www.tru.ca/assets/policy/ed/ed03-9.pdf</a></p> <p>The "meaningful" proportion of the course is open for debate, and often is. However, it is usually interpreted that the student has received enough concrete feedback to be able to decide if they are "on track" or not. It will vary by the type of course so a % is not always a good indication.</p>
University of Regina	<p>We publish the deadline by section in the student's schedule. With over 30 different start dates for classes with as many dates for withdrawal without academic penalty, we strongly encourage students to discuss their progress with their professors if they have concerns.</p> <p>We outline responsibilities of the instructors:  <a href="http://www.uregina.ca/gencal/ugcal/attendanceEvaluation/ugcal_57.shtml">http://www.uregina.ca/gencal/ugcal/attendanceEvaluation/ugcal_57.shtml</a>  This is not complete given that the Faculty/Program Areas also list requirements (not available on the web). We strongly encourage feedback to the students within the first four weeks of class. Enforcement is the responsibility of the Deans and/or Department Heads. Do they ensure that all students receive a syllabus during the first week of class outlining the schedule of the course and the evaluation methods? Is the syllabus publicly available prior to the start of term? (desirable but not achieved at the University of Regina yet). Management of instructors is the responsibility of the Dean. If students know how they will be evaluated at the start, they can recommend and then agree to changes early in the term.</p> <p>We will not implement the mid-term grade functionality of Banner as we have no desire to enforce submission or encourage appeals of mid-term grades as an official record of the University. The final grade, approved by the Dean, is the official grade and is appealable.</p>
University of Waterloo	Answer to question 1 is NO
Université de Moncton	No
University of Lethbridge	<p>1. Under "Grading" in our calendar, the following statement appears:  "An instructor...upon request, communicate to students an estimation of their levels of performance by the end of the eighth week of the semester." The last day to withdraw falls in the 9th week.</p> <p>2. We do not monitor or enforce this compliance. I have had requests from the Dean's office asking us to extend the</p>

	<p>withdrawal period by a day or two, for students in a particular class because, for whatever reason, the instructor cannot provide this in a timely manner. If students request an estimation and it is not available by the eighth week, the instructor will usually discuss this with the Dean and the Dean notifies us of a requested extension.</p>
Red Deer College	<ol style="list-style-type: none"> <li>1. The mid-term feedback date is set in our Academic schedule policy and is 5 days following the midpoint of the term. It is posted on course outlines and on our web academic schedule. Our WD date is three weeks prior to the last day of classes and is also posted in our academic schedule. The intent of the policy is to give student enough information about progress in a course to make an informed decision by the WD date.</li> <li>2. Program chairs sign off course outlines and the dates are publicized. Students have used this in grade appeals so there is good general awareness.</li> </ol>
McMaster University	<p>SECTION B: EARLY FEEDBACK</p> <p>When students are aware of their progress early in a course they can make informed decisions.</p> <ol style="list-style-type: none"> <li>1. All students should receive feedback regarding their progress prior to the final date by which a student may cancel the course without academic penalty.</li> <li>2. For the majority of undergraduate courses this feedback must equal a minimum of 10% of the final grade.</li> <li>3. For supervised study, thesis, capstone, inquiry, and independent research/study courses, clear and early feedback must also be provided.</li> </ol>
Grant MacEwan College	<ol style="list-style-type: none"> <li>1. (1) Students shall have at least one exam or assignment, constituting part of the final grade, evaluated early in the course; the student shall receive feedback in time for discussion with the instructor prior to the last day to withdraw from the course without academic penalty.  (2) Notwithstanding the above, in cases of workplace learning students shall receive written feedback on their performance during their placement. Whenever possible, this feedback shall be received in time for discussion with the instructor prior to the last day to withdraw from the course without academic penalty.  (3) Notwithstanding the above (1 and 2), in cases of 400-level seminars, independent study courses, directed research courses, and thesis courses, students shall receive feedback on their performance. This feedback shall be received in time for discussion with the instructor prior to the last day to withdraw from the course without academic penalty</li> <li>2. We do enforce this. If a student complains that feedback was received prior to the last day to withdraw, I ask the Dean to investigate. If it is true, I work with the Dean to extend the wd deadline.</li> </ol>
Atlantic Baptist University	<p>We do have formal Mid-Term evaluations where we require a grade submitted on a date which precedes the withdraw date. The idea is to provide exactly what your SA is concerned about: providing adequate feedback to students, particularly those in there first year.</p> <p>We originally just had the mid term grades available to faculty advisors and notified students that they were available but</p>

	<p>last year we began printing this grades and placing them in the student mail as well. This was due in part to make them more accessible and in part to answer faculty concerns of seemingly low numbers of students checking with them (it was an argument that faculty was using to do away with the official mid term submissions).</p> <p>We do a formal grade submission in the Fall semester and ask the faculty to do an informal one in the Winter, as a bit of a compromise on faculty disliking the additional work. The rational is that the first semester is the key one for new students and that faculty have gotten the idea that, formal or otherwise, there is a stated expectation to provide adequate feedback prior to the withdraw date. For the formal Fall submissions, we treat them as we do final grades and monitor and ensure compliance with them accordingly.</p>
Brock University	<p>1. Yes, it states that “Whenever and wherever reasonably possible, instructors shall be responsible for communicating a minimum of 15% of the final course grade to all students registered in courses no later than the week prior to the last date for withdrawal without academic penalty. In cases, where due to the nature of the course, this requirement cannot be met, the instructor shall inform students in the course syllabus.”</p> <p>2. Largely through the Deans who keep the Composition of Required grade forms on file. Also, since the information is required to be on the course syllabus – students are aware of this expectation as well. Faculty have generally been quite diligent in clearing any exceptional situations through their Deans and with notification to my office as well.</p>
University of Ontario Institute of Technology	<p>We have a policy called Responsibility of Academic Staff With Regard to Students (link below) which specifies that instructors must provide written evaluative feedback and/or at least one mark prior to the voluntary withdrawal deadline specified in the Calendar. This policy was inspired by the Manitoba one of the same name.</p> <p>There is no monitoring mechanism other than upholding student appeals based on the policy.</p> <p><a href="http://uoit.ca/EN/main2/about/14057/14152/Academic_Policies_and_Procedures/responsibilities_academic_staff.html">http://uoit.ca/EN/main2/about/14057/14152/Academic_Policies_and_Procedures/responsibilities_academic_staff.html</a></p>
Saskatchewan Institute of Applied Science and Technology	No