

Automated Student Request System (ASRS) Approval Guidelines - Semester one 2022-2023

Requests and Approval Guidelines		Period	Penalty
Addition of Courses (to current semester)	<p>Students should use the <i>Late Adjustment to Registration with Penalty</i> option on SAS to add a course. Once the Late Registration Penalty charge is accepted it is automatically applied to the student's account with immediate access to register up to 11:59pm. The student should then proceed to the Add/Drop option to register and then pay the penalty.</p> <p>NOTE: If there was any financial hold before the charges were accepted the student will not be able to utilize the access.</p> <p>The penalty charges should be paid to prevent a financial hold.</p>	October 1 - November 26, 2022	\$4000
		November 27 - December 22, 2022	\$8000
Retroactive Addition of Courses (to previous semesters)	<p>Students should not be allowed to submit coursework or sit examinations without being properly registered, therefore, retroactive addition of courses are only approved if:</p> <ul style="list-style-type: none"> - A scholarship/bursary/grant payment was late - The UWI system prevented the registration within the semester - The course was not on the system during the semester - Any other Department or Faculty error 	After December 22, 2022	\$8000
Dropping of Courses (course removal in current semester)	<p>Dropping of courses are only approved at the discretion of the Academic Board based on the reason for making the request which should be due to exceptional circumstances.</p>	October 1 - November 26, 2022	\$4000
		November 27 - December 22, 2022	\$8000
Dropping of Courses (approval for LW Grades)	<p>Approval for LW grade is granted once the course(s) is not eligible for removal.</p> <p>NOTE: The student remains financially obligated to the course after an LW approval. A subsequent registration of the same course(s) requires payment; the fee will NOT be waived.</p>	N/A	No Penalty

Retroactive Dropping of Courses (for previous semesters)	<p>Retroactive requests to drop will only be considered for up to six (6) semesters preceding the current semester.</p> <p>Only courses without grades can be considered for removal.</p>	After December 22, 2022	\$8000
NOTE: The Faculty may recommend a waiver or reduction of any applicable penalty using the comment section on a request. A waiver or reduction should be supported with reason.			
Leave of Absence (LOA)	Registration will be removed once approved for LOA.	July 25 - September 30, 2022	No Penalty
Late Leave of Absence (LLOA)	<p>Only LLOA requests without registration can be approved.</p> <p>All LLOA requests with registration will be denied and the student informed to make a <i>Late Adjustment to Registration</i> request to drop the courses which will be approved for LW grades.</p>	As of October 1, 2022	No Penalty
Voluntary Withdrawal (VW)	Registration will be removed once approved for VW.	July 25 - September 30, 2022	No Penalty
Late Voluntary Withdrawal (LVW)	<p>Only LVW requests without registration can be approved.</p> <p>All LVW requests with registration will be denied and the student informed to make a <i>Late Adjustment to Registration</i> request to drop the courses which will be approved for LW grades.</p>	As of October 1, 2022	No Penalty
If Possible: <ul style="list-style-type: none"> - Confirm claims made by students who were affected by The UWI staff or systems - Attach supporting documents - Provide any other information that will support the request 			