



THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Management

A very warm welcome back to the BMGT program! We hope your first week has gone well. We will keep this short – we have a few key pieces of information that we want to make sure you are aware of:

1. The add/drop deadline for 2020W Term 1 courses is September 21 (11:59pm PDT). If you drop a course before that deadline, the course will not appear on your transcript and you will be eligible for a full tuition refund, if you have already paid for that course.
2. Between September 22 and November 13, you can still withdraw from a course through [your SSC](#) using the “add/drop courses” function. For courses dropped during this period, you will receive a W standing and will be charged tuition. Any changes to course registration after November 13 require Faculty approval and cannot be made through the SSC. Please note that requests to drop a course after November 13 require a formal submission of a [Late Withdrawal Request](#) and are not guaranteed to be approved.
3. Academic integrity is very important to the UBC community. We strongly encourage you to review the Academic Integrity material in the MGMT Foundations course in Canvas and to review any other academic integrity resources provided by your instructors. If you have any questions about whether certain behaviour is considered academic misconduct, please ask your instructors well in advance.
4. Academic concession is the official process to handle instances of student illness or other personal challenges that affect your ability to complete course work on schedule. Again, please review the material on academic concession that is provided in the MGMT Foundations Canvas course. In general, if you are requesting academic concession for one course you should connect first with the instructor. If you think that you will require academic concession for multiple courses, please connect with the Academic Programs Office (fom.bmgt@ubc.ca) and we can assist with steps to move forward.
5. The final exam schedule for the December exam period will be released in October. Do not finalize any travel plans or other significant commitments until after you know your final exam schedule. Requests for out-of-time exams will not be granted due to travel conflicts.
6. There are several resources available to support you in a variety of areas; please reach out to fom.bmgt@ubc.ca if you are unsure about navigating the UBC system. The BMGT [Online Learning Resources for Students](#) provides links to many resources including technology support, learning assistance, the Student Learning Hub, and Health and Wellness supports.
7. Please ensure you include your name and student number in all emails to fom.bmgt@ubc.ca.

Kind regards,

Dayl Hancock
Academic Programs Coordinator

On behalf of:

Academic Programs Office

Faculty of Management

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<https://management.ok.ubc.ca>