Dropping a core course

If you are a full-time student in second or third year, you may reduce your academic load by 0.5 credits below the full academic load. If you would like to reduce your course load, it is recommended that you do so by dropping a CS/HSS, natural science or technical elective.

In rare circumstances, students may be permitted to reduce their course load by dropping a core (required) course. The following conditions must be met before a full- time student with a full academic load can request to drop a core course. *Please note that these conditions do not apply to part-time students, or to students who are registered with Accessibility Services and have a Reduced Course Load Accommodation*.

- You have made use of all of the resources available to you. For example, you have met with your Academic Advisor, attended the instructors' and/or TAs' office hours and spoken to a Learning Strategist.
- You have received at least 10% of your grade for the core course that you would like to drop. Core courses can be dropped no sooner than 5 days before the drop deadline, and must be dropped by the drop deadline.
- You have created an academic plan outlining your remaining degree requirements and proposed timeline for completing the deferred core course. Academic plan templates are provided on pages 2-3.

A request for an exception to the Course Drop Policy must include **all** of the following:

1. List of resources that you have used to improve your performance in the course
2. Completed Grades Assessment Chart for the core course that you would like to drop
3. Completed Course Request Form
4. Academic plan for completing your remaining degree requirements

Important points to consider:

- Quality of instruction is **not** a valid reason to drop a core course.
- You will not be permitted to continue to the next year of study if you have more than two core courses outstanding from a previous year.
- Dropping a course may result in unresolvable scheduling conflicts later on.
- If the course that you have requested to drop is a pre-requisite for another course, you will not be permitted to enrol in that course until the deferred course is completed.
- Reducing your academic course load to less than a full course load as defined by your year and program of study may make you ineligible for scholarships and the Dean's Honour List.
- If you are a full-time student, you will still have to pay the full-time program fee, and you will not be entitled to any tuition refunds.

If you are considering dropping a core course, we strongly recommended that you consult your Academic advisor. Your Academic Advisor will let you know how dropping a core course may impact the length of time it will take you to complete your degree requirements and other concerns that you should be aware of (e.g. course overload in future sessions, full-year courses, etc.).

Academic Plan Template – Industrial Engineering – new curriculum

(**only** for students who will begin/are completing most of their second year in 2023-2024)

2023 Fall 1. MAT238H1: Differential Equations and Discrete Math 2. MIE236H1: Probability 3. MIE242H1: Foundations of Cognitive Psychology 4. MIE250H1: Fundamentals of Object-Oriented Programming 5. MIE262H1: Deterministic Operations Research	**2024 Winter** 1. MIE223H1:Data Science 2. MIE237H1:Statistics 3. MIE240H1: Human Factors Engineering 4. MIE245H1:Data Structures and Algorithms 5. MIE263H1: Stochastic Operations Research
2024 Fall 1. MIE353H1: Data Modelling 2. MIE358H1: Engineering Economics 3. MIE360H1: Systems Modelling and Simulation 4. MIE370H1: Introduction to Machine Learning 5. Technical Elective (TE) 1 – (CSC384 OR MIE343 OR MIE344 OR MIE365 OR MIE368)	**2025 Winter** 1. MIE350H1: Design and Analysis of Information Systems 2. MIE359H1: Organization Design 3. MIE363H1: Operations and Supply Chain Management 4. TE 2 – (MIE304 OR APS360 OR MIE345 OR MIE354 OR MIE367 OR MIE369) 5. CS[1] 1 –
2025 Fall 1. PEY Co-op	**2026 Winter** 1. PEY Co-op
2026 Fall 1. MIE490Y1: Capstone Design 2. TE 3 – 3. TE 4 – 4. TE 5 – 5. CS[1] 2 –	**2027 Winter** 1. MIE490Y1: Capstone Design 2. TE 6 – 3. TE 7 – 4. TE 8 – 5. CS[1] 3 –

Note[1]: **IndE students following the "new" curriculum are required to complete 1.5 CS/HSS credits, out of which 1.0 HSS credits is mandatory.**

Academic Plan Template – Industrial Engineering – old curriculum

3F	**3W**
1. MIE343 2. MIE350 3. MIE360 4. Technical Elective (TE) 1 – 5. CS[1] 1 –	1. MIE335 2. MIE363 3. MIE364 4. TE 2 – 5. CS[1] 2 –
1. PEY Co-op	1. PEY Co-op
4F	**4W**
1. MIE463 2. MIE490Y1 3. TE 3 – 4. TE 4 – 5. CS[1] 3 –	1. MIE459 2. MIE490Y1 3. TE 5 – 4. TE 6 – 5. CS[1] 4 –

Note[1]: **IndE students following the "old" curriculum are required to complete 2.0 CS/HSS credits, out of which 1.0 HSS credits is mandatory.**

Academic Plan Template – Mechanical Engineering

2F 1. MIE230 2. MIE231 3. MIE243 4. MIE270 5. CS[2] 1 –	**2W** 1. MAT234 2. MIE210 3. MIE221 4. MIE222 5. CS[2] 2–
3F 1. MIE301 2. MIE312 3. MIE342 4. MIE258 5. Natural Science elective –	**3F** 1. MIE315 2. MIE313 3. MIE334 4. Stream 1 – 5. Stream 2 –
1. PEY Co-op	1. PEY Co-op
4F 1. MIE491 2. Stream 1 cont'd – 3. Stream 2 cont'd – 4. Technical Elective (TE[1]) 1 – 5. CS[2] 3–	**4W** 1. MIE491 2. TE[1] 2 – 3. TE[1] 3 – 4. TE[1] 4 – 5. CS[2] 4–

Note[1]: **At least one technical elective should be design. Design technical electives are indicated with an asterisk in the title**

Note[2]: **MEC students are required to complete 2.0 CS/HSS credits, out of which 1.0 HSS credits is mandatory.**