



University
of Victoria

Faculties of Humanities, Science & Social Sciences
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Acting Associate Dean
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MEMORANDUM

20 JULY 2011

FROM: GARY MACGILLIVRAY

FOR DISTRIBUTION TO: ALL TRI-FACULTY UNDERGRADUATE WINTER SESSION INSTRUCTORS, AND CHAIRS, DIRECTORS, AND STAFF

The information below is intended to assist you, whether you are new or experienced at UVic, in navigating the various regulations that govern course delivery. Some of the items are straightforward reminders of general issues, others are ones that are most likely to cause difficulty for students and instructors. Your Chair or Director is your main source of information, but should you have any questions regarding these matters, or queries about any other issues that affect student academic administration at UVic, please do not hesitate to contact me (adadva@uvic.ca; 721.7565).

DEADLINES IN GENERAL

Please familiarize yourself with the [2011-12 Academic Year Important Dates](http://web.uvic.ca/calendar2011/GI/2AYelD.html) (<http://web.uvic.ca/calendar2011/GI/2AYelD.html>).

ADD DEADLINES & REQUESTS FOR LATE ADDS

The Add Deadlines for courses are of particular importance. ProFormas for Directed Studies are subject to the Add Deadlines.

Winter Session—First Term

September 2011		
5	Monday	Labour Day ¹
6	Tuesday	First-year registration and opening assembly for Faculty of Law
7	Wednesday	First term classes begin for all faculties
15	Thursday	Last day for course changes in Faculty of Law
20	Tuesday	Last day for 100% reduction of tuition fees for first-term and full-year courses
24	Saturday	Last day for adding courses that begin in the first term

Winter Session—Second Term

January 2012		
1	Sunday	New Year's Day ¹
2	Monday	University closed
4	Wednesday	Second-term classes begin in all faculties
6	Friday	Senate meets
12	Thursday	Last day for course changes in Faculty of Law
17	Tuesday	Last day for 100% reduction of second-term fees
21	Saturday	Last day for adding courses that begin in the second term

Although they are rare, for [Non-Standard-Length Courses 201109-201201](http://web.uvic.ca/undergrad/registration/reguide/winter/courses_non-standard_dates.html) it is especially important to recognize that the Add Deadline is the same date as the 100% Fee Reduction deadline.

(http://registrar.uvic.ca/undergrad/registration/reguide/winter/courses_non-standard_dates.html)

THE DEADLINE

The Add Deadline is a Senate-mandated *Calendar* regulation that is of no less gravity than Fee Reduction Deadlines and the Academic Drop Deadline.

- Instructors must review their class lists prior to the Add Deadline and, if possible, alert any non-registered students to their status; primary responsibility for registration does, however, remain with the students.
- If you intend to provide registration offers to students on a waitlist, you must ask your office staff to undertake this in sufficient time for the offer to be generated and responded to by the students prior to the Add Deadline. If this requires an overload to the maximum class enrolment, your staff will let you know if your classroom capacity can accommodate this.
- After the Add Deadline instructors must not mark any work from students not formally registered in their courses, and should instruct these students not to continue attending the class.
 - Acceptance of work from non-registered students after the Add Deadline does not in itself constitute a ground for approval of a Request for a Late Add even though it creates a clear, though unfounded, presumption on the part of the student.

REQUEST FOR A LATE ADD

Requests from students to add courses after the Add Deadline will not normally be approved (see below, "Circumstances and Ground").

- If a student wishes to submit a Request for a Late Add (undertaken by completing an *Undergraduate Course Change Form*), this must be done as soon as possible after the Add Deadline, and normally before three subsequent instructional hours have passed.

If you know that a Request for a Late Add is pending and coursework is due, you may either:

- accept the work but not mark it until the Request has been adjudicated, and then only if it is approved, or;
- accept the work and mark it, but not release the grade to the student unless and until the Request has been adjudicated and approved.

Circumstances and Ground

The circumstances that provide ground for approving a Request for a Late Add are similar to those for Academic Concessions: there must be a demonstrable circumstance that is exigent, something clearly beyond the student's control.

- Failure to manage registration properly, including failure to respond to a waitlist offer, does not constitute ground.
- Failure to keep a University financial account current does not constitute ground.
- Space becoming available in the course after the Add Deadline does not constitute ground.
- The instructor continuing to accept work from a non-registered student after the Add Deadline does not constitute ground.

Process

It is very important that an instructor not act in place of a student in the submission a Request for a Late Add. Responsibility for timely and correct registration rests with the student: he or she must initiate the Request for a Late Add process, and must respond to the queries from my office that will almost always arise from that Request. My office will contact the instructor as required during process and no student will be added to a course without the instructor's agreement.

Approval

An instructor cannot approve a Request for a Late Add, and it is very important that a student not be given the impression that he or she can do so. The authority to approve a Request rests with the Associate Dean, Academic Advising, acting as delegate of the Dean of the Faculty of registration of the student, if that Faculty is Humanities, Science, or Social Sciences. Once the request reaches my office, we contact the student; if there is no evident ground for approval, the student is given an opportunity to respond and add further information if applicable.

ACADEMIC CONCESSIONS DEFERRAL, AEGROTAT, EXTENDED DEFERRAL, DROP

Until you submit your grades through FAST to your approver, you manage directly all Academic Concession requests from students regarding the submission of work that has not been completed because of accident, affliction, or illness.

Once you submit the class grades no further work can be accepted unless students request a formal Academic Concession by completing a *Request for Academic Concession (RAC)* form and submitting it to Undergraduate Records. This they must do normally within ten days of the end of the examination period for the term in which the course is taken. The form is available at the Advising Centre, or Undergraduate Records, or here: <http://web.uvic.ca/advising/forms.htm>. Records will send initial Deferral (DEF) and Aegrotat (AEG) requests to the Department Chair, or Program or School Director, and instructor for assessment and approval. Records will send Extended Deferral and Drop requests to my office for adjudication.

DEFERRAL AND GRADE SUBMISSION

If you are aware that a student has submitted, or will be submitting, a RAC for a DEF of work not completed and you are submitting your grades for the course, you must submit a grade of N, not F (see below). **IT IS PARTICULARLY IMPORTANT TO UNDERSTAND THAT THE N GRADE CANNOT ON ITS OWN BE USED AS AN INFORMAL DEFERRAL.** Once you submit the grades for a course and they are approved an N, like any other grade, becomes a permanent entry on the student's record unless a RAC for a DEF is approved and the outstanding work is completed, or there is a Grade Change approved on the basis of a calculation error, or a grade is successfully appealed.

If a RAC is submitted by a student and approved by you and your Chair or Director, Records will change the submitted grade to DEF.

- If the outstanding work is submitted by the DEF deadline, upon your submission of a Grade Change form the DEF will become this revised grade.
- If the outstanding work is not submitted by the DEF deadline, the DEF will be replaced by N.

FAILING GRADES: F & N

Instructors must differentiate between the F and N grades (see **Grading** (<http://web.uvic.ca/calendar2011/FACS/UnIn/UARe/Grad.html>) for details). Failure to select the proper grade results in an incorrect indication of a student's achievement and affects a student's eligibility for an Academic Concession.

- A grade of **F** must be assigned if a failing final grade is achieved and if all course work HAS been completed, both term work and a final examination, if any.
- A grade of **N** must be assigned if a failing final grade is achieved and if all course work HAS NOT been completed, both term work or a final examination, if any. A grade of N may also be assigned if a passing final grade is achieved but the missing course work is required in order to pass the course.

GRADE CHANGES

Completed *Undergraduate Grade Change* forms are to be sent to my office for approval. Please fill out forms completely and accurately, and include a clear reason. Grade changes will normally only be approved for the current term and the term immediately preceding it.

Where a Grade Change follows upon a Deferral, it is crucial that the outstanding work be completed before the end of that Deferral period. If a Grade Change is submitted after this deadline, it must be noted on the form that the work was completed and submitted in advance of the Deferral deadline. Should a student require an extension past the end of the Deferral period, he or she must submit a RAC for an Extended Deferral.

ACADEMIC INTEGRITY

UVic has a clear **Policy on Academic Integrity** (<http://web.uvic.ca/calendar2011/FACS/UnIn/UARe/PoAcl.html>) Where an instructor is convinced that an incident of plagiarism or cheating has occurred, it must be documented and communicated to the Chair or Director. Subsequent process is described in the *Policy*.

EVALUATION

Students have a right to transparent course expectations and marking practices. Please see the UVic *Calendar* provisions on **Evaluation of Student Achievement** (<http://web.uvic.ca/calendar2011/FACS/UnIn/UARe/EoStA.html>) It is extremely helpful to students if some marks or feedback can be given prior to the Academic Drop Deadlines (see above, "Add Deadlines and Requests for Late Adds", for deadline information).

WAITLISTS

As procedures regarding waitlists, maximum course enrolment and automatic dropping of students who do not attend the first three instructional hours of class differ across departments and programs, please be sure to explain and repeat your policy to students.

With UVic's system of time-limited waitlist offers sent to students by email, it is especially important to remind students that they must pay particular attention to communications that will be sent by default to their uSource Preferred Email Address. Beginning the first day of the month in which a course starts there is a 24-hour limit to respond once a waitlist offer is sent, and failure to respond is not in itself sufficient ground for the approval of a Request for a Late Add (see above).