## 2016-2017 Academic Year Important Dates

In recognition of the fact that the University of Victoria is a diverse community, the Office of Equity and Human Rights has compiled a list of high holy days available at their website. Faculty and staff may wish to refer to this list in responding to requests from members of religious groups for variations in examination schedules due to religious observances.

### 2016-2017 Official Academic Year Begins

#### Summer Session—2016

See Summer Studies website for complete dates: <www.uvic.ca/summer>.

**May 2016**
- 2 Monday: May-August courses begin for all faculties
- 6 Friday: Senate meets
- 9 Monday: May and May-June courses begin
- 23 Monday: Victoria Day
- 26 Thursday: Senate Committee on Academic Standards meets to approve Convocation lists
- 31 Tuesday: Fees deadlines for summer (see Add and Drop Dates for Standard 2016 Summer Courses on page 72)

**June 2016**
- 1 Wednesday: May courses end
- 2 Thursday: June courses begin
- 13-17 Mon-Fri: Spring convocation
- 24 Friday: May-June and June courses end
- 30-1 Thur-Fri: Reading Break, May-August sections only

**July 2016**
- 1 Friday: Canada Day
- 4 Monday: July and July-August courses begin
- 15 Friday: Deadline to apply to graduate for fall convocation (all faculties)
- 26 Tuesday: July courses end
- 27 Wednesday: August courses begin
- 27-29 Wed-Fri: Supplemental and deferred examinations for Winter Session 2015-2016 (except for Engineering courses)
- 29 Friday: May-August classes end for all faculties

**August 2016**
- 1 Monday: British Columbia Day
- 2 Tuesday: May-August examinations begin for all faculties
- 16 Tuesday: May-August examinations end for all faculties
- 19 Friday: July-August and August courses end

### Winter Session - First Term

#### September 2016
- 5 Monday: Labour Day
- 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 standard first term and full year courses. 50% of tuition fees will be assessed for courses dropped after this date.1
- 23 Friday: Last day for adding courses that begin in the first term
- 30 Friday: Last day for paying first term fees without penalty

#### October 2016
- 7 Friday: Senate meets
- 10 Monday: Thanksgiving Day
- 11 Tuesday: Last day for 50% reduction of tuition fees for standard courses. 100% of tuition fees will be assessed for courses dropped after this date.4
- 19 Wednesday: Senate Committee on Academic Standards meets to approve Convocation lists
- 31 Monday: Last day for withdrawing from first term courses without penalty of failure

#### November 2016
- 4 Friday: Senate meets
- 9,10 Wed, Thu: Fall Convocation
- 9-11 Wed-Fri: Reading Break (except Faculty of Law)
- 11 Friday: Remembrance Day
- 15 Tuesday: Faculty of Graduate Studies deadline to apply to graduate for Spring Convocation (students completing in the Fall term only)

#### December 2016
- 2 Friday: Senate meets
- 5 Monday: First-term examinations begin, except Faculty of Human and Social Development
- 15 Thursday: Undergraduate deadline to apply to graduate for Spring Convocation
- 19 Monday: First term examinations end for all faculties
- 24-2 Mon-Mon: University closed
- 25 Sunday: Christmas Day
- 26 Monday: Boxing Day
## Winter Session - Second Term

### January 2017
- **1 Sunday** New Year’s Day
- **4 Wednesday** Second term classes begin for all faculties
- **6 Friday** Senate meets
- **12 Thursday** Last day for course changes for Faculty of Law
- **17 Tuesday** Last day for 100% reduction of second term fees for standard courses. 50% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see www.registrar.uvic.ca
- **20 Friday** Last day for adding courses that begin in the second term
- **31 Tuesday** Last day for paying second term fees without penalty

### February 2017
- **3 Friday** Senate meets
- **7 Tuesday** Last day for 50% reduction of tuition fees for standard courses. 100% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see www.registrar.uvic.ca
- **13 Monday** Family Day
- **13-17 Monday-Friday** Reading Break for all faculties
- **15 Wednesday** Faculty of Graduate Studies deadline to apply to graduate for Spring Convocation (students completing in the Spring term only)
- **28 Tuesday** Last day for withdrawing from full year and second term courses without penalty of failure

### March 2017
- **3 Friday** Senate meets

### April 2017
- **4 Tuesday** Last day of classes for all faculties, except Faculty of Human and Social Development
- **7 Friday** Senate meets
- **14 Friday** Good Friday
- **17 Monday** Easter Monday
- **25 Tuesday** Examinations end for all faculties

### May 2017
1. **8 Monday** May-August courses begin for Faculty of Law
2. **15 Monday** Last day for course changes (Faculty of Law only)
3. **22 Monday** Victoria Day
4. **25 Thursday** Senate Committee on Academic Standards meets to approve Convocation lists
5. **31 Wednesday** Fees deadlines for summer (see Add and Drop Dates for Standard 2016 Summer Courses on page 72)

### June 2017
- **7 Wednesday** May courses end
- **8 Thursday** June courses begin
- **12-16 Monday-Friday** Spring Convocation
- **30 Friday** May-June and June courses end

### July 2017
- **1 Saturday** Canada Day
- **3-4 Monday-Tuesday** Reading Break May-August sections only
- **5 Wednesday** July and July-August courses begin
- **15 Saturday** Deadline to apply to graduate for Fall Convocation (all faculties)
- **27 Thursday** July courses end
- **28 Friday** August courses begin
- **30 Monday** May-August classes end for all faculties except Faculty of Law
- **27, 28, 31 Thursday, Friday** Supplemental and deferred examinations for Winter Session 2016-2017

### August 2017
- **2 Wednesday** May-August courses end for Faculty of Law
- **7 Monday** British Columbia Day
- **8 Tuesday** May-August examinations begin for all faculties
- **18 Friday** May-August examinations end for all faculties
- **21 Monday** July-August and August courses end

1. **1. Classes are cancelled on all statutory holidays and during reading breaks. Administrative offices and academic departments are closed on statutory holidays. Holidays that fall on a weekend are observed on the next available weekday, normally on a Monday. The UVic Libraries are normally closed on holidays; exceptions are posted in advance.**
2. **2. Faculty of Human and Social Development dates to be announced.**
3. **3. See also Faculty of Law for more details regarding Summer 2016 and 2017, and Summer 2016 and 2017 Important Dates for law courses.**
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## Undergraduate Application and Documentation Deadlines

The deadlines below are fixed dates. If a fixed date falls on a holiday, a Saturday or a Sunday, the nearest following day of business will be considered the deadline. The University reserves the right to make changes as necessary.

<table>
<thead>
<tr>
<th>FACULTY/PROGRAM</th>
<th>ENTRY POINT</th>
<th>APPLICATION DEADLINE</th>
<th>DOCUMENT DEADLINE</th>
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</thead>
<tbody>
<tr>
<td><strong>EARLY ADMISSION - BC and OUT OF PROVINCE APPLICANTS</strong>&lt;br&gt;Current graduating BC and out-of-province secondary school applicants only (including off-shore Canadian curriculum schools)</td>
<td>September</td>
<td>February 28</td>
<td>March 31 unless specified otherwise (for mandatory self-reported grades.)</td>
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<tr>
<td><strong>EARLY ADMISSION - US and INTERNATIONAL APPLICANTS</strong>&lt;br&gt;Current graduating secondary school applicants</td>
<td>September</td>
<td>February 28</td>
<td>May 1 (for all documents, including midterm grades.)</td>
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<tr>
<td><strong>PETER B. GUSTAVSON SCHOOL OF BUSINESS</strong> (Official in-progress transcripts are required at time of application)</td>
<td>September</td>
<td>February 28</td>
<td>March 15</td>
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<tr>
<td><strong>EDUCATION</strong> (Official in-progress transcripts are required by January 31; Final Transcripts by May 31)</td>
<td>September</td>
<td>February 28</td>
<td>May 31</td>
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<tr>
<td>Elementary Teacher Education Programs: &lt;br&gt;4-Year Program</td>
<td>September</td>
<td>February 28</td>
<td>May 31</td>
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<tr>
<td>Post-Degree Program (PDPP)</td>
<td>September</td>
<td>January 2</td>
<td>May 31</td>
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<tr>
<td>Secondary Teacher Education Programs: &lt;br&gt;Post-Degree Program (PDPP)</td>
<td>September</td>
<td>January 2</td>
<td>May 31</td>
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<tr>
<td>Five-Year BEd (Art, Music, PE)</td>
<td>September</td>
<td>January 31</td>
<td>May 31</td>
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<tr>
<td>School of Exercise Science, Physical and Health Education (BA, BSc, BEd)</td>
<td>September</td>
<td>January 31</td>
<td>May 31</td>
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<tr>
<td><strong>ENGINEERING</strong> (Official in-progress transcripts are required at time of application)</td>
<td>September</td>
<td>February 28</td>
<td>May 31</td>
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<tr>
<td>BEng and BSEng</td>
<td>September</td>
<td>April 30</td>
<td>May 31</td>
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<tr>
<td>BSc (Computer Science)</td>
<td>September</td>
<td>April 30</td>
<td>May 31</td>
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<tr>
<td>Engineering Bridge (via Camosun College)</td>
<td>January</td>
<td>February 15</td>
<td>March 15</td>
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<tr>
<td><strong>FINE ARTS</strong> (Official in-progress transcripts are required at time of application)</td>
<td>September</td>
<td>April 30</td>
<td>May 31</td>
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<tr>
<td>Art History and Visual Studies</td>
<td>September</td>
<td>October 31</td>
<td>November 30</td>
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<tr>
<td>Music*, Writing</td>
<td>September</td>
<td>March 31</td>
<td>May 15</td>
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<td>Visual Arts*</td>
<td>September</td>
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<td>Theatre*</td>
<td>September</td>
<td>February 28</td>
<td>May 15</td>
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<tr>
<td><strong>HUMAN &amp; SOCIAL DEVELOPMENT</strong> (Official in-progress transcripts are required at time of application)</td>
<td>September</td>
<td>February 28</td>
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<tr>
<td>Child and Youth Care*</td>
<td>September</td>
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<tr>
<td>Pre-Child and Youth Care (distance only)</td>
<td>January</td>
<td>June 15</td>
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<td>Health Information Science*</td>
<td>September</td>
<td>March 31</td>
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<td>Nursing*</td>
<td>September</td>
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<td>Social Work*</td>
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<td>Pre-Social Work (on and off campus)</td>
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<td>School of Public Health and Social Policy*</td>
<td>September</td>
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<td>Public Sector Management, Local Government Management Diploma, Professional Specialization Certificates*</td>
<td>September</td>
<td>May 31</td>
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<tr>
<td>Diploma in Indigenous Community Development and Governance</td>
<td>September</td>
<td>May 31</td>
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<tr>
<td><strong>HUMANITIES/SCIENCE/SOCIAL SCIENCES</strong> (Official in-progress transcripts are required at time of application)</td>
<td>September</td>
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<tr>
<td>New and reregistering students</td>
<td>September</td>
<td>October 31</td>
<td>November 30</td>
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<td><strong>LAW</strong> (Dates subject to change)</td>
<td>September</td>
<td>January 15</td>
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<td>First Year</td>
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<td>Pre-Child and Youth Care</td>
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<td>May 31</td>
<td>June 15</td>
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<tr>
<td><strong>NEW &amp; REREGISTERING STUDENTS</strong> DIPLOMAS &amp; CERTIFICATES</td>
<td>For entry points and deadlines contact the Division of Continuing Studies directly or visit &lt;continuingstudies.uvic.ca&gt;.</td>
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* These programs require supplemental materials; please contact the faculty/department directly.
Terms Used at UVic

Academic Drop Date:
Last day for dropping courses without penalty of failure.

Associated Section:
See Linked Section. Normally, a laboratory or tutorial that accompanies a lecture. Also called Linked Section.

Auditor:
A student who pays a fee to sit in on a course without the right to participate in any way. Auditors are not entitled to credit.

Award:
See list of definitions under Scholarships and Awards.

CAPP:
(Curriculum Advising and Program Planning) a degree audit which outlines the program requirements needed for degree completion and matches a student’s course record against those requirements.

Confirmation of Registration:
A confirmation of registered courses, including courses that are wait-listed, is available via “My page”.

Co-operative Education:
A program of education which integrates academic study with work experience.

Corequisite:
A specific course or requirement that must be undertaken prior to or at the same time as a prescribed course, or a course required by a department for a degree program but offered by another department.

Course:
A particular part of a subject, such as English 135.

Department:
In academic regulations, this covers any academic administrative unit, including a department, school, centre or faculty as the context requires.

Discipline:
A subject of study within a department.

Former Student:
A person who has been admitted to the University and has enrolled in at least one credit course, and who is not enrolled in the current session.

Full-Time Student:
An Undergraduate registered in 12 or more units of study in the Winter Session (September to April) or 6 or more units in a single Winter Session term or in the Summer Session (May to August).

Registration in a Coop work term also constitutes full-time attendance. The requirements for full-time studies used for scholarships, bursaries, students loans and external providers may differ from the minimum UVic requirements for a full-time student.

General Program:
A program which requires 9 units at the 300 or 400 level in each of two disciplines.

Grade Point:
A numerical value given to an alphabetical letter grade used in assessment of academic performance.

Graduate Student:
A student who has received a Bachelor’s degree or equivalent and who is enrolled in a program leading to a Master’s or Doctoral degree.

Honours:
A program which involves a high level of specialization in a discipline and requires 18 or more units in that discipline at the 300 or 400 level.

Letter Grade:
Any of the letters used in the grading system.

Linked Section:
Normally, a laboratory or tutorial that accompanies a lecture. Also called Associated Section.

Lower Level Courses:
Courses numbered from 100 to 299.

Mailing Address:
The one address to which selected communications from the Office of the Registrar (OREG) or other University offices will be sent. This address should be updated by the student through “My page” (Address Change).

Major Program:
A program that involves specialization in a discipline and requires 15 or more units in that discipline at the 300 or 400 level.

Minor Program:
An optional program that allows students to study in an area outside of their Honours, Major or General Program areas; requirements vary and are prescribed by each department.

Mutually Exclusive Courses:
Courses with a different course/number and the same course content. Students will not receive credit for courses identified as mutually exclusive.

“My page”:
Web access to student records online at <www.uvic.ca/mypage>.
NetLink-ID:
A unique personal identifier which is used as your "username" for various services provided by the University of Victoria.

Non-Standard Course Dates:
Fee reduction and drop deadlines are based upon a percentage of the duration of a course. The duration of a course is end date minus start date plus 1 (i.e. the first day counts as 1). A table of non-standard course dates for Winter Session can be found under Non–Standard Course Dates, page 72. All tuition fee reductions are subject to retention of the acceptance deposit (new students). Please see <finance.uvic.ca/tuition>.

Non-Standard Course Table:
The start and end dates are different than standard course dates for a section offered in the current Winter Session. The fee reduction and academic drop dates are calculated based on this variation of dates. Check <www.uvic.ca/registrar> or the appropriate registration guide for the "non-standard courses" list.

Online Registration:
Registration via <www.uvic.ca/mypage>.

Online Timetable:
Provides students with current course timetable information via the Web, including current information on open sections and the number of wait-listed students: <www.uvic.ca/timetable>.

Part-Time Student:
An undergraduate student undertaking fewer than 12 units of study in the Winter Session or fewer than 6 units in Summer Session.

Permission:
Registration in some courses requires permission from the Department. Registration is done through the Department. See also: Registration Restriction.

Plagiarism:
A form of cheating by means of the unacknowledged, literal reproduction of ideas and material of other persons in the guise of new and original work.

Prerequisite:
A preliminary requirement which must be met before registration is permitted in a prescribed course.

Primary Section:
Normally a lecture section.

Probation:
An academic standing assigned when minimum GPA requirements are not met and academic conditions apply.

Program:
The courses of study organized to fulfill an academic objective, such as a BSc Major Chemistry program.

Registered Student:
A person enrolled in at least one credit course at this university.

Registration:
The process of formally enrolling in courses.

Registration Restriction:
Registration in a course or section that is limited based on factors such as program, year and degree.

Regular Student:
A student who is registered as a candidate for a University of Victoria degree, or in credit courses leading to a University of Victoria diploma or certificate.

Section:
The division of a course, e.g., Section A01 of History 101.

Session:
The designated period of time during which courses of study are offered (Winter Session, September to April; Summer Session, May to August).

Special Status:
A status assigned to a student who is admitted to register in credit courses but who is not a candidate for a University degree, diploma, or certificate program. This status includes Non-degree, Exploratory, and Visiting (students attending on the basis a Letter of Permission from another institution).

Standard Course Dates:
The start and end dates correspond to the published first and last day of classes for a section offered in the Winter Session or Summer Session.

Student:
A person who is enrolled in at least one credit course at this University.

Term:
A period of time within an academic session. The Winter Session is divided into two terms: the first, September to December; the second, January to April.

Transcript:
A copy of a student’s permanent academic record.

Transfer Credit:
Credit assigned to the academic record for courses successfully completed at another recognized institution.
Unclassified:
Refers to the year in which certain students are registered. Normally applied to non-degree, visiting or diploma students.

Undergraduate Student:
A student registered in an undergraduate faculty or in a program leading to a Bachelor's degree or an undergraduate diploma.

Unit:
Positive numerical value used in assigning the value of a course, such as English 135 (1.5 units). See also: Term.

Upper Level Courses:
Courses numbered from 300-499.

Visiting Status:
A student who is not formally admitted to a UVic degree program but is permitted to enrol in credit courses for a specified period on the basis of a Letter of Permission from another institution.

Year:
The level within a program of study, or the level of the course. For example, First-year student, First-year course (Physics 102).

Year Level Determination:

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<th>Units</th>
<th>Year Level</th>
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<td>Below 12 units</td>
<td>First Year</td>
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<td>12 to 26.5 units</td>
<td>Second Year</td>
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<td>27 to 41.5 units</td>
<td>Third Year</td>
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<tr>
<td>42 units or above</td>
<td>Fourth Year (4-year programs)</td>
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<tr>
<td>42 to 56.5 units</td>
<td>Fourth Year (5-year programs)</td>
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<td>57 units or above</td>
<td>Fifth Year (5-year programs)</td>
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Special Students are unclassified as to year.