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 ACADEMIC YEAR

Winter Session - Second Term

January 2017
1  Sunday  New Year’s Day¹
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.uvic.ca/course-registration
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.uvic.ca/course-registration
13  Monday  Family Day¹
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 Development²
7  Friday  Senate meets
Examinations begin for all faculties, except Faculty of Human and Social Development²
14  Friday  Good Friday¹

May 2017
1  Monday  May-August courses begin for all faculties, except Faculty of Law
5  Friday  Senate meets
8  Monday  May and May-June courses begin
15  Monday  Last day of classes for all faculties, except Faculty of Human and Social Development²
17  Monday  May-August courses begin for Faculty of Law
19  Wednesday  Last day for course changes (Faculty of Law only)³
22  Monday  Victoria Day¹
25  Thursday  Senate Committee on Academic Standards meets to approve Convocation lists
31  Wednesday  Fees deadlines for summer

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 Day¹
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
May-August classes end for all faculties except Faculty of Law
27, 28, 31 Thursday, Friday  and Monday  Supplemental and deferred examinations for Winter Session 2016-2017 (except for Business courses)

August 2017
2  Wednesday  May-August courses end for Faculty of Law
7  Monday  British Columbia Day¹
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
**IMPORTANT DATES**

**Winter Session - First Term**

**September 2017**

4 Monday  
Labour Day¹

5 Tuesday  
First year registration and opening assembly for Faculty of Law

6 Wednesday  
First term classes begin for all faculties

14 Thursday  
Last day for course changes in Faculty of Law

19 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.⁴

22 Friday  
Last day for adding courses that begin in the first term. Last day for graduate students to register in a personal leave in first term

30 Saturday  
Last day for paying first term fees without penalty

**October 2017**

6 Friday  
Senate meets

9 Monday  
Thanksgiving Day¹

10 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

18 Wednesday  
Senate Committee on Academic Standards meets to approve Convocation lists

31 Tuesday  
Last day for withdrawing from first term courses without penalty of failure

**November 2017**

3 Friday  
Senate meets

11 Saturday  
Remembrance Day¹

13-15 Monday-Wednesday  
Reading Break (except Faculty of Law)

14&15 Tuesday & Wednesday  
Fall Convocation

15 Wednesday  
Faculty of Graduate Studies deadline to apply to graduate for Spring Convocation (students completing in the Fall term only)

30 Thursday  
Last day of classes in the first term for Faculty of Law

**December 2017**

1 Friday  
Senate meets

Last day of classes in first term except Faculty of Law and Faculty of Human and Social Development²  
National Day of Remembrance and Action on Violence Against Women. Classes and exams cancelled from 11:30 am – 12:30 pm.

4 Monday  
First-term examinations begin, except Faculty of Human and Social Development²

15 Friday  
Undergraduate deadline to apply to graduate for Spring Convocation

18 Monday  
First term examinations end for all faculties

25 Monday  
Christmas Day¹

26 Tuesday  
Boxing Day¹

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.**

**Winter Session - Second Term**

**January 2018**

1 Monday  
New Year’s Day¹

3 Wednesday  
Second term classes begin for all faculties

5 Friday  
Senate meets

11 Thursday  
Last day for course changes for Faculty of Law

16 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.uvic.ca/course-registration

19 Friday  
Last day for adding courses that begin in the second term  
Last day for graduate students to register in a personal leave in second term

31 Wednesday  
Last day for paying second term fees without penalty

**February 2018**

2 Friday  
Senate meets

6 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.uvic.ca/course-registration

12 Monday  
Family Day¹

12-16 Monday-Friday  
Reading Break for all faculties

15 Thursday  
Faculty of Graduate Studies deadline to apply to graduate for Spring Convocation (students completing in the Spring term only)

28 Wednesday  
Last day for withdrawing from full year and second term courses without penalty of failure

**March 2018**

2 Friday  
Senate meets

30 Friday  
Good Friday¹

**April 2018**

2 Monday  
Easter Monday¹

6 Friday  
Senate meets

Last day of classes in first term except Faculty of Law and Faculty of Human and Social Development²

9  
Examinations begin for all faculties, except Faculty of Human and Social Development²

24 Tuesday  
Examinations end for all faculties  
End of Winter Session

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. Faculty of Human and Social Development dates to be announced.

3. See also Faculty of Law for more details regarding Summer 2016 and 2017, and Summer 2016 and 2017 Important Dates for law courses.

4. For non-standard courses see <www.uvic.ca/current-students/home/course-registration/look-up-courses/index.php>.
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>
</tr>
</thead>
<tbody>
<tr>
<td>EARLY ADMISSION - BC and OUT OF PROVINCE APPLICANTS</td>
<td></td>
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<tr>
<td>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>EARLY ADMISSION - US and INTERNATIONAL APPLICANTS</td>
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<tr>
<td>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>PETER B. GUSTAVSON SCHOOL OF BUSINESS* (Official in-progress transcripts are required at time of application)</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>EDUCATION* (Official in-progress transcripts are required by January 31; Final Transcripts by May 31)</td>
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<tr>
<td>Elementary Teacher Education Programs:</td>
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<tr>
<td>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:</td>
<td></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>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>ENGINEERING (Official in-progress transcripts are required at time of application)</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>FINE ARTS (Official in-progress transcripts are required at time of application)</td>
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<tr>
<td>Art History and Visual Studies</td>
<td>September</td>
<td>April 30</td>
<td>May 31</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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<tr>
<td>Visual Arts*</td>
<td>September</td>
<td>February 28</td>
<td>May 15</td>
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<tr>
<td>Theatre*</td>
<td>September</td>
<td>February 28</td>
<td>May 15</td>
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<tr>
<td>HUMAN &amp; SOCIAL DEVELOPMENT (Official in-progress transcripts are required at time of application)</td>
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<tr>
<td>Child and Youth Care*</td>
<td>September</td>
<td>February 28</td>
<td>April 1</td>
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<tr>
<td>Pre-Child and Youth Care (distance only)</td>
<td>September</td>
<td>February 28</td>
<td>May 1</td>
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<tr>
<td>Health Information Science*</td>
<td>September</td>
<td>March 31</td>
<td>April 30</td>
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<tr>
<td>Nursing*</td>
<td>September</td>
<td>March 31</td>
<td>May 15</td>
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<tr>
<td>Social Work*</td>
<td>September</td>
<td>January 31</td>
<td>January 31</td>
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<tr>
<td>Pre-Social Work (on and off campus)</td>
<td>September</td>
<td>April 30</td>
<td>May 30</td>
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<tr>
<td>School of Public Health and Social Policy*</td>
<td>September</td>
<td>April 1</td>
<td>May 15</td>
</tr>
<tr>
<td>Public Sector Management, Local Government Management Diploma, Professional Specialization Certificates*</td>
<td>September</td>
<td>May 31</td>
<td>June 15</td>
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<tr>
<td>Diploma in Indigenous Community Development and Governance</td>
<td>September</td>
<td>May 31</td>
<td>June 15</td>
</tr>
<tr>
<td>HUMANITIES/SCIENCE/SOCIAL SCIENCES (Official in-progress transcripts are required at time of application)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New and reregistering students</td>
<td>September</td>
<td>April 30</td>
<td>May 30</td>
</tr>
<tr>
<td>LAW (Dates subject to change)</td>
<td></td>
<td></td>
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<tr>
<td>First Year</td>
<td>September</td>
<td>January 15</td>
<td>March 1</td>
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<tr>
<td>Upper Level</td>
<td>Sept./Jan</td>
<td>April 30</td>
<td>June 30</td>
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<tr>
<td>Summer Session</td>
<td>May</td>
<td>March 31</td>
<td>April 30</td>
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<tr>
<td>CONTINUING STUDIES DIPLOMAS &amp; CERTIFICATES</td>
<td></td>
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<tr>
<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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</tbody>
</table>

* 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 date courses 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/course-registration> 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: First or Fall, from September through December; Second or Spring, from January through April. The Summer Session is divided into seven terms: May - August; May; May - June; June; July; July - August; August.

**Term Grade Point Average**
Effective 2016 Winter Session, a term grade point average (GPA) is displayed on the administrative transcript for each term of the Winter Session when all final grades have been received. The term GPA is based on all courses taken or challenged in that term and which have a unit value. The first half of a year-long course and
courses bearing the grade COM, INP, N/X, or F/X are excluded from the term GPA calculation. Term GPA is not used in the determination of academic standing and does not appear on the Official Transcript.

**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:**

<table>
<thead>
<tr>
<th>Units</th>
<th>Year Level</th>
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</thead>
<tbody>
<tr>
<td>Below 12 units</td>
<td>First Year</td>
</tr>
<tr>
<td>12 to 26.5 units</td>
<td>Second Year</td>
</tr>
<tr>
<td>27 to 41.5 units</td>
<td>Third Year</td>
</tr>
<tr>
<td>42 units or above</td>
<td>Fourth Year (4-year programs)</td>
</tr>
<tr>
<td>42 to 56.5 units</td>
<td>Fourth Year (5-year programs)</td>
</tr>
<tr>
<td>57 units or above</td>
<td>Fifth Year (5-year programs)</td>
</tr>
</tbody>
</table>

Special Students are unclassified as to year.