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Programs Offered

The University offers the following degrees, diplomas and certificates. Descriptions of the programs and degree requirements are included in the faculty and department entries of the Calendar.

Most students complete only one degree program at a time. With a careful choice in course selection, it is possible, however, for a student to complete a program of study that will result in the awarding of a double degree, a joint degree, or a major/minor degree at convocation.

Degrees Awarded

Faculty of Education

- Bachelor of Arts
- Bachelor of Education
- Bachelor of Science
- Master of Arts
- Master of Education
- Doctor of Philosophy

Faculty of Engineering

- Bachelor of Engineering
- Bachelor of Science
- Bachelor of Software Engineering
- Master of Applied Science
- Master of Engineering
- Master of Science
- Doctor of Philosophy

Faculty of Fine Arts

- Bachelor of Arts
- Bachelor of Fine Arts
- Bachelor of Music
- Bachelor of Science
- Master of Arts
- Master of Fine Arts
- Master of Music
- Doctor of Philosophy

Faculty of Graduate Studies

- The Faculty of Graduate Studies administers all programs leading to master's or doctoral degrees

Faculty of Human and Social Development

- Bachelor of Arts in Health & Community Services
- Bachelor of Child and Youth Care
- Bachelor of Science
- Bachelor of Science in Nursing
- Bachelor of Social Work
- Master of Arts
- Master of Nursing
- Master of Nursing and Master of Science in Health Informatics: Double Degree
- Master of Public Administration
- Master of Public Health
- Master of Science
- Master of Social Work
- Doctor of Philosophy

Faculty of Humanities

- Bachelor of Arts
- Bachelor of Science
- Master of Arts
- Doctor of Philosophy

Faculty of Law

- Juris Doctor
- Master of Laws
- Doctor of Philosophy

Faculty of Science

- Bachelor of Science
- Master of Arts
- Master of Science
- Doctor of Philosophy

Faculty of Social Sciences

- Bachelor of Arts
- Bachelor of Science
- Master of Arts
- Master of Science
- Doctor of Philosophy

Peter B. Gustavson School of Business

- Bachelor of Commerce
- Master of Business Administration
- Master of Global Business
- Doctor of Philosophy

Diploma Programs

- Applied Linguistics
- Business Administration*
- Canadian Studies*
- Cultural Heritage Management*, ***
- Cultural Resource Management*
- Entrepreneurship***
- Evaluation***
- French Language*
- Humanities*
- Indigenous Community Development and Governance**
- Indigenous Language Revitalization
- Intercultural Education*
- International Child and Youth Care for Development***
- Local Government Management**
- Public Health***
- Public Relations*
- Public Sector Management**
- Restoration of Natural Systems*
- Secondary Teacher Education
- Social Justice Studies*
- Special Education

Certificate Programs

- Aboriginal Language Revitalization*
- Adult and Continuing Education*
- Business Administration*

- Computer Based Information Systems*
- Cultural Heritage Studies*, ***
- Digital Humanities***
- Environmental and Occupational Health*
- Entrepreneurship***
- Evaluation***
- Foundations in Indigenous Fine Arts*
- General Studies*
- Health Terminology Standards***
- Indigenous Language Revitalization***
- Indigenous Nationhood***
- Language and Cultural Proficiency
- Learning and Teaching in Higher Education***
- Medical Physics***
- Restoration of Natural Systems*

Professional Specialization Certificates

- Collections Management*
- Ecological Restoration*
- Information Communication Technology
- Local Government Management**
- Performance Management**
- Population Health Data Analysis*
- Public Policy and Governance**
- Public Sector Management**
- Special Education
- Teaching English as a Foreign Language*
- Teaching French Immersion*
- Voluntary and Non-profit Sector Management**

*See "Division of Continuing Studies" (page 333).

** See "School of Public Administration" (page 175).

*** Offered by the Faculty of Graduate Studies

Island Medical Program

- See "Division of Medical Sciences" (page 337).

Undergraduate Admission

The University welcomes applications from Canadian and international students. The application for admission is available online at <uvic.ca/apply>. New students must apply for admission, receive an offer of admission to the University and pay the acceptance deposit before registering in courses.

Undergraduate Admissions
Main Floor, University Centre
Front counter hours:
M, T, Th, F: 8:30-4:00
W: 9:30-4:00
Phone 250-721-8121
Fax: 250-721-6225
Web: <www.uvic.ca/apply>

CATEGORIES OF STUDENTS

Each student who has been authorized to register in a faculty or program is designated as one of the following:

- **Regular student:** A student admitted to credit courses as a candidate for a degree, diploma, or certificate.
- **Special student:** A student admitted to credit courses but not a candidate for a degree, diploma, or certificate.
- **IEX:** A visiting student who is attending UVic on an International Exchange Program.
- **OEX:** A UVic student who is attending another institution on an International Exchange Program.

For categories of graduate students, see the *UVic Graduate Calendar*.

Classification of Undergraduates by Year

Classification of regular students by year is normally based on the number of units awarded, as follows:

Below 12 units	First Year
12 to 26.5 units	Second Year
27 to 41.5 units	Third Year
42 units or above	Fourth Year (4-year programs)
42 to 56.5 units	Fourth Year*
57 units or above	Fifth Year*

* Five year programs only

Special students are not classified by year. Students should be aware that up to 30 units of transfer credit will normally be applied toward degree requirements and considered in determining year standing.

IMPORTANT APPLICATION INFORMATION

Requirement to Disclose Information

Applicants are required to provide the information necessary for the University record. This includes disclosing all secondary and post-secondary institutions (if applicable) where any course registrations were made, and arranging for all official transcripts to be sent directly to Undergraduate Admissions.

Penalties for failure to disclose studies elsewhere prior to attending UVic

Failure to disclose attendance at other institutions or to submit transcripts from those institutions may result in one or more penalties. Penalties are:

- the denial or cancellation of an application for admission
- the rescinding of an offer of admission and a ban on any new applications for at least one term
- the cancellation of current registration (due to undisclosed studies elsewhere)
- the denial of transfer credit from institutions where attendance was not disclosed
- the placement of the students' name on the national institutional listserv, as appropriate
- the display on the official transcript of all penalties assigned
- placement on disciplinary probation

The appropriate penalty will be determined by the Registrar after consideration of any statement from the applicant and is subject to appeal. Students who believe they have grounds for appeal as noted in "Appealing Admission/Reregistration Decisions" (page 32) may appeal to the Senate Committee on Admission, Reregistration, and Transfer, stating why the penalty assigned should be reconsidered. Applicants should note that any UVic course credit accumulated before the Failure to Disclose is determined will not be considered in the re-assessment of admissibility.

University's Right to Refuse Applicants

The University reserves the right to refuse applicants for admission on the basis of their overall academic record, even if they technically meet the published minimum admission requirements.

University's Right to Limit Enrolment

The University does not guarantee that students who meet the published minimum requirements will be admitted to any faculty, program or course. In cases where the number of qualified applicants exceeds the number that can be accommodated, the University reserves the right to set enrolment limits in a faculty or program and to establish admission criteria beyond the minimum published requirements set out in this section.

Except in special circumstances, students must be at least 16 years of age to be admitted to first year, and at least 17 to be admitted to second year.

For more information, contact Undergraduate Admissions or visit <www.uvic.ca/apply>.

Additional Documentation Required

In addition to the requirements given in the "Documentation Required for Admission" table (page 32), applicants may be required to submit supplementary information or meet additional requirements as specified by a faculty or department's selection process. Refer to individual faculty or department entries in the Calendar or their website for more information.

Documentation Required for Admission

Current BC Secondary School Students	Applicants must self-report their grades to receive an early offer. Applicants should complete the Post-Secondary Institution Selection (PSI) form through the Ministry of Education website and designate UVic as a receiving institution for interim and final grades. The Ministry will send interim grades to the University in May and final grades in July. Applicants with transfer standing in any grade 12 course must have an official transcript sent to Undergraduate Admissions from the school at which the courses were originally taken.
Current Secondary School Students from Other Regions of Canada	Applicants must self-report their grades to receive an early offer. A final official transcript confirming graduation must be received by Undergraduate Admissions no later than August 1st. Applicants from Ontario who provide an OUAC number will have their grades sent electronically via the Ontario Universities' Application Centre and do not have to send transcripts.
Current Secondary School Students from the United States	Applicants must have their secondary school forward in-progress transcripts showing all courses completed in grade 11 and term 1 of grade 12, as well as a list of 2nd term courses. A final official transcript confirming graduation must be received by Undergraduate Admissions no later than August 1st.
All Secondary School Graduates	Applicants must submit an official transcript, showing all courses taken and confirming graduation, sent from the secondary school or issued by the Ministry of Education to Undergraduate Admissions.
Expanded Qualifications	To be considered for admission under the Expanded Qualifications category, applicants must complete the personal information profile for the faculty to which they are applying. See Expanded Qualifications. Information concerning documentation is available at < http://www.uvic.ca/future-students/undergraduate/admissions/high-school/expanded-qualifications/index.php >.
Transfer Students	Applicants must provide in-progress transcripts to receive a conditional offer. Official final transcripts of both secondary and post-secondary education must also be sent from the issuing institutions to Undergraduate Admissions.
International Transfer Students	In addition to official transcripts as indicated above, applicants must arrange for detailed course syllabus/outlines to be sent to Undergraduate Admissions to determine potential transfer credit.
Visiting Students	Visiting students must submit a Letter of Permission from their home institution indicating the session to which the permission applies and, if possible, the courses to be taken. Visiting students must submit a new letter of permission prior to further registration.
Degree Holders	Applicants must have official transcripts of all post-secondary work, including proof of conferral of the degree, sent by the issuing institution to Undergraduate Admissions.

Official Transcripts

An official transcript is one that has a current date and is issued directly to Undergraduate Admissions from the institution previously attended. The student's copy, a photocopy or an unsealed transcript is considered unofficial. No final decision regarding admission will be made until final official transcripts have been received directly from the originating institution. Transcripts in languages other than English must be submitted together with notarized translations into English.

Applicants submitting falsified documentation or failing to disclose attendance at other institutions and provide transcripts from those institutions will be subject to the penalties detailed under "Penalties for failure to disclose studies elsewhere prior to attending UVic" (page 31).

Appealing Admission/Reregistration Decisions

Applicants who have been denied admission or reregistration to the University and who can prove extenuating circumstances or provide information that was not presented initially should forward a completed Notice of Appeal Form and supporting documentation to the Senate Committee on Admission, Reregistration and Transfer, c/o Admission Officer (new students), or Records Officer (returning students), Office of the Registrar, University Centre. Note that there are no personal appearances before the Committee. Should the Office of the Registrar deem that the appeal lacks sufficient supporting documentation, the appellant will be notified and provided the opportunity to supplement the appeal before it goes to the Committee.

Normally, grounds for appeal are limited to:

- significant physical affliction or psychological distress documented by a physician or other health care professional
- evidence of incorrect advice or errors of administration by authorized University personnel, with evidence that the applicant's studies were adversely affected
- documented significant distress, or documented significant responsibility as a caregiver, as a result of an immediate member of the family suffering from a serious trauma or illness

Dissatisfaction with University regulations, or disagreements concerning the evaluation of admissibility (for example, calculation of grade point average, evaluation of English proficiency) or failure to meet published deadlines will not be considered grounds for appeal.

The Senate Committee on Admission, Reregistration and Transfer will consider all the documentation presented and will make a final decision on the application. The decision may be appealed to the Senate Committee on Appeals on the grounds of specific procedural error (see "Appeals", page 56).

A student who has a marginal record upon admission may be placed on probation by the Senate Committee on Admission, Reregistration and Transfer.

Applicants Whose First Language is Not English

As English is the primary language of instruction at the University of Victoria, all applicants, regardless of country of origin or citizenship status, will be required to demonstrate competence in the English language prior to admission in one of the following ways:

- completion of four years of secondary and/or post-secondary full-time academic studies in which all language of instruction is English, in one of the following countries: Anguilla, Antigua, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Cameroon, Canada, Cayman Islands, Dominica, Gambia, Ghana, Grenada, Guyana, Ireland, Kenya, Jamaica, Lesotho, Liberia, Malawi, Mauritius, Montserrat, Namibia, Nigeria, New Zealand, Singapore, South Africa, Swaziland, St. Kitts and Nevis, St. Lucia, St. Vincent, Tanzania, Trinidad and Tobago, Turks and Caico Islands, Uganda, United Kingdom, United States, U.S. Virgin Islands, Zambia, Zimbabwe
- completion of a recognized degree program from an accredited university in which all language of instruction is English, in one of the countries listed in the paragraph above
- completion of Grade 12 English or its equivalent in Canada with a final grade of 86% or higher within the last three years prior to admission
- a score of 86% or higher on the BC Provincial Grade 12 English Examination within the last three years prior to admission
- completion of 1.5 or more units of transfer credit for university-level English courses (excluding ENGL 181 and 182)
- Test of English as a Foreign Language (TOEFL)* with a score of 575 or higher on the paper-based test, or a score of 90 or higher on the internet-based test —with no less than 20 out of 30 in any of the reading, listening, writing, or speaking sections
- Michigan English Language Assessment Battery (MELAB)* with a score of 90 or higher
- International English Language Testing System (Academic IELTS)* with a score of 6.5 or higher (with no part less than 6.0)
- Canadian Academic English Language Assessment (CAEL)* with a score of 70, with no subtest result below 60
- University of Victoria University Admission Preparation (UAP) course with a score of 80% or higher

- a score of Level 6 on the BC Language Proficiency Index (LPI)
- score of 4 or higher on the Advanced Placement Exam in English Language and Composition
- a score of 4 or higher on IB Higher Level -English

* Tests taken more than two years prior to application will not be considered.

English Proficiency: Exchange Students

Applicants participating in a formal exchange program must demonstrate English language proficiency adequate for successful participation in the program. The level of proficiency and the manner in which it will be demonstrated will be stated in the exchange agreement approved by the University.

Students in exchange programs who later apply for regular admission to the University must at that time meet all admission requirements and demonstrate English language proficiency as outlined above.

English Proficiency: Visiting Students

Visiting students whose first language is not English and who have not studied in Canada or another English-speaking country for four recent academic years in an acceptable program from a recognized secondary or post-secondary institution must demonstrate English language proficiency as outlined above.

APPLYING FOR ADMISSION

There are a number of steps to be followed when submitting an application. All of the details are outlined at <uvic.ca/apply>.

ADMISSION REQUIREMENTS

The standards outlined in this section are the minimum requirements for admission to the University. Individual programs may have set higher standards for entry than the minimum stated here; students should consult the individual faculty and department descriptions or Undergraduate Admissions for their regulations.

NOTE: Possession of the minimum admission requirements does not guarantee admission to any faculty, program or courses at the University. In those instances where the number of qualified applicants exceeds the number that can be accommodated, the admission cutoffs will be higher than the published minimum requirements.

Applicants from Secondary School

The academic qualification from secondary school is high school graduation with a competitive average. The admission average is calculated using all required grade 12 courses. Each faculty determines their cutoff and it changes on an annual basis due to limits on enrollment and the competitiveness of the selection process for certain programs. As determined by Senate, at no point will the cutoff be below 67% (73% for Bachelor of Engineering/Software Engineering, 80% for Business or 70% for Elementary Education).

1. British Columbia/Yukon and other Canadian Provinces

The "Year 1 Admission Requirements: BC/Yukon Secondary School Graduate" table (page 34) shows the requirements for admission to Year 1 for each faculty. These are the minimum requirements for graduates of secondary schools in British Columbia.

BC students must have written provincial examinations in any subject where it is mandatory in order to meet BC Graduation Program requirements. In years where students could elect to write optional grade 12 provincial exams, the higher of the school mark or the blended grade (school mark and provincial exam result combined) will be used in the admission average calculation.

Approved Grade 11 and 12 Courses

For an up-to-date list of approved courses visit <www.uvic.ca/apply>.

Year 1 Admission Requirements: BC/Yukon Secondary School Graduate

The academic qualification from secondary school is high school graduation with a competitive average. The admission average is calculated using all required grade 12 courses. Each faculty determines their cutoff and it changes on an annual basis due to limits on enrollment and the competitiveness of the selection process for certain programs. Cutoffs generally range from 75 to 90%. Further information is listed at <www.uvic.ca/apply>

Faculty	Required Grade 11 Courses*	Required Grade 12 Courses*
Peter B. Gustavson School of Business	<ul style="list-style-type: none"> English 11 Pre-calculus 11 one approved science 11 Social Studies 11 	<ul style="list-style-type: none"> English 12 or English 12 First Peoples Pre-calculus 12 two approved academic 12 courses
	Additional qualitative requirements are considered during the selection process. Please refer to < gustavson.uvic.ca/apply >.	
Education Elementary Education	<ul style="list-style-type: none"> English 11 Foundations of Math 11 or Pre-calculus 11 one approved science 11 course Social Studies 11 	<ul style="list-style-type: none"> English 12 or English 12 First Peoples three approved academic 12 courses
Kinesiology Program	<ul style="list-style-type: none"> English 11 or English 11: First Peoples Pre-calculus 11 Two courses chosen from Chemistry 11, Biology 11 or Physics 11 Social Studies 11 	<ul style="list-style-type: none"> English 12 or English 12: First Peoples Pre-calculus 12 Two courses chosen from Chemistry 12, Biology 12 or Physics 12
Recreation and Health Education Program	<ul style="list-style-type: none"> English 11 or English 11: First Peoples Foundations of Math 11 or Pre-calculus 11 One approved science 11 course Social Studies 11 	<ul style="list-style-type: none"> English 12 or English 12: First Peoples Three approved academic 12 courses
	Additional qualitative requirements are considered during the selection process. Please refer to < uvic.ca/education/apply >.	
	No Year 1 Entry for other Faculty of Education programs.	
Engineering Bachelor of Engineering Bachelor of Software Engineering	<ul style="list-style-type: none"> English 11 Pre-calculus 11 Chemistry 11 Physics 11 Social Studies 11 	<ul style="list-style-type: none"> English 12 or English 12 First Peoples Pre-calculus 12 with at least 73% Physics 12 one approved academic 12 course (Chemistry 12 recommended)
	Computer Science	<ul style="list-style-type: none"> English 12 or English 12 First Peoples Pre-calculus 12 with at least 73% one approved science 12 course one approved academic 12 course
Fine Arts	<ul style="list-style-type: none"> English 11 three courses chosen from Foundations of Math 11 or Pre-calculus 11; an approved science 11; an approved language 11; an approved fine arts 11 Social Studies 11 	<ul style="list-style-type: none"> English 12 or English 12 First Peoples an additional three approved academic 12 courses OR two approved academic 12 courses and an approved fine arts 12
Combined Program in Music and Computer Science	<ul style="list-style-type: none"> English 11 Pre-calculus 11 two courses chosen from an approved science 11; an approved language 11; an approved fine arts 11 Social Studies 11 	<ul style="list-style-type: none"> English 12 or English 12 First Peoples Pre-calculus 12 with at least 73% an additional two approved academic 12 courses OR one approved academic 12 course and one approved fine arts 12 course
	Additional requirements such as a portfolio, questionnaire or audition are required by Music, Music and Computer Science, Theatre and Visual Arts. Please refer to the appropriate department entry at the Faculty of Fine Arts website: < www.uvic.ca/finearts >.	

(Continued) Year 1 Admission Requirements: BC/Yukon Secondary School Graduate

Human and Social Development <i>Health Information Science</i>	<ul style="list-style-type: none"> English 11 Foundations of Math 11 or Pre-calculus 11 one approved science 11 Social Studies 11 	<ul style="list-style-type: none"> English 12 or English 12 First Peoples Foundations of Math 12 or Pre-calculus 12 two approved academic 12 courses
<i>Combined Major in Health Information Science and Computer Science</i>	<ul style="list-style-type: none"> English 11 Pre-calculus 11 one approved science 11 Social Studies 11 	<ul style="list-style-type: none"> English 12 or English 12 First Peoples Pre-calculus 12 with at least 73% one approved science 12 course one approved academic 12 course
<i>Child and Youth Care</i>	See the Social Sciences academic requirements below. Please refer to the CYC website for additional information about the selection process. No Year 1 entry for Nursing and Social Work or Public Health and Social Policy	
<i>Nursing (BSN in Partnership with Camosun College program only)</i>	<ul style="list-style-type: none"> English 11 or English 11: First Peoples Foundations of Math 11 or Pre-calculus 11 (minimum 73%) Biology 11 (minimum 73%) Chemistry 11 approved social studies 11 course 	<ul style="list-style-type: none"> English 12 or English 12 First Peoples (minimum 73%) Biology 12 (minimum 73%) Chemistry 12 (minimum 73%) one approved academic 12 course
Humanities	<ul style="list-style-type: none"> English 11 Foundations of Math 11 or Pre-calculus 11 one approved science 11 Social Studies 11 	<ul style="list-style-type: none"> English 12 or English 12 First Peoples three approved academic 12 courses
Law	No Year 1 entry. See Faculty of Law.	
Science	<ul style="list-style-type: none"> English 11 Pre-calculus 11 Chemistry 11 Physics 11 Social Studies 11 	<ul style="list-style-type: none"> English 12 or English 12 First Peoples Pre-calculus 12 with at least 67% two approved science 12 courses
Social Sciences	<ul style="list-style-type: none"> English 11 Foundations of Math 11 or Pre-calculus 11 one approved science 11 course Social Studies 11 	<ul style="list-style-type: none"> English 12 or English 12 First Peoples three approved academic 12 courses <p><i>Note: Students who are considering a degree program that requires university-level math courses (which includes all Economics and some Geography and Psychology programs) are strongly advised to take Pre-calculus 12.</i></p>
* Equivalent courses may be considered.		

2. Other Provinces/Territories Except Ontario and Quebec

Applicants from secondary schools in Alberta, Saskatchewan, Manitoba, New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland and Labrador, Northwest Territories and Nunavut must meet the same admission requirements and present equivalent secondary courses at the appropriate level as those prescribed for graduates of BC secondary schools.

3. Ontario

Applicants from Ontario must have completed the Ontario Secondary School Diploma (OSSD), including English 4U and five additional 4U/4M courses.

Transfer credit will not be awarded for OAC or Grade 13 courses.

All applicants from Ontario require qualifications equivalent to those subjects shown in the table for students from British Columbia secondary schools.

4. Quebec

Applicants must have completed at least one full year of an approved program at a CEGEP with an overall average of at least 70%. No transfer credit will be granted for courses used to qualify for admission to Year 1. Completion of grade 11 (Secondaire V) is not sufficient for admission.

Applicants require qualifications equivalent to those shown in the table for students from British Columbia secondary schools.

Applicants from Quebec high schools following the Ontario curriculum must meet the Ontario requirements as outlined above.

Applicants who have completed more than one year of a CEGEP program should refer to “CEGEPs” (page 38).

5. Expanded Qualifications

Academic performance is the main criterion for admission and is used exclusively in the majority of cases.

However, the University recognizes that some candidates have other attributes that demonstrate an ability to succeed at university.

This admission category is currently available in the Faculties of Humanities, Social Sciences, Human and Social Development (Child and Youth Care only), and Engineering.

Faculties may select a limited number of new first-year students who are in their graduation year at a Canadian secondary school, taking into account these expanded qualifications in order to recognize other indicators of likely academic success. The decisions of the faculties are final.

To be considered for admission under this policy, applicants must complete the personal information profile for the faculty to which they are applying.

This policy applies only to candidates who may be below the current cutoff, but still meet the published minimum admission requirements.

6. General Education Diploma (GED)

Applicants with a GED are considered for admission on an individual basis. Applicants must have a minimum standard score of 585 on the GED to be considered for admission.

7. International Baccalaureate Diploma

Applicants may be considered for admission on the basis of a completed International Baccalaureate Diploma with a minimum of 24 points (excluding additional points.) Actual cutoffs in a given year will vary by program. For transfer credit, see "International Baccalaureate Credit" (page 38).

8. Accelerated Entry for Distinguished Secondary School Students

Distinguished senior secondary school students may apply for special admission to the University before they graduate if they meet the following criteria:

1. The student is recommended for admission by the secondary school principal.
2. The student has normally completed grade 10 and is maintaining a minimum 80% average in all academic subjects with a minimum 90% average in the field of study the student plans to undertake at the University. If the student is not currently able to take courses needed to prepare for the planned field of study, the school principal must make a special recommendation, in writing, stating the student's particular aptitudes.
3. The University department(s) concerned support(s) the student's application, which may require a personal interview with the department Chair(s).
4. The student is completing the full range of grade 11 and grade 12 courses required to gain regular admission to the University. If the student is currently in grade 10, then a list of expected grade 11 and 12 courses is required.

Students who meet the above criteria are admitted to the University as "special students" and may register in no more than 6 units of courses in any given academic session.

The University will grant credit towards a degree for courses successfully completed when the student is authorized to register in a degree program.

Except in special circumstances, students must be at least 16 years of age to be admitted under this category.

9. BC Adult Graduation Diploma

Applicants with a BC Adult Graduation Diploma (the Adult Dogwood) may apply for admission if the following minimum requirements are met:

1. The applicant is at least 19 years of age.
2. Successful completion of English, Mathematics (academic), a laboratory Science, and Social Studies 11 or equivalent at the advanced or grade 11 level. Courses done through the secondary system must each be worth 4 credits.
3. Successful completion of English plus three approved academic subjects at the grade 12 level. Courses done through the secondary system must each be worth 4 credits, and provincial examinations must be written. All courses presented for admission must be graded. Regular cutoffs will apply.

All applicants must have the appropriate prerequisites for the program to which they have applied. Admission requirements for the Faculty of Engineering, the Faculty of Science and the Health Information Science program parallel those for BC secondary school graduates.

10. Credit for Secondary School Calculus

All prospective UVic students who have completed or are registered in a secondary school calculus course are eligible to write a Calculus Challenge Examination. Students who pass this examination will be able to obtain credit for MATH 100 at UVic.

Application must be made to the Mathematics department hosting the Calculus Challenge Examination. (Each year one of BC's four universities hosts the examination.) Only one attempt is permitted. After completing the Calculus Challenge Exam and registering at UVic, a student may contact Undergraduate Records to receive credit for MATH 100. The student's transcript will then show challenge credit for MATH 100 and the grade obtained.

Enquiries regarding application deadlines, fees, course syllabus, sample examinations with solutions and related matters should be directed to:

Math Challenge 151
Department of Mathematics
Simon Fraser University
Burnaby BC V5A 1S6
Telephone: (778) 782-3332
Fax: (778) 782-4947

Students already eligible for transfer credit because of high AP or IB scores will keep this eligibility regardless of their examination score, and can waive the examination score and/or credit.

11. College Board Advanced Placement Credits

Applicants who have passed the Advanced Placement examination with a grade of 4 or 5 in selected subjects will receive transfer credit. Refer to the BC Transfer Guide at <www.bctransferguide.ca> for further information.

Applicants who pass an AP examination with a grade of 3 will be granted advanced standing for the purpose of meeting a prerequisite but no transfer credit. Applicants should consult with the department concerned for course advice.

12. Home-Schooled Applicants

UVic welcomes applications from individuals with varying academic backgrounds. Home-schooled applicants should be aware of the following:

- It is an admission requirement to be a secondary school graduate. Therefore, home-schooled applicants must be able to present proof of completion of a program that has met graduation requirements from a recognized educational jurisdiction and also faculty-specific minimum subject and academic average requirements.
- All applicants are required to take provincial exams, or equivalent, for all courses in which they are mandatory. Therefore, if a home-schooled student is participating in a program with provincial examinations, or equivalent, those courses with mandatory examinations must be taken.

In cases where applicants do not meet the above-mentioned requirements, they must submit an appeal letter documenting the reasons for not being able to meet these requirements and provide SAT scores and/or any other relevant documentation for consideration by the Senate Committee on Admission, Reregistration and Transfer.

OTHER APPLICANT CATEGORIES

Special Access

The University of Victoria is interested in extending university-level learning opportunities to residents of British Columbia who are at least 23

years of age and may not qualify under the regular categories of admission.

The number of applicants admitted under this category is limited by the availability of University resources. Admission under the Special Category is not automatic.

An applicant for admission under the Special Category must meet the following criteria:

- the applicant is at least 23 years of age by the beginning of the session applied for, and
- the applicant's academic achievements have been significantly and adversely affected by health, disability, or family or similar responsibilities.

The Senate Committee on Admission, Reregistration and Transfer selects candidates for admission in the Special category on the basis of:

- their educational history
- non-educational achievements that indicate an ability to succeed at university

Applicants in this category must submit two Special Access Reference forms from persons specifically able to assess the applicant's potential for academic success. References from relatives will not be accepted. Applicants must be able to document the nature and extent of their circumstances, and demonstrate the impact these have had on their educational achievements.

Note: Applicants who have attempted a full year or equivalent of university-level courses are not eligible to apply under this category.

Applicants under this category must also meet the prerequisites for the program they wish to enter.

Special Access Pathway

Applicants who satisfy the academic requirements for admission, including the requirements to enter a specific degree program, who do not meet the minimum English language proficiency requirements and who have a minimum IELTS score of 5.5 or a minimum TOEFL score of 71 may enrol in the 12 month Pathway Program in order to enhance their language skills while undertaking coursework for academic credit. Upon satisfaction of both the English language proficiency requirements and achievement of the required minimum GPA of 2.0 (or higher if required by the relevant Faculty) in all credit courses attempted, the student may progress into a regular program.

Students who do not meet these requirements will not be eligible to progress into a regular program, however, a record of the Pathway Program studies, including all academic credit awarded, will be retained as part of the academic record and will appear on the official transcript.

First Nations, Métis and Inuit

The University welcomes applications from Aboriginal peoples of Canada, including those of First Nations, Métis and Inuit ancestry (including Non-Status Aboriginal).

During the admission application process, students are given the opportunity to self-declare their Aboriginal status. The voluntary declaration will NOT be used for admission decisions. Documentation of Indigenous ancestry is not required. You are encouraged to self-identify in order to receive announcements of special events organized by the Office of Indigenous Academic and Community Engagement (IACE) as well as information on academic, personal and cultural support services offered at the First Peoples House. For more information, see the Office of Indigenous Academic and Community Engagement website or contact Dr. Robina Thomas, Executive Director of IACE, at iacedir@uvic.ca.

Applications from Aboriginal peoples of Canada who do not qualify under the other categories of admission will be considered on an individual basis by the Senate Committee on Admission, Reregistration and Transfer.

The committee will consider each applicant's:

- educational history
- non-educational achievements that indicate an ability to succeed at university.

Applicants who choose to apply under the "Special Access – First Nations, Métis and Inuit" category must submit two reference forms from persons specifically able to assess the applicant's potential for academic success. If possible, one reference should be from a recognized Aboriginal organization. References from relatives will not be accepted. Applicants must also submit a personal letter outlining their academic objectives.

Discovery Studies

Students, who wish to take individual credit courses for personal or professional interest without first being admitted to a degree program, may apply as a special access student through Discovery Studies. Applicants must be at least 21 years of age prior to the first day of classes and provide a letter of introduction outlining their reason for wishing to take courses. No transcripts or other documentation are required, except to establish English Language Proficiency when necessary.

Discovery Students are classified as "non-degree" students and will be permitted to register in no more than 3 units of courses per term, to a maximum of 12 units overall. After completion of 12 units, students who wish to take further courses must first apply to be admitted as a regular degree student. Discovery Students who wish to change their status from non-degree to regular upon or prior to reaching 12 units, must provide all relevant documentation and meet regular admission requirements for entry to the degree program requested.

Courses offered at the 100 and 200 level that have no prerequisite requirements or program restrictions are generally available. Discovery Students requesting a course with a prerequisite will be required to present official transcripts to demonstrate satisfaction of the prerequisite listed. Registration dates are assigned to ensure that regular degree students have the opportunity to register first.

The University reserves the right to limit the number of students admitted under this category. Applicants who have already been refused admission, or those who have been required to withdraw from any post-secondary institution during the previous three years, are not eligible for consideration.

Please note that this category is not currently available for admission to the Faculties of Education and Law.

Auditor

See "Registration as an Auditor" (page 41), for instructions on how to audit courses.

APPLICANTS FOR TRANSFER

The general requirements listed below apply to transfer applicants from recognized institutions wishing to enter the Faculties of Humanities, Science, and Social Sciences. Admission requirements for other faculties are stated in the appropriate faculty section in the Calendar.

Note that applicants who have failed their previous year or who have a weak overall academic record may be refused permission to transfer, even if they meet the minimum admission requirements. See "University's Right to Limit Enrolment" (page 32).

Note: Transfer Applicants to the Faculty of Science

In addition to the requirements set out below, transfer applicants to the Faculty of Science must:

- meet the Year 1 subject and minimum math grade requirements for admission to the Faculty of Science directly from secondary school, or
- have transfer credit for at least 9 units of science courses including at least 3 units of Mathematics selected from MATH 100, 101, 102, 151.

Transfer Credit

Transfer credit granted in a degree program is limited. Students who plan to begin their studies at another institution and transfer to UVic should ensure that the courses they take are eligible for transfer credit in their planned program at UVic.

If a student's performance warrants a review of transfer credit granted on admission, the University reserves the right to require the student to make up any deficiencies (without additional credit) before proceeding to studies at a higher level. These decisions are normally made at the department level.

Transfer credit from BC colleges will be assigned according to the equivalencies listed on the BCCAT website at <www.bctransferguide.ca> for the year in which the courses were completed. Transfer credit from other recognized institutions is determined by the relevant academic department and Undergraduate Admissions according to the categories outlined below. Visiting and non-degree students are not assigned transfer credit.

University Transfer Programs

Applicants require successful completion of at least 12 units of transferable courses with a minimum average equivalent to 2.0 ("C") at UVic; the average is calculated from the grades for the most recent 12 units of university-level courses attempted and includes repeated and failed courses. Applicants with less than 12 transferable units must have a minimum GPA of 2.0 ("C") on any post-secondary record and also meet the secondary school requirements for admission to Year 1. See "Year 1 Admission Requirements: BC/Yukon Secondary School Graduate" (page 34).

Associate of Arts or Science Degree from a BC Post-secondary Institution

Applicants who have been granted an Associate of Arts or Associate of Science degree from a recognized BC post-secondary institution will be granted 30 units of transfer credit if admitted to a degree program. Note that students receiving 30 units of transfer credit for completion of the associate degree are still obliged to fulfil all prerequisites in the degree program to which they are admitted.

Institutes of Technology

Applicants who have completed one full year of a diploma program at an institute of technology with a cumulative average of A- are eligible for admission. Credit is considered on a course-by-course and case-by-case basis.*

Applicants who have completed in excess of one full year at an institute of technology with a minimum cumulative average of B are eligible for consideration. Credit is considered on a course-by-course and case-by-case basis.*

*Block credit agreements have been established for some specific diploma programs to transfer to specific UVic degree programs. Normally, 30 units of block credit is granted to those admitted under such agreements.

Colleges of Applied Arts and Technology (CAAT)

Applicants who have completed one full year of a diploma program at a CAAT with a cumulative average of A- are eligible for admission but no transfer credit.

Applicants who have completed a two-year diploma program (or two years of a three-year diploma program) with a minimum cumulative average of B are eligible for consideration. Up to 7.5 units of credit may be granted upon admission.*

Applicants who have completed a three-year diploma program, with a minimum cumulative average of B, are eligible for consideration. Up to 15 units of credit may be granted upon admission.*

Certificate programs are not considered for admission or transfer credit.

*Credit is determined on a case-by-case basis, but where block credit agreements have been established for specific diploma programs to transfer to specific UVic degree programs, credit may exceed the amounts indicated, but may not exceed a maximum of 30 units.

CEGEPs

Applicants with more than one full year completed of an approved CEGEP program, with a minimum overall average of 70%, may be granted up to 15 units of transfer credit at the first- or second-year level.

Canadian Bible Colleges

Admission and transfer credit for applicants from recognized bible colleges are considered on an individual basis. Courses can be considered for admission and transfer credit if the institution where they were taken is chartered as a degree or diploma granting institution in its home province, appears in the British Columbia or Alberta Transfer Guide or is a member of one of the following: the Association of Universities and Colleges of Canada, the Association of Canadian Community Colleges, the Association for Biblical Higher Education or a U.S. regional accrediting body. For more information contact Undergraduate Admissions.

International Baccalaureate Credit

Applicants who have been granted admission based on the International Baccalaureate Diploma are normally eligible for up to 15 units (one academic year) of transfer credit. The diploma must contain at least three subjects at the Higher Level and three subjects at the Standard Level. Subjects completed with a score of less than 4 are not eligible for transfer credit.

Applicants who have completed individual Higher Level certificates without completing the full diploma are eligible for 3 units of transfer credit for each Higher Level subject completed with a grade of at least 4*. Individual Standard Level subjects are not eligible for transfer credit.

*Some subjects require a higher grade; refer to the BC Transfer Guide <www.bctransferguide.ca> for further information.

Second Bachelor's Degree

Students with a bachelor's degree from a recognized institution may be admitted to a second bachelor's degree program if they meet the following conditions:

1. The student must meet the admission requirements for the program of the second degree.
2. The principal areas of study or academic emphasis of the second degree must be distinct from that of the first degree.

Initially, students will be admitted as unclassified. Once approved for a specific degree program, students should contact their advising centre to confirm what courses from their first degree they will be able to include in their second degree program.

Students must apply for admission to a second bachelor's degree by the usual procedure for admission as appropriate.

The University may limit the number of students admitted to complete a second bachelor's degree.

Visiting Students

Applicants who wish to take courses for credit at their home university or college may be admitted on the basis of a Letter of Permission issued by their home institution. Such study is normally limited to a total of 15 units at UVic.

The Letter of Permission must be sent directly by the home institution to Undergraduate Admissions. The letter must include the session for which permission is given. Transcripts may be required as determined by Undergraduate Admissions.

Visiting students whose first language is not English must meet the requirements outlined in "Applicants Whose First Language is Not English" (page 33).

Visiting students who wish to reregister for a future session must submit an up-to-date Letter of Permission to Undergraduate Records.

Visiting students who later wish to apply for regular degree status at UVic must submit an application for status change to Undergraduate Records.

Visiting International Research Studies

Visiting international students currently registered at another recognized institution who wish to participate in research under the supervision of UVic instructors may be considered for admission as research-only students. An application for admission is required, however regular admission processes and requirements do not apply. This admission does not include the option of taking courses for credit outside of the specific VIRS research course.

Visiting Research students must have a plan to conduct research for a period of not less than one month and not more than twelve months and are required to provide proof of funding for the research period. A written letter of agreement between the visiting research student, the home institution faculty member and the UVic host supervisor, that has been approved by the UVic Department, Program or School prior to the visiting international research admission to the university and references matters such as intellectual property, stipend and benefits, travel costs, access to research equipment and supplies, research ethics, space etc.

If visiting research students wish to take additional courses for credit aside from their research course, they must apply through the regular admission process as Non-Degree students. Visiting research students will be registered in VIRS 301-309, Visiting International Research Studies (6.0 Units). Tuition fees are not charged for VIRS 301-309 registrations and credit awarded for a VIRS course is not applicable towards a UVic degree program.

Visiting research students will have access to basic research services (e.g. library, e-mail access, computing). Basic student services (e.g. recreation facilities and transit passes) can be arranged provided that the applicable fees are paid by the student.

International Applicants

The University of Victoria invites academically qualified students from around the world to study in any one of its outstanding undergraduate faculties.

International applicants can find detailed information on application procedures at <www.uvic.ca/apply>.

International Applicants: Admission Requirements

The minimum admission requirements for consideration to Year 1 can be found online at: <www.uvic.ca/apply>.

Additional requirements and/or subject prerequisites may be needed, depending on the specific faculty and department.

Students who have completed university-level work at a recognized post-secondary institution may be eligible for admission at the Year 2 level or above, depending upon the published general/specific faculty and department requirements and transferability of courses.

Please note that only those applicants who have attained a high level of academic achievement will be offered admission, regardless of year level.

International Exchange Programs

Students who would like to participate in an international exchange program at UVic should apply through their home university. Information for incoming exchange students is available at <www.uvic.ca/international>.

English Language Centre Programs

Applicants who are unable to demonstrate minimum English language proficiency, but meet all other current admission requirements for their faculty, may still be considered for entrance to UVic once they complete the University Admission Preparation (UAP) course with a grade of at least 80%. This course is offered a number of times during the year by the University of Victoria's English Language Centre.

Information on the application, program dates and cost can be obtained by contacting the English Language Centre:

Phone: 250-721-8469

Email: elc@uvcs.uvic.ca

Web: <continuingstudies.uvic.ca/elc>

Undergraduate Reregistration

Students who have questions about their registration status should contact Undergraduate Records. For contact details and office hours, refer to the Office of the Registrar contact page: <www.uvic.ca/registrar/home/contact>

CURRENT STUDENTS

Undergraduate students who are eligible to continue their studies at UVic and who have taken courses in any of the previous two sessions (Winter and Summer) are considered to be current students and are authorized automatically for registration in the next academic session.

RETURNING STUDENTS

Undergraduate students who did not register at UVic in either of the most recent Winter or Summer Sessions are returning students and must apply to reregister using My UVic application: <www.uvic.ca/application>.

An application to reregister fee is required (see "Miscellaneous Fees", page 60). Applications received after the published deadline (see "Undergraduate Application and Documentation Deadlines", page 9) will be charged a late application for reregistration fee (see "Miscellaneous Fees", page 60). Off-campus and Division of Continuing Studies students will not be charged the late fee.

REGISTRATION AT ANOTHER INSTITUTION

Students who have registered at other post-secondary educational institutions since their admission to UVic are required to inform Undergraduate Records of all post-secondary educational institutions attended (including in-progress, withdrawals, incomplete and failed studies) and to submit official transcripts of their academic records at these institutions. See "Penalties for failure to disclose studies elsewhere while attending UVic".

Returning students should indicate this information on their reregistration application and provide transcripts to Undergraduate Records by the due date shown in "Undergraduate Application and Documentation Deadlines" (page 9).

Current students should provide transcripts to Undergraduate Records as soon as courses completed elsewhere have been completed.

A document evaluation fee (see "Miscellaneous Fees", page 60) will be charged to assess studies elsewhere, except where these studies were authorized by a Letter of Permission (see Letters of Permission for UVic Students to Undertake Studies Elsewhere, page 41). The fee is not refundable and cannot be applied to tuition.

Penalties for failure to disclose studies elsewhere while attending UVic

Failure to disclose attendance at other institutions or to submit transcripts from those institutions may result in one or more penalties. Penalties are:

- the denial or cancellation of an application for reregistration
- the rescinding of an offer of admission and a ban on any application for at least one term
- the cancellation of current registration (due to undisclosed studies elsewhere)
- the denial of transfer credit from institutions where attendance was not disclosed
- the display on the official transcript of all penalties assigned
- placement on disciplinary probation
- recommendation to the President of suspension for a minimum of one year

The appropriate penalty will be determined by the Registrar after consideration of any statement from the student and the decision of penalty assigned is subject to appeal. Students who have grounds for appeal as noted in "Appealing Admission/Reregistration Decisions" (page 32), may appeal to the Senate Committee on Admission, Reregistration, and Transfer, stating why they should be considered for an adjustment to the penalty assigned.

Applicants for reregistration who have completed studies at another post-secondary institution since they last attended UVic will be assessed a document evaluation fee (see "Miscellaneous Fees", page 60). This fee is not required from visiting students or from students who obtained a Letter of Permission from UVic to study elsewhere. The fee is not refundable and cannot be applied to tuition.

REREGISTRATION FOLLOWING REQUIRED WITHDRAWAL

Students who have been required to withdraw from UVic in the past because of unsatisfactory progress or standing and who wish to be considered for reregistration must submit an Application for Reregistration. Students who are required to withdraw will not be permitted to register until they have met the conditions outlined under "Minimum Sessional Grade Point Average and Academic Standing" (page 53). Students who have not met the conditions for reregistration but who do meet the criteria to appeal may submit a letter of appeal to the Senate Committee on Admission, Reregistration and Transfer. Grounds for appeal to the Committee are limited. Letters should be sent to the Senate Committee on Admission, Reregistration and Transfer, c/o Records Officer, Undergraduate Records. The Committee's decision regarding the student's application is subject to review by the Senate Committee on Appeals only on the grounds of specific procedural error. See "Appealing Admission/Reregistration Decisions" (page 32).

APPEALING REREGISTRATION DECISIONS

Applicants who are denied permission to reregister and who can prove extenuating circumstances or provide information that was not presented initially have recourse under "Appealing Admission/Reregistration Decisions" (page 32). Appeals from returning students should be directed to the Senate Committee on Admission, Reregistration and Transfer, c/o Records Officer, Undergraduate Records.

Undergraduate Registration

Information on how to register as well as the day, time, place and instructor for courses is provided at <www.uvic.ca/course-registration> or through "My page" at <www.uvic.ca/mypage>.

GENERAL REGISTRATION INFORMATION

- Access to course registration is limited to students who have been approved by either Undergraduate Admissions or Undergraduate Records.
- Admission to the University or authorization to reregister does not guarantee entry to a particular program, course or section.
- Because enrolment in all courses is limited, admitted students may not be able to register in their chosen courses or sections.
- Letters of Admission or Authorizations to Reregister are valid only for the term and session to which they apply.
- Students who are required to withdraw or denied reregistration will not be permitted to register until they have met the conditions outlined in the section "Minimum Sessional Grade Point Average and Academic Standing" (page 53).
- A department may cancel the registration of a student who cannot demonstrate that all course prerequisites have been met or who fails to attend a course within the following period:
 - **Winter Session courses**
 - first 7 calendar days from the start of the course
 - **May-August courses**
 - first 7 calendar days from the start of the course
 - **May-June courses**
 - first 2 class meetings
 - **July-August courses**
 - first 2 class meetings
- **Not all department instructors will choose to exercise the option to drop classes. If you do not attend classes, do not assume that you have been dropped from a course by a department or instructor.** Courses that are not formally dropped will be given a failing grade. You may be required to withdraw, and you will be required to pay the tuition fee for the course.
- A student who registers in and then drops courses repeatedly over several consecutive terms may have access to course registration blocked. When a registration block is to be instituted, the Registrar will issue an email notice to the student and will copy the Dean, or designate, of her or his Faculty of registration offering an opportunity for the student to respond, in writing and within 14 calendar days, to explain this registration history. The Registrar and the Dean or designate will review the student's explanation and will determine if the registration block should be imposed. If upon review of the explanation, a registration block is imposed, the student may submit an appeal to the Senate Committee on Admission, Reregistration and Transfer (c/o Undergraduate Records).

A student who for medical or compassionate reasons is unable to attend a course during the required period should contact the department within that time to confirm registration in the course.

Course Selection Responsibility

Students are responsible for:

- choosing courses that conform to their individual program requirements and University regulations;
- ensuring there is no discrepancy between the program they are following and that recorded by Undergraduate Records;
- taking only those courses in which they are registered;
- checking the calendar description for prerequisites, restrictions and references to duplicate, mutually-exclusive or cross-listed courses.

Credit will not be assigned more than once unless it is specifically noted that the course may be taken more than once for credit.

Students who have credit for courses taken at UVic must consult the calendar course descriptions to ensure they do not duplicate courses that now have a different number. See also "Duplicate and Mutually Exclusive Courses" (page 43), "Credit Limit—Beginning Level Statistics Courses" (page 44), and "Repeating Courses" (page 44). These regulations also apply to transfer credit received for courses completed elsewhere.

In some courses, instructors may require students to use educational technology including internet-based technologies, web-based applications, cloud services and social media, which stores or accesses personal information outside of Canada. While a general notice will appear at the time of registration, details of the service storing information outside of Canada will be provided in the course outline.

It is instructors' responsibility to inform students if personal information may be stored outside of Canada and to try to provide options (such as using an alias to register with the educational technology).

If students do not want their personal information stored or accessed outside of Canada, in certain rare instances, courses may not be available to them. If the course is required for the completion of a degree, alternatives will be provided.

Registration for Both Terms in Winter Session

Students planning to undertake studies in both terms of the Winter Session are advised to register for all courses they intend to take, including single-term courses that begin in January.

Registration for One Term Only

If suitable single-term courses are available, students may register for a program of courses to be taken in the first or second term.

Adding and Dropping Courses

The regulations for adding and dropping courses are stated in the appropriate Registration Guide or at <www.uvic.ca/course-registration>.

You may add "standard date" courses by using online registration until the last day to add courses for each term. After the last day to add courses a request to add a course must be submitted on an Undergraduate Course Change Form to the Office of the Registrar; **approval is not automatic**. An Undergraduate Course Change Form must be accompanied by a written explanation of the circumstances that prevented registration prior to the last day for adding courses and a memo from the course instructor stating that you have attended classes. Approval is determined by the Dean or designate of the faculty of the program in which you are registered.

Please note that the deadlines and timetable for adding and dropping courses are not the same as those for fee reductions. See the "Academic Year Important Dates" (page 6).

- Students may drop first-term courses until the last day in October and full-year and second-term courses until the last day in February without receiving a failing grade.
- A student who has a grade of E or F in a first-term course may reregister in the course if it is offered in the second term, provided that the student will be registered in not more than 9 units in the second term. A student who has an E in a first-term course may take a second-term course which lists the first-term course as a prerequisite only with the permission of the department concerned.
- An undergraduate student who drops all courses and does not intend to register in any other credit course in the session is withdrawing from the University and must notify the Office of the Registrar. See "Withdrawal" (page 54).

Concurrent Registration at Another Institution

Normally a student may not be registered concurrently at UVic and at another post-secondary educational institution. New students must

notify Undergraduate Admissions of their plan to attend another institution. Current students must obtain a Letter of Permission from the Dean or designate of their faculty appropriate academic advising centre if they plan to enrol concurrently at another institution to ensure that transfer credit is recognized.

Letters of Permission for UVic Students to Undertake Studies Elsewhere

A student who wishes to take courses at other approved post-secondary institutions must receive prior approval from UVic in the form of a Letter of Permission (LOP) from the appropriate faculty advising centre at UVic.

To be eligible for a Letter of Permission, a student must have completed, or be registered in, at least 6 units of course work at UVic. For information about other specific requirements, contact the faculty advising centre.

Transfer credit will be assigned upon receipt of an official transcript from the institution visited and evaluation of all coursework. No grades are assigned for transfer credit course work; however, grades will be considered if necessary to meet a specific grade requirement and to assess academic standing.

Some faculties require a minimum grade in courses taken elsewhere before transfer credit will be granted. Check the faculty sections in this calendar for regulations.

Applications for Letters of Permission by students must be accompanied by payment. See "Miscellaneous Fees" (page 60). If a student did not obtain the required Letter of Permission to undertake studies elsewhere, a document evaluation fee (see "Miscellaneous Fees", page 60) will be assessed for the review of transfer credit.

Registration in Graduate Courses by Undergraduates

Students in their final year of a bachelor's degree program at the University of Victoria who have a grade point average of at least 6.0 (B+) in the last 15 units of course work attempted, or who would otherwise be admissible as a non-degree graduate student, may be permitted to register in a maximum of 3 units of graduate courses on the recommendation of the department concerned and with the consent of the Dean of Graduate Studies. Such courses cannot be used for credit in a subsequent undergraduate or graduate program at the University of Victoria if this work is used to satisfy the requirement for another credential.

No application for admission or supporting documentation is required; the graduate adviser of the department in which the courses are to be taken must send a recommendation to the Dean of Graduate Studies, specifying the courses selected. When written permission is received from the Dean, the approved graduate courses will be added to the undergraduate record.

REGISTRATION AS AN AUDITOR

Registered students and members of the community may be permitted to audit up to 3 units of undergraduate courses in a session. Registration as an auditor is subject to the following conditions:

- The individual must receive permission from the department concerned.
- Permission to audit a course is dependent upon the class size and other factors that the instructor and the department establish. Permissions are checked against the class registration the first week of classes to determine if there is room in the course, and students are notified by email at that time. If a waitlist exists or if the class has reached the maximum room capacity, registration as an auditor is not allowed.
- The degree of an auditor's participation in the course is at the discretion of the department.
- Attendance as an auditor does not grant entitlement to an academic record and official transcripts of such attendance and will not be

considered as meeting admission, prerequisite or course requirements for any University credit program.

- Graduate courses are normally open only to students who are registered in the Faculty of Graduate Studies; see the faculty regulations in the *UVic Graduate Calendar*.
- Law courses are normally only open to students who are registered in the JD or law graduate program. On occasion, auditing is permitted with the express permission of the instructor and the Associate Dean, Academic and Students, to a maximum of one course per year.

Auditor class entry forms are available from the Office of the Registrar.

INDIVIDUALLY SUPERVISED STUDIES

Individually supervised studies may be undertaken during the Winter Session; such studies will normally consist of Directed Studies courses. Students interested in pursuing such studies should contact the Teacher Education Advising Office in the Faculty of Education or the appropriate department Chair in the other faculties. The availability of such courses will be determined by the department concerned.

Undergraduate Academic Regulations

Students should check the Calendar entries of individual faculties for any additional or more specific regulations.

ACADEMIC WRITING REQUIREMENT

Strong reading, writing, and research skills are essential to academic success. Regardless of whether they are native speakers of English or have learned English as an additional language, all students need to develop these skills so that they are able to meet the expectations of advanced literacy associated with university-level academic studies.

To ensure that students are prepared to meet these expectations, the university requires all undergraduate students enrolled in a degree program to satisfy one of the following two requirements.

1. Successful completion of a minimum 1.5 unit AWR-designated course (ENGL 135, 146, 147, ENGR 110).
2. One of the following qualifications.
 - A score of at least 86% on the B.C. English 12 Provincial Examination, or English 12 First Peoples Provincial Examination, within the three years immediately prior to admission.
 - A final grade of at least 86% in an approved English 12 equivalent course from other Canadian provinces within the three years immediately prior to admission.
 - A minimum 1.5 units of transfer credit for ENGL 135, 146 or 147, ENGR 110, or AWR-designated level credit (ACWR transfer credit).
 - A degree from a recognized English-speaking university.

Selecting an AWR-Designated Course

All students who have been admitted to the university may register in the first-year English course of their choice. The English department offers four courses that satisfy the AWR.

- ENGL 135 Academic Reading and Writing (1.5 units).
- ENGL 146 The Literature of Our Era (1.5 units).
- ENGL 147 Great Moments in English Literature (1.5 units).
- ENGR 110 Design and Communication I (2.5 units), for Engineering students only.

To increase their proficiency, students may also benefit from registering in one or both of the following preparatory courses prior to receiving credit for an AWR-designated course.

- ENGL 099 Remedial English Composition (0.0 units).
- ENGL 101 Fundamentals of Academic Literacy (1.5 units).

Note that these two courses do not satisfy the Academic Writing Requirement.

An online self-placement questionnaire is available at <www.uvic.ca/awr> to help assist students in determining the course that best matches their level of proficiency.

Timeline for Completing the AWR

To gain the greatest benefit to their degree studies, students who have not yet satisfied the AWR are expected to register in a minimum 1.5-unit, AWR-designated course as soon as possible. For most students, this will be before the end of the third term of registration or prior to completing 30 units of credit.

Transfer students who are admitted to UVic for the first time as third-year students must complete the AWR during their first Winter Session. Nursing and block-transfer students should consult their academic advisers for information about their deadline for completing the requirement.

The Former Undergraduate English Requirement

Students who were admitted and registered at UVic for the January-April 2012 term or earlier, and who had satisfied the former Undergraduate English Requirement prior to May 1st, 2012 (through UVic courses, transfer credit, or by exemption) are considered to have already satisfied the Academic Writing Requirement.

ATTENDANCE

Students are expected to attend all classes in which they are enrolled. An academic unit may require a student to withdraw from a course if the student is registered in another course that occurs at the same time.

In some courses students may be assigned a final grade of N or debarred from writing final examinations if they have failed to satisfy a minimum attendance requirement set by an instructor for lectures, laboratories, online course discussions or learning activities, tutorials, or other learning activities set out in the course outline. Instructors in such courses must inform students in the course outline of any minimum attendance requirement and the circumstances under which they will be assigned a final grade of N or debarred from final examinations. Students who are absent, late or cannot attend an entire class because of illness, an accident or family affliction should report to their instructors as soon as possible. (For more information, refer to "Academic Concessions", page 48).

An instructor may refuse a student admission to a lecture, laboratory, online course discussion or learning activity, tutorial or other learning activity set out in the course outline because of lateness, misconduct, inattention or failure to meet the responsibilities of the course set out in the course outline. Students who neglect their academic work may be assigned a final grade of N or debarred from final examinations.

Students who do not attend classes must not assume that they have been dropped from a course by an academic unit or an instructor. Courses that are not formally dropped will be given a failing grade, students may be required to withdraw and will be required to pay the tuition fee for the course.

COURSE LOAD

Minimum Course Load

Some programs require students to be enrolled in a minimum number of units during the Winter Session. Students should refer to the calendar entries of individual faculties for information.

Students should note that Canada Student Loans require enrolment in at least 4.5 units for credit (3 units for students with a permanent disability), excluding duplicate and/or mutually exclusive course work, in each term of the Winter Session.

Course load requirements for scholarships are outlined under "Undergraduate Scholarships, Awards, Medals and Prizes" (page 61).

Maximum Course Load

Except with the written approval of the Dean, the following maximum course loads apply to individual sessions and terms and do include studies taken elsewhere.

Session/Term	Maximum course load
<i>Winter Session:</i>	
September- April	18 units
September- December	9 units
January- April	9 units
<i>Summer Session:</i>	
May-August	9 units

Final Year Studies

Normally, a student should complete the final 15 units of courses at the University of Victoria. A student may, however, take the final year of study at another university, subject to the regulations mentioned under "Graduation" (page 54) and with the prior consent of the Dean of the faculty concerned.

A student authorized to attend another institution who accepts a degree from that institution gives up any right to a UVic degree until the student has satisfied the University's requirements for a second bachelor's degree. See "Second Bachelor's Degrees" (page 55).

COURSE CREDIT

Accumulation of Credit

All course credits earned are recorded on the student's academic record. Whether credit for a course applies toward a degree or diploma is determined by the regulations governing the program. In the case of a course taken more than once, the unit value will be shown on the student's record in each instance, but units are awarded only once unless the course is designated as one that may be repeated for additional credit.

Advanced Placement or Exemption Without Unit Credit

In exceptional circumstances, undergraduate students may qualify for an exemption from a required course or for advanced placement in a program through independent study or other experience.

Students requesting advanced placement or exemption should apply to the department offering the course or program.

Advanced placement or exemption from a required course carries no unit credit.

Completing Program Requirements

A student who has not met the course requirements for the lower years of a program may only proceed to courses in a higher year if the student concurrently takes all courses required to clear any requirements.

Credit by Course Challenge

Course challenge is intended to allow registered undergraduate students to receive credit in undergraduate courses on the basis of knowledge or experience acquired outside the University. A student challenging a course must undertake a special examination or other form of assessment administered by the department in which the course is offered.

Course challenge is not offered by all departments. Where not specifically referenced in the departmental calendar entry, a student should consult the department directly to determine if course challenge is permitted. Where it is offered, the following regulations apply:

- Students who are unclassified or have non-degree status may not challenge a course.
- A course challenge examination/evaluation normally must be completed before the end of the period for adding courses in both Winter Session and Summer Session, at a time determined by the department.
- Credit by course challenge is limited to 15 units or, for students in a diploma program, a maximum of 3 units.
- A student may not challenge any course whose equivalent appears on the student's secondary school, college or university transcript, whether or not the student successfully completed the course.
- A student who receives credit in a course at one level may not challenge its prerequisite in the same subject.
- A specific course may be challenged only once with the exception of variable-content courses approved by the department for challenge.
- The result of the course challenge examination or assessment will be entered on the student's academic record whether or not the challenge is successful. The grade received will be used in determining the student's sessional standing.

For more information, or a course challenge application form, contact the Office of the Registrar.

Students are urged to complete challenge examinations before the end of the period for adding courses, so that they can make any course changes needed for that session.

Duplicate and Mutually Exclusive Courses

A course may be taken only once for credit unless the course description states that it may be taken more than once for credit.

Students are solely responsible for checking calendar descriptions, including those for assigned transfer credit, prior to and after registration, for any reference to duplicate, mutually-exclusive or cross-listed relationships.

Duplicate (DUP-same course) or mutually exclusive courses (M/X-different course/number, same content as another course) will be identified and recorded on a student's academic record.

Students should note that for Canada Student Loan purposes, courses identified as duplicate/mutually exclusive will not be counted toward the minimum required course load of 4.5 units per term. Students should contact Student Awards and Financial Aid for information about their student loan status.

The grade received for a duplicate or mutually exclusive course will be used in calculating a student's sessional and cumulative grade point average, but credit for the course will not be granted a second time.

In the case where a course registration has been partially duplicated by transfer credit, the partial transfer credit will be deleted from the student's record on completion of the "duplicate" course. The student will be assigned full credit for the course at UVic. Transfer credit that is a DUP or M/X of course work previously awarded by UVic will be reduced to 0 units on the student's record.

Credits in Established International Exchange Programs

UVic students may receive exchange credit to a maximum of 15 units (7.5 units per exchange term), or other limit as approved by a faculty and the Senate, for course work completed on an exchange program established by a signed agreement between the University and another institution. The exchange credits are treated as UVic course credits in determining academic standing and whether the student has met the minimum requirements for graduation and the student's standing at graduation. Students who participate in an exchange program should be aware that normally 18 units of the required minimum 21 senior units should be completed at UVic.

Courses completed on approved exchange programs are entered on the student's UVic academic record as exchange credit. Letter grades are not assigned; a "COM" (for courses with a passing grade) or a "F" (for courses with a failing or incomplete grade) is recorded for each recognized exchange course. In instances where no direct UVic equivalent course exists, non-specific level credit will be assigned and recorded on the transcript. The UVic transcript will also indicate that the courses were completed on an exchange program at another institution. Exchange credit may not be recognized for all courses.

Students interested in applying for a UVic International Exchange Program should complete the UVic International Exchange Program application, the Proposed Study Plan form and the Budget Worksheet, which are available at <www.uvic.ca/international>. Information sessions are held throughout the year to accommodate the February and August application deadlines.

Before leaving on an exchange program, each student must complete the Official Exchange Contract, Liability Waiver and Emergency Contact Information form. Students should be aware that they could be unable to register in some or all of the exchange courses they plan to take at the exchange institution due to timetable conflicts or course cancellation.

On completion of the exchange, students must request the host institution forward an official transcript directly to UVic International Student Services. It is the student's responsibility to obtain all course descriptions, course outlines and syllabuses, including the contact hours per course. In addition, a notarized translation of documents issued in a language other than English will be required for all but language courses. To complete exchange course evaluations, students may be requested to submit additional supplementary documentation (e.g. completed assignments, course texts). The determination of UVic course equivalencies will not proceed until the above-noted official transcript and documentation are received. Exchange credit is not guaranteed for all courses.

Policies and procedures may differ for exchange programs administered by individual academic units. Students in the Faculty of Business, the Faculty of Human and Social Development and the Faculty of Law should consult their faculty.

Credit Limit—Beginning Level Statistics Courses

Students may receive credit for a maximum of 3 units of beginning level statistics courses chosen from the following: ECON 245 (or 240); GEOG 226 (or 321); PSYC 300A; SOCI 271 (or 371A or 371); Statistics 100-level or 200-level transfer credit; STAT 252, 254, 255, 260 (or 250).

REPEATING COURSES

This regulation applies to students in all courses except Law.

A student who fails a required course must repeat the course or complete an acceptable substitute within the next two sessions the student attends the University. A student who fails to do so will normally be refused permission to register again in the required course.

A student may not attempt a course a third time without the prior approval of the Dean of the faculty and the Chair of the department in which the course is offered unless the calendar course entry states that the course may be repeated for additional credit. A student who has not received this approval may be deregistered from the course at any point and may be asked to withdraw from his or her declared or intended program.

Note: When a course is repeated, both the original grade and the grade assigned for the repeated course will remain on the student's record.

PROGRAM REQUIREMENT CHANGE

1. Subject to paragraphs 3 and 4, students' programs will normally be governed by the regulations of the faculty in effect at the date of their first registration in the faculty.
2. Where faculty regulations change program requirements before the student has completed her or his degree, diploma or certificate, the student, with the approval of the faculty¹, may elect to be governed by the new regulations.
3. Where an academic unit does not propose to provide access to courses necessary to satisfy previous program requirements for at least five² years, that unit must provide a transition program for any student registered in the faculty at the date of the program change who demonstrates that satisfying the new program requirements will extend the length of time (number of terms) that the student requires to complete her or his current program within the faculty.
4. An academic unit has no obligation to provide access to courses necessary to satisfy previous program requirements or to provide transitional programs for more than five years after the date of the program change.
5. Where a student believes that a program requirement change has unfairly prejudiced her or him due to special circumstances, and that these regulations do not apply to the student's situation, the student may request the Chair or Director or Associate Dean (in a faculty without schools or departments) to establish a transition program. A student may appeal a negative decision to the Dean or the Dean's designate. The decision of the Dean or designate is final.³
 1. *In some faculties (particularly Education), accreditation requirements may not permit a change in regulations midway through a student's program.*
 2. *The change to five years reflects the number of years some faculties allow to complete their degree program.*
 3. *Because it is impossible to foresee all situations in which unfairness may arise (for example, a student transferring in with advanced standing from a program affiliated with a UVic program), this general regulation will allow for special circumstances.*

POLICY ON ACADEMIC INTEGRITY

Principles of Academic Integrity

Academic integrity requires commitment to the values of honesty, trust, fairness, respect, and responsibility. It is expected that students, faculty

members and staff at the University of Victoria, as members of an intellectual community, will adhere to these ethical values in all activities related to learning, teaching, research and service. Any action that contravenes this standard, including misrepresentation, falsification or deception, undermines the intention and worth of scholarly work and violates the fundamental academic rights of members of our community. This policy is designed to ensure that the university's standards are upheld in a fair and transparent fashion.

Students are responsible for the entire content and form of their work. Nothing in this policy is intended to prohibit students from developing their academic skills through the exchange of ideas and the utilization of resources available at the university to support learning (e.g., The Centre for Academic Communication). Students who are in doubt as to what constitutes a violation of academic integrity in a particular instance should consult their course instructor.

Definitions

In this policy:

- “work” is defined as including the following: written material, laboratory work, computer work, computer code, assignments, research materials, research results, musical or art works, oral reports, audiovisual or recorded presentations, lesson plans, and material in any medium submitted to an instructor for grading purposes.
- “Dean” is defined as the Dean of a student’s faculty and, in the case of graduate students, is defined as the Dean of Graduate Studies.
- “Chair” is defined as including the Chair or Director of a unit or, in the case of non-departmentalized faculties, the Dean.
- “instructor” is defined to include instructors and graduate supervisors.

Academic Integrity Violations

Academic integrity violations covered by this policy can take a number of forms, including the following:

Plagiarism

A student commits plagiarism when he or she:

- submits the work of another person in whole or in part as original work
- gives inadequate attribution to an author or creator whose work is incorporated into the student’s work, including failing to indicate clearly (through accepted practices within the discipline, such as footnotes, internal references and the crediting of all verbatim passages through indentations of longer passages or the use of quotation marks) the inclusion of another individual’s work
- paraphrases material from a source without sufficient acknowledgment as described above

The university reserves the right to use plagiarism detection software programs to detect plagiarism in essays, term papers and other work.

Unauthorized Use of an Editor

An editor is an individual or service, other than the instructor or supervisory committee, who manipulates, revises, corrects or alters a student’s written or non-written work.

The use of an editor, whether paid or unpaid, is prohibited unless the instructor grants explicit written authorization. The instructor should specify the extent of editing that is being authorized.

Review by fellow students and tutoring that do not include editing are normally permitted. In addition to consulting with their instructors, students are encouraged to seek review of and feedback on their work that prompts them to evaluate the work and make changes themselves.

Multiple Submission

Multiple submission is the resubmission of work by a student that has been used in identical or similar form to fulfill any academic requirement at UVic or another institution. Students who do so without prior permission from their instructor are subject to penalty.

Falsifying Materials Subject to Academic Evaluation

Falsifying materials subject to academic evaluation includes, but is not limited to:

- fraudulently manipulating laboratory processes, electronic data or research data in order to achieve desired results
- using work prepared in whole or in part by someone else (e.g., commercially prepared essays) and submitting it as one’s own
- citing a source from which material was not obtained
- using a quoted reference from a non-original source while implying reference to the original source
- submitting false records, information or data, in writing or orally

Cheating on Work, Tests and Examinations

Cheating includes, but is not limited to:

- copying the answers or other work of another person
- sharing information or answers when doing take-home assignments, tests or examinations except where the instructor has authorized collaborative work
- having in an examination or test any materials or equipment other than those authorized by the examiners
- accessing unauthorized information when doing take-home assignments, tests or examinations
- impersonating a student on an examination or test, or being assigned the results of such impersonation
- accessing or attempting to access examinations or tests before it is permitted to do so

Students found communicating with one another in any way or having unauthorized books, papers, notes or electronic devices in their possession during a test or examination will be considered to be in violation of this policy.

Aiding Others to Cheat

It is a violation to help others or attempt to help others to engage in any of the conduct described above.

Procedures for Dealing with Violations of Academic Integrity

Procedures for determining the nature of alleged violations involve primarily the course instructor and the Chair. Procedures for determining an appropriate penalty also involve Deans, the Vice-President Academic and Provost and, in the most serious cases, the President.

Allegations

Alleged violations must be documented by the instructor, who must inform the Chair. The Chair shall then inform the student in writing of the nature of the allegation and give the student a reasonable opportunity to respond to the allegation. Normally, this shall involve a meeting between the instructor, the Chair, the student and, if the student requests in advance, another party chosen by the student to act as the student’s adviser. If the student refuses to provide a response to the allegation or to participate in the process, the Chair may proceed to make a determination.

Determining the Nature of the Violation

The Chair shall make a determination as to whether compelling information exists to support the allegation.

Determining Appropriate Penalties

If there is compelling information to support the allegation, the Chair shall contact the Office of the Registrar to determine if the student’s record contains any other confirmed academic integrity violations.

If there is no record of prior violations, the Chair shall make a determination with respect to the appropriate penalty, in accordance with this policy.

Referral to the Dean

Where there have been one or more prior violations and the Chair has determined that compelling information exists to support the allegation, the Chair shall forward the case to the Dean (or the Dean's designate). In the Faculties of Humanities, Science and Social Sciences, the designate may be the Associate Dean Academic Advising). In situations where the student is registered in more than one faculty, the case will be forwarded to the Dean responsible for the course. The Chair may submit a recommendation to the Dean with respect to a proposed penalty.

Letters of Reprimand

Any penalty will be accompanied by a letter of reprimand which will be written by the authority (Chair, Dean, President) responsible for imposing the penalty. The letter of reprimand will be sent to the student and a copy shall be included in the record maintained by the Office of the Registrar.

Rights of Appeal

Students must be given the right to be heard at each stage, and have the right to appeal decisions in accordance with university policy, procedures and regulations. A student may:

- appeal a decision made by the Chair to the Dean of the faculty in which the student is registered within 21 business days of the date of the Chair's decision.
- appeal a decision made by the President under the provisions of section 61 of the University Act to the Senate Committee on Appeals in accordance with the Senate Committee on Appeals' Terms of Reference and Procedural Guidelines.

Deans who receive an appeal of the decision of a Chair should attempt to make a finding with respect to the appeal within 21 business days. In the case of a successful appeal, any penalty will be rescinded.

Penalties

Penalties for First Academic Integrity Violation

In situations where a determination is made that a student has committed a first academic integrity violation, the following penalties will normally be imposed. The penalties for violations relating to graduate dissertations, theses or final projects are different than those for other violations.

Plagiarism

Single or multiple instances of inadequate attribution of sources should result in a failing grade for the work. A largely or fully plagiarized piece of work should result in a grade of F for the course.

Unauthorized Use of an Editor

Unauthorized use of an editor should result in a failing grade for the work.

In situations where unauthorized use of an editor to extensively edit work results in a student submitting work that could be considered that of another person, penalties for plagiarism may apply.

Multiple Submission Without Prior Permission

If a substantial part of a piece of work submitted for one course is essentially the same as part or all of a piece of work submitted for another course, this should result in a failing grade for the assignment in one of the courses. If the same piece of work is submitted for two courses, this should result in a grade of F for one of the courses. The penalty normally will be imposed in the second (i.e., later) course in which the work was submitted.

Falsifying Materials

If a substantial part of a piece of work is based on false materials, this should result in a failing grade for the work. If an entire piece of work is based on false materials (e.g., submitting a commercially prepared essay as one's own work), this should result in a grade of F for the course.

Cheating on Exams

Any instance of impersonation of a student during an exam should result in a grade of F for the course for the student being impersonated, and disciplinary probation for the impersonator (if he or she is a student). Isolated instances of copying the work of another student during an exam should result in a grade of zero for the exam. Systematic copying of the work of another student (or any other person with access to the exam questions) should result in a grade of F for the course. Any instance of bringing unauthorized equipment or material into an exam should result in a grade of zero for the exam. Sharing information or answers for take-home assignments and tests when this is clearly prohibited in written instructions should result in a grade of zero for the assignment when such sharing covers a minor part of the work, and a grade of F for the course when such sharing covers a substantial part of the work.

Collaborative Work

In cases in which an instructor has provided clear written instructions prohibiting certain kinds of collaboration on group projects (e.g., students may share research but must write up the results individually), instances of prohibited collaboration on a substantial part of the work should result in a failing grade for the work, while instances of prohibited collaboration on the bulk of the work should result in a grade of F for the course.

In situations where collaborative work is allowed, only the student or students who commit the violation are subject to penalty.

Violations Relating to Graduate Dissertations, Theses or Final Projects

Instances of substantial plagiarism, falsification of materials or unauthorized use of an editor that affect a minor part of the student's dissertation, thesis or final project should result in a student being placed on disciplinary probation with a notation on the student's transcript that is removed upon graduation, and being required to rewrite the affected section of the dissertation, thesis or final project. While the determination of the nature of the offence will be made by the Chair, this penalty can only be imposed by the Dean.

Instances of plagiarism, falsification of materials or unauthorized use of an editor that affect a major part of the student's dissertation, thesis or final project should result in the student being placed on disciplinary probation with a notation on the student's transcript that is removed upon graduation, and rejection of the dissertation, thesis or final project, and the student being required to rewrite the work in its entirety. While the determination of the nature of the offence will be made by the Chair, this penalty can only be imposed by the Dean.

The penalties for violations relating to graduate dissertations, theses or final projects may apply where a violation occurs in submitted drafts, as well as in the final version of a dissertation, thesis or final project.

Particularly Unusual or Serious Violations

In the case of a first-time violation that is particularly unusual or serious (e.g. falsification of research results), the Chair may refer the case to the Dean, with a recommendation for a penalty more severe than those normally imposed for a first violation.

Penalties for Second or Subsequent Academic Integrity Violation

Repeat Violations

Any instance of any of the violations described above committed by a student who has already committed one violation, especially if either of the violations merited a grade of F for the course, should result in the student being placed on disciplinary probation. Disciplinary probation will be recorded on the student's transcript. The decision to place a student on disciplinary probation with a notation on the student's transcript that is removed upon graduation can only be made by the Dean.

In situations where a student commits two or more major academic integrity violations, the student may be placed on disciplinary probation with a permanent notation on the student's transcript. The decision to place a student on disciplinary probation with a permanent notation can only be made by the Vice-President Academic and Provost (or delegate), upon recommendation of the Dean. In making this decision, the Vice-President Academic and Provost will consider factors such as the nature of the major violations, and whether there has been an interval between violations such that learning could have taken place.

If a student on disciplinary probation commits another violation, this should result in the student's permanent suspension. This decision can only be taken by the President, on the recommendation of the Dean.

In situations where a graduate student who has been placed on disciplinary probation after a first offence commits a second offence, the student should be subject to permanent suspension. This decision can only be taken by the President, on the recommendation of the Dean.

Non Course-Based Penalties

If a student has withdrawn from a course or the university, or is not registered in a course associated with a violation, this policy must still be followed. If a determination is made that compelling information exists to support the allegation against a student, a letter of reprimand and, if appropriate, a more serious penalty in this policy should be imposed, although no course-based penalty may be imposed.

Records Management

Violations of academic integrity are most serious when repeated. Records of violations of this policy are kept to ensure that students who have committed more than one violation can be identified and appropriately sanctioned. Access to these records is restricted to protect students' right to privacy.

Records

Records relating to academic integrity violations will be stored in the Office of the Registrar. Chairs, Directors and Deans (whichever is responsible for imposing the penalty) will report academic integrity violations and will forward all documentation relating to a violation to the Office of the Registrar once the decision regarding a violation has been made. Records will only be kept in cases where it is determined that compelling information exists to support an allegation. In the case of a successful appeal, the record maintained by the Office of the Registrar will be removed.

Access to Records

Only Deans, the Registrar and the Directors of Undergraduate and Graduate Records will have access to student records regarding academic integrity violations, and normally only to check for repeat violations. Access to records will not normally be granted to instructors, Chairs, or other staff. Chairs may contact the Office of the Registrar to determine if the student's record contains any confirmed academic integrity violations.

- i. In some special circumstances, there may be reasons why Deans or faculty members need to have access to this information (e.g., character attestation for purposes of professional accreditation). If a faculty intends to request access to students' records for any such purpose, that purpose must be disclosed by the faculty to students.
- ii. Deans and Chairs may request aggregate information from the Office of the Registrar on numbers of violations for purposes of analysis, but in this case the information is to be provided without revealing personal information.

Records Retention

The following retention periods apply to records relating to academic integrity violations:

- i. First violations - 5 years after the final decision regarding the violation has been made.

- ii. Second or subsequent violations where no permanent notation has been made on a student's transcript - 5 years after the final decision regarding the violation has been made.
- iii. Second or subsequent violations where a permanent notation has been made on a student's transcript - permanent retention.

Notations on a student's transcript will be removed upon graduation or maintained permanently, in accordance with the penalty imposed under this policy.

A student who has had a permanent notation imposed on his or her transcript may make an application to the Vice-President Academic and Provost to have the notation removed. This application may be made 10 years after the final decision regarding the violation has been made and must include compelling evidence to explain why the notation should be removed.

EVALUATION OF STUDENT ACHIEVEMENT

An important purpose of evaluation and grading is to further effective teaching and learning. Any practices that assign a predetermined percentage of students a specific grade—that is, a certain percentage get A, another percentage get B and so on—without regard to individual achievement are prohibited.

Assessment Techniques

Each department will formally adopt the techniques for evaluating student performance which it considers appropriate for its courses and which allow instructors within the department some options.

Assessment techniques include: assignments; essays; oral or written tests, including midterms; participation in class discussions; seminar presentations; artistic performances; professional practica; laboratory examinations; "open book" or "take home" examinations; and examinations administered by the instructor or the Office of the Registrar during formal examination periods. Students may be asked to reflect critically on their own work or the work of other students; however, in all courses, instructors are responsible for the determination of grades. Instructors may not assign this responsibility, in whole or in part, to students, other than students appointed as teaching assistants or laboratory assistants under the terms of their appointments.

- Final examinations, other than language orals or laboratory examinations, will be administered during formal examination periods.
- Tests counting for more than 15% of the final grade may not be administered:
 - in any regular 13-week term, during the last two weeks of classes or in the period between the last day of classes and the first day of examinations;
 - in any Summer Session course, during the three class days preceding the last day of the course.
 - neither the department nor the instructor, even with the apparent consent of the class, may set aside this regulation.
- An instructor may not schedule any test that conflicts with the students' other courses or any examination that conflicts with the students' other examinations in the official examination timetable.
- An instructor may not schedule any test during the last two weeks of classes in a regular 13-week term unless students in the course have been given notice at least six weeks in advance.
- An instructor may not assign a weight of more than 60% of the overall course grade to a final examination without the consent of the Dean of the faculty.

Correction and Return of Student Work

Instructors will normally return all student work submitted that will count toward the final grade, except final examinations.

Instructors are expected to give corrective comments on all assigned work submitted and, if requested to do so by the student, on final examinations.

Where appropriate and practical, instructors should attempt to mark students' work without first determining the student's identity.

Course Outline Requirement

Instructors are responsible for providing the departmental Chair and the students in the course with a written course outline at the beginning of the course. The outline must state the course content and/or objectives and the following information:

- a probable schedule with the due dates for important assignments and tests
- the techniques to be used to assess students' performance in the course
- how assignments, tests and other course work will be evaluated and the weight assigned to each part of the course
- the relationship between the instructor's grading method (letter, numerical) and the official University grading system

Instructors who use electronic media to publish their course outline should ensure that students who do not have access to the electronic outline are provided with a printed version. They must file printed versions of their outlines with their department or school.

Instructors should attach the university's "Policy on Academic Integrity" (page 44) to the course outline. In addition, instructors who plan to use a plagiarism detection software program to detect plagiarism in essays, term papers and other assignments should include a statement to that effect in the course outline provided to students.

Instructors requiring the use of educational technology for delivery of the course and/or course assignments that stores personal information outside of Canada must include a statement in the course outline listing the name of the service, and providing the location of the service's privacy policy and terms of use.

It is instructors' responsibility to inform students if personal information may be stored outside of Canada and to try to provide options (such as using an alias to register with the educational technology).

If students do not want their personal information stored or accessed outside of Canada, in certain rare instances, courses may not be available to them. If the course is required for the completion of a degree, alternatives will be provided.

Duplicate Essays and Assignments

A student may submit the same essay or assignment for two courses when both instructors have been informed and have given their written permission to the student.

If a student submits an essay or assignment essentially the same in content for more than one course without prior written permission of the instructors, an instructor may withhold partial or total credit for the course work.

English Deficiency

Term essays and examination papers in any course will be refused a passing grade if they are deficient in English. When an instructor has reasonable grounds for believing a student lacks the necessary skills in written English, the instructor, in consultation with the English department's Director of the Division of Academic Writing, can require the student to write an English Deficiency Examination, administered by the English department, the results of which will be binding, regardless of any credit the student has accumulated at UVic or elsewhere.

Laboratory Work

In any science course which includes laboratory work, students will be required to achieve satisfactory standing in both parts of the course.

Results for laboratory work will be announced by the department prior to the final examinations. Students who have not obtained a grade of at least D will not be permitted to write the examination and will not receive any credit for the course. If a student obtains satisfactory standing in the laboratory work only and repeats the course, the student may be exempted from the laboratory work with the consent of the department. The same rules may, at the discretion of the department concerned, apply to non-science courses with laboratory work.

Term Assignments and Debarment from Examinations

In some courses students may be assigned a final grade of N or debarred from writing final examinations if the required term work has not been completed to the satisfaction of the department concerned. Instructors in such courses must advise students of the standard required in term assignments and the circumstances under which they will be assigned a final grade of N or debarred from examinations.

ACCOMMODATION OF RELIGIOUS OBSERVANCE

The University recognizes its obligation to make reasonable accommodation for students whose observance of holy days might conflict with the academic requirements of a course or program.

Students are permitted to absent themselves from classes, seminars or workshops for the purposes of religious or spiritual observance.

In the case of compulsory classes or course events, students will normally be required to provide reasonable notice to their instructors of their intended absence from the class or event for reasons of religious or spiritual observance. In consultation with the student, the instructor will determine an appropriate means of accommodation. The instructor may choose to reschedule classes or provide individual assistance.

Where a student's participation in a class event is subject to grading, every reasonable effort will be made to allow the student to make up for the missed class through alternative assignments or in subsequent classes. Students who require a rescheduled examination must give reasonable notice to their instructors. If a final exam cannot be rescheduled within the regular exam period, students may request an academic concession.

To avoid scheduling conflicts, instructors are encouraged to consider the timing of holy days when scheduling class events.

For further information, including a list of days of religious observances, please contact the Equity and Human Rights Office or visit their website: <web.uvic.ca/eqhr>.

ACADEMIC CONCESSIONS

Academic Concession for work that will be completed before course grades are submitted by the instructor.

A student whose academic performance is affected by injury, family or personal affliction, or illness should immediately consult with a health professional, and may request, directly from the course instructor, deferral or substitution of a mid-term test or examination, or of other work which is due during the term. This request must be accompanied by supporting documentation.

All work for which a Concession is approved must be completed before course grades are submitted by the instructor.

If the request for deferral or substitution of term work is denied, a student may appeal as described under "Appeals" (page 56).

Academic Concession for work that will be completed after course grades are submitted by the instructor.

A student whose academic performance is affected by injury, family or personal affliction, or illness, should immediately consult with a health professional and, where the due date for the work is after course grades are submitted by the instructor, must submit a formal Request for

Academic Concession (RAC). A RAC must always be accompanied by supporting documentation.

An academic concession may be:

- a Deferral of a final examination, test, or other course work;
- an Extended Deferral of this work;
- an Aegrotat (AEG) notation added to a course grade in cases where injury, affliction, or illness affected performance in a completed course, or will prevent completion of a course, and a Deferral is not viable;
- a WE excluded registration status in cases where withdrawal from a course is approved due to extenuating circumstances.
- a Drop of courses without academic penalty — and possibly without fee penalty — after the published Last Day for Withdrawing.

All RACs, along with supporting documentation, must be submitted to the Office of the Registrar. For Deferrals, Aegrotats and Drops this must normally be done within ten working days of the end of the examination period of the term in which the course is taken. For Extended Deferral this must normally be done no later than the deadline set for completion in the initial Deferral.

If a Deferral is granted, any required course work (including exams) must be completed at the latest by a date set by the instructor which is to be not later than the end of the term immediately following the course:

- courses ending in December: completion by the end of the following April;
- courses ending in April: completion by the end of the following August;
- Summer Session courses: completion by the end of the following December.

If deferred work is not completed by the deadline, the final grade for the course reverts to the grade calculated and submitted originally by the instructor on the basis of the work that was completed. A Deferral may be extended beyond the above deadlines only in exceptional circumstances and only with the written permission of the Dean (or designate) of the student's Faculty of Registration. An additional RAC is required, asking for an Extended Deferral.

If a Request for Academic Concession is denied, a student may appeal as described under "Appeals" (page 56).

A student who completes all course requirements is not eligible for an academic concession. Exceptions will only be considered by the Dean (or designate) of the student's Faculty of Registration if there is supporting documentation that the student was not medically or otherwise fit to make a decision on whether or not to complete the work. The RAC must be submitted to the Office of the Registrar as soon as possible after completion of the work and before the results are known.

STUDENTS WRITING DEFERRED EXAMINATIONS

Students who are assigned a deferred (DEF) standing in one or more courses will have their sessional standing withheld until their final grade(s) is available. Depending upon academic status, i.e. probation, and projected GPA, registration may be blocked until a sessional average has been determined to be satisfactory.

EXAMINATIONS

Examinations in the Winter Session are held in December and April and full term or end of term Summer Session exams are held in August. Timetables are posted at the Office of the Registrar website <www.uvic.ca/exams> by the end of October for first-term exams (December), and by the end of February for second-term exams (April) and end of June for August exams. Students should wait until the final examination timetable is posted before making travel or work plans.

Students who require accommodation during an examination should contact the Centre for Accessible Learning (CAL) in advance.

Regulations Governing Administration of University Examinations

Each faculty assumes complete responsibility for the invigilation of its own examinations.

- The invigilator is responsible for ensuring that the academic integrity of the examination is maintained in the examination environment for the benefit of the institution and students. The maintenance of academic integrity will be accomplished through methods that may vary by faculty, instructor and discipline.
- Students are subject to supervision at all times while in the examination environment during the entire timeframe of the examination.
- The examination environment includes the room in which the examination is being written as well as the hallways and washrooms adjacent to the examination room.

Identification, entering and exiting the examination

- Students must bring their UVic OneCard to their examination.
- Students may not enter the examination room until invited to do so by the invigilator in charge.
- Students may not enter the examination room after the expiration of the first half hour, nor leave during the first half hour of an examination.
- Students may not leave the examination room without first delivering their examination booklets to the invigilator.
- Students are expected to limit the number of washroom breaks they take during an exam due to the disruption breaks cause to other students writing the exam and due to the increased opportunity for a violation of the Policy on Academic Integrity that can occur during a break. Students should be aware that washroom breaks may be limited to one student at a time, students may be escorted to and from the washroom by an invigilator.
- The invigilator may require students to remain quietly in their seats for the last 15 minutes of the examination.
- Students leaving or entering examination rooms should do so quietly to avoid disturbing others and are asked not to gather in adjacent corridors in consideration of students who are still writing.
- Students must leave the examination environment upon completion of the examination.

Permitted/Restricted materials

- Students should not bring valuables (e.g. laptops, tablets) to the examination environment as the university is not responsible for theft of personal items. Cell phones must be turned off and left with students' personal belongings at the location instructed.
- Students may not have any materials nor equipment (e.g. calculator, translator) that are not provided by the invigilator or authorized, in advance, by the instructor in charge of the course or have any mobile electronic devices (e.g. cell phones, wearable technology) in their possession. All materials or equipment are subject to inspection.
- Students may bring food and drink to consume during the examination provided they are in a container that has had all labels removed prior to entering the examination environment.
- The invigilator may inspect containers.

Communication during the examination

- Students may not communicate in any way with each other.
- Students who wish to speak to the invigilator should raise their hand.
- Students should report possible instances of cheating to the invigilator.

- Students should report distractions, such as repetitive or excessive noise, to the invigilator without delay.
- Students may request a washroom break or report illness.
- If there are other complaints with the examination, the student should communicate their concern to the academic unit within 24 hours of the conclusion of the examination.
- In cases of extreme misconduct, such as disruptive behaviour, the invigilator is empowered to expel students from the examination room. Under such circumstances, an investigation surrounding the misconduct will be initiated and a penalty imposed, where appropriate, that may include the student's requirement to withdraw from the university.

Illness or family affliction

- Students who fall ill during an examination should report at once to the invigilator.
- Students who fall ill or suffer an accident or family affliction before an examination should report the circumstances immediately to the Office of the Registrar and submit a Request for Academic Concession form.
- A student who completes all course requirements, including writing the final examination, is not eligible for an academic concession. Exceptions may only be considered by the Dean (or designate) of the student's faculty if there is supporting documentation that the student was not medically or otherwise fit to make a decision on whether or not to write the examination. A request for academic concession must be submitted to the Office of the Registrar as soon as possible after the examination and before the results of the examination are known. If a student begins or writes an examination while ill and reports this to the invigilator or academic unit during or immediately following the examination, the student may be eligible for consideration of a deferral in the course.

Deferred Status

A student who becomes ill during a final examination, or misses a final examination because of injury, family or personal affliction, or illness may be eligible for an Academic Concession resulting in a Deferral of the examination, or an Aegrotat (AEG) notation. For Academic Concession relating to coursework other than final examinations, see "Academic Concessions" (page 48).

A student should immediately consult a health professional, and must apply for a Deferral of the examination, or an Aegrotat (AEG) notation, by completing a formal Request for Academic Concession (RAC). The RAC must be accompanied by supporting documentation, and must be submitted to the Office of the Registrar, normally within ten working days of the end of the examination period of the term in which the course is taken.

The Office of the Registrar will ask the instructor to consider the request. If a Deferral is not approved, the instructor will submit a final grade. A student may appeal as described under "Appeals" (page 56).

Where the instructor does not give a deferred examination but assigns a final grade based on an assessment of the student's performance on the completed course work, the grade will appear on the student's record with an Aegrotat (AEG) notation. See "Grading" (page 51).

If a Deferral is granted, the final examination must be completed at the latest by a date set by the instructor which is to be not later than the end of the term immediately following the course:

- courses ending in December: completion by the end of the following April;
- courses ending in April: completion by the end of the following August;
- Summer Session courses completion by the end of the following December.

For courses ending in December that are prerequisite to courses starting in January, deferred final examinations are normally held by the end of the first two weeks in January.

For courses ending in April, deferred final examinations may be scheduled either by the department or by the Office of the Registrar. Deferred final examinations scheduled by the Office of the Registrar are held on the last three (3) working days of July. The Office of the Registrar will notify qualifying students by email, with a link to the Application to Write Undergraduate Deferred Examinations. The student must complete the application online and submit it to the Office of the Registrar, accompanied by the necessary fees, by the end of the second week in June. Deferred final examinations organized through the Office of the Registrar may be written at the University as well as at various centres inside and outside of British Columbia (locations are restricted to universities or colleges). A non-refundable administration fee of \$60 is charged for each off campus deferred examination. There is no fee for deferred examinations written on campus.

If deferred work is not completed by the deadline, the final grade for the course reverts to the grade calculated and submitted originally by the instructor on the basis of the work that was completed.

A Deferral may be extended beyond the above deadlines only in exceptional circumstances and only with the written permission of the Dean (or designate) of the student's Faculty of Registration. An additional RAC is required, asking for an Extended Deferral. See "Academic Concessions" (page 48).

Students in their graduating year must, upon approval of a Deferral for a final examination, contact the Records Officer for their Faculty of Registration (c/o Undergraduate Records) immediately to discuss the timing of the final grade submissions in relation to the dates of Faculty degree approval and their graduation eligibility.

Student Access to Final Examinations

All final examinations are stored in the departmental office or by the Office of the Registrar for 12 months after the official release of grades, except when a review of an assigned grade or an appeal to the Senate Committee on Appeals is in progress. In the case of a review of an assigned grade, the relevant material will be kept for a further six months. In the case of an appeal to the Senate, the relevant material will be kept for six months after a final decision has been reached.

Students are permitted access to final examination questions and their own answers on request to their instructor, departmental Chair, or the Office of the Registrar, after the grades have been submitted to the Office of the Registrar by the department. This access to the final examinations does not constitute a request for a review of an assigned grade. Students wishing to have grades reviewed should follow the procedure outlined under "Review of an Assigned Grade" (page 51).

Undergraduate Supplemental Examinations

The following regulations apply to students in all programs except BCom, JD, master's and doctoral programs (see regulations of the Faculties of Business, Law or Graduate Studies, as appropriate).

Supplemental examinations are not offered by all departments. Students will be advised whether a supplemental examination will be offered when assessment techniques are announced at the beginning of a course.

Where supplemental examinations are permitted by a department, they are governed by the following regulations:

- Students may be eligible to write a supplemental examination in a course only if they have written a final examination and have received a final grade of E in the course.
- Students taking 15 or more units in the Winter Session will be eligible to write supplemental examinations only if they have passed at least 12 units of courses in that session. The maximum number of units of

supplemental examinations allowed is normally 3. However, the Dean of the student's faculty may authorize supplemental examinations in an additional 3 units if the student will complete a degree by passing all the supplemental examinations granted.

- Students enrolled in Summer Session courses or taking fewer than 15 units in the Winter Session may be eligible to write supplemental examinations for no more than 3 units; each case will be judged on the basis of the student's overall standing by the Dean of the student's faculty.
- A student in the final year of a degree program who obtains a failing grade in a supplemental examination may be granted a second such examination, at the discretion of the Dean of the student's faculty, if a passing grade in the second examination will complete the student's degree requirements.
- A student who obtains a grade of E in a course completed in December may, if eligible, either repeat the course in the second term if it is offered or write a supplemental examination in late July.
- Any passing grade obtained on a supplemental examination will be shown in the student's academic record with a grade point value of 1, corresponding to a D, and will be taken into account in determining the student's graduating average and standing at graduation, but will not affect the student's sessional grade point average.
- Supplemental examinations cover only the course work covered by written final examinations. If there was no written final examination in the course, or if a passing grade in a supplemental examination will not yield an overall passing grade in the course, a supplemental examination will not be provided.
- Supplemental examinations for courses ending in December or taken during the Summer Session are scheduled by the department.
- Supplemental examinations for courses ending in April are scheduled either by the department or by the Office of the Registrar.
- Supplemental examinations organized through the Office of the Registrar are held on the last three (3) working days of July. The Office of the Registrar will notify qualifying students by email with a link to the Application to Write Undergraduate Supplemental Examinations. The student must complete the application online and submit it to the Office of the Registrar, accompanied by the necessary fees, by the end of the second week in June.
- Supplemental examinations organized through the Office of the Registrar may be written at the University as well as at various centres inside and outside of British Columbia (locations are restricted to universities or colleges).
- If organized through the Office of the Registrar, a non-refundable administrative fee is charged for each supplemental examination as follows:
 - \$50 on campus
 - \$60 off campus
- Students who fail to write a supplemental examination at the scheduled time forfeit both their eligibility and any fees paid for the examination.

GRADING

A primary purpose of evaluation and grading is to further effective teaching and learning. Any practices which assign a predetermined percentage of students a specific grade, that is, a certain percentage get A, another percentage get B and so on, without regard to individual achievement are prohibited.

The table on the next page shows the official grading system used by instructors in arriving at final assessments of student performance. For letter grades authorized for use in the Faculty of Law, see the entry under that faculty.

Grade Submission Deadlines

Excluding the University Christmas closure period and the Easter closure period (if applicable)

Seven (7) calendar days after the end of classes for courses **that do not have a final examination** as noted in the calendar.

Seven (7) calendar days after the examination is written for those courses **that have a final examination**.

In cases where there is no final examination and the due date for the last assignment is **after** the last day of classes, the grades should be submitted **seven (7) calendar days after the due date for the assignment**.

Release of Grades

Instructors are permitted to release final grades informally to students in their classes, on request, as soon as the grades have been forwarded to the Office of the Registrar by the school or department.

Student records are confidential. Instructors may release grades only to the student concerned, unless they have the student's permission to release the grades to a third party. Where grades are posted, only student numbers will be shown. Students are given the option at the beginning of a course to not have their grades posted.

Students' grades are available through "My page" <www.uvic.ca/mypage>.

First-term results for full-year courses are released by instructors, not by Undergraduate Records.

Review of an Assigned Grade

Reviews of assigned grades, for either part of or all of a course, are governed by the following regulations, subject to any specific procedures established by individual faculties. Students should visit their faculty website or their faculty Dean's office to obtain those procedures concerning grade reviews.

Please refer to "Evaluation of Student Achievement" (page 47), "Student Access to Final Examinations" (page 50), and Release of Grades, above.

- Before applying for a formal review of a grade as outlined below, students should make every effort to discuss and/or submit a written appeal about the assigned grade with the instructor (see individual faculty procedures).
- If the instructor or Chair/Director does not agree to a review of the grade, then a formal request for review of a grade, including the grade review fee of \$25, may be submitted to the Office of the Registrar, normally within 21 days of the release of grades.
- Students must keep all written work returned to them by the instructor during the term and make any work available that forms part of the grade to be reviewed. The Office of the Registrar will make available completed final examinations when necessary.
- The Office of the Registrar will send all materials involved in the grade review to the department Chair/Director, who will then arrange an independent evaluation of the grade (see individual faculty procedures).

Undergraduate Grading Scale			
Passing Grades	Grade Point Value	Percentage *	Description
A+ A A-	9 8 7	90 – 100 85 – 89 80 – 84	An A+, A, or A- is earned by work which is technically superior, shows mastery of the subject matter, and in the case of an A+ offers original insight and/or goes beyond course expectations. Normally achieved by a minority of students.
B+ B B-	6 5 4	77 – 79 73 – 76 70 – 72	A B+, B, or B- is earned by work that indicates a good comprehension of the course material, a good command of the skills needed to work with the course material, and the student's full engagement with the course requirements and activities. A B+ represents a more complex understanding and/or application of the course material. Normally achieved by the largest number of students.
C+ C	3 2	65 – 69 60 – 64	A C+ or C is earned by work that indicates an adequate comprehension of the course material and the skills needed to work with the course material and that indicates the student has met the basic requirements for completing assigned work and/or participating in class activities.
D	1	50 – 59	A D is earned by work that indicates minimal command of the course materials and/or minimal participation in class activities that is worthy of course credit toward the degree.
COM	Excluded Grade	N/A	Complete (pass). Used only for 0-unit courses and those credit courses designated by the Senate. Such courses are identified in the course listings.
CTN	Excluded Grade	N/A	Continuing . Denotes the first half of a full-year course.
Failing Grades	Grade Point Value	Percentage *	Description
E	0	0 – 49	Conditional supplemental. Supplemental examinations are not offered by all departments and the allowable percentage may vary by program (e.g. 35-49). Students will be advised whether supplemental will be offered and if the percentage range varies when assessment techniques are announced at the beginning of the course.
F	0	0 – 49	F is earned by work, which after the completion of course requirements, is inadequate and unworthy of course credit towards the degree.
N	0	0 – 49	Did not write examination or complete course requirements by the end of term or session; no supplemental.
N/X	Excluded Grade	N/A	Did not complete course requirements by the end of the term; no supplemental. Used only for Co-op work terms and for courses designated by Senate. Such courses are identified in the course listings. The grade is EXCLUDED from the calculation of all grade point averages.
F/X	Excluded Grade	N/A	Unsatisfactory performance. Completed course requirements; no supplemental. Used only for Co-op work terms and for courses designated by Senate. Such courses are identified in the course listings. The grade is EXCLUDED from the calculation of all grade point averages.
Temporary	Grade Point Value	Percentage *	Description
INC	N/A	N/A	Incomplete . Used only for those credit courses designated by the Senate, to be replaced with a final grade by June 1 for Winter Session courses and by October 1 for Summer Session courses. Such courses are identified in the course listings.
DEF	N/A	N/A	Deferred status granted. Used only when deferred status has been granted because of illness, an accident or family affliction. See "Deferred Status" (page 50).
INP	N/A	N/A	In Progress . Used only for courses designated by Senate, to be replaced with a final grade by the end of the next Winter Session except for TIED courses (identified in the Calendar). In TIED courses the INP must be replaced with a final grade by the end of the subsequent term (including Summer Session) or, where a COOP Work Term, or other activity approved by the academic unit, intervenes, within eight months. If a student fails to complete the second course of a TIED course sequence, then the final grade will be N.
CIC	N/A	N/A	Co-op Interrupted Course . See "General Regulations: Undergraduate Co-op" (page 63).
Grade Note			Note

Undergraduate Grading Scale (Continued)

AEQ	N/A	N/A	Aegrotat. Transcript notation accompanying a letter grade, assigned where documented illness or similar affliction affected the student's performance or prevented completion of all course work.
WE	N/A	N/A	Withdrawal under extenuating circumstances. The WE registration status will replace a course registration or grade when approved by the Dean following a request for academic concession from a student. This registration status is excluded from the calculation of all grade point averages; it will appear on the official transcript.
* The grading scale for the evaluation of course achievement at the University of Victoria is a percentage scale that translates to a 9 point GPA/letter grade system. The 9 point GPA system is the sole basis for the calculation of grade point averages and academic standing. Standardized percentage ranges have been established as the basis for the assignment of letter grades. The percentage grades are displayed on the official and administrative transcripts in order to provide fine grained course assessment which will be useful to students particularly in their application to graduate studies and for external scholarships and funding. Comparative grading information (average grade [mean] for the class), along with the number of students in the class, is displayed for each course section for which percentage grades are assigned.			

- The grade determined by means of a review will be recorded as the final official grade, regardless of whether it is the same as, higher than or lower than the original grade.
- Students considering a review request should note that in some faculties examination papers assigned a failing grade or a percentage grade within the D grade range (50%-59%) are automatically read at least a second time before the grades are recorded. Accordingly, a review of a grade does not guarantee a change in the mark. Furthermore, a review of grade may not be available before the time of the supplemental examination. For these reasons, an applicant who is eligible for a supplemental examination should prepare for the examination.
- Requests for review or other consideration based on compassionate grounds such as illness are governed by separate regulations (see the entry "Academic Concessions", page 48 and the entry "Deferred Status" page 50).

Grades for Term Work

During the session, students who believe that a grade awarded for term work is unfair should discuss the matter informally with the instructor concerned. If discussion with the instructor fails to resolve the matter, the student may appeal directly to the Chair/Director or designate of the department or school.

TRANSCRIPT OF ACADEMIC RECORD

On request of the student, a certified transcript of the student's academic record can be sent by the Office of the Registrar directly to the institution or agency indicated in the request. Each transcript will include the student's complete record at the University to date. Since academic standing is determined by the results of all final grades at the end of the session, transcripts showing the official sessional GPA, cumulative GPA and standing are not available until after the end of the session. The Winter Session takes place from September to April, the Summer Session from May to August.

Students' records are confidential. Transcripts are issued only at the request of students. All transcript requests must be accompanied by payment (see "Miscellaneous Fees", page 60). Transcripts will be issued within five working days after a request is received by the Office of the Registrar, unless a priority request is made. For more information and to order a transcript, access <www.uvic.ca/transcripts>.

Transcripts will not be issued until all financial obligations to the University have been cleared.

Students who require proof of degree completion prior to convocation can request a letter from Undergraduate Records.

GRADE POINT AVERAGES**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. See "Standing" (page 53) for information regarding how a sessional GPA is calculated.

STANDING**Sessional Grade Point Average**

The sessional grade point average is based on all courses completed in a session which have a unit value. Courses bearing the grade COM, N/X, or F/X are not included in the calculation of the grade point average.

A grade point average is found by multiplying the grade point value of each final grade by the number of units, totalling the grade points for all the grades, and dividing the total grade points by the total number of units. (See "Duplicate and Mutually Exclusive Courses", page 43.)

Cumulative Grade Point Average**Undergraduate, excluding Law:**

Since September 1992 the cumulative grade point average, which normally appears at the end of a transcript, is based on courses taken or challenged in session(s) where a final sessional grade point average has been determined. Excluded courses are those with grades of COM, F/X, N/X; courses taken on exchange since 2003 Summer; undergraduate supplemental grades.

Law:

The Law cumulative grade point average, which normally appears at the end of a transcript, is based on courses taken in sessions where a final sessional grade point average has been determined except where a revised grade point average exists. In these cases the revised GPA is used. Excluded courses are those with grades of COM, F/X, N/X.

Undergraduate, including Law:

If a student takes courses beyond a first undergraduate degree, or transfers to the JD program, a further cumulative grade point average will be calculated excluding those courses completed prior to the granting of the first degree or entry to the JD program.

Minimum Sessional Grade Point Average and Academic Standing

The following regulations apply in all faculties and all sessions, including the Summer Session.

Undergraduates must maintain a sessional grade point average of at least 2.00 (or equivalent if a UVic student takes courses elsewhere for credit towards a UVic program).

See "Appealing Admission/Reregistration Decisions", (page 32).

University Probationary Status

Students who fail to obtain a sessional grade point average of at least 2.00 (or equivalent if a University of Victoria student takes courses elsewhere for credit towards a University of Victoria program) are considered to have unsatisfactory standing and will be placed on academic probation for the next session attended.

Undergraduate Records will notify students that they have been placed on academic probation through the addition of a notation to their academic record. Students on academic probation should contact the appropriate Advising Centre for learning related assistance, or may contact Counselling Services for personal concerns or assistance.

Students who are on academic probation and who achieve a sessional grade point average of 2.0 or above at UVic will clear their probation status at the end of the session, except as noted below where a student's standing is withheld.

Students should note that individual faculties may require a higher sessional grade point average. Failure to achieve the faculty grade point average requirement may result in the student being placed on faculty probation. (See individual faculty regulations.)

Students who are on academic probation, **or whose standing is withheld in their most recent session because of deferred status**, are not eligible for registration until their sessional grade point average for the latest/deferred session has been determined as satisfactory, except as noted below. If a student's projected sessional grade point average for the latest/deferred session, including a grade of 0 for all deferred courses or outstanding grades, was determined to be above the minimum by the faculty concerned, the student will be authorized to register. The projected grade point average is calculated at the end of the session when the deferred standing is assigned. The projected grade point average does not appear on a student's academic record. Depending upon a student's performance during the period of probation, the Dean may at any time either remove the student from probation for the remainder of the session or, acting on a decision of the faculty, require that the student withdraw from the University. See "Withdrawal", (page 54).

Requirement to Withdraw from the University

Students who are on academic probation and whose Winter Sessional or Summer Sessional grade point average falls below 2.00* (or equivalent if a University of Victoria student takes courses elsewhere for credit towards a University of Victoria program) will have failed to clear their probation period and will be required to withdraw, normally for one academic year.

If a student has started courses in the current session before receiving notice of unsatisfactory standing in the most recent session, registration for courses in the current session will remain on the student's record, but the student will be required to withdraw following completion of the course(s), normally for one academic year. Registration in courses that have not started at the time the required to withdraw standing is determined will be dropped automatically.

A student who is required to withdraw a second time will not normally be permitted to register for credit courses at the University for at least three academic years. All students who have been required to withdraw must apply to reregister if they wish to resume studies at the University. Permission to reregister will normally be granted to students who have:

1. completed the required withdrawal period; and
2. since their last registration at UVic, completed a minimum of 6 units of transferable non-duplicate or mutually exclusive course work with a C+ (3.0) average in ALL transferable courses attempted, including currently in-progress course work. All students returning

after a requirement to withdraw will be placed on probation for the next session attended.

Students who have grounds for appeal as noted under "Appealing Admission/Reregistration Decisions" (page 32), may appeal to the Senate Committee on Admission, Reregistration, and Transfer, stating why they should be considered for reregistration.

A student who is permitted to reregister following a requirement to withdraw will be on academic probation for the duration of the session in which UVic studies are resumed.

BEng/BSEng students who have been required to withdraw and who wish to return to the BEng or BSEng program must, in addition to the above, satisfy specific faculty requirements which are outlined in the Faculty of Engineering calendar section.

Accumulation of Failing Grades

An email notice will be issued when five failing grades are accumulated throughout a student's entire undergraduate academic record. The notice is for information only and carries no academic penalty. The notice contains information that may assist students in avoiding assignment of further failures.

WITHDRAWAL

A student may be suspended or required to withdraw from the University at any time for failure to abide by the University's regulations. (For the regulations of individual faculties concerning mandatory withdrawal, refer to the Calendar entry for the faculty.)

Withdrawal for Unsatisfactory Progress

Undergraduate students who have been placed on probation and whose progress is considered unsatisfactory may be required by their faculty to withdraw from the University for the remainder of the session. Students required to withdraw for unsatisfactory progress will be notified by Undergraduate Records. Students may request a review by the Senate Committee on Admission, Reregistration and Transfer by lodging a written appeal with the Committee, c/o Records Officer, Undergraduate Records.

Voluntary Withdrawal

An undergraduate student who after registration decides to withdraw from the University may benefit from discussing this decision with Undergraduate Records. Students are encouraged to visit Counselling Services to discuss their decision and their Faculty Advising Centre to discuss their academic status and prospects before dropping their courses online. Also, see "Academic Concessions" (page 48). Students in the Faculty of Law should speak with the Dean.

Note: A sessional grade point average and academic standing are assigned at the end of the session and are based on final grades awarded (including N grades) in the session or term attended. Please see the calendar entry "Minimum Sessional Grade Point Average and Academic Standing" (page 53), for information regarding minimum sessional grade point average standards.

GRADUATION

Application for Graduation

The University Senate grants degrees in October and May each year prior to the awarding of degrees at convocation ceremonies in November and June, respectively. Students for a degree, diploma or certificate must submit a formal application for graduation when registering in the final Summer or Winter Session before their anticipated graduation. The application deadlines are July 15 for October graduation (November convocation) and December 15 for May graduation (June convocation). The application for graduation is available at www.uvic.ca/graduation.

Because of the delay in obtaining official transcripts, students completing their degree requirements at another institution during the second term

of the Winter Session (January-April) are not eligible to graduate at June convocation. They must apply for a succeeding convocation.

Please note that once a degree, diploma or certificate has been awarded by the University Senate, no changes can be made to the programs that constitute that credential nor can the degree, diploma or certificate be rescinded at the request of the student. For instance, a student may not undertake completion of additional course requirements to qualify for a different credential, such as adding a Minor program to an awarded degree or changing an awarded BA in Geography to a BSc degree in Geography, or changing an awarded BA Major to a BA Honours.

Minimum Degree Requirements for Graduation

Each candidate for a first bachelor's degree (in a faculty other than Law) is required:

- to have satisfied the "Academic Writing Requirement" (page 42).
- to present credit in a minimum of 60 units of university level courses numbered 100 and above*; at least 21 of the units must be numbered at the 300 or 400 level; at least 18 of the 300 or 400 level units must be UVic courses, and at least 30 of the units must normally be UVic courses. Students should be aware that up to 30 units of transfer credit will normally be applied toward degree requirements. Nursing students are advised to refer to the regulations specific to the School of Nursing; see "Minimum Degree Requirements" (page 173).
- to meet the specific degree and program requirements prescribed by the undergraduate faculty in which the candidate is registered.
- to have a graduating grade point average of at least 2.0. The graduating grade point average in Honours programs is higher and does vary by department and program; see individual program requirements.

*** Important:** Credit awarded for a co-op work term cannot be used in satisfaction of the minimum degree requirements of 60 overall/30 UVic/21 senior units. Co-op work term credit is recognized ONLY in fulfillment of the co-op program work-term requirement.

Standing at Graduation

Graduating Average

The graduating average of a student in a bachelor's degree program (other than BEng, BSEng, and Law) will be determined as the weighted average of the grade values assigned to 300 and 400 level (and in Education 700 level) courses (other than COM-graded courses) taken or challenged at UVic. Courses at the 500 level may be included in the graduating average if they are accepted as credit towards the undergraduate degree.

A course which has been used to satisfy the requirements for one degree, or which has been used in the calculation of the student's graduating average for one degree, cannot be used for credit towards another degree.

With Distinction

The notation "With Distinction" will appear on the degree parchment, the convocation program and the transcript for each student whose graduating average GPA is in the top 20% of those graduating in her or his academic unit ("the 20% threshold GPA").

The "With Distinction" designation is not available in the Faculty of Law, the Faculty of Graduate Studies or the Division of Continuing Studies.

All graduating students in each academic unit – those graduating in Honours, Major and General programs only – are included in a single pool from which the 20% threshold GPA is calculated, and all are eligible for the "With Distinction" designation.

Calculation of the 20% threshold GPA is made at the time that convocation lists are generated for the spring convocation, except in the

Peter B. Gustavson School of Business, where fall convocation is the basis for the 20% threshold GPA calculation.

- Students who graduate in a fall convocation will be given the "With Distinction" designation if their graduating average GPA meets the 20% threshold GPA calculated for the previous spring convocation; a separate 20% calculation is not normally performed, but the University reserves the right to conduct a separate calculation for fall convocations.
- In the Peter B. Gustavson School of Business, calculations for the 20% threshold GPA are made at the time that convocation lists are generated for the fall convocation, and the same graduating average GPA shall normally be used for the subsequent spring convocation.
- Students whose names are added to the convocation lists after they are generated will be given the "With Distinction" designation if their graduating average GPA is equal to or exceeds the 20% threshold GPA calculated either at the time of generation or (in the case of fall convocations in faculties other than the Peter B. Gustavson School of Business and spring convocations in the Faculty of Business) carried forward from the previous convocation.

In the Faculty of Education, calculations are performed separately for each of the following programs:

- BA Recreation and Health Education;
- BSc Kinesiology;
- BEd (Elementary Curriculum);
- BEd Elementary Post-Degree Professional Program;
- BEd (Secondary Curriculum);
- BEd Post-Degree Professional Program (Secondary);
- BEd Post-Degree Professional Program (Middle Years).

Where the total number of students graduating in an academic unit (and, where applicable, in a degree type) in the spring convocation is less than 20, the "With Distinction" designation is awarded on the basis of a 20% threshold GPA calculated including all units in the faculty.

For students enrolled in a general, double or combined program (Honours and Major, Double Major, Combined Major, Joint Programs), the achievement of "With Distinction" in one program shall be sufficient for the award of the designation.

Graduation Ceremonies

The formal conferral of degrees takes place at a convocation ceremony in the fall and spring each year.

To qualify as candidates for graduation in the fall (November) convocation, students must have finished all UVic program requirements by the end of August to be considered for fall convocation.

To qualify as candidates for graduation in the spring (June) convocation, students must have completed all UVic program requirements by the end of April. Students completing final requirements in the May sequence of the Summer Session cannot be considered for spring convocation.

Graduates become members of the Convocation of the University as soon as their degrees are granted by the Senate, which generally occurs several weeks before the convocation ceremony.

Students who require proof of degree completion before degrees have been conferred by the Senate can obtain a Degree Completion Letter from Undergraduate Records. Order forms are available on "My Page".

SECOND BACHELOR'S DEGREES

Students with a bachelor's degree from UVic or another recognized institution may be admitted to a second bachelor's degree program if they meet the admission requirements, and the following conditions:

- At least 30 units of credit must be completed in addition to the units required for the first degree; normally, 21 of these 30 must be UVic

courses at the 300 or 400 level. If the first degree was completed elsewhere, all 30 units must be completed at UVic.

- The student must meet all program and graduation requirements for the second degree beyond those required for the first degree.

Students who expect to apply courses towards a second degree should check with the Dean or advising centre of the faculty at least two months before graduating from their first degree program to confirm that they will be able to include these courses in their second degree program.

Surplus Credit Allocation with Dean's Permission

Students who have completed or plan to complete more than the minimum upper-level requirements for their first degree with the intention of applying the additional course work towards the requirements of a second degree, must seek the permission of the Dean of their faculty or their faculty advising centre at least two months before graduating in their first degree.

Concurrent Bachelor's Degrees

In certain cases, it may be possible for a student to complete the requirements of two UVic degrees concurrently, subject in all cases to the requirements for a second bachelor's degree (see Surplus Credit Allocation, above).

APPEALS

Students who have grounds for believing themselves unjustly treated within the University are encouraged to seek all appropriate avenues of redress or appeal open to them.

Academic Matters

Academic matters are the responsibility of course instructors, departments, faculties and the Senate.

Depending on the nature of the academic matter of concern to the student, the order in which the student should normally try to resolve the matter is: first, the course instructor; second, the Chair of the department; third, the Dean of the faculty; and finally, the Senate. In addition, the student may wish to consult the "Ombudsperson" (see page 26). A student seeking a formal review of an assigned grade should consult the regulations under "Review of an Assigned Grade" (page 51).

Appeals to the Senate

Once all the appropriate recourses have been exhausted, a student may have the right of final appeal to the Senate Committee on Appeals.

The Senate Committee on Appeals is an impartial final appeal body for students at the University of Victoria. In accordance with the University Act, the Senate has delegated to the Senate Committee on Appeals the authority and responsibility to decide, on behalf of the Senate, all final appeals from students involving the application of academic regulations and requirements. The Senate Committee on Appeals has no jurisdiction to consider a decision where the sole question in a student's appeal turns on a question of academic judgment. Prior to filing an appeal with the committee, a student must have pursued and exhausted all other reviews, appeals or remedies provided by the University of Victoria's undergraduate and graduate calendars or by the policies or regulations of the student's faculty.

The deadline for filing an appeal before the Senate Committee on Appeals is two months from the final decision, action or treatment being appealed. Students who wish to file an appeal with the Senate Committee on Appeals must complete a Notice of Appeal form available from the Office of the University Secretary or online at <www.uvic.ca/universitysecretary/senate/appeals>. Students are encouraged to consult the UVic Office of the Ombudsperson for assistance prior to filing an appeal.

For more information on submitting or responding to a student appeal to Senate, please refer to the Senate Committee on Appeals' Terms of Reference and the Procedural Guidelines available at <www.uvic.ca/>

universitysecretary/senate/appeals> or contact the Office of the University Secretary at this address:

Office of the University Secretary
Room A138,
Michael Williams Building
Phone: 250-721-8101
Email: usec2@uvic.ca
Website: <www.uvic.ca/universitysecretary>

Petitions

Students whose circumstances are such that an academic regulation appears to cause them undue hardship are encouraged to consult their faculty advising centre or departmental Chair to determine whether the regulation is subject to waiver by the Dean of the faculty on petition by a student. The Dean's decision in such matters is final, subject to review by the Senate Committee on Appeals on grounds of specific procedural error (see above).

Undergraduate Tuition and Other Fees

Students, parents and sponsors are advised that the following tuition fees were approved by the Board of Governors in March 2018 for the 2018-2019 academic year. Please note, however, that ancillary fees may still change.

All new undergraduate international students will be subject to increases of 20% for the 2018-19 academic year (effective May 1, 2018). This increase excludes those in the BCOM program where the increase is 6% for the 2018-19 academic year. These tuition fee increases were part of a multi-year planning and budget framework that also included a recommended (but not yet approved) further increase of 15% in the 2019-20 year (with the same exception for BCOM, as above). At this time, it is anticipated that fee increases beginning 2020-21 will be limited to inflation of approximately 4%.

GENERAL REGULATIONS

Students should note that the University reserves the right to change fees without notice.

Student Responsibilities

- Students become responsible for their course or program fees upon registration. These fees may be adjusted only if a student officially drops courses, withdraws, cancels registration or changes status.
- Students are responsible for knowing in which courses they are registered. Students are required to formally drop courses, most often by using <www.uvic.ca/mypage>, rather than rely upon instructors to drop them due to non-attendance.
- Students waitlisted for courses are responsible for monitoring their registration status with both instructors and "My page". Using "My page", students should recheck their registration. The courses listed on the system are those for which the student will be assessed fees.
- Students are also responsible for determining their fees, either from the Calendar and any calendar supplements or through the UVic website (see address below).
- See also "Duplicate and Mutually Exclusive Courses" (page 43).

Fee Accounts

The fees for a term comprise:

1. full tuition for term courses taken that term
2. one half tuition for full year courses/programs taken that term
3. any other fees assessed for that term

Statements of account are not mailed to students. Students may view their account balances at <www.uvic.ca/mypage>.

Students unable to obtain their tuition fee information from "My page" may call 250-721-7032 or 1-800-663-5260.

Proceeds of undergraduate awards received or granted by the University are credited to fee accounts.

First-term overpayments and other credits in excess of term fees are applied to unpaid accounts or to the next term if a student is registered in the following term. Any remaining credit balance for a term is refunded on request.

Tuition fees for credit courses are exempt from the Goods and Services Tax (GST), but GST may be required on other fees.

Payment Due Dates

Fees are due by the following dates:

Fall term	September 30
Spring term	January 31
Summer term	May 31

Any additional fees owing as a result of changes in a student's registration are due by the end of the month in which the changes are made.

Payments must be received by the Accounting Services office by 4:00 pm on the due dates (or on the preceding work day if the due date falls on a holiday or weekend). Students should note that web banking payments will be accepted until midnight on due dates.

Students are responsible for making their payment by the due date whether or not they received a statement of account.

Students who have not paid their full fees by October 31 in the first term and February 28 in the second term may have their course registrations cancelled and be denied other services.

Making Payments

Students are asked to make their payments by Internet or telephone banking, or debit card. Due to commission rates, tuition fee payments cannot be made by credit card.

Students paying through Internet or telephone banking should allow at least 48 hours for funds to be transferred to Accounting Services.

Students may also send their payment by mail, with the cheque or money order (do not mail cash) made payable to the University of Victoria

to: University of Victoria
Accounting Services, Tuition Fees
Box 3040 STN CSC
Victoria BC V8W 3N7

Students may pay in person at the Tuition Fees Counter, first Floor, University Centre, but are reminded that queues will be long just before due dates.

Students should ensure that their student number is written on the face of their cheque.

International Students: please visit www.uvic.ca/tuition for payment options.

Overdue accounts

A service charge of 1.5%, annualized at 19.56% is added to accounts not paid by their due date, at each month end.

Students with overdue tuition or other accounts will only be contacted by UVic at their preferred email address as shown on <www.uvic.ca/mypage>. Students are responsible for keeping their information on My Page up to date at all times.

Students with overdue tuition or other accounts may be denied services, including: registration; the addition of courses through "My page"; the use of libraries and athletic and recreation facilities; access to classes and examinations; and receipt of loans, awards, grades, transcripts, degrees and documents certifying enrolment or registered status.

Students who have their registration cancelled for failing to pay their fees by a due date, or who withdraw or otherwise leave the University, remain liable for unpaid accounts. The University may take legal action or use collection agencies to recover unpaid accounts. Legal and collection costs incurred by the University in this process are added to a student's account.

Tuition receipts

Tuition receipts (T2202As) are issued in February for the preceding calendar year. These forms are available online through <www.uvic.ca/mypage>.

Fee Reductions

To obtain fee reductions, students must drop courses through "My page" or by submitting written notice of changes in registration to Undergraduate Records when they take place.

Where fee reductions are granted, they will be based on either the date recorded in the "My page" registration log, or the date on which written notice is received.

Students should not rely upon instructors to drop them from courses. Students are strongly urged to recheck their course registration status through "My page" before the full fee reduction deadlines, particularly if they have made course changes or been waitlisted.

Please note that deadlines for obtaining fee reductions are different from course drop deadlines for academic purposes.

Add and Drop Dates for Standard 2018-2019 Winter Session Courses

The following fee reductions apply to undergraduate students and auditors enrolled in undergraduate courses. Please note that acceptance deposits are not refundable.

For first-term courses and the first half of full-year courses:

On or before:

September 18	100%
October 9	50%

For second-term courses and second half of full-year courses

On or before:

January 20	100%
February 10	50%

Add and Drop Dates for Standard 2018 Summer Session Courses

Term	Start date	End date	Duration	100% fee reduction/add deadline	50% fee reduction	Academic drop
1	May 7	Aug 3	89	May 19	June 9	July 4
2	May 14	June 29	47	May 20	May 31	June 13
3	July 4	Aug 20	48	July 10	July 21	August 4
4	May 14	June 6	24	May 17	May 22	May 29
5	June 7	June 29	23	June 9	June 15	June 21
6	July 4	July 26	23	July 6	July 12	July 18
7	July 27	Aug 20	25	July 30	Aug 5	Aug 12

Non-Standard Course Dates

Check Online Timetable: <www.uvic.ca/timetable>

NOTE: The table below is used in calculating refund dates for non-standard date courses. The duration of a course is end date - start date + 1 (i.e. the first day counts as 1).

100% Reduction Deadline and Add Deadline	50% Reduction Deadline	Academic Drop Deadline
15% of duration of course	38% of duration of course	66% of duration of course

After the Add Deadline (same date as the 100% Reduction Deadline) a request to add a course must be submitted on an Undergraduate Course Change Form to Undergraduate Records; **approval is not automatic.**

After the Academic Drop Deadline, to drop a course a Request for Academic Concession (RAC) form must be submitted to Undergraduate Records; **approval is not automatic.**

A failing grade will be assigned to any course that is not formally dropped by the date specified and a standing of Required to Withdraw will be assigned if the sessional GPA falls below the minimum.

Undergraduate tuition fee reduction deadlines - fee reductions are NOT the same as academic drop deadlines.

Other Fee Reductions

Please note that Ancillary Fees are not reversed when courses are dropped after the 100% drop period.

Fee Reduction Appeals

Students who believe a course drop has not been properly entered in their student record should contact Undergraduate Records. Students who believe a fee reduction has not been correctly entered in their fee account should contact Accounting Services. In extenuating circumstances involving Academic Concessions, such as illness, family affliction or accident, appeals should be made at the appropriate Advising Centre. If, following such action, a fee reduction issue remains unresolved, the student may submit an appeal, with appropriate documentation, to the Fee Reduction Appeals Committee, c/o Manager, Tuition Fee Assessments, Accounting Services, 1st Floor, University Centre.

FEES FOR UNDERGRADUATE PROGRAMS

The Tuition fee estimator (<http://www.uvic.ca/current-students/home/finances/index.php>) provides estimates for students enrolled in full time studies.

Acceptance Deposit

To confirm acceptance of an offer of admission, all undergraduate students who are admitted for the first time to take credit courses at the University of Victoria, must submit an acceptance deposit of \$200.

- Access to online registration requires payment of the acceptance deposit to the Tuition Fees office at least 24 hours in advance to permit access on-line registration.
- Failure to submit the acceptance deposit by the specified deadline may result in cancellation of the admission offer.
- The \$200 acceptance deposit is required from all new undergraduate students only, regardless of any loan, scholarship or sponsorship arrangements.
- The acceptance deposit will be applied to the student's tuition fee account, but is forfeited if the student withdraws or does not register.
- If the deposit payment is returned NSF, the student's registration will be cancelled.

Faculty of Education: Teacher Education Programs (Elementary and Secondary)

An acceptance fee of \$150.00 is required from all students upon their acceptance of a place in the teacher education programs. This fee will be credited towards student fees at the beginning of the program. A student who withdraws from the program more than 30 days before the start date of the program will be refunded \$100.00 of the acceptance deposit. A student who withdraws from the program within 30 days of the start date of the program will receive no refund.

Undergraduate Tuition (except Faculties of Law, Business and Engineering)

Per credit unit

Domestic	\$372.30
International	\$1,444.98
** Grandparented International	\$1,252.32

Course challenge: per credit unit

Domestic	\$186.15
International	\$722.49

** Grandparented International \$626.16

Co-op program, per work term

Domestic \$703.00
 International \$1,218.04

Co-op work term challenge

Domestic \$351.50
 International \$609.02

Cultural Resource Management Program AHVS 488 and AHVS 489 (per credit unit). \$463.96

Law Tuition

Full time, per term

Domestic \$4,886.46
 International \$15,588.22
 ** Grandparented International \$13,509.79

Part time, per credit unit

Domestic \$651.54
 International \$2,078.45
 ** Grandparented International \$1,801.32

Co-op program, per work term

Domestic \$703.00
 International \$1,218.04

First-year non-refundable acceptance deposit:

First-year acceptance deposit \$350.00

Law specific fees:

Law Students' Society, per term \$10.00
 Law Careers Office, per term \$160.00
 (fewer than 6 units), per term \$80.00

Business Tuition

Per Credit Unit

Domestic \$507.56
 International \$1,655.16
 ** Grandparented International \$1,623.92

Co-op program fee per term for 6 terms

Domestic \$351.50
 International \$609.02

Note: BCom students admitted prior to September 2012 are exempt from the Co-op fee installment plan and will be assessed the work term upon registration in each work term. Students who opt to complete extra work terms outside of the Co-op fee installment structure should refer to "Undergraduate Tuition—Co-op program, per work term" above. All Co-op fee installment fees are non-refundable and non-transferable.

International Students

The Bachelor of Commerce International Academic Program for all international students has an additional program fee of \$1,272.00 per year, which is assessed in three installments of \$424.00 per term.

Engineering Tuition

BME, CIVE, CSC, ECE, MECH, SENG courses (per credit unit)

Domestic \$411.96
 International \$1,559.14
 ** Grandparented International \$1,351.25

All other ENGR courses (per credit unit)

Domestic \$372.30
 International \$1,444.98
 ** Grandparented International \$1,252.32

Co-op program fee per term for 8 terms

Domestic \$351.50
 International \$609.02

Note: BEng/BSeng students admitted prior to September 2012 are exempt from the Co-op fee installment plan and will be assessed the work term upon registration in each work term. Students who opt to complete extra work terms outside of the Co-op fee installment structure should refer to "Undergraduate Tuition—Co-op program, per work term" above. All Co-op fee installment fees are non-refundable and non-transferable.

UVic Undergraduate Students' Society Extended Health and Dental Plans

The UVSS provides a mandatory extended health and dental plan for undergraduate students, voted in by student referendum. The fee is:

3.0 or more credit units in the first term – Coverage between Sept 1, 2018 and Aug 31, 2019

Enhanced Health Coverage \$180.00
 Basic Health Coverage \$145.00
 Enhanced Dental Coverage \$180.00
 Basic Dental Coverage \$145.00

3.0 or more credit units in the second term AND not assessed this fee in the first term – Coverage between Jan 1 and Aug 31, 2019

Enhanced Health Coverage \$120.00
 Basic Health Coverage \$96.67
 Enhanced Dental Coverage \$120.00
 Basic Health Coverage \$96.67

The coverage offered by the UVSS Health & Dental Plan is supplementary to that provided by provincial medical services. It does not replace coverage provided by provincial medical plans.

Students who are members of the University of Victoria Students' Society and who are registered in at least 3 units of classes in September or January are automatically assessed for the UVSS Health & Dental Plan. Students who carry acceptable alternative coverage may opt out of the Plan and receive a credit to their student account. For students beginning their academic year in September, the Change-of-Coverage Period is August 22 to September 22, 2018. For new students beginning their academic year in January, the Change-of-Coverage Period is December 22 to January 22, 2019.

To opt out of the UVSS Health & Dental Plan, students must complete the opt-out process at <www.studentcare.ca>. They will be asked to provide proof of other equivalent health and/or dental coverage. Details on what constitutes acceptable proof of coverage is available at <www.studentcare.ca>. It is the student's responsibility to check their

Tuition Fee Statement to confirm reversal of fees up to and including the deadline. Students who wish to opt out again next year must renew their opt out directly through <www.studentcare.ca>.

More information about the plan is available at <www.studentcare.ca>, by calling the Member Services Center at 1-877-789-8714, dropping by the SUB Info Booth or by calling the UVSS info booth at 250-721-8355.

UVic Undergraduate Students' Society Universal Bus Pass Plan (U-Pass)

The UVSS provides a mandatory bus pass plan for all undergraduate and graduate students. The U-Pass was approved by student referendum in 1999.

The U-Pass fee is \$81.00 per term. The U-Pass provides students unlimited access to all Greater Victoria BC Transit buses and HandyDart services.

Only the following students may opt-out from the U-Pass plan:

- students with a BC Bus Pass
- students with mobility disabilities which prevent them from using BC Transit or HandyDart services
- students taking both Camosun College and UVic courses

The deadline for opting-out is September 30 (for first term) and January 31 (for second term).

New students can obtain their UVic ID cards at the University Centre. Returning students can validate their student card at the University Centre, Student Union Building or Graduate Student Society.

More information about the plan is available at the SUB Info Booth (250-721-8355).

OTHER UNDERGRADUATE FEES

All Students, per term:

- UVic Students Society Fee

Less than 4.5 units	\$37.18
4.5 units or more	\$74.35
Education Students' Association ¹	\$7.50
Engineering Students' Society ²	\$30.00
Commerce Students' Society	\$50.00

Students taking on-campus courses

- Athletics and Recreation fees

Less than 4.5 units	\$42.73
4.5 units or more	\$85.43
U-Pass	\$81.00

Students applying to graduate:

Graduation fee (includes \$10.00 for UVSS graduating class fee)	\$50.00
Late Graduation fee (includes \$10.00 for UVSS graduating class fee)	\$60.00

All graduation application fees are non-refundable and non-transferable

1. Students may request a refund of the EdSA fee by applying to the EdSA Executive during the first two weeks of classes of each term.

2. Students may request a refund of the ESS fee in November and March by applying directly to the appropriate professional development union.

FEES FOR INTERNATIONAL STUDENTS

International students (those not holding Canadian citizenship or permanent residency at the beginning of the session) are required to pay international tuition fees for undergraduate and graduate programs and courses. Fees will be adjusted for the term in which documentation is submitted for students who show official documentation of citizenship or permanent resident status before the last day of the term.

Undergraduate international students are required to pay an international student application fee (see "Miscellaneous Fees" below).

FEES FOR AUDITORS

Audit fees per credit unit:

Under age 65

Domestic	\$186.15
International	\$722.49
** Grandparented International	\$626.16

Age 65 or over

Undergraduate	\$63.06
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MISCELLANEOUS FEES

Note: All fees listed below are non-refundable unless stated otherwise

Undergraduate Admission application fee if all transcripts come from institutions in Canada *	\$76.25
if any transcripts come from institutions outside Canada *	\$127.00
Undergraduate Law (Domestic) Admission application fee for Winter Session *	\$95.75
Undergraduate Law (Domestic) Admission application fee for Summer Studies *	\$38.00
Document evaluation (applies to transfer credit assessment for returning/continuing students only) *	\$47.00
Late application for admission/reregistration *	\$38.00
Application to reregister *	\$20.00
Returned cheque	\$25.00
Supplemental examination, per paper	
on campus	\$50.00
off campus	\$60.00
Transcripts, per copy	\$10.00
Transcripts (priority), per copy	\$17.00
Language 11 Equivalency Test	\$162.00
Graduation certificate:	
Replacement degree (diploma)	\$75.00
Certified copy of degree	\$15.00
Photocopy - per page	\$3.00
Final grade review fee (refundable if grade review successful)	\$25.00
Application for second degree or for change of degree status *	\$10.50
Degree completion letter	\$10.00
Degree completion letter (priority)	\$17.00
Miscellaneous letters	\$10.00

Letters of Permission to undertake studies elsewhere, per application, per institution \$10.00

* These fees are effective September 1, 2018

** Grandparented International Students: All continuing international students, who began their studies prior to the 2018-19 academic year, will be subject to inflationary only increases of 4% for the 2018-19 academic year. The inflationary rate of increase will apply until the student obtains their current credential or does not register for two consecutive sessions (one year) and must apply to reregister to resume their studies (see "Returning Students", page 9).

Undergraduate Financial Aid

All UVic undergraduate scholarships, bursaries, medals and prizes adjudicated by the University of Victoria are administered by the Senate Committee on Awards.

Financial aid in the form of bursaries, grants, loans and work-study positions is available to students based on financial need.

Detailed information on financial aid awards and application procedures is available through the Student Awards and Financial Aid website at <www.uvic.ca/registrar/safa>.

GENERAL REGULATIONS

- Except where a donor directs otherwise, the proceeds of awards issued by or through the University are applied towards a student's total fees for the academic year. If the financial aid a student receives exceeds this amount, the balance will be paid to the student. Proceeds from government loans and work study positions are paid directly to the student (unless students request a portion to be directed towards the school).
- An award of financial aid may be withheld or cancelled if there is a lack of suitable candidates or a donor withdraws the award, or if the student receiving the award withdraws from UVic or fails to meet the terms and conditions of the award.
- If for any reason the original recipient becomes ineligible for an award, the funds may be reassigned to other students.
- Unless otherwise noted, all financial aid available through the University is limited to Canadian citizens and permanent residents.

Undergraduate Bursaries

Bursaries are non-repayable awards based on financial need and reasonable academic standing, as determined by the Senate Committee on Awards. Bursaries are available for students entering UVic and for students already attending the University. Information about the online bursary application is available on the Student Awards and Financial Aid website: <www.uvic.ca/registrar/safa>.

- General bursaries for undergraduates attending UVic require application by October 15. A number of bursaries are awarded on the recommendation of Student Awards and Financial Aid and/or the student's academic unit. Students should contact their faculty, school or department for information on nomination procedures.
- To be eligible for a bursary, students must maintain registration in a minimum of 60% of a full course load (4.5 units or more) for credit in each term for which they receive a bursary. Students with a permanent disability must maintain registration in a minimum of 40% of a full course load (3.0 units or more) for credit in each term to qualify for bursary assistance.

Grants

Grants are non-repayable awards based on financial need as determined by the office or agency contributing the award. Grants are administered by Student Awards and Financial Aid.

Grants are available for part-time students, for students with permanent disabilities, for students with dependents and for students from low/middle income families.

Loans

Loans are repayable and are based on financial need. Both the federal and provincial governments offer student loans. Only one application is needed to be considered for both types of loans. BC students apply to StudentAid BC both for BC student loans and for Canada Student Loans. An online application for StudentAid BC is available at <www.studentaidbc.ca>.

Students should submit their loan applications by August 1 in order to have their loans processed in time to meet fee payment deadlines. To qualify for Canada Student Loans and most provincial student loans, students must be enrolled in at least 4.5 units for credit (3 units for students with a permanent disability), excluding duplicate and/or mutually exclusive course work, in each term of the Winter Session.

Work Study

Work study positions are subsidized jobs on campus, which are allocated on the basis of financial need. The work study program is administered by Student Awards and Financial Aid.

Students apply online for the work study program through UVic MyPage. Full instructions are available on the SAFA website www.uvic.ca/registrar/safa/work-study/index.php.

The number of work study positions is limited; eligible students are not guaranteed a placement. Final decisions on hiring are made by the project supervisors.

Undergraduate Scholarships, Awards, Medals and Prizes

Scholarships, awards, medals and prizes are awarded to students on the basis of academic merit. Scholarships and awards for undergraduate students are administered by Student Awards and Financial Aid. Detailed information on undergraduate scholarships and awards including application procedures are available through the Student Awards and Financial Aid website at <www.uvic.ca/registrar/safa>.

GENERAL REGULATIONS: UNDERGRADUATE AWARDS

Recipients of all undergraduate scholarships and awards adjudicated by the University of Victoria are approved by the Senate Committee on Awards. The following regulations apply to both entrance and in-course scholarships and awards.

- Students with disabilities, including those who are on a reduced course load, are eligible to be considered for scholarships and awards. Students must identify themselves to the Student Awards and Financial Aid office.
- Except where the terms and conditions of an undergraduate award specifically state otherwise, award winners must normally enroll at UVic in the next Winter Session as a full-time student in 12.0 or more units of which 10.5 units are graded using the standard nine point scale, in two academic terms in the 12 month period (May to April) immediately preceding the adjudication of awards to receive the award.

- Students who enroll as a full-time student and subsequently withdraw from courses, so that they fall below 12 academic units in the Winter Session (September to April), will have their scholarship or award withdrawn.
- The University reserves the right to limit the amount of money awarded to any student, and, if necessary, to reassign scholarships and awards to other students.
- Except where the terms of reference for the scholarship or award state otherwise, the proceeds of the scholarships or awards issued by or through the University will be applied towards the student's assessed fees for the next Winter Session. If the scholarship or award exceeds this amount, the balance will be paid to the student if they maintain full time registration (12 academic units).
- A scholarship or award may be withheld or cancelled if there is a lack of suitable candidates, if a donor withdraws the scholarship or award, or if the student receiving the scholarship or award withdraws from UVic or fails to meet the terms and conditions of the award.

Entrance Scholarships and Awards

Entrance scholarships and awards are offered to students entering UVic directly from secondary schools and Canadian colleges and universities. Detailed information about entrance scholarships and awards including application procedures are available on the Student Awards and Financial Aid website: <www.uvic.ca/registrar/safa/entrance-scholarships>.

Except where the terms and conditions of an undergraduate scholarship or award specifically state otherwise, recipients must normally register and maintain enrolment as a full-time student in a minimum of 12 academic units in their first Winter Session to receive the scholarship or award.

Deferral of a scholarship or award for up to one year may be granted upon written request to Undergraduate Admissions.

In-Course Scholarships

Undergraduate students who attend UVic in the Winter Session are eligible for a number of scholarships and awards made available through contributions from donors or from the University's operating budget. The majority of these scholarships and awards do not require an application; they are assigned on the basis of merit or by department nomination. Others require an application. Detailed information about in-course scholarships and awards including application procedures are available on the Student Awards and Financial Aid website: <www.uvic.ca/registrar/safa/in-course-scholarships>.

To be eligible for any scholarship offered by UVic, an undergraduate student must normally be a full-time student registered in a minimum of 12 academic units of study, of which 10.5 units are graded using the standard nine point scale, in the two academic terms in the 12 month period (May to April) immediately preceding the adjudication of the scholarships and awards.

Except where the terms and conditions of an undergraduate scholarship or award specifically state otherwise, award winners must normally return to UVic in the next Winter Session and register and maintain enrolment as a full-time student in a minimum of 12 academic units to receive the scholarship or award.

Other scholarship or awards, such as medals or book prizes, if not presented directly by the donors or their agents, will be forwarded to the winners.

Undergraduate Co-operative Education

Co-operative Education is a process of education which formally integrates students' academic and career studies on campus with

relevant and productive work experience in industry, business, and government.

The accumulation of up to two years of varied and program related work experience enhances students' intellectual, professional, and personal development, by providing opportunities for applying academic theories and knowledge, evaluating and adjusting career directions, and developing confidence and skills in working with people.

CO-OPERATIVE EDUCATION PROGRAMS OFFERED

Undergraduate Co-operative Education programs are currently offered in the following faculties and departments:

- Faculty of Education
 - School of Exercise Science, Physical and Health Education: Recreation and Health Education, Kinesiology
- Faculty of Engineering
 - Biomedical Engineering
 - Civil Engineering
 - Computer Engineering
 - Computer Science
 - Electrical Engineering
 - Mechanical Engineering
 - Software Engineering
- Faculty of Fine Arts
 - Humanities and Fine Arts Co-operative Education Program (available in all programs)
- Faculty of Human and Social Development
 - Health Information Science
 - Minor in Public Administration
- Faculty of Humanities
 - Humanities and Fine Arts Co-operative Education Program (available in all programs)
- Faculty of Law
- Faculty of Science
 - Biochemistry/Microbiology
 - Biology
 - Chemistry
 - Earth and Ocean Sciences
 - Mathematics and Statistics
 - Physics and Astronomy
- Faculty of Social Sciences
 - Anthropology
 - Economics
 - Environmental Studies
 - Geography
 - Political Science
 - Psychology
 - Restoration of Natural Systems
 - Sociology
 - Minor in Geographic Technologies
- Peter B. Gustavson School of Business
 - Commerce
 - Minor in Business

- Continuing Studies
 - Cultural Resource Management
 - Intercultural Education

Combined, minor and interdisciplinary Co-operative Education Programs are available. Please see calendar entries in these areas for further information.

Admission

Admission, retention, and graduation requirements for Co-operative Education Programs are determined by the individual departments. Consult the calendar entries in these areas for further information.

Students must apply to the appropriate department for admission to the Co-op Program. All students in the Co-operative Education Program are required to read, sign, and abide by the Terms and Conditions of Participation as articulated by their Co-op Program. In general, Co-op students are required to achieve an above-average academic standing, and to demonstrate the motivation and potential to pursue a professional career.

Work Terms

Work terms are an integral component of Co-operative Education Programs, students are employed for a number of work terms and these work terms are arranged and evaluated by the individual departments. Co-op program coordinators must review all potential Co-op positions and evaluate their suitability for work term credit. Coordinators may determine some positions as unsuitable.

Work terms, normally of four months' duration, begin in January, May, and September. Normally, the expected number of weeks per work term is 15 and the expected number of hours per week is 35. The minimum number of weeks per work term is 12 and/or 420 hours. Work terms generally alternate with full-time academic terms on campus, and provide productive and paid, full-time work experience that is related to the student's program of studies and individual interests. In special circumstances, approval may be granted for a work term to be undertaken on a more flexible schedule, as long as it does not exceed eight months and the total time worked is equivalent to a four-month term of full-time work. Students are expected to end their program on an academic term.

In limited situations, students may be admitted on a provisional basis into a co-operative education program pending formal admission into the related academic program; such students may, with special authorization by the Executive Director, Co-operative Education, on the recommendation of the academic director responsible for admission to the academic program, undertake a first Co-op work term.

In such cases, the Co-op work term will be recorded on the student's transcript as COOP 001 and the program as COOP, and, if successfully completed, will be accepted as one of the required work terms for the student's Co-op program.

Students registered for work terms are considered to be enrolled in a full-time course of studies.

4.5 units of academic credit are awarded for each approved work term successfully completed according to the requirements of the various faculties and their Co-op programs. These credits may only be applied to completion of the work term requirement of an approved Co-op program. These work term credits may not be applied towards the graduation requirements for any degree or program except in fulfillment of the Co-op work term requirement as noted above.

Introduction to Professional Practice

Co-op and work experience students are expected to complete successfully a Professional Practice course, consisting of seminars and workshops (typically one hour per week), prior to undertaking their first work term. This course is designed to prepare students for the work term

by exploring learning outcomes related to experiential and work-integrated learning. The following topics will be covered: Co-op program objectives and expectations, job seeking skills, competencies self-assessment, transferring skills to the workplace, learning objectives, job performance progress, competencies development and evaluation, and career management and development. Additional topics will be determined by the individual co-op programs. Students should consult with their co-op program area for additional course information. This course is a corequisite for students participating in the placement process prior to their first work term.

Work Term Credit By Challenge

Certain Co-op programs allow students to challenge a work term on the basis of relevant work experience undertaken prior to their first work term. Normally a work term challenge should be made prior to commencing the first work term. Students should discuss any potential challenge with the Co-op Coordinator for their program. Not all programs permit Work Term Challenge; where it is permitted, it is subject to the following regulations:

1. Students must be registered in the session in which the work term challenge is to be recorded.
2. Application forms for Work Term Challenge may be obtained from and submitted to the Co-op Program Coordinator for approval to challenge, after which the Challenge fee is assessed.
3. Normally, work term credit by Challenge is limited to one work term; exceptions require recommendation by the Program coordinator and the approval of the Executive Director of the Co-operative Education Program.
4. Assessment of Work Term Challenge will be carried out by the appropriate Co-op Program, based on the following:
 - a) an aggregate of relevant work experience that is similar in length and scope to that of a registered work term and not previously counted toward work term credit. Normally, the expected number of weeks per work term is 15 and the expected number of hours per week is 35. The minimum number of weeks per work term is 12 and/or 420 hours
 - b) where possible, written confirmation of employment and evaluation of performance from the employer
 - c) an outline by the student of the prior work experience, providing evidence that he/she has acquired professional and personal knowledge, skills and attributes appropriate to the discipline or interdisciplinary field
 - d) a work term submission appropriate to the discipline or interdisciplinary field
5. Once the assessment has been administered, the result will be entered on the student's academic record.

GENERAL REGULATIONS: UNDERGRADUATE CO-OP

1. Students must register for each work term by completing the Work Term Registration form, which is provided by the Co-op Coordinator and which is normally completed when the student accepts an offer of employment for the work term and must be completed prior to start date. Students must be registered for the entire duration of the work term employment and, once registered, are not permitted to withdraw from the work placement without penalty of failure, unless specific written permission has been granted by the department/Director. Where permission is granted, an entry of WNF (Withdrawn No Fault) will be entered on the transcript. Students must contact the appropriate Coordinator for recommendation on procedure.
2. Each work term is evaluated on the basis of the student's performance of assigned work term tasks and a final work term submission as defined by the individual department. The work term period and evaluation (grading: COM, F/X, or N/X) are recorded on the student's official academic record. A failing grade (F/X or N/X)

will be assigned if a student fails to complete satisfactorily the requirements for the work term. The requirements for a passing grade (COM) in a work term normally include the completion of all of the following:

- the Co-op program's satisfactory assessment of the work term,
 - the employer's satisfactory evaluation of the student,
 - the satisfactory completion of the final work term submission (such as report, performance review, log book, journal) as submitted according to the deadlines defined by the individual department.
3. A failed work term will normally result in the student being required to withdraw from the Co-op Program, subject to review by the department.
 4. The Co-op Program tuition, which is nonrefundable, is due in the first month of each work term and is subject to the Fees "General Regulations" on page 56.
 5. In the undergraduate programs, students are required to complete satisfactorily the number of work terms specified by the academic program; normally at least four work terms are required, and in the Peter B. Gustavson School of Business, the Faculty of Fine Arts, the Faculty of Humanities, the Faculty of Law, the Faculty of Social Sciences, the School of Health Information Science and the BSc Major in Kinesiology there will be no less than three, and in the Faculty of Law there will be no less than two. After admission to the program, students are required to register for all Co-op work terms.
 6. Work terms are normally of four months duration and alternate with academic terms. Students are expected to end their program on an academic term. For continuous Co-op work experience of eight months or longer with the same employer, credit for more than one work term will only be granted if the requirements for an equivalent number of individual work terms are met. For example, the student must register for a second work term, pay additional tuition assessments, complete a second work term report and receive a second performance evaluation. Normally the second work term should also incorporate an increase in the student's responsibilities at the work place. For programs requiring a minimum of four work terms, normally at least three of the required work experiences must be separated from each other by at least one academic term.
 7. Work term reports are normally due during the first month following each work term, at a time established by the department, for evaluation as part of the assessment of the work term.
 8. In the event of a work stoppage (e.g., strike, lay-off) within the first nine weeks of a work term, an attempt will be made to arrange an alternative work placement, to enable the student to complete the work term. If the work stoppage occurs after nine weeks, the work term will be accepted for credit providing all other work term requirements are met.
 9. The transferability of work terms from other institutions which offer Co-op programs is determined by individual Co-op departments on the merits of each completed work term. The number of work terms accepted for transfer or combined transfer and challenge must be not more than 50% of the total number required for completion of the Co-op Program.
 10. Students who are taking double or combined major degrees, or a major and the Professional Writing Minor (where each area offers a Co-op program) may, if eligible, enrol in and undertake work terms in both Co-op programs or may, if eligible, enrol in and undertake work terms in only one Co-op program. Students enrolled in combined major degrees where a minimum of four work terms are required in each program who complete at least two work terms in each area will have the combined nature of their program noted as part of the Co-op designation on their official records. Students enrolled in combined major degrees where a minimum of three work terms in one or both programs are required must complete at least one work term in each department and at least three work terms in total.

11. To graduate from a Co-operative Education Program, students must complete satisfactorily the minimum number of work terms and maintain the academic standing required by individual departments.
12. Students registered for work terms are considered to be enrolled in a full-time course of studies and may not take university level credit courses without the permission of the appropriate department. Co-op students on a work term who wish to enrol in a course should contact their Co-op Coordinator.
13. Students enrolled in Co-op programs may be allowed to complete a 3 unit course commencing in September over a 16 or 20 month period, provided the department concerned consents. Students must obtain written permission from the department involved when registering in the course. In such cases, a temporary grade of CIC (Co-op Interrupted Course) will be entered into the student's December transcript. The CIC grade is used only when a 3 unit course is interrupted by a work term. Unless there is formal withdrawal from the course, the temporary CIC grade will be changed to N (a failing grade) if the course is not completed within 20 months.

WORK EXPERIENCE PROGRAM

Students participating in Work Experience Programs will complete one or two work experience terms, that is, four to eight months of full-time, discipline-related work under the supervision of the appropriate Co-operative Education Program. Not all Co-op programs participate in the Work Experience Program; where it is permitted, regulations are determined by the individual Co-operative Education Programs. These work experience terms are subject to the general regulations for Undergraduate Co-op programs in the University Calendar, with the exception that "Work Term Credit By Challenge" (page 63), is not permitted. Work Experience students may transfer to a regular Co-op program, subject to approval from the Co-op Coordinator. Admission, retention, and graduation requirements for Work Experience Programs are determined by the individual Co-operative Education Programs. Participation in this program is limited. Students should contact the appropriate Co-op office to discuss entry into this program. Consult the calendar entries in these areas for further information.

UNDERGRADUATE POST-STUDY INTERNSHIP PROGRAM

The Undergraduate Post-Study Internship Program is intended for students who are enrolled in full-time studies, leading to a baccalaureate degree. Students must declare their intention to participate in this program at least one term prior to completing all academic coursework. Students participating in the Post-Study Internship Program will complete internship placements, that is, full-time, discipline-related work under the supervision of the appropriate Co-op Program. Internships are only available after all academic coursework has been completed and prior to graduation. Internships are normally of four months duration. In the undergraduate programs, students are required to complete satisfactorily at least one internship placement, but no more than three consecutive internship placements. Not all Co-op programs participate in the Post-Study Internship Program; where it is permitted, regulations are determined by the individual Co-operative Education Programs where appropriate. These internship placements are subject to the general regulations for Undergraduate Co-op programs in the University Calendar, with the exception that "Work Term Credit By Challenge" (page 63) is not permitted. Admission, retention, and graduation requirements for Post-Study Internship Programs are determined by the individual Co-operative Education Programs. These internship placements may not be applied toward the graduation requirements for any co-op or work experience program. Participation in this program is limited. Students should contact the appropriate Co-op office to discuss entry into this program. Consult the calendar entries in these areas for further information.

STUDENT CONDUCT AND COMPETENCE ON WORK TERMS

While on a work term, students are responsible for acting in an ethical and professional manner, and should adhere to the Policy on "Principles of Academic Integrity" (page 55). Academic integrity violations covered by this policy can take a number of forms, including the following: plagiarism, multiple submission, falsifying materials subject to academic evaluation, cheating on work, tests, and examinations, and aiding others to cheat.

Where there are reasonable grounds to believe that the conduct or lack of competence of a student enrolled in the Co-operative Education Program has adversely affected or may adversely affect the interests of an employer, the Program, or the University, a student may be requested to withdraw temporarily from a work term or from the Program pending the receipt of a report on the conduct or lack of competence of the student.

Upon receipt and review of the report, the student may be reinstated or, if the student's conduct or lack of competence has adversely affected or may adversely affect the interests of an employer, the Program, or the University, the student may be requested to withdraw permanently from a work term or from the Program.

Where a student has been requested to withdraw temporarily from the Program and has not been reinstated within a reasonable period of time, the student may be granted an opportunity to be heard.

Where a student has been requested to withdraw permanently from the Program, and is not satisfied with the decision, the student should refer to the Student Appeal Procedures.

Where a student is requested to withdraw from a work term, a grade of F/X or N/X shall be entered on the student's academic record and transcript.

STUDENT APPEAL PROCEDURES

1. Students who are not satisfied with the decision of the Co-op coordinator should attempt to resolve their concerns at the Co-op program level.
2. If a student is not satisfied with a decision at the program level, the student may appeal the decision in writing to the Dean of the relevant faculty and the Executive Director of Co-operative Education, with a copy to the Co-op coordinator who made the decision or ruling being appealed. The Co-op Coordinator may file a written response to the appeal to the Dean and the Executive Director, with a copy to the appellant. The Dean and the Executive Director will consider the appeal. The Dean and the Executive Director may request additional written submissions from the student and the coordinator and may invite the student and the coordinator to make oral submissions. The Dean and the Executive Director shall communicate their decision in writing to the student and the coordinator in a reasonable time.
3. If the student is not satisfied with this decision, the student may appeal to the Senate Committee on Appeals. This appeal process is governed by the Regulations on "Appeals" (page 56). Decisions of the Senate Committee on Appeals are final and may not be appealed to the Senate. In cases that do not fall under the jurisdiction of the Senate Committee on Appeals, the decision of the Dean and the Executive Director of Co-operative Education is final.

CRIMINAL RECORDS CHECK

UVic students employed in co-operative work terms, placed in practica, placed in community service learning voluntary work or enrolled as student members in their professional organizations may be required to undergo criminal records reviews by legislation (e.g., BC Criminal Records Review Act), or because of the risk management policies of the organization with which the student will be associated. Students are responsible for providing authorization for the review to the employer, practice agency or professional organization upon request and cooperating in the conduct of the review as needed. Without this authorization or cooperation, an organization may revoke its offer of employment or placement. Usually, the student must pay for the review, although some employers will absorb the costs. Some units on campus, where students are frequently placed in situations requiring a review, may have standard information or practices regarding the procedure. However, the University has no responsibility to involve itself in this process. Students should check the administrative office in their own unit for any discipline-specific information.

