



a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA

# **UBC Okanagan**

# **ACADEMIC**

# **CALENDAR**

**2018/19**

[www.calendar.ubc.ca/okanagan](http://www.calendar.ubc.ca/okanagan)



Definitions

Notice to Students

Student Rights and Responsibilities

- Overview

- Student Declaration and Responsibility

- Registration

- Protection of Privacy and Access to Information

- Attendance

- Freedom from Harassment and Discrimination

- Academic Freedom

- Academic Accommodation for Students with Disabilities

- Teaching Evaluation

Records and Registration

- Transcript of Academic Record

- Retention of Student Records

- Change of Registration

  - Introduction

  - Winter Session: Course Drop/Withdrawal Dates

  - Withdrawal for Unsatisfactory Conduct

- Space in Courses

- Course Waitlists

- Letter of Permission to Study at Another Institution

Academic Assessment

- Introduction

- Review for Authenticity

- Examinations

  - Senate Policy on Examinations

  - Student Conduct during Examinations

  - Examination Hardships and Clashes

  - Viewing Marked Examinations

  - Deferred and Supplemental Examinations

  - Supplemental Examination Policy

- Grading Practices

Introduction

Standings

Posting of Final Grades by Instructors

Weighted Averages

Academic Standing

Academic Performance Evaluations

Advancement Regulations

Program Requirements

Requirements to Receive a Degree or Diploma

Academic Leave

Application to Graduate

Academic Concession

Faculty, Department and Program-Specific Policies and Regulations

Review of Assigned Standing in a Course

Overview

Application and Deadlines

Process for Academic Review and Communication of Results

Senate Appeals on Academic Standing

Definitions

Appeal Procedure

1. Composition of the Committee

2. General Appeals Procedures

3. Procedures Prior to the Hearing

4. Procedures at the Hearing

5. The Decision

Student Conduct and Discipline

Statutory Authority

Student Declaration and Responsibility

Discipline for Academic Misconduct

1. Academic Honesty and Standards

2. Academic Misconduct

3. Disciplinary Measures

4. Investigation -- Dean's Office

5. Investigation -- Enrolment Services



a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA

6. Initiator's Responsibilities
7. Student's Responsibilities
8. President's Committee
9. President
10. Registrar
11. Appeals

Discipline for Non-Academic Misconduct: Student Code of Conduct

Disruption of Classes

University Policies



## Definitions

In this section, "Policies and Regulations," and throughout the Academic Calendar, unless the context requires otherwise:

**"Cheating"** and similar terms includes but is not limited to: falsifying any material subject to academic evaluation, including research data; engaging in unauthorized collaborative work; having in an examination any materials (including devices) other than those permitted by the examiner; and using unauthorized means to complete an examination (e.g., receiving unauthorized assistance from a fellow student). See Student Conduct during Examinations (<http://www.calendar.ubc.ca/okanagan/index.cfm?tree=3,41,89,1009>), and Academic Misconduct;

**"Committee,"** under the heading "Senate Committee on Appeals of Standing and Discipline," means the University Senate's Committee on Appeals of Standing and Discipline;

**"Committee of the Senate"** or reference to a committee of the Senate means the committee designated for the purpose by the University Senate;

**"Days,"** when referring to a number of days, means working days and will not be construed as including Saturdays and Sundays or any other days on which the University is closed, unless required otherwise by the context;

**"Dean of the Faculty"** will be deemed to refer, where necessary, to any other appropriate officer of the University;

**"Dean's Office"** means the dean of the faculty of the course in which the student is enrolled and includes a faculty member designated by the dean to represent the faculty;

**"Enrolment Services"** means the Registrar and includes a person designated by the Registrar to represent Enrolment Services;

**"Faculty"** will be deemed to include, where necessary, any other appropriate administrative unit of the University;

**"Initiator"** means the party that refers an allegation of academic misconduct to the President's Committee. Normally, a Dean's Office refers allegations but, on occasion, Enrolment Services may also refer allegations to the President's Committee;

**"Office of the University Counsel"** means the University Counsel and includes a person designated by the University Counsel to represent the Office of the University Counsel;

**"Plagiarism"** is defined as outlined in *Academic Misconduct*;

**"President's Committee"** means the President's Advisory Committee on Student Discipline as the President may designate for the University, by campus or otherwise;

**"Senate" or "University Senate"** means the Okanagan Senate of The University of British Columbia or the Council of Senates of The University of British Columbia, as required in the context;

**"Senate Committee"** means the Senate Committee on Appeals of Standing and Discipline;

**"UBCcard"** means the official identification card for students of the University issued by Student Information & Services;

**"UBC Okanagan"** means the parts of the University for which the Okanagan Senate has responsibility for academic governance and powers under section 37 of the *University Act* (the *Act*), as determined by the Board of Governors pursuant to section 3.1 of the *Act*;

**"UBC Vancouver"** means the parts of the University for which the Vancouver Senate has responsibility for academic governance and powers under section 37 of the *University Act* (the *Act*), as determined by the Board of Governors pursuant to section 3.1 of the *Act*;



OKANAGAN

"*University Act*" means the British Columbia *University Act*, R.S.B.C. 1996, c. 468, or its successor, unless otherwise stated.

## Notice to Students

### UBC reserves the right to:

- change fees without notice;
- limit the registration in any program;
- cancel, reschedule, or revise any of the courses listed;
- assign a student to a level in a given subject appropriate to their previous educational background;
- select students for specific programs using norms and standards established by the University of British Columbia;
- grant priority with respect to program admission and course registration;
- place a student on financial hold;
- remove a student from a program and/or class for disruption of instructional activities or for a perceived threat to the safety and well-being of students and staff.

## Student Rights and Responsibilities

### Student Rights and Responsibilities > Overview

UBC is a community of students, faculty, staff, and members of the community at large dedicated to the advancement of learning, the collection and dissemination of knowledge and skills, the intellectual development of its members, and the betterment of society.

As a member of the UBC Okanagan campus community and subject to the laws of Canada and the Province of British Columbia, the bylaws of the municipalities in which the UBC Okanagan campus operates, and the regulations established by the UBC Okanagan Senate and the UBC Board of Governors, established collective agreements, and other legally enforced contracts, students attending the UBC Okanagan campus have the right while on UBC campuses to:

- be treated with courtesy, dignity, fairness, and respect;
- freedom of expression, opinion, and association with respect to beliefs, faiths, and lifestyles, provided there is no infringement of the rights of others;
- reasonable standards of safety, security, and personal privacy;
- have personal information collected by UBC treated in confidence, subject to the normal operating requirements of UBC, unless the student consents to disclosure in writing;
- view and to have explained personal information collected by UBC upon request with reasonable notice, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*;
- request and to be informed, prior to enrolment, of the requirements for admission, enrolment, and graduation;
- request and to be informed, at the beginning of each course in which the student enrolls, of the curriculum content, evaluation procedures, attendance requirements, and class schedule, and to be informed with reasonable notice of any changes that are subsequently introduced;
- request and to be informed, at the beginning of each course in which the student enrolls, of when the faculty member(s) teaching the course are available for individual consultation (e.g., office hours);
- receive, upon request with reasonable notice, an explanation of educational and administrative decisions made by UBC that affect the student making the request;
- appeal decisions made by UBC that directly affect the student making the appeal to a party or body that is independent of the party or body which made the original decision;
- participate in decision-making through representation on the Board of Governors, the UBC Okanagan Senate, and other



OKANAGAN

- bodies designated by UBC; and
- form and belong to students' associations.

## Student Rights and Responsibilities > Student Declaration and Responsibility

Upon registering, a student has initiated a contract with the University and is bound by the following declaration:

**"I hereby accept and submit myself to the statutes, rules and regulations, and ordinances (including bylaws, codes, and policies) of The University of British Columbia, and of the faculty or faculties in which I am registered, and to any amendments thereto which may be made while I am a student of the University, and I promise to observe the same."**

The student declaration is important. It imposes obligations on students and affects rights and privileges, including property rights. You must not enrol as a student at the University if you do not agree to become bound by the declaration above. By agreeing to become a student, you make the declaration above and agree to be bound by it.

Each student is required to furnish the information necessary for the University record and to keep Enrolment Services informed of changes in name and contact information.

Students are required to inform themselves of the statutes, rules and regulations, and ordinances (including bylaws, codes, and policies) and to any amendments thereto applicable at the University. For more information, please see the Index of Board of Governors Policies (<http://universitycounsel.ubc.ca/policies/index/>) and Senate Policies (<http://senate.ubc.ca/okanagan/policies>).

The University authorities do not assume responsibilities for others that naturally rest with adults themselves. This being so, the University relies on the good sense and on the home training of students for the preservation of good moral standards and for appropriate modes of behaviour and dress.

The University and University authorities are not obligated to enforce any statutes, rules, regulations, or ordinances (including bylaws, codes, or policies) if discretionarily enforceable by law or made under its, or their, power or authority.

## Student Rights and Responsibilities > Registration

It is the responsibility of a student to become familiar with requirements of the program in which he or she is enrolled. It is the student's responsibility to ensure that the courses in which he or she is registered are appropriate to the specific requirements of the degree, diploma, or certificate sought.

Most student registration activity takes place via the Student Service Centre (<http://ssc.adm.ubc.ca>). The student is responsible for maintaining correct and up-to-date registration.

## Student Rights and Responsibilities > Protection of Privacy and Access to Information

UBC gathers and maintains information used for the purposes of admission, registration, and other fundamental activities related to attending UBC. In signing an application for admission, all applicants are advised that both the information they provide and any other information placed into the student record will be protected and used in compliance with the *British Columbia Freedom of Information and Privacy Protection Act*, R.S.B.C. 1996, c. 165.



## Student Rights and Responsibilities > Attendance

Regular attendance is expected of students in all their classes (including lectures, laboratories, tutorials, seminars, etc.). Students who neglect their academic work and assignments may be excluded from final examinations. Students who are unavoidably absent because of illness or disability should report to their instructors on return to classes. Any request for academic Concession must be clearly expressed.

Students may not, concurrently with their University attendance, take studies for University degree credit through any other institution by correspondence, evening, or regular session class without the approval of the dean of the faculty in which they are studying at the University.

The University reserves the right to limit attendance, and to limit the registration in or to cancel or revise any of the courses listed. Information concerning limitations on attendance for the various faculties and schools is found in the faculty and school entries.

## Student Rights and Responsibilities > Freedom from Harassment and Discrimination

The University of British Columbia is committed to providing a collegial, safe, and pleasant working and learning environment for all members of the University community, one that respects differences, champions fair treatment, and celebrates diversity. The University does not condone and will not tolerate acts of discrimination and harassment, including sexual harassment.

All members of the UBC community - students, faculty, staff, and visitors - have a responsibility to respect the rights of others and to cooperate in creating and maintaining an environment that is free of harassment and discrimination.

For additional information and assistance, consult UBC Policy 3: Discrimination and Harassment (<http://www.universitycounsel.ubc.ca/policies/policy3.pdf>), or contact the Equity Advisor at 250.807.9291.

## Student Rights and Responsibilities > Academic Freedom

The members of the University enjoy certain rights and privileges essential to the fulfilment of its primary functions: instruction and the pursuit of knowledge. Central among these rights is the freedom, within the law, to pursue what seems to them as fruitful avenues of inquiry, to teach and to learn unhindered by external or non-academic constraints, and to engage in full and unrestricted consideration of any opinion.

This freedom extends not only to the regular members of the University but to all who are invited to participate in its forum. Suppression of this freedom, whether by institutions of the state, the officers of the University, or the actions of private individuals, would prevent the University from carrying out its primary functions.

All members of the University must recognize this fundamental principle and must share responsibility for supporting, safeguarding, and preserving this central freedom. Behaviour that obstructs free and full discussion, not only of ideas that are safe and accepted but also of those that may be unpopular or even abhorrent, vitally threatens the integrity of the University's forum. Such behaviour cannot be tolerated.

## Student Rights and Responsibilities > Academic Accommodation for Students with Disabilities

The University of British Columbia recognizes its moral and legal duty to provide academic accommodation. The University must





## OKANAGAN

remove barriers and provide opportunities to students with a disability, enabling them to access University services, programs, and facilities, and to be welcomed as participating members of the University community. The University's goal is to ensure fair and consistent treatment of all students, including students with a disability, in accordance with their distinct needs and in a manner consistent with academic principles.

The University will provide academic accommodation to students with disabilities in accordance with the British Columbia *Human Rights Code* R.S.B.C. 1996, c. 210 and the *Canadian Charter of Rights and Freedoms*, Part I of the *Constitution Act, 1982*, being Schedule B to the *Canada Act 1982* (U.K.), 1982, c. 11. Provision of academic accommodation shall not lower the academic standards of the University. Academic accommodation shall not remove the need for evaluation and the need to meet essential learning outcomes.

Students with a disability who wish to have an academic accommodation should contact the Disability Resource Centre (<http://www.ubc.ca/okanagan/students/disres/contact.html>) without delay (see UBC Policy 73: Academic Accommodation for Students with Disabilities (<http://www.universitycounsel.ubc.ca/policies/policy73.pdf>)).

## Student Rights and Responsibilities > Teaching Evaluation

The University recognizes the importance of high-quality teaching for the academic preparation of its students, and accordingly requires that instructors be annually evaluated by procedures that include provision for assessment by students.

## Records and Registration

### Records and Registration > Transcript of Academic Record

Official transcripts are confidential and are only released by written request from the student. All transcripts issued to the student are officially sealed in individual envelopes and will be mailed to the student. Transcripts issued to an institution, company, or agency are mailed directly to their address in confidential envelopes marked "transcript of record". Third-party requests must be accompanied by a signed authorization from the student.

Each transcript will include the student's complete record at the University. Since credit earned is determined on the results of final examinations, a transcript will not include results of mid-term examinations.

No transcript will be issued to or for a student who has not made arrangements satisfactory to Enrolment Services to meet any outstanding indebtedness.

Requests for transcripts should be made in advance to allow time for processing. Transcript Fees (Calendar page: <http://appleton.ad.s> <http://appleton.ad.students.ubc.ca/okanagan/index.cfm?tree=14,342,0,0#1537>) must be included with requests. Transcripts will not be provided until payment is received.

Students may order transcripts through the Student Service Centre (<http://ssc.adm.ubc.ca/sscportal/servlets/SRVSSCFramework>) or in person at UNC 206. For more information, email [transcripts.students@ubc.ca](mailto:transcripts.students@ubc.ca).

### Records and Registration > Retention of Student Records

Academic records, including all information appearing on a Transcript of Academic Record, are retained indefinitely. Notations of student discipline are retained according to the terms of the penalty imposed. Materials supporting applications for admission, correspondence, and transcripts from other institutions and similar material may be destroyed five years after a student's last



## OKANAGAN

registration, except for doctoral students where material may be destroyed after two years from the date of graduation. Other material may be destroyed sooner.

Students who submit irreplaceable material may request the return of that material. Such requests must be submitted with the original material. The office to which the material is submitted will return the material as soon as possible and not later than six months after the student's graduation or last registration.

## Records and Registration > Change of Registration

### Records and Registration > Change of Registration > Introduction

Except in special circumstances, a one-term course may be added to a student's program only within the first two weeks of the course, and a two-term course within the first three weeks. If a course is dropped during these periods, no record of the registration in the course will appear on the student's academic record.

Students may withdraw from courses in which they are registered at any time up to the end of the sixth week of class for courses that are offered in a single term, and of the twelfth week for courses that span two terms. Withdrawals will be noted on the academic record by a standing of W. Such standings will not be included in computing averages. The withdrawal deadline dates for the current academic year are indicated in the accompanying tables in this section.

Students may withdraw from courses outside the limits described above only with the permission of the dean of the faculty in which they are registered. In such cases, the instructor shall be informed. Such withdrawals will be recorded as W on the student's academic record. Factors for consideration will include whether, in the opinion of the dean, the instructor provided sufficient opportunity for evaluation of the student's academic performance prior to the published course withdrawal date.

Fee refunds for withdrawals will be calculated on a pro rata basis. (For more information, see Refund of Fees (Calendar page: <http://appleton.ad.students.ubc.ca/okanagan/index.cfm?tree=14,339,1033,0#15334>.)

The dates for withdrawal given above also apply to students auditing courses.

Faculties may, at their discretion, limit the number of W standings permitted to a student. Any withdrawals in excess of that limit that would normally produce a standing of W will result in assignment of F for the course or courses involved. Normally, a student may not withdraw from a course more than once.

A student must be registered in all courses being taken for credit. A student who ceases to attend a course, does not write the final examination, or otherwise fails to complete course requirements, and who neither qualifies for a deferred examination (see [Deferred Standing](#)), nor has obtained official permission to drop the course, will be given a standing of F with a grade which reflects performance in the course. No supplemental examination can be granted under these circumstances.

The student is responsible for the completeness and accuracy of registration as it relates to the regulations of the degree or diploma program in which the student is enrolled.

## Records and Registration > Change of Registration > Winter Session: Course Drop/Withdrawal Dates

### *Winter 2018/19 Session*



OKANAGAN

Term 1 course	September 18, 2018	September 19 – November 9, 2018	After November 9, 2018
Term 2 course	January 14, 2019	January 15 – March 11, 2019	After March 11, 2019
Full-year course (Terms 1 and 2)	September 21, 2018	September 22 – November 23, 2018	After November 23, 2018

<sup>1</sup> Please refer to the online Course Schedule (<http://courses.students.ubc.ca>) for specific course drop/withdrawal dates.

<sup>2</sup> Please refer to Vancouver calendar (<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,45,99,0>) for Distance Education course drop/withdrawal dates.

Last updated: August 29, 2018

## Records and Registration > Change of Registration > Withdrawal for Unsatisfactory Conduct

The Senate may require a student to withdraw from the University at any time for unsatisfactory conduct, failure to abide by regulations, unsatisfactory progress in a program of study or training, or any other reason that is deemed to show that withdrawal is in the interest of the student and/or the University.

Cases brought forward under this policy will be referred to an *ad hoc* committee of Senate, to be named by the Senate Nominating Committee, for disposition, with the understanding that the student would have the right of appeal to the Senate Committee on Appeals of Standing and Discipline. Both the reasons for bringing the case and the response of the student should be heard before a final decision is reached. The *ad hoc* committee must ensure that the case is conducted fairly. A tie vote on the decision upholds the decision being appealed and the case is dismissed.

Last updated: August 29, 2018

## Records and Registration > Space in Courses

Enrolment is limited in all courses and admission does not guarantee that space will be available in any course or section. However, no student in a graduating year may be excluded from a course necessary to meet degree program requirements because of lack of space (this rule does not apply to elective courses or preferred sections of courses). Any student in a graduating year who is confronted with such a situation should consult their dean, director, department head, or faculty advisor if resolution is desired.

Last updated: August 29, 2018

## Records and Registration > Course Waitlists

If a course is full, a waitlist section may be available online via the Student Service Centre (<http://ssc.adm.ubc.ca/sscportal/servlets/SF> <http://ssc.adm.ubc.ca/sscportal/servlets/SRVSSCFramework>). Waitlists are not available for all courses. Students on a waitlist should check the Student Service Centre regularly to determine whether a space in the desired course has become available. Students are also advised to contact the academic unit offering the course.

Last updated: August 29, 2018

## Records and Registration > Letter of Permission to Study at Another Institution



OKANAGAN

After the start of the first session to which a student has been admitted, any student who is eligible to continue studies, and who intends to complete a UBC degree, may obtain transfer credit from another institution, but only if prior permission has been obtained from the faculty in which the student is enrolled.

Last updated: August 29, 2018

## Academic Assessment

### Academic Assessment > Introduction

Formal examinations are held in most courses in December and April. These are scheduled during official examination periods at term end. Other tests are held at the discretion of the instructors and faculties concerned. All prescribed examinations are mandatory. Students who miss an examination or are unable to complete other tests or graded work because of medical, emotional, or other personal reasons should follow the procedures for requesting [Academic Concession](#).

Last updated: August 29, 2018

### Academic Assessment > Review for Authenticity

All work submitted by students (including, without limitation, essays, dissertations, theses, examinations, tests, reports, presentations, problem sets, and tutorial assignments) may be reviewed by the University for authenticity and originality. Without limiting the generality of the foregoing, such review may include the use of software tools and third-party services, including Internet-based services such as TurnItIn.com. By submitting work, students consent to their work undergoing such review and being retained in a database for comparison with other work submitted by students. The results of such review may be used in any University investigation or disciplinary proceedings ([See Student Discipline](#)).

Last updated: August 29, 2018

### Academic Assessment > Examinations

#### Academic Assessment > Examinations > Senate Policy on Examinations

The following regulations were approved by the Senate in October 1976 and amended in December 1990, and apply generally across campus.

1. Faculties are urged to make full use of the formal examination periods, both in December and in April, and that, unless the relevant dean and head, for sound academic reason, grant exemption, all courses designed for first- and second-year students be examined in December as well as April.
2. The holding of any examination, formal or informal, during the two weeks preceding the formally scheduled examinations of December and April is forbidden. (This recommendation does not apply to regular weekly or biweekly tests or to traditional and current practices in laboratories.)
3. Scrupulous adherence by invigilators (members of faculty and other invigilators) to the regulations governing the invigilation of examinations is mandatory.
4. Smoking shall not be permitted during the examinations nor during lectures. (This applies equally to members of faculty and to students.)
5. Faculties are urged to curtail the use of the "take-home" examination, both in the extent of its administration and in the weight assigned to it in the calculation of marks.

Last updated: August 29, 2018



## Academic Assessment > Examinations > Student Conduct during Examinations

1. Each examination candidate must be prepared to produce, upon the request of the invigilator or examiner, his or her UBCcard for identification.
2. Examination candidates are not permitted to ask questions of the examiners or invigilators, except in cases of supposed errors or ambiguities in examination questions, illegible or missing material, or the like.
3. No examination candidate shall be permitted to enter the examination room after the expiration of one-half hour from the scheduled starting time, or to leave during the first half hour of the examination. Should the examination run forty-five (45) minutes or less, no examination candidate shall be permitted to enter the examination room once the examination has begun.
4. Examination candidates must conduct themselves honestly and in accordance with established rules for a given examination, which will be articulated by the examiner or invigilator prior to the examination commencing. Should dishonest behaviour be observed by the examiner(s) or invigilator(s), pleas of accident or forgetfulness shall not be received.
5. Examination candidates suspected of any of the following, or any other similar practices, may be immediately dismissed from the examination by the examiner/invigilator, and may be subject to disciplinary action:
  - i. speaking or communicating with other examination candidates, unless otherwise authorized;
  - ii. purposely exposing written papers to the view of other examination candidates or imaging devices;
  - iii. purposely viewing the written papers of other examination candidates;
  - iv. using or having visible at the place of writing any books, papers or other memory aid devices other than those authorized by the examiner(s); and,
  - v. using or operating electronic devices including but not limited to telephones, calculators, computers, or similar devices other than those authorized by the examiner(s)—(electronic devices other than those authorized by the examiner(s) must be completely powered down if present at the place of writing).
6. Examination candidates must not destroy or damage any examination material, must hand in all examination papers, and must not take any examination material from the examination room without permission of the examiner or invigilator.
7. Notwithstanding the above, for any mode of examination that does not fall into the traditional, paper-based method, examination candidates shall adhere to any special rules for conduct as established and articulated by the examiner.
8. Examination candidates must follow any additional examination rules or directions communicated by the examiner(s) or invigilator(s).

Last updated: August 29, 2018

## Academic Assessment > Examinations > Examination Hardships and Clashes

This policy is applicable to all formal examinations associated with academic courses at the University.

An examination hardship is defined as the occurrence of an examination candidate being faced with three (3) or more formal examinations scheduled within a 24-hour period (e.g., from 8:00 am to 7:59 am the following day).

An examination candidate facing an examination hardship shall be given a new examination date and time for the second formal examination by the respective instructor or department/faculty.

The student must notify the instructor of the second formal examination no later than one month prior to the examination date for courses in the Winter Session (whether in December for Term 1 or April for Term 2), and no later than two weeks prior to the examination date for courses in the Summer Session. If the examination hardship concerns more than three (3) formal



OKANAGAN

examinations, this process is to be repeated.

An examination clash is when a student has multiple formal examinations scheduled on the same day and at the same time, or where the allotted times for scheduled formal examinations overlap. In these cases, alternate arrangements should be made as soon as possible. The student should first contact his or her instructor(s) to determine if an alternate time to write the exam is available; if the instructor(s) is unable to resolve the examination clash, then the department head or dean/director is to be consulted.

If an alternate writing time is not available at the faculty level, examination candidates must contact Enrolment Services, to make alternate arrangements.

Last updated: August 29, 2018

## Academic Assessment > Examinations > Viewing Marked Examinations

Any examination, essay, problem set, laboratory report, or other assignment should be marked in a reasonable time and although the work may be retained by the University, the student will receive feedback on expected and achieved outcomes. If there is a provision for marked work to be returned to the student and then resubmitted for the correction of marking errors or omissions, the instructor must provide clear guidelines in advance to ensure that the academic integrity of the work is maintained.

A final examination becomes the property of the University and must remain in the possession of the University for one year from the date of the examination, after which time it should be destroyed or otherwise disposed of.

Where there is no scheduled review of an examination, a student may make written application (by January 31 for the Winter Session, Term 1; by June 30 for Winter Session, Term 2; and by September 15 for the Summer Session) to the course instructor who will make every reasonable effort to arrange for the student to view the marked final examination within 30 days of the request. If the instructor does not comply, at the student's request, the head of the department, director of the school, or dean of the faculty offering the course will make every reasonable effort to facilitate the viewing, which normally will be completed within 15 days of receipt of the request. The purpose of this exercise is purely pedagogic.

Last updated: August 29, 2018

## Academic Assessment > Examinations > Deferred and Supplemental Examinations

A deferred examination is an examination written at a later date, while a supplemental examination is an examination in addition to the usual examination(s) given for a course.

If a deferred examination is not written by the end of the next regular deferred examination period for that session, the Deferred standing will be removed.

It is the student's responsibility to seek an extension by contacting his or her faculty. If a student, because of exceptional circumstances, is permitted by his or her faculty to postpone a deferred examination beyond the first regular deferred examination period, the student will be responsible for the content of the course as currently offered. If the course is discontinued, the deferred privilege may be cancelled.

Students granted Deferred standing by the dean of the faculty in which the student is enrolled may be given the opportunity to complete outstanding coursework by writing the next regularly scheduled examination in the course or make-up examination if the department offering the course agrees. Students should see the sections of this Academic Calendar in which the regulations for the faculty offering the course are detailed (e.g., all students with Deferred standing in a Science course should consult the Faculty of Arts and Sciences sections of this Academic Calendar).





OKANAGAN

For Winter Session courses, deferred and supplemental examinations for students who have not completed outstanding coursework will be held in late July or early August, or on another date to be determined by the department. Applications may be made to Enrolment Services up to the date specified in the University's Academic Year (see "Application Deadlines and Academic Year") and must be accompanied by the required fee. Examinations may be written at the University or arrangements may be made to write off campus with the approval of Enrolment Services.

For Summer Session courses, supplemental and deferred examinations that cannot be written as regularly scheduled December examinations will be held at the University on one date in mid-November or on another date to be determined by the department. Applications must be made to Enrolment Services (<http://students.ok.ubc.ca/enrolment-services.html>) by the date specified in the University's Academic Year (<http://calendar.ubc.ca/okanagan/academicyear.cfm>) and must be accompanied by the required fee.

In special cases, a student may be permitted to write examinations at a university outside British Columbia, or at a special centre other than a university if satisfactory arrangements can be made within Canada. Since permission is contingent on the completion of arrangements, only early applications to write in special centres will be considered.

In the event that a candidate is unable to write an examination, a refund of the required fee will be considered if the candidate submits an adequate explanation to the Registrar at least two weeks prior to the scheduled examination period.

Last updated: August 29, 2018

## Academic Assessment > Examinations > Supplemental Examination Policy

Supplemental examination regulations vary among faculties and are described in the appropriate section in this Academic Calendar (see Faculties, Schools, and Colleges) (<http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,0,0,0>). Students are governed by the regulations of the faculty or school in which they are registered.

Supplemental examinations are not available in all faculties or in all courses. In courses in which proficiency is judged on a continuing basis throughout a term, or in which final examinations are not given, no supplemental examinations are provided.

Supplemental examinations are not granted to students registered in a graduate program. However, a course in which a grade of less than 65% was obtained may be repeated for a higher standing if recommended by the department and approved by the Dean of Graduate Studies. In a course that is repeated, both marks will appear on the transcript. The higher mark will be used to determine promotion in a program and in any decision to admit a student or withdraw a student from a program. Averages calculated for other purposes will include both marks.

Where a supplemental examination is provided, a student may write it in an attempt to obtain higher standing in the course concerned. The result of the supplemental examination will be shown on the student's record as an additional entry. In some situations, a higher mark may enhance a student's chance of meeting some specific program requirement.

In all but the final year, a candidate who has been granted a supplemental examination may write it once only. If the candidate fails, the course must be repeated or a permissible substitute taken. Normally, in the final year, a second supplemental examination may be written.

If a supplemental examination is not written by the end of the next regular supplemental examination period for that session, the supplemental standing will be removed.

It is the student's responsibility to seek an extension by contacting his or her faculty. If a student, because of exceptional circumstances, is permitted by his or her faculty or school to postpone a supplemental examination beyond the first regular supplemental examination period, the student will be responsible for the content of the course as currently offered. If the course is



OKANAGAN

discontinued, the supplemental privilege may be cancelled.

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## Academic Assessment > Grading Practices

### Academic Assessment > Grading Practices > Introduction

In most faculties, individual courses are normally graded as follows:

90–100	A+
85–89	A
80–84	A-
76–79	B+
72–75	B
68–71	B-
64–67	C+
60–63	C
55–59	C-
50–54	D
0–49	F (fail) <sup>1</sup>

<sup>1</sup> Except where otherwise stated in the course description and academic regulations, the School of Nursing defines Fail (F) as below 60%.

Instructors are responsible for providing written guidelines to all students at the start of each course, outlining how the final grade for the course will be calculated, and including any related policies such as arrangements that may be made for students who are unable to complete a test or other graded work because of short-term illness or for other reasons. Guidelines made available on the web meet this requirement (students who are unable to access the web should ask their instructor to provide these guidelines in an alternate format).

If a student in a baccalaureate program receives a *Thesis in Progress (T) standing* in a graduating essay or other course approved by the faculty and completes the course within 12 months of the end of the term in which the student first registered for the course, the T standing will be replaced by the grade assigned. If the course is not completed within 12 months, the T standing will be replaced by a grade of zero (or F standing in a Pass/Fail course).

Faculties, departments, and schools reserve the right to scale grades in order to maintain equity among sections and conformity to University, faculty, department, or school norms. Students should therefore note that an unofficial grade given by an instructor might be changed by the faculty, department, or school. Grades are not official until they appear on a student's academic record.

A few programs of study make provision for an Honours standing, which is explained in the appropriate faculty and school entries (see Faculties, Schools, and Colleges (<http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,0,0,0>)). However, in most faculties where Honours is used, it is applied to a study program where expectations in terms of achievement and level of study are higher than in other programs.

For master's students registered in the College of Graduate Studies, Fail (F) for individual courses is defined as below 60%:





90-100	A+
85-89	A
80-84	A-
76-79	B+
72-75	B
68-71	B-
64-67	C+
60-63	C
0-59	F (Fail)

However, only 6 credits of courses with grades in the C to C+ range (60-67%) may be counted toward a master's program. For all other courses, students must obtain a minimum of 68%. Some graduate programs may require a higher passing grade for specific courses.

For doctoral students registered in the College of Graduate Studies, Fail (F) for individual courses is defined as below 68%. Some graduate programs may require a higher passing grade for specific courses.

90-100	A+
85-89	A
80-84	A-
76-79	B+
72-75	B
68-71	B-
0-67	F (Fail)

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## Academic Assessment > Grading Practices > Standings

**Adjudicated Pass (J)** is granted where credit is granted and the course need not be repeated, although it may not normally qualify as a prerequisite for further work. (The grade assigned by the instructor is used in the calculation of averages.)

**Aegrotat (AEG)** allows a student credit for a course even though the course requirements have not been completed due to medical, emotional, or other difficulties. This standing is awarded only if the course instructor and the dean agree that the student has demonstrated the capacity to deal with the course material satisfactorily. When AEG standing is awarded, a letter grade is assigned. This will be converted to the minimum percentage for that category for the calculation of averages.

**Audit (AUD)** is granted to students who have been officially approved as having audit status. These students are expected to complete all course requirements except the final exam, and may be given Fail (F) standing if their performance is not satisfactory.



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**Deferred Standing (SD)** may be granted by the dean of the faculty in which the student is enrolled when a student has a valid reason for not completing course requirements as scheduled and does not qualify for Aegrotat standing (see [Academic Concession](#)). Students granted Deferred standing in Winter Session courses must complete all outstanding course requirements by August 23 following. Students granted Deferred standing in Summer Session courses must complete all outstanding work by December 23 following. Students granted Deferred standing are responsible for making satisfactory arrangements with their instructors for completion of outstanding course requirements. If a student fails to complete deferred requirements by the dates specified, the Deferred standing will be replaced with a grade or standing that reflects requirements completed in the course. Students unable to meet the specified deadlines because of further medical, emotional, or other difficulties must make an additional application for Academic Concession no later than August 31 for Winter Session courses, or December 31 for Summer Session courses, following the original deferral. See [Deferred and Supplemental Examinations](#) for additional information.

**Exempt (EX)** is granted to students who have registered for a required course from which they are exempt.

**Pass (P) or Fail (F)** is granted where no grade is assigned, excluded from calculation in all averages. Pass (P) denotes satisfactory completion of the requirements of the subject; credit granted where applicable. Fail (F) denotes Fail standing.

**Prior Learning Assessment (PLA)** credit is assigned based on prior learning in a subject area.

**Supplemental (S)** denotes failure, no credit. Supplemental privilege granted. See the [Supplemental Examination Policy](#).

**Thesis in Progress (T)** denotes graduating essay not submitted; course continuing. If a student in a bachelor's program who receives a T standing in a graduating essay or other course approved by the faculty completes the course within 12 months of the end of the term in which the student first registered for the course, the T standing will be replaced by the grade assigned. If the course is not completed within 12 months, the T standing will be replaced by a grade of zero (or F standing in a Pass/Fail course).

**Withdrawal (W)** denotes official withdrawal. See [Change of Registration](#).

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## Academic Assessment > Grading Practices > Posting of Final Grades by Instructors

The earliest possible dissemination of final grades is critical to students. Therefore, in accordance with the provisions of the BC *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165, instructors may post final grades outside their offices, subject to the following conditions:

1. that the instructor take reasonable precautions to ensure and protect confidentiality;
2. that the student number and not the name of the student appears on the posting; and
3. that the posting clearly states that the final grades, as posted by the instructor, are "unofficial."

Official grades are available on the Student Service Centre (<http://ssc.adm.ubc.ca/sscportal/servlets/SRVSSCFramework>). Any student who must meet an application date for another institution before their official grades are received should contact Enrolment Services to make arrangements to meet the deadline.

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## Academic Assessment > Grading Practices > Weighted Averages

UBC calculates grade averages based on a weighted average calculation. The process to calculate a weighted grade average for a



OKANAGAN

group of courses is as follows:

1. For each course in a group of selected courses, multiply the course grade by the number of credits for that particular course.
2. Total the calculations from step 1 for all selected courses.
3. Total the number of credits for all selected courses.
4. Divide the sum calculated in step 2 by the sum calculated in step 3.

**Sample calculation**

BIOL 116: 75% x 3 credits	225
CHEM 201: 80% x 3 credits	240
ENGL 209: 79% x 3 credits	237
CULT 310: 88% x 6 credits	528
PHIL 220: 82% x 3 credits	246
225 + 240 + 237 + 528 + 264	1,476
3 + 3 + 3 + 3 + 6	18
1,476 / 18	82.0%

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**Academic Assessment > Academic Standing**

In this section, "discontinue" shall mean the case where a student is required to cease to be registered in his or her course of study for an indefinite period of time and "withdraw" shall mean the case where a student is required to discontinue and may not normally enter into any course of study at the University.

There are three levels of academic standing:

- In Good Standing;
- On Academic Probation; and
- Failed.

All students on initial entry to the University are In Good Standing. The academic standing of a student may change to On Academic Probation or Failed as the result of academic performance evaluations, as described in each program's academic regulations.

The purpose of On Academic Probation standing is to raise awareness with the student that he or she is at risk academically so that the student can take corrective action that will improve the likelihood of his or her eventual success. On Academic Probation is noted in the Student Information System but not on official Transcripts of Academic Record. Students will be notified of being placed On Academic Probation as quickly as possible after the end of each term.



## OKANAGAN

Placements of students On Academic Probation standing are evaluated at the end of each academic term (December, April, and August). It is important to note that a student may be assigned a Failed standing directly, and that On Academic Probation is not necessary for a Failed standing to result from unsatisfactory academic performance.

A student On Academic Probation may have restrictions placed on his or her registration as described in each faculty's section on academic regulations (Faculties, Schools, and Colleges (<http://www.calendar.ubc.ca/okanagan/index.cfm?tree=18,0,0,0>)). The academic regulations of the program into which he/she is readmitted notwithstanding, a student who had been required to discontinue studies, and later successfully appeals for readmission, may be placed On Academic Probation for their first session of studies upon return and may have restrictions placed on his or her registration by the dean of the faculty concerned.

A student who receives a first academic standing of Failed will be required to discontinue studies for either a set period of time; or until certain requirements set by their faculty are met. A student who receives a second academic standing of Failed will be required to withdraw from the University permanently, based upon the academic regulations of the student's faculty. Normally, the student will be required to discontinue studies at the University starting immediately. However, a student enrolled in and attending one or more courses will be permitted to complete those courses if the determination of an academic standing of Failed is only made after the last date for withdrawal without a W being recorded on the transcript.

A student appealing to be permitted to continue his or her studies immediately, despite having received an academic standing of Failed, may not register for or attend courses while awaiting the results of their appeal, except as noted above. Therefore, a student On Academic Probation should maintain contact with his or her faculty advisor in case circumstances arise that might adversely affect academic performance.

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## Academic Assessment > Academic Performance Evaluations

The following description of the academic performance evaluation process applies to students in all faculties not having separate regulations. An academic performance evaluation also does not address the issue of academic progress toward a particular degree or promotion from one year-level to the next.

Academic performance evaluations are performed for each student up to three times per year: at the end of each term of the Winter Session and at the end of the Summer Session. No evaluation is performed if a student has not taken credit courses since the last evaluation, or if the number of credits taken is less than some minimum number specified by the faculty in which the student is registered. Otherwise, the total number of credits attempted since the last academic performance evaluation, the fraction of those credits that were passed, and the credit-weighted average (see [Weighted Averages](#)) are computed. Those three quantities, plus the current academic standing of the student, are used to determine the new academic standing of the student according to a table. (Refer to Faculties, Schools, and Colleges (<http://www.calendar.ubc.ca/okanagan/index.cfm?tree=18,0,0,0>), or contact the faculty in question.)

Courses are only included in an academic performance evaluation once a final grade has been assigned. For example, courses for which a deferred examination has been granted will be considered within the academic performance evaluation for the period in which the deferred examination is written.

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## Academic Assessment > Advancement Regulations

In this section, "discontinue" shall mean the case where a student is required to cease to be registered in his or her course of study for an indefinite period of time and "withdraw" shall mean the case where a student is required to discontinue and may not normally enter into any course of study at the University.



OKANAGAN

Advancement practices vary among faculties, colleges, and schools (collectively, "faculties") and are described in individual faculty sections in the Academic Calendar. General regulations applicable to all faculties include the following:

1. Except with permission of the dean of the faculty providing the course of study, or where the faculty provides otherwise in its advancement regulations, no student may repeat a course more than once. In the case of a graduate student, such permission may be granted by the dean of the faculty providing the course of study in consultation with the Dean of the College of Graduate Studies.
2. Each faculty shall have regulations on advancement. Students who do not meet the required standard in any session will be assigned Failed standing and may be required to discontinue or withdraw and, unless granted permission by the dean of the faculty to continue in his or her course of study, will be required to do so. In the case of a graduate student, such permission may be granted by the dean of the faculty providing the course of study in consultation with the Dean of the College of Graduate Studies.
3. A student in a year of study which may normally be taken in the first or second year following secondary school graduation who is assigned Failed standing will be required to either discontinue for at least 12 months or to withdraw.
4. Students who are assigned Failed standing in one faculty may only transfer to another faculty if they meet the advancement and admission requirements of the second faculty as specified in the faculty advancement regulations.
5. Students who have been required to discontinue or withdraw may be readmitted subject to the regulations of the faculty that they wish to enter.
6. A student at any level of university study who is assigned a standing of Failed for a second time (which need not be consecutive or in the same course of study) will be required to withdraw from the University. After a period of at least 12 months, an appeal for permission to re-enrol will be considered. Such an appeal will be granted only after the appeal has been reviewed and approved by the dean of the faculty concerned. A negative decision by the dean may be appealed to the Senate Admissions and Awards Committee.

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## Program Requirements

Degree or program requirements are established and modified with the knowledge and approval of Senate, and are recorded in faculty, school, and college entries. Unless a student takes an extraordinary number of years to complete prescribed studies, the student is usually given the option of meeting requirements in effect when first enrolled, or of meeting revised requirements subsequently approved by Senate.

Interpretation of the requirements will be provided in normal cases by the dean of the faculty concerned, but where differences occur the interpretation of the Registrar shall govern.

Some faculties indicate degree standing on graduation based on the average for the degree as follows: Class I, 80% or over; Class II, 65% to 79%; Pass, 50% to 64%.

Degree standings in faculties that grant initial degrees are designated as Class I, Class II, and Pass when the degree is granted based on the average percentage grade of all upper-level (300 or higher) courses used to satisfy the degree requirements (excluding courses graded as Pass/Fail). When a student has passed courses that are surplus to degree requirements, the courses with the highest grades among those that satisfy these requirements will be used in calculating the degree standing. The average percentage grade calculated to determine degree standing will appear on the transcript as the degree average.

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## Requirements to Receive a Degree or Diploma

The requirements for degrees and diplomas are described in Faculties, Schools, and Colleges (



## OKANAGAN

<http://www.calendar.ubc.ca/okanagan/index.cfm?tree=18,0,0,0>). Except where the requirements of a particular degree or diploma program specifically state otherwise, a student must:

1. satisfy all the program requirements by completing studies either at UBC or elsewhere;
2. satisfy at least 50% of the credits required for the program while registered in the program<sup>1</sup>; and
3. for undergraduate programs, complete upper-division UBC credits to satisfy at least 50% of the credits required by point (2) above.

### *Second or Subsequent Undergraduate Degree or Diploma*

To complete a second or subsequent undergraduate degree or diploma program, a student must:

- satisfy the three requirements above; and
- complete at least as many upper-division (i.e., 300- or 400-level) credits as are normally required for that program while registered in it.

A student may enrol in a degree program more than once, provided that the program does not overlap significantly with studies for a prior degree.

<sup>1</sup>Courses taken while studying at another institution on a Senate-approved exchange program satisfy this requirement.

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## Academic Leave

Students In Good Standing may, in most programs, take an academic leave (time away from UBC studies) of up to one year. For example, a student In Good Standing after completing the 2017 Winter Session will automatically be eligible to register in the same program for the 2018 Summer, 2018 Winter, 2019 Summer, and 2019 Winter Sessions.

In cases of mandatory military service, students are required to seek permission for an academic leave beyond one year from their Dean.

Students in cohort-based or limited enrolment programs are required to seek permission for an academic leave prior to departing due to a limited ability to accommodate leaves in such programs.

Students with a student loan or scholarship are advised to consult with Student Financial Assistance and Awards (<http://www.calendar.ubc.ca/okanagan/index.cfm?tree=6,308,960,0>) prior to taking a leave as there may be financial implications.

A student In Good Standing in their last session at UBC who is no longer automatically eligible to register because more than one Winter Session has passed since his/her last registration must submit an application for readmission. Readmission is not guaranteed. Students who are readmitted will be governed by the academic regulations and program requirements in effect at the time of readmission to the University and are advised to consult with an academic advisor. See Readmission (<http://www.calendar.ubc.ca/okanagan/index.cfm?tree=2,273,0>) for more information.

Students who wish to study at another institution while on leave are required to obtain a Letter of Permission (<http://www.calendar.ubc.ca/okanagan/index.cfm?tree=3,51,874,0>) in advance.

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## Application to Graduate

**Note:** the Okanagan Senate grants degrees twice annually, in the fall and in the spring. The Chancellor confers degrees once annually at the UBC Okanagan campus Convocation, a ceremony held each June. Students whose degrees are granted in November will be invited to attend the following June Convocation.

Every candidate for a degree must make formal application for graduation. Students make a formal application for graduation via the Student Service Centre (<http://ssc.adm.ubc.ca/sscportal/servlets/SRVSSCFramework>) (SSC).

The application deadline for Spring Convocation is the last Friday in February. The earliest date to make an application for Spring Convocation is December 15 of the previous year. The application deadline for November graduation is September 15. The earliest date to make an application for November graduation is June 15.

An application must be submitted if the student plans to graduate, regardless of whether or not he or she intends to participate in the scheduled June ceremony. If the student's request to graduate is not approved by their faculty, a reapplication for the next convocation will be required.

Applications for Spring Convocation are not acknowledged until the end of March when graduation ceremony information is emailed. Acknowledgment for November applications to graduate will be emailed at the end of September. The receipt of graduation information does not confirm the satisfactory completion of a degree program. The Senate approves candidates for degrees, upon recommendation from the faculty, in collaboration with Enrolment Services. Students can access the SSC one week prior to the ceremonies to confirm graduation.

Students completing degree requirements at another institution are also reminded that, because of the delay in obtaining official transcripts, all applications for degrees for such students will be treated by Enrolment Services as applications for fall graduation.

No student will receive a graduation diploma until all academic fees have been fully paid (see Financial Hold (Calendar page: <http://appleton.ad.students.ubc.ca/okanagan/index.cfm?tree=14,338,0,0#1529>)).

### *Graduate Programs - Rolling Graduation*

The general regulations for graduation notwithstanding, graduate degrees may be approved at any regular meeting of the Senate during the Winter Session; however, graduation ceremonies (Convocation) are only held in June of each year. Although the granting of a degree will be noted on the student's transcript once approved by the Senate, degree certificates will normally only be issued once conferred at the Convocation ceremonies following approval.

For application deadlines and expected approval dates, please see the College of Graduate Studies website (<http://gradstudies.ok.ubc.ca/welcome.html>).

Please see Graduation at UBC Okanagan campus (<http://students.ok.ubc.ca/enrolment-services/graduation.html>) for the latest information on graduation.

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## Academic Concession

The University is committed to supporting students in their academic pursuits. Students may request academic concession in





#### OKANAGAN

circumstances that may adversely affect their attendance or performance in a course or program. Generally, such circumstances fall into one of two categories: conflicting responsibilities and unforeseen events.

Academic concession is different from academic accommodation for a disability. Students with disabilities may apply for an academic accommodation. See [Academic Accommodation for Students with Disabilities and UBC Policy 73: Academic Accommodation for Students with Disabilities](http://www.universitycounsel.ubc.ca/policies/policy73.pdf) (<http://www.universitycounsel.ubc.ca/policies/policy73.pdf>).

Conflicting responsibilities include, but may not be limited to: representing the University, the province, or the country in a competition or performance; serving in the Canadian military; observing a religious rite; working to support oneself or one's family; and having responsibility for the care of a family member.

Unforeseen events include, but may not be limited to: ill health or other personal challenges that arise during a term; and changes in the requirements of an ongoing job.

Students who intend to or must, as the result of circumstance, request academic concession should notify their instructor, dean, or director as specified below.

Students with conflicting responsibilities have a duty to arrange their course schedules so as to avoid as much as possible any conflicts with course requirements. Students with such responsibilities are also required to discuss with their course instructor(s) at the start of each term, or as soon as a conflicting responsibility arises, any accommodation that may be requested. Instructors may not be able to comply with all such requests especially if the academic standards and integrity of the course or program could be compromised.

Religious observance may preclude attending classes or examinations at certain times. In accordance with UBC Policy 65: Religious Holidays (<http://www.universitycounsel.ubc.ca/policies/policy65.pdf>), students who wish to be accommodated for religious reasons must notify their instructors in writing at least two weeks in advance, and preferably earlier.

Students who, because of unforeseen events, are absent during the term and are unable to complete tests or other graded work, should normally discuss with their instructors how they can make up for missed work, according to written guidelines given to them at the start of the course (see [Grading Practices](#)). Instructors are not required to make allowance for any missed test or incomplete work that is not satisfactorily accounted for. If ill health is an issue, students are encouraged to seek attention from a health professional. The Health & Wellness Centre (<http://students.ok.ubc.ca/health-wellness/welcome.html>) will normally provide documentation only to students who have been seen previously at these offices for treatment or counselling specific to conditions associated with their academic difficulties. Students who feel that requests for consideration have not been dealt with fairly by their instructors may take their concerns to the office of their dean or director.

Students who, because of unforeseen events, experience a prolonged absence during a term or who miss a final or term-end examination, must report to their dean or director to request academic concession as close as possible to the time when attendance is adversely affected. The University, in considering these requests or any appeals of decisions on academic concession, will not normally take into account untimely notifications. The occurrence of adverse personal circumstances that cannot be anticipated may necessitate that a student seek academic concession more than once. Each request for academic concession will be considered on its merits. Repeat requests based on the same or similar reasons may require a different response than de novo requests.

Before responding to a student's request, the dean or director may require supporting documentation and may also ask the student to formulate and follow an academic plan which would include: a reduction in course load; a commitment to an ongoing program of medical care, counselling services, or support from the Disability Resource Centre; or other appropriate actions. The student's personal circumstances will be taken into account in the development of such a plan. Ongoing support from the academic unit may require periodic updates from the student on his/her academic plan and/or the submission of documentation from a treating health professional or other source of personal support. The documentation might be a "Statement of Illness" form obtained from the Health & Wellness Centres (<http://students.ok.ubc.ca/health-wellness/welcome.html>) or an informative letter from their attending physician, from a counsellor at the Health & Wellness Centre (<http://students.ok.ubc.ca/health-wellness/welcome.html>), or from another





## OKANAGAN

recognized counsellor.

The academic concessions that may be granted include the following: permission to drop or withdraw from a course after the normal deadlines (see [Change of Registration](#)), Aegrotat standing or Deferred standing (see [Standings](#)), and withdrawal from the University (see [Change of Registration](#)).

If permission is given to drop or withdraw from a course, any refund of fees will be in accordance with normal policy (see [Refund of Fees](#) (Calendar page <http://appleton.ad.students.ubc.ca/okanagan/index.cfm?tree=14,339,1033,0#15334>)).

Students who are denied academic concession from their dean or director may have grounds to appeal the decision. See [Senate Appeals on Academic Standing](#) (<http://calendar.ubc.ca/okanagan/index.cfm?tree=3,53,0,0>).

Students in good academic standing who are permitted to withdraw from the University as an academic concession may apply to re-enrol in the program from which they withdrew. Application to re-enrol must be made by the published application deadline for the program (see [Readmission](#) (Calendar page <http://appleton.ad.students.ubc.ca/okanagan/index.cfm?tree=2,273,0,0#15265>)). Students permitted to withdraw may be told the time period during which an application to re-enrol will be permitted. Documentation from a medical or counselling professional or from the Disability Resource Centre of a nature sufficient to satisfy the University that the student is ready to continue studies may be required before the student will be re-enrolled.

Last updated: August 29, 2018

## Faculty, Department and Program-Specific Policies and Regulations

Academic units and programs may have additional policies and regulations that are applicable specifically to students enrolled in those units and programs in addition to those reflected in the "Campus-wide Policies and Regulations" section of the Calendar.

For a comprehensive understanding of all applicable policies and regulations, students should review this section of the Calendar as well as those applicable to the faculty, college, school, department, and/or program in which they are enrolled.

Last updated: August 29, 2018

## Review of Assigned Standing in a Course

### Review of Assigned Standing in a Course > Overview

A student's assigned standing in a course is determined by a course instructor in accordance with the grading scheme indicated in the course syllabus, and may take the form of a final grade (e.g., 75%), or one of the other standings assigned by the University (e.g., pass/fail). See [Grading Practices](#) (<http://www.calendar.ubc.ca/okanagan/index.cfm?tree=3,41,90,0>) for more information about grades and other assigned standings. A Review of Assigned Standing is undertaken by the academic unit responsible for teaching a course to determine whether a student's performance in that course was correctly evaluated. The student's assigned standing may be adjusted positively or negatively or remain the same as a result of the review, and the result of such a review is the final academic evaluation of a student's performance in a course.

A student who is dissatisfied with their assigned standing is encouraged to first discuss the matter informally with the instructor(s) of the course, when possible. Should the matter remain unresolved and the student believes that some or all of the material contributing to the assigned standing has been incorrectly evaluated, the student may apply for a Review of Assigned Standing.

To be eligible for review, the material in question must be a physical product that is submitted and evaluated as part of a student's assigned standing that is available in its original as-marked form, and does not include components of an Assigned Standing that



## OKANAGAN

are intangible such as a live performance, presentation, or class participation. Graduate-level theses and doctoral dissertations are not subject to Reviews of Academic Standing.

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## Review of Assigned Standing in a Course > Application and Deadlines

The application form for Review of Assigned Standing is available through Enrolment Services (<http://students.ok.ubc.ca/enrolment-services/grades.html>). Applications must be received by Enrolment Services by the following deadlines:

- March 15 for Winter Session Term 1 courses;
- July 15 for Winter Session Term 2 courses and two-term Winter Session courses;
- October 15 for Summer Session Courses.

Where a deadline falls on a Saturday, Sunday, or statutory holiday, applications will be accepted on the following business day.

Despite the deadlines above, in the event of an instructor being late in submitting grades to the Student Information System (SIS) an application will be accepted at least three (3) weeks after a grade is first available to the student on the Student Service Centre (SSC) (<http://ssc.adm.ubc.ca/sscportal/servlets/SRVSSCFramework>).

Completed application forms must be accompanied by the application fee for each course, which will be refunded only if the assigned standing is raised.

Applications will not be accepted for courses still in progress. Provisions for resubmission of individual pieces of marked work for correction of marking errors or omissions, where applicable, as well as for viewing marked examinations retained by the University, are addressed in the Calendar entry on Viewing Marked Examinations (<http://www.calendar.ubc.ca/okanagan/index.cfm?tree=3,41,89,1>) (<http://www.calendar.ubc.ca/okanagan/index.cfm?tree=3,41,89,101>). A Review of Assigned Standing is a different process than a request for a deferred or supplemental examination. A Review of Assigned Standing is distinct from an Appeal of Academic Standing; the latter addresses procedural errors or irregularities as opposed to errors in assigning standings based upon academic judgment. For more information on an Appeal on Academic Standing, see Senate Appeals on Academic Standing (<http://www.calendar.ubc.ca/okanagan/index.cfm?tree=3,53,0,0>).

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## Review of Assigned Standing in a Course > Process for Academic Review and Communication of Results

The head of academic unit responsible for teaching the course will select a faculty member with sufficient expertise in the subject matter who did not participate in the original evaluation. Where no such person is available, an external faculty member from another institution shall conduct the review.

The academic unit will submit to Enrolment Services the written results of the review within 30 calendar days from the receipt of the application by Enrolment Services, at which time the results will be made available to the student. If a student's standing is increased as a result of the review, any fee charged to the student for conducting the review will be refunded.

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## Senate Appeals on Academic Standing



## Senate Appeals on Academic Standing > Definitions

See also [Definitions](#) at the start of "Policies and Regulations."

In this section, "Senate Appeals on Academic Standing," unless the context requires otherwise:

**"Committee"** means the Okanagan Senate Committee on Appeals of Standing and Discipline.

**"Dean of the Faculty,"** not only in this part but in these regulations generally, shall be deemed to include, where necessary, any other appropriate officer of the University.

**"Faculty,"** not only in this part but in these regulations generally, shall be deemed to include, where necessary, any other appropriate administrative unit of the University.

Last updated: August 29, 2018

## Senate Appeals on Academic Standing > Appeal Procedure

Students who wish to protest decisions relating to their academic studies may do so. The protest should be made initially as near the source of difficulty as possible, presumably to an instructor, and progress to the head of the Department concerned and then to the Dean of the Faculty. There is a standing committee of the University Senate - the Committee on Appeals of Standing and Discipline - that reviews all appeals made to the Senate, the senior academic authority in the University. Following are the policies and procedures of this Committee.

Last updated: August 29, 2018

## Senate Appeals on Academic Standing > 1. Composition of the Committee

**1.1** The Senate Committee on Appeals of Standing and Discipline consists of designated members of the Okanagan Senate, and includes faculty and student representatives, as well as at least one representative who is neither a faculty member nor a student.

Last updated: August 29, 2018

## Senate Appeals on Academic Standing > 2. General Appeals Procedures

**2.1** The Committee shall hear and dispose of appeals by students from decisions of Faculties on matters of Academic Standing, but the Committee has no jurisdiction where the sole question raised in an appeal turns on the exercise of academic judgment by a Faculty.

**2.2** Not only in this part, but in these regulations generally, a "Faculty" shall be deemed to include, where necessary, any other appropriate administrative unit of the University, and "Dean of the Faculty" shall be deemed to refer, where necessary, to any other appropriate officer of the University.

**2.3** Subject to paragraph 2.4, the decision of the Committee on an appeal is a final disposition of that appeal. Senate has conferred on the Committee the power of making final decisions pursuant to section 37 (1) (b) of the University Act (Calendar page <http://appleton.ad.students.ubc.ca/okanagan/index.cfm?tree=1,2,0,0#7>)

**2.4** If an issue on an appeal raises, in the opinion of the Committee, an unsettled question of policy or procedure of general importance to the University, the Committee may refer that question to the Senate for a ruling.



**2.5** The Committee shall allow an appeal where it decides that the decision has been arrived at through improper or unfair procedures, and that as a result a wrong decision on the merits has or may have been arrived at. Without limiting the generality of the phrase "improper or unfair procedures," it shall be construed to include the consideration of information which ought not to have been considered, and the failure to consider information that ought properly to have been considered.

**2.6** An appeal allowed by the Committee shall be by:

- reversal of the decision of the Faculty, and the granting of such academic standing to the appellant as the Committee thinks fit in the circumstances; or
- quashing of the decision of the Faculty, and the sending of the matter back to the Faculty to be dealt with in accordance with proper procedures.

**2.7** In all cases other than those falling within paragraph 2.5, the Committee shall dismiss the appeal. A dismissed appeal or a tie vote on the decision upholds the decision being appealed and the case is dismissed.

**2.8** In order to ensure that an appeal is fairly conducted, the Committee may, in any particular case, waive any of the procedural rules provided for in these regulations, or may make such further ancillary rulings on procedure as it sees fit. The rules need not conform to an adversarial model and inquiry model rules may be applied.

**2.9** Members of the Committee will not discuss the substance of an appeal with any of the parties other than at a hearing.

**2.10** The Committee shall make annual reports to Senate. The report shall state the number of appeals heard, their disposition, and the general nature of the appeals, and shall draw Senate's attention to any other matters of general significance in the University that have arisen out of the Committee's work.

Last updated: August 29, 2018

## Senate Appeals on Academic Standing > 3. Procedures Prior to the Hearing

**3.1** A student who wishes to appeal a decision of a Faculty shall lodge a written notice of appeal with the Registrar, care of Enrolment Services, within ten days of being informed in writing of the Faculty's final decision.

**3.2** Within five days of receiving a notice of appeal, the Registrar shall send to the appellant a copy of these regulations, and in addition shall inform the appellant that he or she is entitled to appear before the Committee in person and may also be represented by counsel.

**3.3** Within 15 days of receiving the regulations, the appellant shall file with the Registrar a statement of appeal. This should contain each of the following:

1. a statement of the decision from which the appeal is being taken;
2. a statement of the relief which the appellant seeks;
3. a brief chronological statement of the circumstances relating to the appeal;
4. copies of any documents that the appellant intends to rely on at the hearing; and
5. the names of any witnesses the appellant proposes to call at the hearing. It is the appellant's responsibility to ensure that such witnesses are present at the hearing.

**3.4** Within five days of its receipt, the Registrar shall send the appellant's statement of appeal to the Dean of the Faculty from which



OKANAGAN

the appeal is being taken.

**3.5** Within 15 days of the receipt from the Registrar of the appellant's statement of appeal, the Dean shall file a response with the Registrar. This should contain:

1. a confirmation of the nature of the decision from which the student is appealing or, if the decision is not properly stated in the appellant's statement of appeal, a statement as to the nature of the decision;
2. a statement whether, assuming the appeal were to be allowed, the relief sought by the student ought properly to be granted;
3. the Faculty's response to the grounds of appeal;
4. the Faculty's comments on the chronological statements of events;
5. copies of any documents which the Faculty intends to rely on at the hearings; and
6. the names of any witnesses the Faculty proposes to call at the hearing.

**3.6** Within ten days of the receipt of the Faculty's response, the Registrar shall set a date for a hearing. The hearing should usually take place within two months of the receipt of the Faculty's response.

**3.7** Prior to the hearing, the Registrar shall circulate copies of material submitted by the appellant and the faculty to the members of the Committee, the appellant, and the Faculty.

**3.8** The time limits referred to in paragraphs 3.1 - 3.6 are intended as outside limits, and all parties are encouraged to make every effort to proceed more quickly if possible.

**3.9** The Registrar may, of his or her own volition or at the request of the appellant or the Faculty, extend the time limits provided for in these regulations. If the Registrar refuses to extend the time limits following the request, then the refusal may be appealed to the Committee as a whole, and the Committee may, acting pursuant to its authority under the University Act (Calendar page [#http://appleton.ad.students.ubc.ca/okanagan/index.cfm?tree=1,2,0,0](http://appleton.ad.students.ubc.ca/okanagan/index.cfm?tree=1,2,0,0)), extend the time limits as it sees fit.

**3.10** The Senate Committee may, at its discretion, dismiss an appeal for lack of timely prosecution.

Last updated: August 29, 2018

## Senate Appeals on Academic Standing > 4. Procedures at the Hearing

**4.1** A quorum for any hearing before the Committee shall consist of at least four voting members, or any lesser number if that is agreed to by the appellant and the Faculty.

**4.2** A member of the Committee shall not take part in an appeal where to do so would involve the member of the Committee in a conflict interest (e.g., conflict of duty).

**4.3** At the hearing, subject to the rulings of the Committee, the following order should be followed:

1. the appellant may make an opening statement;
2. the appellant may call and examine such witnesses as the appellant sees fit;
3. the Faculty may cross-examine any of the witnesses called by the appellant, including, where appropriate, the appellant;
4. the Faculty may make such opening statement as it sees fit;
5. the Faculty may call and examine such witnesses as it sees fit;
6. the student may cross-examine any of the Faculty's witnesses;



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7. the appellant may make a closing statement;
8. the Faculty may make a closing statement; and
9. the appellant may respond to any matters arising out of the Faculty's statement to which the appellant has not yet spoken.

**4.4** The Committee may request that it be provided with further information other than that supplied initially by the appellant or the Faculty. Without limiting this general power if, after a hearing, the Committee is of the opinion that it requires further information in order to reach a decision, it may either ask that that information be supplied at a further hearing or, without a hearing, it may ask that the information be supplied to it in writing. In the latter case, both the appellant and the Faculty must be given the opportunity of commenting on the information so supplied before the Committee reaches a final decision.

Last updated: August 29, 2018

## Senate Appeals on Academic Standing > 5. The Decision

**5.1** The Committee may arrive at a decision on the basis of a majority vote of those voting members of the Committee present at the hearing.

**5.2** In the event of a tie vote, an appeal shall be dismissed.

**5.3** The decision of the Committee shall be communicated in writing to the appellant and to the Dean of the Faculty within ten days of the final hearing of the appeal.

**5.4** The Committee shall give reasons for its decision; in the case of a minority vote, the minority may, if it wishes, give reasons for its dissent.

Last updated: August 29, 2018

## Student Conduct and Discipline

### Student Conduct and Discipline > Statutory Authority

The President of the University has the authority under section 61 of the University Act (Calendar page: <http://appleton.ad.students.ubc.ca/okanagan/index.cfm?tree=1,2,0,0#7>) to deal summarily with any matter of student discipline, allowing the President to take whatever disciplinary action he or she deems to be warranted by a student's misconduct. The specific provisions as to academic misconduct and non-academic misconduct, as set out in this section, do not limit, and should not be construed as limiting in any way, the general authority conferred upon the President by the *University Act*.

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### Student Conduct and Discipline > Student Declaration and Responsibility

Please see Student Declaration and Responsibility.

Last updated: August 29, 2018

### Student Conduct and Discipline > Discipline for Academic Misconduct



OKANAGAN

## Student Conduct and Discipline > Discipline for Academic Misconduct > 1. Academic Honesty and Standards

**1.1** Academic honesty is essential to the continued functioning of the University of British Columbia as an institution of higher learning and research. All UBC students are expected to behave as honest and responsible members of an academic community. Failure to follow the appropriate policies, principles, rules, and guidelines of the University with respect to academic honesty may result in disciplinary action.

**1.2** It is the student's obligation to inform himself or herself of the applicable standards for academic honesty. Students must be aware that standards at the University of British Columbia may be different from those in secondary schools or at other institutions. If a student is in any doubt as to the standard of academic honesty in a particular course or assignment, then the student must consult with the instructor as soon as possible, and in no case should a student submit an assignment if the student is not clear on the relevant standard of academic honesty.

**1.3** If an allegation is made against a student, the Registrar may place the student on academic hold until the President has made his or her final decision. When a student is placed on academic hold, the student is blocked from all activity in the Student Service Centre.

Last updated: August 29, 2018

## Student Conduct and Discipline > Discipline for Academic Misconduct > 2. Academic Misconduct

**2.1** Students are responsible for informing themselves of the guidelines of acceptable and unacceptable conduct for graded assignments established by their instructors for specific courses, and of the examples of academic misconduct set out below. Academic misconduct that is subject to disciplinary measures includes, but is not limited to, engaging in, attempting to engage in, or assisting others to engage in any of the actions described below.

1. Cheating, which may include, but is not limited to:

1. falsification of any material subject to academic evaluation, including research data;
2. use of or participation in unauthorized collaborative work;
3. use or possession in an examination of any materials (including devices) other than those permitted by the examiner;
4. use, possession, or facilitation of unauthorized means to complete an examination (e.g., receiving unauthorized assistance from another person, or providing that assistance); and
5. dishonest practices that breach rules governing examinations or submissions for academic evaluation see Student Conduct during Examinations (<http://www.calendar.ubc.ca/okanagan/index.cfm?tree=3,41,89,1009>).

2. Plagiarism, which is intellectual theft, occurs when an individual submits or presents the oral or written work of another person as his or her own. Scholarship quite properly rests upon examining and referring to the thoughts and writings of others. However, when another person's words (i.e., phrases, sentences, or paragraphs), ideas, or entire works are used, the author must be acknowledged in the text, in footnotes, in endnotes, or in another accepted form of academic citation. Where direct quotations are made, they must be clearly delineated (e.g., within quotation marks or separately indented). Failure to provide proper attribution is plagiarism because it represents someone else's work as one's own. Plagiarism should not occur in submitted drafts or final works. A student who seeks assistance from a tutor or other scholastic aids must ensure that the work submitted is the student's own. Students are responsible for ensuring that any work submitted does not constitute plagiarism. Students who are in any doubt as to what constitutes plagiarism should consult their instructor before handing in any assignments.

3. Submitting the same, or substantially the same, essay, presentation, or assignment more than once (whether the earlier submission was at this or another institution) unless prior approval has been obtained from the instructor(s) to whom the assignment is to be submitted.





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4. Impersonating a candidate at an examination or other evaluation, facilitating the impersonation of a candidate, or availing oneself of the results of an impersonation.
5. Submitting false records or information, orally or in writing, or failing to provide relevant information when requested.
6. Falsifying or submitting false documents, transcripts, or other academic credentials.
7. Failing to comply with any disciplinary measure imposed for academic misconduct.

Last updated: August 29, 2018

## Student Conduct and Discipline > Discipline for Academic Misconduct > 3. Disciplinary Measures

**3.1** Academic misconduct often results in a one-year suspension from the University and a notation of academic discipline on the student's record. However, disciplinary measures which may be imposed, singly or in combination, for academic misconduct include, but are not limited to, the following:

1. a letter of reprimand;
2. a failing grade or mark of zero on the assignment or in the course in which the academic misconduct occurred;
3. suspension, cancellation, or forfeiture of any scholarships, bursaries, or prizes;
4. suspension from the University for a specified period of time<sup>1</sup>;
5. expulsion from the University;
6. denial of admission or readmission to the University for a specified or indefinite period of time;
7. a notation of academic discipline on the student's record in the Student Information System, which will appear on the student's Transcript of Academic Record;
8. revocation of a degree or other academic credentials dishonestly or improperly obtained.

**3.2** The laying of criminal charges or the commencement of civil proceedings does not preclude the University from commencing disciplinary proceedings or taking disciplinary measures against a student who has committed academic misconduct.

<sup>1</sup>During the period of suspension, a student may not participate in activities of the University, including, but not limited to, attending or auditing classes. Students will not receive credit for courses taken at another institution during a suspension.

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## Student Conduct and Discipline > Discipline for Academic Misconduct > 4. Investigation -- Dean's Office

**4.1** All incidents of suspected academic misconduct must be reported to the Dean's Office, with the exception of complaints arising through Enrolment Services and those no longer suspected following investigation by the querying instructor. Instructors will report under procedures established by the Dean's Office, or, where none exist, then directly to the Dean's Office. The Dean's Office may investigate further (which may include a review by the Dean's Office, the instructor, or others of the record and other work of the student) before dealing with the matter by:

1. dismissing the allegation;
2. giving the student a warning; or
3. referring the matter to the President's Committee for possible disciplinary measures by the President.

**4.2** When an instructor suspects that a student has committed academic misconduct, the instructor normally will be the first to





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investigate the incident and should give the student the opportunity to meet to discuss the suspected academic misconduct. This meeting may not be required in all incidents of suspected academic misconduct.

Assignment of grades is a matter of academic merit and the instructor may re-evaluate the academic merit of the student's work at issue taking into consideration the results of any investigation under this section 4, in which case the instructor may:

1. require the student to re-do work at issue or to do supplementary work;
2. assign a grade of zero or a failing grade for the work; or
3. assign a mark less harsh than failing for the work.

**4.3** When a student admits having committed the suspected academic misconduct, the Dean's Office may investigate further before dealing with the matter. If the Dean's Office refers the incident to the President's Committee, the student will normally be given the opportunity to meet with the Dean's Office to discuss and explain any extenuating circumstances of the academic misconduct.

**4.4** When a student denies having committed the suspected academic misconduct, the Dean's Office will investigate further. In the course of the investigation, the student will normally be given the opportunity to meet with the Dean's Office to discuss the circumstances of suspected academic misconduct. If the investigation reveals academic misconduct by the student:

1. in the original incident only, then the Dean's Office may refer the matter to the President's Committee; or
2. in other incidences, then the Dean's Office will refer the matter to the President's Committee.

**4.5** The student will be advised by the Dean's Office that a record of its decision will be retained in the student's file in the Faculty and that, in the event of any further allegations of academic misconduct, the incident may be used in determining the academic measures or discipline to be imposed for subsequent misconduct. The Dean's Office will notify the President's Committee and the instructor in writing of its decision.

Last updated: August 29, 2018

## **Student Conduct and Discipline > Discipline for Academic Misconduct > 5. Investigation -- Enrolment Services**

**5.1** When Enrolment Services suspects that a student has committed academic misconduct, it will investigate the incident. In the course of the investigation, the student will normally be given the opportunity to meet with Enrolment Services to discuss the allegation and/or explain any extenuating circumstances of the academic misconduct.

**5.2** Enrolment Services may refer any allegation of academic misconduct to the President's Committee for possible disciplinary measures by the President.

Last updated: August 29, 2018

## **Student Conduct and Discipline > Discipline for Academic Misconduct > 6. Initiator's Responsibilities**

**6.1** All allegations referred to the President's Committee by any Initiator must be made by submitting a completed Statement of Case in the form prescribed by the Office of the University Counsel. The Statement of Case must set out all facts relevant to the allegation and include all documentary evidence upon which the Initiator intends to rely and a list of witnesses, if any, who will be called by the Initiator at the hearing before the President's Committee.



OKANAGAN

**6.2** The Initiator is normally responsible for presenting the allegations at the hearing before the President's Committee and arranging for witnesses to attend on behalf of the Initiator. In certain cases, the Office of the University Counsel may designate legal counsel to present the case instead of the Initiator or to assist the Initiator.

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## Student Conduct and Discipline > Discipline for Academic Misconduct > 7. Student's Responsibilities

**7.1** Upon receipt of a Statement of Case and the notice of hearing from the President's Committee, the student must submit a completed Statement of Response in the form prescribed by the Office of the University Counsel. The Statement of Response must set out all facts relevant to the student's defence and include all documentary evidence upon which the student intends to rely and a list of witnesses who will be called by the student at the hearing before the President's Committee.

**7.2** The student is responsible for responding to the allegations at the hearing before the President's Committee and arranging for witnesses, if any, to attend on behalf of the student. If the student is unable or unwilling to participate in a hearing within a reasonable period of time, the President's Committee may proceed with the hearing, or the Chair of the President's Committee may recommend to the President that the student remain on academic hold (or both) until the President has made his or her final decision.

**7.3** The student may be represented or assisted at the hearing before the President's Committee by any person, including legal counsel. If the student is to be represented by legal counsel, then the student must inform the President's Committee and the Office of the University Counsel at least ten working days prior to the hearing. The University Counsel may designate legal counsel to assist the Initiator at the hearing.

Last updated: August 29, 2018

## Student Conduct and Discipline > Discipline for Academic Misconduct > 8. President's Committee

**8.1** The President's Committee is constituted to conduct hearings on alleged academic misconduct and to report its findings to the President, who then decides what discipline, if any, should be imposed pursuant to section 61 of the University Act (Calendar page:<http://appleton.ad.students.ubc.ca/okanagan/index.cfm?tree=1,2,0,0#7>) The Chair of the President's Committee may set down rules for President's Committee hearings and may alter these rules from time to time. The rules need not conform to an adversarial model and inquiry model rules may be applied. See the Rules for President's Advisory Committee on Student Discipline([http://universitycounsel.ubc.ca/files/2010/09/PACSD\\_Rules.pdf](http://universitycounsel.ubc.ca/files/2010/09/PACSD_Rules.pdf))

**8.2** The President's Committee will notify the student of the date for the hearing into the allegation and provide the student with a copy of the Statement of Case. The President's Committee will provide the Initiator with a copy of the Statement of Response.

**8.3** The Registrar, in consultation with the Chair of the President's Committee, may place the student on academic hold until the President has made his or her final decision.

**8.3.1** A student may write to the Registrar to request the academic hold be removed. The request must include an explanation of why such an academic hold is not appropriate in the circumstances. The Registrar, in consultation with the Chair of the President's Committee, will determine if the request will be granted.

**8.4** The President's Committee may arrange for witnesses to attend a hearing or otherwise require the Initiator or the student to provide additional information relevant to the President's Committee's determination.



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**8.5** At the conclusion of the hearing, the President's Committee will review the evidence submitted to it, including the Statement of Case submitted by the Initiator and the Statement of Response submitted by the student involved, and may consider all issues relevant to the allegation in making a determination as to whether, on a balance of probabilities, the student committed the alleged academic misconduct. The President's Committee will submit a report of its findings (including any findings with respect to extenuating circumstances) to the President, who will decide what disciplinary measures, if any, are to be taken under section 61 of the *University Act*

Last updated: August 29, 2018

## Student Conduct and Discipline > Discipline for Academic Misconduct > 9. President

**9.1** Once the President has come to a decision based on the report of the President's Committee, the President will send a letter to the student detailing the following:

1. the President's decision;
2. reasons for the President's decision, including the Report from the President's Committee;
3. a description of the nature and the duration of the disciplinary measures imposed, if any; and
4. notice that the student has a right to appeal the decision to the Senate Committee and the time limit for such an appeal.

**9.2** The President will promptly report any disciplinary measures imposed to the Senate Committee with a statement of his or her reasons. The President will also provide copies of his or her decision to the Registrar and the Initiator.

Last updated: August 29, 2018

## Student Conduct and Discipline > Discipline for Academic Misconduct > 10. Registrar

**10.1** The Registrar is responsible for taking appropriate action in accordance with the President's decision, including making a notation on a student's transcript, entering or changing a grade for a course, placing an academic hold on a student's academic status for the duration of a suspension, and notifying the instructors of courses in which a student is enrolled.

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## Student Conduct and Discipline > Discipline for Academic Misconduct > 11. Appeals

**11.1** A student has the right to appeal any disciplinary decision of the President to the Senate Committee on Appeals of Standing and Discipline as established under section 37 (1) (v) of the University Act (Calendar page:<http://appleton.ad.students.ubc.ca/okanagan> page:<http://appleton.ad.students.ubc.ca/okanagan/index.cfm?tree=1,2,0,0#7>).

**11.2** A student who wishes to appeal a decision of the President under paragraph 11.1 must so notify the Registrar in writing and give a full explanation of the grounds for the appeal. The Registrar must receive this notification within 45 calendar days of the date of the President's letter to the student informing the student of the disciplinary decision. The Registrar may extend this time limit if, in the Registrar's opinion, circumstances warrant.

**11.3** Appeals are considered by at least four members of the Senate Committee, unless the student consents to fewer members. The student and the Initiator may make written submissions to the Senate Committee for consideration at the appeal. The student may be represented or assisted at the appeal by any person, including legal counsel. The University Counsel may designate legal counsel to assist the Initiator through the appeal process.

**11.4** The Senate Committee is an appellate tribunal and does not rehear matters. A student may, under paragraph 11.1, appeal a



OKANAGAN

decision on one or more of the following grounds:

1. The President incorrectly determined that the conduct of the student, either admitted or as found by the President, constitutes misconduct or the President incorrectly applied a University policy or procedure.
2. The student has material evidence that was not reasonably available at the time of the President's Committee hearing.
3. There was a breach or unfair application of the University's procedure prior to the President's Committee hearing that was raised before the President's Committee but not adequately remedied through the President's Committee.
4. The procedure of the President's Committee was unfair or operated unfairly, in that there was bias or a lack of independence in the President's Committee, or the President's Committee's procedures were unfairly applied or breached, or that the President gave insufficient reasons for his or her decision.
5. The President erred in the President's assessment of the evidence in the President's Committee's report, including any factual inferences made by the President, or the credibility of the student or other witnesses.
6. The discipline imposed by the President was excessive.

**11.5** The Senate Committee reviews the President's decision on one of the grounds enumerated in paragraph 11.4, using the appropriate standard as follows.

1. Where the appeal is under paragraph 11.4 (1), the appropriate standard of review is correctness. The Senate Committee may reverse or vary the President's decision or substitute its own decision if it disagrees with the President's determination or application of a University policy or procedure.
2. Where the appeal is under paragraph 11.4 (2) and the Senate Committee is satisfied that the material evidence was not reasonably available at the time of the President's Committee hearing and there is substantial likelihood that it would affect the outcome, the Senate Committee will send the matter back to the President's Committee for rehearing.
3. Where the appeal is under paragraph 11.4 (3) or paragraph 11.4 (4), the appropriate standard of review is whether a reasonable person, knowledgeable about the facts, would perceive the process at or before the President's Committee to be unfair. If the Senate Committee finds this to be the case, it will refer the matter back to the President's Committee for a rehearing, or with the consent of the student and the Initiator, reverse or vary the President's decision or substitute its own decision.
4. Where the appeal is under paragraph 11.4 (5), the appropriate standard of review is reasonableness. The Senate Committee may reverse or vary the President's decision or substitute its own decision only if the President's assessment of the evidence in the President's Committee's report, including any factual inferences made by the President or the credibility of the student or other witnesses, is unreasonable.
5. Where the appeal is under paragraph 11.4 (6), the appropriate standard of review is reasonableness. The Senate Committee may reverse or vary the President's decision or substitute its own decision only if the exercise of the President's discretion with respect to the academic discipline imposed is unreasonable.

**11.6** For information regarding the Senate's disciplinary appeal procedures, please see Senate Committee on Student Appeals on Academic Discipline at Okanagan Senate (<http://senate.ubc.ca/okanagan/rules/discipline>).

Last updated: August 29, 2018

## Student Conduct and Discipline > Discipline for Non-Academic Misconduct: Student Code of Conduct

- 1. General
- 2. Definitions
- 3. Application
- 4. Prohibited Conduct
- 5. Disciplinary Measures
- 6. Process and Procedures



OKANAGAN

- 7. President's Non-Academic Misconduct Committee
- 8. President
- 9. Registrar
- 10. Appeals

## 1. General

**1.1** The University is a community of students, faculty, and staff involved in learning, teaching, research, and other activities. In accordance with the UBC Statement on Respectful Environment for Students, Faculty and Staff ([http://www.hr.ubc.ca/respectful-environment/files/2010/09/UBC\\_Respectful\\_Environment\\_Statement.pdf](http://www.hr.ubc.ca/respectful-environment/files/2010/09/UBC_Respectful_Environment_Statement.pdf)), all members of this community are expected to conduct themselves in a manner that contributes positively to an environment in which respect, civility, diversity, opportunity, and inclusiveness are valued, so as to assure the success of both the individual and the community.

**1.2** The purpose of this Student Code of Conduct is to define the general standard of conduct expected of students, provide examples of conduct that may be subject to disciplinary action by the University, provide examples of disciplinary measures that may be imposed, and set out the process and procedures that the University will follow when an allegation of non-academic misconduct is made. Students are expected to be aware of, and to conduct themselves in accordance with, this Code.

**1.3** The University respects the right of students to conduct their own personal lives. This Code governs conduct only to the extent necessary to protect the integrity and proper functioning of the academic and non-academic activities of the University, the peaceful and safe enjoyment of University facilities by other members of the University and the public, the freedom of members of the University to participate reasonably in the programs of the University and in activities in or on the University's premises, or to protect the property of the University or its members.

## 2. Definitions

**2.1** In this Code:

- (a) "student" means: a person who is presently enrolled at the University in a credit course or who is designated by resolution of the senate as a student, and includes co-op and exchange students;
- (b) the "University" means: the University of British Columbia; and
- (c) "premises" includes: lands, buildings, and grounds of the University.

**2.2** Unless otherwise stated, a student will only be liable for conduct that they knew, or ought reasonably to have known, would constitute conduct prohibited under this Code.

## 3. Application

**3.1** This Code applies to conduct that:

- (a) occurs on or near the premises of the University;
- (b) occurs elsewhere in the course of activities sponsored by the University, or where the conduct is alleged to adversely affect, disrupt or interfere with another person's reasonable participation in University programs or activities; or
- (c) occurs in the context of a relationship between the student and a third party that involves the student's standing, status or academic record at the University.



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3.2 However, this Code will not apply to conduct that:

- (a) is specifically assigned to another disciplinary body within the University (e.g. Academic Misconduct or Scholarly Misconduct);
- (b) is subject to action for an alleged failure to meet standards of professional conduct as required by a college, faculty or school;
- (c) is subject to action under a residence discipline policy unless some non-residence University interests are deemed to be involved, in which case the matter may also proceed under this Code; or
- (d) is committed by a student in his/her capacity as an employee of the University unless some non-employment University interests are deemed to be involved, in which case the matter may also proceed under this Code.

3.3 Any student found responsible for non-academic misconduct is subject to the disciplinary provisions of this Code, regardless of the action or inaction of civil authorities. Nothing in this Code precludes the University from referring an individual matter to the appropriate law enforcement agency before, during or after disciplinary action is taken by the University under this Code. A student may be subject to criminal prosecution and/or civil proceedings notwithstanding, and in addition to, disciplinary action taken by the University against the student under this Code.

3.4 The University may also define standards of professional conduct for students in programs where these are appropriate, and this Code does not replace or supersede such standards.

#### 4. Prohibited Conduct

4.1 Any conduct on the part of a student that has, or might reasonably be seen to have, an adverse affect on the integrity or the proper functioning of the University, or the health, safety, rights or property of the University or its members and visitors, is subject to discipline under this Code. **The following list sets out specific examples of prohibited conduct. It is intended to help students understand the type of conduct that will be subject to discipline: it is not an exhaustive list and students should be aware that their conduct may still be considered prohibited conduct under this Code even if it does not appear in the list below.**

4.2 Prohibited conduct that is subject to disciplinary measures includes, but is not limited to, engaging in, attempting to engage in, or assisting others to engage in any of the actions described below:

4.2.1 Misconduct against persons, which includes:

- (a) physically aggressive behaviour, assault, harassment, intimidation, threats or coercion;
- (b) conduct that threatens or endangers the health, safety or property of any person;
- (c) conduct that creates conditions that endanger the health, safety, property or well-being of any person;
- (d) engaging in a course of vexatious conduct, harassment or discrimination that is directed at one or more specific persons and that is based on any of the protected grounds under the BC

*Human Rights Code*; and

(e) engaging in unwelcome or persistent conduct that the student knows, or ought to reasonably know, would cause another person to feel demeaned, intimidated or harassed.

4.2.2 Misconduct involving property, which includes:

- (a) taking without authorization, or misusing, destroying, defacing or damaging University property or property that is not their own, or information or intellectual property owned by the University or by any of its members;
- (b) possessing University property or property that is not their own, if the student knows, or ought to reasonably know, that



**OKANAGAN**

property to have been taken without authorization; or

(c) creating a condition that unnecessarily endangers or threatens destruction of University property or property that is not their own.

**4.2.3 Disruption**

No student shall, by action, threat or otherwise, disrupt any activity organized by the University or by any of its faculties, schools or departments, or the right of other persons to carry on their legitimate activities, to speak or to associate with others.

**4.2.4 Unauthorized Use of University Facilities, Equipment or Services**

(a) No student shall use any facility, equipment or service of the University, or enter or remain on any premises, to which they do not have legitimate access, or contrary to the expressed instruction of authorized persons.

(b) No student shall use any University computing equipment, facility, network or system for any disruptive or unauthorized purpose, or in a manner that violates any law, University regulation, policy or procedure.

(c) No student shall destroy, misplace, misfile, or render inoperable any stored information such as books, film, data files or programs from a library, computer or other information storage, processing or retrieval system.

**4.2.5 False Charges**

No student shall bring a false charge against any member of the University under this Code.

**4.2.6 False Information and Identification**

No student shall knowingly furnish false information to any person or office acting on behalf of the University, or forge, alter or misuse any University document, record or instrument of identification, or knowingly furnish false information to any person regarding their standing, status or academic record at the University.

**4.2.7 Aiding in the Commission of Prohibited Conduct**

No student shall encourage, aid, or conspire with another student in the commission of prohibited conduct, or encourage or aid behaviour by a non-student which, if committed by a student, would be prohibited conduct under this Code.

**4.2.8 Refusal to Comply with a Direction of a University Representative**

No student shall refuse to comply with a reasonable direction to do, or not to do, something that is made by a University representative authorized to make such a direction.

**4.2.9 Refusal to Comply with Disciplinary Measures or the Terms of an Agreement Made Under Section 6**

No student found to have committed prohibited conduct under this Code shall fail to comply with a disciplinary measure or disciplinary measures imposed under the procedures of this Code. No student who has agreed to take steps to correct or resolve a matter under section 6 of this Code shall fail to comply with the terms of that agreement.

**4.2.10 Unauthorized Possession or Use of Dangerous Objects**





OKANAGAN

No student shall store, possess or use real or replica firearms or other weapons, explosives (including fireworks), ammunition, or toxic or otherwise dangerous materials on University premises.

#### 4.2.11 Alcohol or Drug Use

No student shall use, possess or distribute a controlled or restricted substance or contravene provincial liquor laws or the policies of the University governing the possession, distribution and/or consumption of alcoholic beverages.

#### 4.2.12 Hazing

No student shall engage in hazing, which is defined as an act which endangers the mental or physical health or safety of a student for the purposes of initiation or admission into, affiliation with, or as a condition for continued membership in, a group or organization.

#### 4.2.13 Contravention of University Regulations

When a rule, regulation or policy of the University prohibits or proscribes certain conduct but does not provide any penalty for breaches of the rule, regulation or policy, breaches shall be dealt with under this Code.

#### 4.2.14 Contravention of Other Laws

No student shall contravene any provision of the Criminal Code or any other federal, provincial or municipal statute or regulation.

### 5. *Disciplinary Measures*

**5.1** Disciplinary measures which may be imposed, singly or in combination, for non-academic misconduct include, but are not limited to, the following:

- (a) Warning or reprimand - A written warning or reprimand to the student.
- (b) Probation - A written reprimand and order for a designated probationary period in which a student must fulfill certain conditions and have good conduct or otherwise be subject to the imposition of further or more severe disciplinary sanctions.
- (c) Restitution - Payment of costs, or compensation for loss, damage or injury that may be monetary or in the form of appropriate service or material replacement.
- (d) Apology - Issuance of a statement, apology or retraction in an appropriate form in public or in private.
- (e) Loss of privileges - A denial of specified privileges for a specified period of time. Privileges are those that if restricted may affect full participation in campus life but not make it impossible to complete academic requirements.
- (f) Restriction or prohibition of access or use - A denial for a specified period of time of, or conditions imposed on, a student's right to access to or use of any part or all of the University's lands, equipment, facilities, services, activities, programs, meetings or events or those held by, on, or in association with the University.
- (g) Discretionary sanctions - Imposition of work assignments, service to the University or other such discretionary assignments that are considered appropriate and punitive, compensatory, restorative, educational, or deterrent in nature, provided that any such work or service is available and not prohibited by labour or other service agreements.
- (h) Fines - Levying of a fine. Fines will not normally exceed \$1000.
- (i) Loss of fees - Forfeiture or loss of payments, fees, or refunds. (j) Good behaviour bond - A bond or deposit for good behaviour paid by the student to appropriate University office as directed, which will be returned to the student after one calendar year if the student fulfills certain conditions. Bond will not normally exceed \$1000.





OKANAGAN

- (k) Relocation or exclusion from residence - Relocation from a residence or exclusion of the student from residence for any specified period of time.
- (l) Deregistration or termination - Removal of the student from one or more courses for one or more terms (which may require re-application for admission to a program or faculty), or termination from any internship, practicum, or research project.
- (m) Suspension from the University - Suspension of the student from the University for a specified period of time after which the student is eligible to return. Conditions for readmission may be imposed. Suspension will normally also result in deregistration and/or the placement of an academic hold.
- (n) Expulsion from the University - Expulsion of the student from the University.

**5.2** Disciplinary measures for non-academic misconduct shall not ordinarily be recorded on a student's transcript unless the student is suspended or expelled. In the case of suspension, the transcript notation shall be removed upon lapsing of the suspension.

**5.3** Refusal to comply with a disciplinary measure or disciplinary measures imposed under this Code is itself a serious offence and may result in suspension for up to two years.

**5.4** Where the non-academic misconduct resulted in property damage, the disciplinary measures should include restitution or rectification.

**5.5** Where a monetary disciplinary measure is imposed, the costs to the University and the degree of financial hardship imposed upon the student, if any, should be taken into consideration.

## **6. Process and Procedures**

**6.1** All incidents of suspected non-academic misconduct will be reported to Campus Security, who will then bring the matter to the attention of the Student Conduct Manager. The Student Conduct Manager will consider the allegations and may do any of the following:

- (a) meet with the student suspected of the misconduct;
- (b) investigate further by any means deemed necessary and appropriate; or
- (c) refer the matter to the President's UBC Okanagan Non-Academic Misconduct Committee (the "Committee").

**6.2** If the Student Conduct Manager believes that the suspected misconduct is of such a minor nature that it does not require corrective action or that the Committee is not likely to find facts that would result in disciplinary action, the Student Conduct Manager may discontinue further action. Upon discontinuing further action, the Student Conduct Manager will notify the Committee and the student named in the allegations in writing of their decision and will invite the student to respond if the student wishes to do so. The student will also be advised of the possible effect of the allegations in the future, as set out below in section 6.6.

**6.3** If the Student Conduct Manager believes that non-academic misconduct has occurred, the Student Conduct Manager may determine what, if any, steps the student could take to correct or resolve the matter. If the student agrees to the resolution proposed by the Student Conduct Manager, an agreement outlining the steps to be taken by the student will be drawn up and signed by the student. If the student does not agree, the Student Conduct Manager will refer the matter to the Committee.

**6.4** The Student Conduct Manager will keep a copy of the signed agreement, and will also provide a copy to the Committee. The Student Conduct Manager will also monitor the student's compliance with the agreement.

**6.5** Any agreement reached with the student must be consistent with University policy and procedures and must, in the opinion of



## OKANAGAN

the Student Conduct Manager, adequately resolve all aspects of the allegations made against the student. The student must be advised that the agreement is conditional upon compliance and that if the student fails to comply with any aspect of the agreement, the matter may be referred to the Committee and the non-compliance may constitute a separate incident of non-academic misconduct.

**6.6** A record of the allegations and any decisions made as a result of the allegations will be retained in the student's file and, in the event of any further allegations of misconduct, the allegations may be considered when determining how to deal with subsequent alleged misconduct.

**6.7** The Chair of the Committee may refer any matter that has been referred to the Committee back to the Student Conduct Manager for resolution by agreement with the student when it is appropriate to do so under the circumstances.

## 7. President's UBC Okanagan Non-Academic Misconduct Committee

**7.1** Under section 61 of the *University Act*, the President of the University is given the power to suspend students and to deal with any matter of student discipline. The Committee is constituted to investigate allegations of non-academic misconduct and to report its findings to the President, who then decides what discipline, if any, should be imposed. The University Counsel may set down rules for Committee investigations and may alter these rules from time to time. See the online President's UBC Okanagan Non-Academic Misconduct Committee Rules (<http://universitycounsel.ubc.ca/files/2012/02/Rules-for-the-Presidents-Non-Acad-Misconduct-Committees.pdf>)

**7.2** The Registrar, in consultation with the Chair of the Committee, may place the student on academic hold until the President has made his or her final decision.

**7.3** A student may write to the Registrar to request the academic hold be removed. The request must include an explanation of why such an academic hold is not appropriate in the circumstances. The Registrar, in consultation with the Chair of the Committee, will determine if the request will be granted.

**7.4** At the conclusion of the investigation, the Committee will review the information submitted to it, including the written allegations submitted by the Student Conduct Manager, and any other relevant materials submitted by the parties, and may consider all issues relevant to the allegation in making a determination as to whether, on a balance of probabilities, the student committed the alleged non-academic misconduct. The Committee will submit a report of its findings (including any findings with respect to extenuating circumstances) to the President, who will decide what disciplinary measures, if any, are to be taken.

## 8. President

**8.1** Once the President has come to a decision based on the report of the Committee, the President will send a letter to the student detailing the following:

- (a) the President's decision;
- (b) reasons for the President's decision, including the report from the Committee;
- (c) a description of the nature and the duration of the disciplinary measures imposed, if any; and
- (d) notice that the student has a right to appeal the decision to the UBC Okanagan Senate Committee on Appeals of Standing and Discipline (the "Senate Committee") and the time limit for such an appeal (the "Decision Letter").

**8.2** If disciplinary measures are imposed, the President will promptly send a copy of the Decision Letter to the Senate Committee and will also provide copies of the Decision Letter to the Registrar, the Student Conduct Manager, and Campus Security.



OKANAGAN

## 9. Registrar

**9.1** The Registrar is responsible for taking any relevant actions in accordance with the President's decision, including making a notation on a student's transcript, placing an academic hold on a student's academic status for the duration of a suspension, and notifying the instructors of courses in which a student is enrolled.

## 10. Appeals

**10.1** A student has the right to appeal any disciplinary decision of the President to the Senate Committee as established under section 37(1)(v) of the *University Act*. See information on the Senate appeal process set out online under Discipline for Academic Misconduct (<http://www.calendar.ubc.ca/okanagan/index.cfm?tree=3,54,111,969>) and under the Rules and Procedures of Senate - Disciplinary Appeal Procedures (<http://senate.ubc.ca/okanagan/rules/discipline>).

Last updated: August 29, 2018

## Disruption of Classes

The University of British Columbia accepts no responsibility for the cancellation or discontinuance of any class or course of instruction which may be made necessary or desirable as a result of an act of God, fire, riot, lockout, work stoppage or slowdown, labour disturbances, lack of funds, the operation of law, or other causes of the kind.

Last updated: August 29, 2018

## University Policies

University-wide policies approved by the Board of Governors are available at the Index of all Policies (<http://www.universitycounsel.ubc.ca/policies/policies.html>).

Policies approved by the UBC Okanagan Senate are available at Okanagan Senate Policy Abstracts (<http://senate.ubc.ca/okanagan/policies>).

Last updated: August 29, 2018