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THE UNIVERSITY OF BRITISH COLUMBIA

UBC Vancouver

ACADEMIC

CALENDAR

2019/20

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THE UNIVERSITY OF BRITISH COLUMBIA

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Academic Accommodation for Students with Disabilities

The University of British Columbia recognizes its moral and legal duty to provide academic accommodation. The University must 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 Access and Diversity (<http://students.ubc.ca/about/access>) without delay (see UBC Policy 73 (<http://www.universitycounsel.ubc.ca/policies/policy73.pdf>)).

Academic Assessment

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](#)).

Academic Assessment > Use of the Formal Examination Periods

The following regulations were approved by the Senate in October 1976, amended in December 1990, and again in October 2012 at which point they were renamed from Senate Policy on Examinations to V-103: Use of the Formal Examination Periods (<http://senate.ubc.ca/vancouver/policy-abstract>). They apply to all formal examinations and in-term examinations associated with credit-based courses at the University. Formal examinations conducted in graduate programs and in post-baccalaureate professional programs are excluded from this policy.

1. Faculties are urged to make full use of the formal examination periods, as scheduled in either Winter or Summer Session.
2. Unless the relevant dean and head, for sound academic reasons, grants an exemption, all courses designed for first- and second-year students shall be examined in the scheduled formal examination period.
3. The holding of any examination, formal or in-term, is forbidden during:
 1. the two weeks preceding the formal examination periods of the Winter Session, usually held in December and April; and,
 2. the one week preceding formal examination periods of the Summer Session, usually held in June and August.

This restriction does not apply to bi-weekly tests or to traditional and current practices in laboratories.

Academic Assessment > 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).

Academic Assessment > 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 a.m. to 7:59 a.m. 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 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.

Academic Assessment > Examination Results

Instructors may, subject to the policy in their department, school or faculty, post student grades, using lists showing student numbers in numeric order. Student names must not be shown. If instructors intend to post grades it is their responsibility to ensure that all students are advised of this before any grades are posted. Students may request that their grades not be posted. Departments, schools or faculties may ask professors not to post grades until they have been reviewed. All grades must be clearly labeled 'Unofficial'.

Official grades are available at the Student Service Centre (<http://students.ubc.ca/ssc>). Any student who must meet an application date for another institution before their official grades are received should contact the transcript clerk in Enrolment Services (Calendar page <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=6,310,0,0#23897>) to make arrangements to meet the deadline.

Academic Assessment > Viewing Marked Work

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 it should be destroyed or otherwise disposed of in accordance with UBC Policy 117 ([http://www.universitycounsel.ubc.ca/policies/policy117.pdf](http://www.http://www.universitycounsel.ubc.ca/policies/policy117.pdf)).

Where there is no scheduled review of an examination, a student may make written application (by January 31 for Winter Session Term 1 courses, by May 20 for Winter Session Term 2 and two-term courses, and by September 15 for Summer Sessions courses) 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 and distinct from [Review of Assigned Standing](#).

Academic Assessment > 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/her faculty. If a student, because of exceptional circumstances, is permitted by their 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 course work 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 the 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 Science sections of the Calendar).

For Winter Session courses, Deferred and Supplemental examinations for students who have not completed outstanding course work 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 (Calendar page <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=6,310,0,0#23897>) up to the date specified in the University's Academic Year (<http://www.calendar.ubc.ca/vancouver/academicyear.cfm>) 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, Deferred and Supplemental 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 by the date specified in the University's Academic Year (<http://www.calendar.ubc.ca/vancouver/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 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 Examination Coordinator in Enrolment Services at least two weeks prior to the scheduled examination period.

Academic Assessment > Supplemental Examination Policy

Supplemental examination regulations vary among faculties and are described in the appropriate section in the faculty and school entries. The supplementary examination regulations of the faculty or school in which a student is registered govern.

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.

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 the Summer Session, a student who satisfactorily completes a 6-credit course will be granted a supplemental examination in a second subject if the final mark is not less than 40% in the second subject.

In all but the final year, a candidate who has been granted a supplemental 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/her faculty. If a student, because of exceptional circumstances, is permitted by their faculty 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 discontinued,



the supplemental privilege may be cancelled.

Graduate Students: 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 and Postdoctoral 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.

Academic Concession

The University is committed to supporting students in their academic pursuits. Students may request academic concession in 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 than academic accommodation for a disability. Students with disabilities may apply for an academic accommodation. (See [Academic Accommodation for Students with Disabilities](http://www.universitycounsel.ubc.ca/policies/policy73.pdf) and UBC Policy 73 (<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 on-going job.

Students who intend to, or who as a result of circumstance must, request academic concession must 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 the UBC Policy on 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 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 Student Health Service and Counselling Services will normally provide documentation only for 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 an unforeseen event, 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 that 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 could include: a reduction in course load; a commitment to an on-going program of medical care, counselling services, or support from the Access and Diversity office (Disability Resource Centre); or other appropriate actions. The student's personal circumstances will be taken into account in the development of such a plan. On-going support from the academic unit may require periodic updates from the student on their academic plan and/or the submission of documentation from a treating health professional or other source of personal support. This documentation might be a "Statement of Illness" form obtained from the Student Health Service (Calendar page <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=6,310,0,0#2>) or an informative letter from the attending physician, from Counselling Services, or from another recognized counselor.

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 [Withdrawal](#)).

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 Tuition Fees (Calendar page <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=14,266,774,0#18000>).

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://www.calendar.ubc.ca/vancouver/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://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,273,0,0#13984>)). 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 UBC office of Access and Diversity (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.

Academic Freedom

Academic Freedom > Introduction

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 of those which may be unpopular or even abhorrent, vitally threatens the integrity of the University's forum. Such behaviour cannot be tolerated.

Academic Freedom > Freedom from Harassment and Discrimination

The University of British Columbia is committed to ensuring that all members of the University community - students, faculty, staff,



and visitors - are able to study and work in an environment of tolerance and mutual respect that is free from harassment and discrimination.

Academic Honesty and Standards

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. Breach of those expectations or failure to follow the appropriate policies, principles, rules, and guidelines of the University with respect to academic honesty may result in disciplinary action.

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.

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.

Academic Leave

UBC students in good academic 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 academic standing after completing the 2009/10 Winter Session would automatically be eligible to register for the 2010 Summer, 2010/11 Winter, 2011 Summer, and 2011/12 Winter sessions.

Students in some programs are required to seek permission for an academic leave prior to departing. Please consult the appropriate section of the UBC Calendar for information regarding the possibility of taking a leave from your faculty or program.

Before taking leave, all students are advised to discuss their plans with an academic advisor in their faculty or school. Students who wish to study at another institution while on leave are required to obtain a [Letter of Permission](#) in advance.

Students with student loans or scholarships are advised to consult Student Financial Assistance and Awards (<http://students.ubc.ca/enrolment/finance>) prior to taking a leave, as there may be financial implications.

Students in good academic standing in their last session at UBC but who have not registered at UBC for more than one Winter Session must apply to re-enter their academic program of study. 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 an academic advisor.

Graduate students: Please consult On-Leave Status: Graduate Student Leaves of Absence (Calendar page: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,204,341,191#2020>).

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 taken no 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 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 each faculty or school's sections on "Academic Standing" for the appropriate table, 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.

Academic Standing

There are three levels of academic standing:

1. In Good Standing
2. On Academic Probation
3. 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 below.

A student **On Academic Probation** may have restrictions placed on his or her registration as described in each Faculty's section on "Academic Standing". A student who had been required to discontinue his or her studies, and later successfully appealed for readmission, will be placed **On Academic Probation**.

A student who receives an academic standing of **Failed** will be required to discontinue his or her studies for 12 months. Normally, the student will be required to discontinue studies at the University starting immediately. However, a student registered 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 the appeal, except as noted above. Therefore, a student **On Academic Probation** should maintain contact with his or her faculty advisor in case any circumstances arise that might adversely affect academic performance.

Graduate students: Please see Academic Progress (Calendar page:
<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,204,342,615#6852>) for doctoral and master's students.

Advancement Regulations

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

1. Except in special cases, or where the faculty provides otherwise, no student may repeat a course more than once.
2. Each faculty has regulations on advancement. Students who do not meet the required standard in any session will be assigned Failed standing and will be required to discontinue or withdraw.



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 one year or to withdraw.
4. Students who are assigned Failed standing in one faculty may transfer to another faculty if they meet the advancement and admission requirements of the second faculty.
5. Students who have been required to discontinue or withdraw may be readmitted subject to the regulations of the faculty which they wish to enter.
6. A student at any level of university study who fails for a second time (which need not be consecutive) will be required to withdraw from the University. After a period of at least one year, 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 Committee.

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 (see [Academic Concession](#)).

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.

Cancellation of Classes

The University 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, lock-out, stoppage of work or slow-down, labour disturbances, lack of funds, the operation of law, or other causes of the kind.

Change of 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 term, and a two-term course within the first three weeks of Term 1. 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 up to the end 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 each individual course can be found in the Course Schedule ([http://courses.students.ubc.ca/cs/main?pname=subjarea&tname=subjareas&re\)=0](http://courses.students.ubc.ca/cs/main?pname=subjarea&tname=subjareas&re)=0)).

Fee refunds for withdrawals will be calculated on a pro-rata basis (see Refund of Fees (Calendar page: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=14,266,774,0#1800>)).



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

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 should be informed. Such withdrawals will be recorded as "W" on the student's academic record.

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.

Change of Registration > Winter and Summer Sessions: Course Drop/Withdrawal Dates

For Winter and Summer Session Course Drop/Withdrawal Dates, please see Dates and Deadlines (<http://www.calendar.ubc.ca/vancouver/index.cfm?page=deadlines>).

Change of Registration > Course Drop/Withdrawal Dates for Commerce Master's-Level Modules BAXX

Winter Session

Full-time M.B.A. Program (starting September 2017)

BAXX Modules in Commerce	Last day to drop without a 'W' standing through the Student Service Centre	Student Service Centre available for course withdrawals with a 'W' standing	Student Service Centre unavailable; Faculty approval required
Period 4	March 11, 2018	March 12 - March 18, 2018	After March 18, 2018
Period 5	April 18, 2018	April 19 - April 22, 2018	After April 22, 2018
Period 6	September 9, 2018	September 10 - September 16, 2018	After September 16, 2018
Period 7	November 4, 2018	November 5 - November 11, 2018	After November 11, 2018

Full-time M.B.A. Program (starting September 2018)



BAXX Modules in Commerce	Last day to drop without a 'W' standing through the Student Service Centre	Student Service Centre available for course withdrawals with a 'W' standing	Student Service Centre unavailable; Faculty approval required
Period 1	September 9, 2018	September 10 - September 16, 2018	After September 16, 2018
Period 2	November 4, 2018	November 5 - November 11, 2018	After November 11, 2018
Period 3	January 8, 2019	January 9 - January 15, 2019	After January 15, 2019
Period 4	March 10, 2019	March 11 - March 17, 2019	After March 19, 2019
Period 5	April 16, 2019	April 17 - April 18, 2019	After April 18, 2019

M.B.A.N. Program (starting September 2018)

BAXX Modules in Commerce	Last day to drop without a 'W' standing through the Student Service Centre	Student Service Centre available for course withdrawals with a 'W' standing	Student Service Centre unavailable; Faculty approval required
Period 1	September 9, 2018	September 10 - September 16, 2018	After September 16, 2018
Period 2	November 4, 2018	November 5 - November 11, 2018	After November 11, 2018
Period 3	January 8, 2019	January 9 - January 15, 2019	After January 15, 2019
Period 4	March 3, 2019	March 4 - March 10, 2019	After March 10, 2019
Period 5	April 21, 2019	April 22 - April 28, 2019	After April 28, 2019

M.M. Program (starting September 2017)

BAXX Modules in Commerce	Last day to drop without a 'W' standing through the Student Service Centre	Student Service Centre available for course withdrawals with a 'W' standing	Student Service Centre unavailable; Faculty approval required
Period 4	March 4, 2018	March 5 - March 11, 2018	After March 11, 2018
Period 5	April 22, 2018	April 23 - April 29, 2018	After April 29, 2018

M.M. Program (starting September 2018)

BAXX Modules in Commerce	Last day to drop without a 'W' standing through the Student Service Centre	Student Service Centre available for course withdrawals with a 'W' standing	Student Service Centre unavailable; Faculty approval required
Period 1	September 9, 2018	September 10 - September 16, 2018	After September 16, 2018
Period 2	November 4, 2018	November 5 - November 11, 2018	After November 11, 2018
Period 3	January 8, 2019	January 9 - January 15, 2019	After January 15, 2019
Period 4	March 3, 2019	March 4 - March 10, 2019	After March 10, 2019
Period 5	April 21, 2019	April 22 - April 28, 2019	After April 28, 2019



Summer Session

M.M. Program (Dual Degree) (starting June 2018)

BAXX Modules in Commerce	Last day to drop without a 'W' standing through the Student Service Centre	Student Service Centre available for course withdrawals with a 'W' standing	Student Service Centre unavailable; Faculty approval required
Summer Period 1	June 10, 2018	June 11 - June 17, 2018	After June 17, 2018
Summer Period 2	July 29, 2018	July 30 – August 5, 2018	After August 5, 2018
Winter Period 1	September 16, 2018	September 17 - September 23, 2018	After September 23, 2018
Winter Period 2	November 4, 2018	November 5 - November 11, 2018	After November 11, 2018

M.M. Program (Dual Degree) (starting June 2019)

BAXX Modules in Commerce	Last day to drop without a 'W' standing through the Student Service Centre	Student Service Centre available for course withdrawals with a 'W' standing	Student Service Centre unavailable; Faculty approval required
Summer Period 2	June 9, 2019	June 10 - June 16, 2019	After June 16, 2019
Summer Period 2	July 28, 2019	July 29 - August 4, 2019	After August 4, 2019

Please note that the following courses will have different withdrawal deadlines depending on their start and end dates: Part-time MBA courses, International MBA courses, irregularly scheduled courses that do not follow the standard period dates, and courses with credit values other than 1.5 credits.

Students may withdraw within the first 20% of class hours with no penalty. Students who withdraw after 20% of class hours but within the first 40% of class hours will receive a 'W' standing. Students who withdraw after 40% of class hours will receive a fail standing of 'F'.

For more information, please contact the Robert H. Lee Graduate School.

Content and Distribution of Course Syllabi

The course syllabus has long been the standard means of providing students with the information they need about the course they are planning to take. Students deserve to have access to sufficient information to know what to expect from courses (and instructors) and what will be expected of them while they still have the opportunity to drop a course without financial or academic penalty.

There should be consistent practices in the methods that course syllabi, and their content, are distributed, as well as how the information on circulated syllabi can be changed when necessary.

This policy pertains to all credit-bearing courses offered by the University of British Columbia including directed studies, special topics, fieldwork, and practicum courses. Graduate-level theses and dissertation courses are exempt.



Policy:

- 1) Course instructors are required to provide a syllabus to students registered in their course section.
- 2) Recognizing that a syllabus may be a creative and personal statement of teaching philosophy and style, this policy does not impose a specific template or organizational framework, although academic units responsible for specific educational programs may choose to do so. This policy only pertains to the mandatory elements of a syllabus and does not address the many ways syllabi can be used in the educational context.
- 3) The syllabus shall inform students about the requirements and expectations of a course or course section.
- 4) Course instructors must provide the syllabus within the first week of class unless the syllabus will be created in consultation with the student(s) at the beginning of a course section, in which case the syllabus must be finalized prior to the last date by which students are permitted to drop the course without receiving a “W” on their transcript.
- 5) The requirements of a syllabus (below) can be met in one or more dated digital documents or websites, as appropriate. A paper copy will be provided to any student who requests one.
- 6) Academic units may also specify the inclusion of additional or modified policies or statements in their syllabi, provided these do not conflict with University policies and regulations, which shall take precedence.
- 7) A syllabus includes, at a minimum, the following content areas:
 - The course title and description (as in the Academic Calendar or, for courses without a published description, a brief representative one) and any prerequisites or co-requisites;
 - The name of the course instructor and details of when and by what means students may contact them; at the discretion of the course instructor the names of any other student-facing members of teaching staff such as teaching assistants involved in the offering of the course (if not available on the Student Service Centre), and details of when and by what means students may contact them;
 - A description of the course structure (e.g., lecture, lab, tutorial, flipped classroom, mixed mode; contact hours per week; day, time, and location of classes or other activities (if not available on the Student Service Centre));
 - A proposed course schedule including a list of topics;
 - Course-level learning outcomes or objectives, i.e., what is to be achieved and assessed in the course (more details of module, week, or class learning outcomes or objectives may be provided during the course);
 - A description of the learning activities the students will engage in, in order to achieve the stated learning outcomes or objectives (e.g., participation in class, written analysis of case studies, required readings, participation in on-line discussions, term papers, presentations, lab and field activities);
 - List of required learning materials including, among others, textbooks, reading packages, on-line assessment tools, lab and field trip manuals; and an estimate of associated costs for materials and activities;
 - Methods used to assess achievement of stated learning outcomes or objectives, including the weighting of each component in the final grade; the class policies on re-grading of marked work and on both late submission and missed in-class assessments (in accordance with the Academic Calendar language on Grading Practices (<http://calendar.ubc.ca/vancouver/index.cfm?tree=3,42,96>)); and the schedule of assessments;
 - Information on any resources to support student learning that are supported by the academic unit responsible for the course;
 - The following statement about the University’s values and policies with a link to the website senate.ubc.ca/policies-resources-support-student-success (<http://senate.ubc.ca/policies-resources-support-student-success>) where details are provided:

UBC provides resources to support student learning and to maintain healthy lifestyles but recognizes that sometimes crises



arise and so there are additional resources to access including those for survivors of sexual violence. UBC values respect for the person and ideas of all members of the academic community. Harassment and discrimination are not tolerated nor is suppression of academic freedom. UBC provides appropriate accommodation for students with disabilities and for religious, spiritual and cultural observances. UBC values academic honesty and students are expected to acknowledge the ideas generated by others and to uphold the highest academic standards in all of their actions. Details of the policies and how to access support are available [here](http://senate.ubc.ca/policies-resources-support-student-success) (senate.ubc.ca/policies-resources-support-student-success).

8) Nothing in the syllabus can contravene any Academic Calendar regulation or University policy. In resolving any discrepancy, Academic Calendar regulations and University policies take precedence.

9)a. Should the course instructor wish to make a material change to the syllabus after the last day by which students are permitted to drop the course without receiving a 'W' on the transcript, the course instructor must explain the rationale to the class. The course instructor must ensure that registered students have access to the changed details in a revised and dated version of the syllabus and should send electronic communication to students to alert them that a change has been made.

9)b. Any student who sees the change to the syllabus as detrimental to their academic progress is entitled to discuss the case with the course instructor and seek a resolution. Where student and instructor cannot agree, students are encouraged to take their protest to the head of the department concerned and then to the dean of the faculty responsible for the course in accordance with the Academic Calendar regulations on protests for academic standings (<http://calendar.ubc.ca/vancouver/index.cfm?tree=3,53,104,0>).

A link to the abstract of Senate Policy V-130 can be found here (<http://senate.ubc.ca/sites/senate.ubc.ca/files/downloads/Policy-20190206-V-130-Syllabus.pdf>).

Faculty, Department and Program-Specific Policies and Regulations

Academic units and programs may have policies and regulations applicable to students enrolled in those units and programs which are not reflected in the "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, school, department, and/or program in which they are enrolled.

Grading Practices

Grading Practices > Introduction

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

Percentage (%)	Letter Grade
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)

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 alternative format).

If a student in a baccalaureate 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).

The Faculty of Dentistry defines Fail (F) as below 60% except for students registered in the Dental Hygiene Degree Program, where a Fail (F) is defined as below 60% for courses offered by the Faculty of Dentistry, and in accordance with passing grades defined by non-Faculty of Dentistry courses in other University faculties.

The schools of Library, Archival and Information Studies, Nursing, and Rehabilitation Sciences define Fail (F) as below 60%. The Faculty of Medicine defines Fail (F) as below 60% unless otherwise specified in the course Policy and Procedure Manual. In the entry-to-practice and flexible Doctor of Pharmacy programs and graduate programs in the Faculty of Pharmaceutical Sciences, a Fail (F) is defined as below 60% for all percentage-graded courses offered by the Faculty of Pharmaceutical Sciences, and in accordance with passing grades defined by non-Faculty of Pharmaceutical Sciences courses in other University faculties for the entry-to-practice and flexible Doctor of Pharmacy programs and graduate programs. In the Bachelor of Pharmaceutical Sciences, a Fail (F) is defined as below 50%.

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

Percentage (%)	Letter Grade
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, a minimum of 68% must be obtained. Some graduate programs may require a higher passing grade for specific courses.

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

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

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. 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.

Last updated: March 27, 2019

Grading Practices > Credit/D/Fail Grading for Elective Undergraduate Courses

Students in some direct-entry undergraduate programs (i.e., those programs from which a student may be admitted directly from secondary school) may elect to attempt percentage-graded elective courses with Credit/D/Fail (Cr/D/F) standing instead of a percentage grade. This standing will be recorded on a student's Official Transcript of Academic Record in lieu of their percentage grade in the course.

Students registered in graduate programs are not eligible for Credit/D/Fail grading in any course.

Programs and courses not participating in Credit/D/Fail are noted as such in their academic regulations or course descriptions.

No more than twelve (12) credits with Credit or D standing may be applied towards any such degree program and no more than six (6) credits may be attempted as Cr/D/F in any one session.

Credit/D/Fail standings shall not count towards a student's weighted-credit average for academic performance evaluations under [Acad Academic Performance Evaluations](#) in a student's program of study, but courses taken as Credit/D/Fail shall still be considered in adjudicating requirements under those evaluations based upon percentages of courses passed or failed.



The deadline to opt for Credit/D/Fail standing shall be the same as the deadline to drop a course without Withdrawal (W) standing. (as published in the Academic Year (<http://www.calendar.ubc.ca/vancouver/academicyear.cfm>)). A student cannot change from a percentage grade to a Cr/D/F standing, or vice-versa, after the deadline for opting for a Cr/D/F standing.

It is the responsibility of the student to ensure that the course he or she wishes to take as Cr/D/F complies with all regulations set out in the Senate Policy on Credit/D/Fail (<http://senate.ubc.ca/vancouver/policy-abstracts>) and for their program. Students are strongly encouraged to consult with their program advisor.

Should a student change their program of study (including adding a declared specialization), and a course previously taken as an elective course becomes a requirement, the new program of study may accept a Credit or D standing in place of a percentage grade. In such cases where a Credit or D standing is unacceptable to the new program of study, with the consent of the student and the dean of the faculty offering the program of study, the Credit or D standing may be converted back to the students originally-assigned percentage grade. In such cases where either the student or the Faculty does not consent, the Faculty, at its discretion, may require the student to:

- take the course again under its normal percentage basis (credit shall still be granted only once for the course under these circumstances);
- take another comparable course in its place; or
- not register in that program of study.

Opting for Credit/D/Fail standing may impact that course's standing to be considered for financial assistance and awards. Courses taken for Credit/D/Fail will be counted towards the credit load but will not be included in the calculation of weighted-credit averages for UBC awards. Students are encouraged to talk to an Enrolment Services Professional if they have concerns with the financial assistance or awards implications of taking a course with Credit/D/Fail standing.

Last updated: March 27, 2019

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.

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 25 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](#).



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

Honours (H) is granted where work exceeds course requirements, credit granted where applicable.

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.

Credit (Cr)/D/Fail (F) is granted where a grade is assigned by an instructor but not included on the Student's Official transcript of the Academic Record or made available by the University, instead, that grade is converted to either a Cr, D, or F standing in the course. Excluded from calculation in all averages. Credit (Cr) denotes satisfactory completion of the requirements of the subject; D denotes a marginal pass (50% to 54%), and is not available for those programs or courses that define a passing grade as being a percentage higher than 50%. 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 [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 [Withdrawal](#)).

Last updated: March 27, 2019

Graduation

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

Standard Graduation

The application deadline for May Congregation is February 28. The earliest date to make an application for May Congregation is December 15 of the previous year. The application deadline for November Congregation is August 31. The earliest date to make an application for November Congregation is June 15.

If a student plans to graduate, they must submit an application regardless of whether or not they intend to participate in the scheduled ceremonies. If the request to graduate is not approved by the candidate's faculty, a reapplication for the next congregation will be required.

Applications for May are not acknowledged until the end of March when Graduation Ceremony information is emailed. Acknowledgment for November applications will be emailed at the end of September. The receipt of graduation information does not confirm the satisfactory completion of the degree program. The faculty completes this approval process and Senate then confers successful candidates. Students can access the SSC one week prior to the ceremonies to confirm conferral of the degree.

No student will receive a graduation diploma until all academic fees have been fully paid (see Financial Hold (Calendar page: <http://www>



<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=14,265,0,0#17945>).

Please see Current Students (<http://students.ubc.ca/enrolment>) and Graduation at UBC (<http://graduation.ubc.ca>) for the latest information on graduation.

Graduate Programs - Rolling Graduation

The general regulations for graduation notwithstanding, graduate degrees may be approved by Senate at any regular meeting of the Senate during the Winter Session; however, graduation ceremonies (Congregation) are only held in May and November 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 the degree is conferred at or after the Congregation following approval.

For more information on rolling graduation, please see the Faculty of Graduate Studies and Postdoctoral Studies website (<http://www.grad.ubc.ca/faculty-staff/policies-procedures/graduation>).

For application for graduation and program completion deadlines, please see Dates and Deadlines (<http://www.calendar.ubc.ca/vancouver/proof/edit/index.cfm?page=deadlines>) or the Deadlines section (<http://www.grad.ubc.ca/deadlines>) of the Faculty of Graduate and Postdoctoral Studies website.

M.D. Degree, Faculty of Medicine - Rolling Graduation

The general regulation for graduation notwithstanding, M.D. degrees may be approved by Senate during the Winter Session; however, graduation ceremonies (Congregation) are only held in May and November 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 the degree is conferred at or after the Congregation following approval.

For application deadlines and expected approval dates, please see the Faculty of Medicine website (<http://med.ubc.ca>).

Students Completing Degree Requirements at Other Institutions

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.

Please see Current Students (<http://students.ubc.ca/enrolment>) and Graduation at UBC (<http://www.graduation.ubc.ca>) for the latest information on graduation.

Last updated: March 27, 2019

Letter of Permission to Study at Another Institution

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, only if prior permission has been obtained from the faculty in which the student is enrolled.

Last updated: March 27, 2019

Program Requirements



Degree or program requirements are established and modified with the knowledge and approval of Senate and are recorded in the faculty and school 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 the faculty and school entries. 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 program¹; and
3. in undergraduate programs, complete upper-division UBC credits to satisfy at least 50% of the credits required by point (2) above.

To complete a second or subsequent undergraduate degree or diploma program, a student must, in addition to the three requirements above, also 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.

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

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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 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.



Review of Assigned Standing

Review of Assigned Standing in a Course

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/vancouver/index.cfm?tree=3,42,0,0>) for more information about grades and other assigned standings.

A student who disagrees with their assigned standing is encouraged to first discuss the matter informally with the instructor(s) of the course, when possible. If necessary, the instructor may, at his or her discretion should he or she believe the original assigned standing was in error, change the standing by submitting a change to academic record form.

If the matter remains unresolved following the initial conversation with the instructor 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.

Each applicant for a review must state clearly why he or she believes the course deserves a grade higher than it received; pleas on compassionate grounds should not form part of this statement. Prospective applicants should remember that under Senate regulations instructors must re-examine all failing grades and indicate in their records that this has been done.

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 as a result of the review, or it may remain the same. The result of such a review is the final academic evaluation of a student's performance in a course.

A Review of Assigned Standing is distinct from an Appeal on 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 the calendar entry at www.calendar.ubc.ca/vancouver/index.cfm?tree=3,53,0,0 (<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,53,0,0>)

An applicant who has been granted a supplemental examination should prepare for the examination because the result of the review may not be available before the end of the supplemental examination period.

In applying for a Review of Assigned Standing, a student must submit the material to be reviewed in its original marked form, or if the material was not returned to the student, provide sufficient information for the academic unit to identify the assignment. Components of an Assigned Standing that are intangible such as – but not limited to - live performances, live presentations, practicum assessments, or participation are not eligible for a Review of Assigned Standing, nor are graduate-level theses and doctoral dissertations.

Graduate Students

Supplemental examinations are not granted to students registered in a graduate program or to undergraduate students enrolled in a graduate course.

Application and Deadlines

The application form for Review of Assigned Standing is available here



(http://senate.ubc.ca/sites/senate.ubc.ca/files/downloads/RAS_form_16FEB2018.pdf).

Applications must be received by Enrolment Services by the latest of the applicable dates shown below:

Three weeks after a grade is first available on the Student Service Centre;
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 or faculty being late in submitting grades to the Student Information System (SIS) an application will be accepted up to three (3) weeks after a grade is first available to the student on the Student Service Centre (SSC).

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 Work](#). A Review of Assigned Standing is a different process than a request for a deferred or supplemental examination.

Process for Academic Review and Communication of Results

The head of the academic unit responsible for teaching the course will select a faculty member as reviewer with sufficient expertise in the subject matter who did not participate in the original evaluation. Where no such person is available, the head shall arrange for a qualified external faculty member from another recognized institution to conduct the review. If the head participated in the original evaluation, then next-most senior academic administrator from the academic unit will select a reviewer.

The academic unit will submit to Enrolment Services the written results of the review within 45 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.

Last updated: March 27, 2019

Senate Appeals on Academic Standing

Senate Appeals on Academic Standing > Definitions

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

"Committee" means the University Senate's Committee on Appeals on Academic Standing.

"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.



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

"Senate" or "University Senate" means the Vancouver Senate of the University of British Columbia.

Last updated: March 27, 2019

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 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 on Academic Standing, 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: March 27, 2019

Senate Appeals on Academic Standing > 1 Composition of the Committee

1.1 The Committee consists of eleven members, six of whom are members of Senate who are faculty members, three of whom are members of Senate who are students, and two of whom are members of Senate who are neither faculty members nor students. The Chancellor, the President and the Registrar are members of the Committee ex-officio; the Chancellor and the President, but not the Registrar, shall be entitled to vote.

Last updated: March 27, 2019

Senate Appeals on Academic Standing > 2 Terms of Reference

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 Subject to section 2.3 below, 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://www.calendar.ubc.ca/vancouver/index.cfm?tree=1,2,0,0#7>)

2.3 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.

2.4 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' shall be construed to include the consideration of information that ought not to have been considered, and the failure to consider information that ought properly to have been considered.

2.5 An appeal allowed by the Committee shall be by:

1. 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
2. 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.



2.6 In all cases, other than those falling within paragraph 2.4, 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.

2.7 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.

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

2.9 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 which have arisen out of the Committee's work.

Last updated: March 27, 2019

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 within 10 days of being informed in writing of the Faculty's final decision.

3.2 Within 5 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 the regulations being sent to the appellant by the Registrar, 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 which the appellant intends to rely on at the hearing
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 5 days of its receipt the Registrar shall send the appellant's statement of appeal to the Dean of the faculty from which the appeal is being taken.

3.5 Within 15 days of the appellant's statement of appeal being sent by the Registrar to the Dean of the faculty from which the appeal is being brought, the Dean shall file a response with the Registrar. This should contain each of the following:

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



6. the names of any witnesses the Faculty proposes to call at the hearing

3.6 Within 5 days of its receipt, the Registrar shall send the Faculty's response to the appellant. The appellant shall have 5 days from the date that the Faculty's response is sent by the Registrar to file a rebuttal to any arguments raised in the Faculty's response which he or she has not already addressed in his or her statement of appeal.

3.7 Within 10 days of receipt of the appellant's rebuttal, or of the date on which the appellant's rebuttal would have been due had it been forthcoming, the Registrar shall set a date for the hearing. The hearing should usually take place within two months of the receipt of the appellant's rebuttal or of the date on which the appellant's rebuttal would have been due had it been forthcoming. Prior notice of a hearing is communicated to all parties, and hearing dates and times are scheduled having consulted the parties in advance

3.8 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.

3.9 The time limits referred to in paragraphs 3.1-3.7 are intended as outside limits, and all parties are encouraged to make every effort to proceed more quickly if possible.

3.10 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 [#extend the time limits as it sees fit.](http://www.calendar.ubc.ca/vancouver/index.cfm?tree=1,2,0,0)

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

Last updated: March 27, 2019

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 5 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 of 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. Committee members may question any of the witnesses called by the appellant, including, where appropriate, the appellant;
5. The Faculty may make such opening statement as it sees fit;
6. The Faculty may call and examine such witnesses as it sees fit;
7. The appellant may cross-examine any of the Faculty's witnesses, including, where appropriate, the Faculty;
8. Committee members may question any of the Faculty's witnesses, including, where appropriate, the Faculty;
9. The appellant may make a closing statement;
10. The Faculty may make a closing statement; and
11. 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.

1. 4.5

2. In the event that any one of the parties, without prior approval of an adjournment, fails to appear within thirty (30) minutes of the scheduled hearing date and time, the Committee may proceed without the party who has failed to appear, based on its written submissions and documentation, and based on the submissions, documentation, witnesses and examination/questioning of the party and/or witnesses who did appear for the scheduled hearing. Once the Committee has started to proceed without the party who has failed to appear, that person shall not be permitted to participate in the hearing if he or she subsequently appears.
3. Taking into account the particular circumstances of the case, if the appellant fails to appear within thirty (30) minutes of the hearing date and time, the Committee may dismiss the appeal without further consideration of the evidence.
4. If there are documented reasons for a party's failure to appear that are substantial and emergent, then that party may make an application to the Chair for the Committee to reconsider its decision at the next available opportunity. The Chair shall exercise his or her discretion in determining whether or not the Committee shall reconsider its decision.

Last updated: March 27, 2019

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 10 days of the final hearing of the appeal.

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

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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 must promptly consult the dean, director, department head, or faculty advisor, if resolution is desired.

Last updated: March 27, 2019

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://www.calendar.ubc.ca/vancouver/index.cfm?tree=1,2,0,0#15>) 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 academic misconduct. The specific provisions as to Academic Misconduct and Non-Academic Misconduct, as set out below, do not limit, and should not be construed as limiting in any way, the general authority conferred upon the President by the *University Act*.

Last updated: March 27, 2019

Student Conduct and Discipline > Student Declaration and Responsibility

Please see the [Student Declaration and Responsibility](#).

Last updated: March 27, 2019

Student Conduct and Discipline > Discipline for Academic Misconduct

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

Please see [Academic Honesty and Standards](#).

Last updated: March 27, 2019

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

Students are responsible for informing themselves of the guidelines of acceptable and non-acceptable 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 the [Student Conduct during Examinations](#)).

2. Plagiarism, which is intellectual theft, occurs where 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 (for example, 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.
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: March 27, 2019

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

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 time¹
5. expulsion from the University
6. denial of admission or re-admission 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

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.

¹During 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.

Last updated: March 27, 2019

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 (*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*), 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 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: March 27, 2019

Student Conduct and Discipline > Discipline for Academic Misconduct > 5. Investigation: Enrolment Services

5.1 When Enrolment Services (*the Registrar and includes a person designated by the Registrar to represent 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: March 27, 2019



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 (*the party that refers an allegation of academic misconduct to the President's Committee*) 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.

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 10 working days prior to the hearing. The University Counsel may designate legal counsel to assist the Initiator at the hearing.

Last updated: March 27, 2019

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

8.1 The President's Committee (*the President's Advisory Committee on Student Discipline*) 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://www.calendar.ubc.ca/vancouver/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 President's Committee rules (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.

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 (Calendar page: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=1,2,0,0#7>).

Last updated: March 27, 2019

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: March 27, 2019

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 (*the Senate Committee on Student Appeals on Academic Discipline*) as established under section 37(1)(v) of the University Act (Calendar page: <http://www.calendar.ubc.ca/vancouver/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 5 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 re-hear matters. A student may, under paragraph 11.1, appeal a 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 re-hearing.
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 re-hearing, 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 (<http://senate.ubc.ca/vancouver/rules/discipline>).

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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
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), 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.

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 their 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 behavior, 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 against 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 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 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 behavior 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**

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 \$1,000.

(i) Loss of fees – Forfeiture or loss of payments, fees, or refunds.

(j) Good behaviour bond - A bond or deposit for good behavior paid by the student to the 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.

(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 Vancouver 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 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 Vancouver 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 Vancouver 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 decides what disciplinary measures, if any, are to be taken.

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 Vancouver Senate Committee on Student Appeals on Academic 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.

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](#) and under the Rules and Procedures of Senate - Disciplinary Appeal Procedures (<http://senate.ubc.ca/vancouver/rules/discipline>).

Last updated: March 27, 2019

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, 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 policies and procedures issued by the Board of Governors, see the University of British Columbia Policy and Procedure Handbook or the Office of the University Counsel (<http://www.universitycounsel.ubc.ca/policies/index.html>) for the official text. For policies issued by the Vancouver Senate, see the Senate (<http://senate.ubc.ca/vancouver/policy-abstracts>) for up-to-date copies.

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.

Last updated: March 27, 2019

Student Safety Abroad

Please see Student Safety Abroad (<http://universitycounsel.ubc.ca/files/2010/08/policy69.pdf>).

Last updated: March 27, 2019

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 which include provision for assessment by students.

Last updated: March 27, 2019

Transcript of Academic Record

Official transcripts are confidential and are only released on written request from the student. All transcripts issued to the student are officially sealed in individual envelopes and may be either mailed to the student or picked up. 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 midterm examinations.

No transcript will be issued to or for a student who has not made arrangements satisfactory to the Department of Financial Services to meet any outstanding indebtedness to the University.

Requests for transcripts should be made in advance to allow time for processing. Payment must be included with requests. Transcripts will not be provided until payment is received.

Students may order transcripts through the Student Service Centre (<http://students.ubc.ca/ssc>). For more information about other ways to order, visit Current Students (<http://students.ubc.ca/enrolment/records/transcript>), or email (transcripts.students@ubc.ca) the transcripts department.

Last updated: March 27, 2019

University Awards

Regulations Governing University Awards

The following regulations, as approved by the University of British Columbia Senate, govern all awards over which the University has jurisdiction.



Approval of New Awards and Changes to Existing Awards

1. The University shall not normally approve Student Awards of any type other than the “Student Award Types” defined in this policy.
2. The title of any Student Award approved by the University must include the term defined in this policy that corresponds to the defined “Student Award Type” to which it belongs, except in the case of Hybrid Awards, which may be titled as “Award”.
3. The University shall not approve any Student Award that is inconsistent with applicable human rights legislation or offends public policy. No part of this policy should be interpreted to preclude Student Awards that have as their object the amelioration of the conditions of disadvantaged individuals or groups or other bona fide and reasonable justification. When approving Student Awards established through donations from donors to the University for identifiable individuals or groups, the University shall consider the origin and context of the donor’s gift.
4. In approving Student Awards, the University shall consider its stated commitments to equity, inclusion, and diversity.
5. The Senate may periodically review the terms of a Student Award so that it may better meet new conditions, more fully carry out the spirit of a gift from a donor or maintain the usefulness of the Student Award. Where the Senate wishes to change the terms of a Student Award, the Senate will consult with the Office of the University Counsel to determine the necessary process and approvals required to implement that change.
6. The process and approvals will depend on factors such as:
 - Whether the Student Award is funded by the University or a donor;
 - If by a donor, whether funding is annual or endowed;
 - If endowed, whether the change is within the scope of the purposes of the endowment or whether the purposes of the endowment would require variation; and
 - If variation is required, whether the variation of the purposes of the endowment may be approved by the Board of Governors or requires court approval.
7. Where variation to the endowment purpose must be approved by the Board of Governors, the variation to the endowment purpose must be approved by the Board of Governors before changes to the terms of the Student Award are approved by Senate.
8. The recording of Student Awards on a student’s official transcript of academic record shall be determined as follows:
 - Hybrid Awards given in part on the basis of Academic Merit, Fellowships, Medals, Prizes, Scholarships and any other Student Awards given solely or partially based on Academic Merit or other academic achievement, shall be listed on the transcript of academic record unless otherwise approved by Senate.
 - Hybrid Awards given based on criteria that do not include Academic Merit or other academic achievement shall not be listed on the transcript of academic record unless otherwise approved by Senate.
 - Bursaries and any other Student Awards that are solely Need-based, shall not be listed on the transcript of academic record.
9. Student awards issued by the University are applied to tuition and to other student fees owing. If the amount of the student award is greater than the fees, the excess is paid to the student.
10. The University does not guarantee the payment of any Student Awards other than those funded by the University. In any given year, if invested funds do not provide sufficient income to disburse any endowed Student Award, payment of the Student Award may be reduced or withheld. The University reserves the right to withhold Student Awards established through donations from donors to the University where the required funds have not yet been received by the University.
11. A recipient of a Student Award, other than a Bursary, may accept the honour of a Student Award but decline the monetary value. Any funds so declined will be made available to another eligible student.
12. Student Awards, other than Prizes, Medals or other Student Awards intended for graduating students, awarded for academic achievement in a specific Faculty or discipline or intended for students studying in a particular program are normally conditional upon the recipient maintaining registration in the same discipline or program during the funding period. A program change to an ineligible Faculty or program will normally result in reassignment of any unpaid funds associated with the award to another eligible student.



Undergraduate Awards

1. Unless otherwise stated in the award description, undergraduate Student Awards may be received only by students enrolled at the University during the Winter Session, as defined in the Academic Calendar.
2. Marks obtained in courses undertaken during Summer Session, as defined in the Academic Calendar, are not considered taken in the adjudication of Student Awards.
3. Continuing undergraduate, Scholarships, and Hybrid Awards given in part on the basis of Academic Merit will normally be given to a student who:
 - is registered in at least 24 percentage-graded credits in the current session or, for students enrolled in programs customarily requiring credits that are not percentage-graded, is registered in at least 24 total credits in the current session, with the required number of percentage-graded credits determined by the Faculty; and,
 - has standing in the top 10% of his/her year and Faculty or an average of 75% or higher (with no failed courses) in the academic session on which the Student Award adjudication is based. Academic standing for students taking more than 24 credits will be determined on the basis of 24 percentage-graded credits to be chosen in the manner that is most advantageous to the student.
4. Students registered with Access & Diversity and taking an approved reduced credit load may remain eligible for Scholarships and Hybrid Awards granted on the basis of Academic Merit if registered in fewer than 24 credits.
5. Recipients of undergraduate Continuing and Renewable Scholarships, Hybrid Awards and other Student Awards given in whole or in part on the basis of Academic Merit are normally expected to be registered in 24 credits in order to retain their Scholarship or Hybrid Award. Scholarships and Hybrid Awards given on the basis of Academic Merit are offered only to those who continue their studies to the satisfaction of the Registrar. Students registered in fewer than 24 credits in their final year of study may retain a Scholarship or Hybrid Award given in part on the basis of Academic Merit and/or be eligible for a Prize or Medal if their Faculty or School confirms that the number of credits in which the student is registered is sufficient for graduation. In this case, the monetary value of the Student Award may be reduced.
6. Recipients of undergraduate Continuing and Renewable Scholarships, Hybrid Awards given in part on the basis of Academic Merit and other Student Awards given on the basis of academic achievement who fail to meet renewal requirements in their first year of study due to unforeseen personal circumstances may be permitted to retain their Student Award at the discretion of the Registrar or the academic or administrative unit responsible for administering the Student Award. Students permitted to retain their Student Award after failing to meet renewal requirements in their first year of study will normally not be permitted to retain their Student Award in future years should they again fail to meet renewal requirements.
7. Students who have completed at least one year of study at the University may be eligible to defer Scholarships, Hybrid Awards, or other Merit-based Student Awards for up to one year, provided they show satisfactory reasons for postponing attendance. Requests for deferment must be made to Enrolment Services. Students wishing to take up a deferred Student Award must advise Enrolment Services in writing before the first day of the Winter Session, as defined in the Academic Calendar, in which they intend to take up the Student Award, or such other date identified to the student at the time of or prior to the deferral of the Student Award.
8. Students who have been granted deferred admissions will automatically have any Scholarships, Hybrid Awards or other Merit-based Student Awards deferred until they begin their study at the University unless the student is otherwise notified at the time the Student Award is offered or at the time the deferral of admission is granted.
9. In order to receive a deferred Student Award, students who are granted permission to defer their admission and therefore their Student Award, will have to satisfy any conditions of admission imposed at the time of admission, must apply to take up the deferred offer by the application deadline of the following year, and must register in the program and at the campus to which they were admitted.
10. Once a student has completed all requirements to graduate from the degree program in which the student is enrolled and is not otherwise ineligible to graduate, the student's eligibility for future Student Awards may be limited at the discretion of the Registrar, or in the case of a specific Student Award, the academic or administrative unit responsible for administering the Student Award.

Co-operative Education Programs

1. Students enrolled in co-operative education programs will be eligible to receive payments for Student Awards specifically



intended for students enrolled in co-operative education programs during any academic session in which they are enrolled in a cooperative education program.

2. Eligibility to receive payments for Student Awards not specifically intended for students enrolled in co-operative education programs which would normally be payable during the winter session in which the student is enrolled in a co-operative education program will be determined as follows:
 - Students enrolled in co-operative education programs during both terms of the winter session, will have Student Award payments deferred until the next winter session;
 - Students enrolled in co-operative education programs during only one of the two terms of the winter session, will be eligible to receive no more than 50% of any Student Award payments provided the student is registered in 12 or more credits during the term in which the student is not enrolled in a cooperative education program.
3. Payments for Student Awards that would normally be deferred under this policy to a future academic session, may be made in extenuating circumstances to students enrolled in co-operative education programs at the discretion of the Registrar or the academic or administrative unit responsible for administering the Student Award.
4. Eligibility for Student Awards in the winter session following the winter session in which a student was enrolled in a co-operative education program will be determined as follows:
 - Students will not be eligible for Scholarships or Hybrid Awards granted on the basis of Academic Merit in the winter session following a winter session in which the student was enrolled in a co-operative education program during both terms.
 - Students will be eligible for Scholarships or Hybrid Awards granted on the basis of Academic Merit in the winter session following a winter session in which the student was enrolled in a co-operative education program during one term, provided the student completed 12 or more credits during the other term. Such students will be eligible to receive no more than 50% of the value of any Scholarship or Hybrid Awards granted on the basis of Academic Merit.
 - Students will be eligible for Student Awards other than Scholarships or Hybrid Awards granted on the basis of Academic Merit in the winter session following a winter session in which the student was enrolled in a co-operative education program during one or both terms.

Exchange

1. Students enrolled in exchange programs will normally be eligible to receive payments for Student Awards during any academic session in which they are enrolled in an exchange program;
2. Students will normally be eligible for Student Awards in the winter session following the winter session in which the student was enrolled in an exchange program. Grades achieved while on exchange may be translated or adjusted for consistency with the University's standards and practices regarding grading and academic standing.

Graduate Awards

1. Student Awards offered, unless otherwise approved by Senate, are available only to support students engaged in full-time study and/or research leading to a degree at the University and will normally be paid only if the recipient is registered as a full-time student at the University during the payment period.
2. In cases where students are offered both major University graduate Fellowship or Scholarship funding and external funding for full-time study and research at UBC, the value of the University Fellowship or Scholarship funding will be adjusted as follows: if the value of the external award funding is less than the value of the University Fellowship or Scholarship funding, the student will receive the difference between the major University graduate Fellowship or Scholarship and external award funding. If the value of the external award funding is greater than the value of the University Fellowship or Scholarship funding, the student will normally not receive any University Fellowship or Scholarship funding. In some circumstances, students may remain eligible for the tuition component of their University Fellowship(s) or Scholarship(s).

Vantage College



Student performance during the entire 11-month Vantage College program may be considered when assessing the eligibility of Vantage College students for Continuing Student Awards.

Definitions

For the purposes of this policy and in all other policies in which they are not otherwise defined:

Academic Award shall mean a student award where academic achievement is the sole criterion under consideration.

Academic Merit shall refer to a student's academic performance as represented by the student's academic average in 24 credits completed in a single session. For students completing more than 24 credits in a single session, the 24 credits used to calculate the academic average will be selected in the manner most advantageous to the student.

Bursary shall mean a Student Award that is solely Need-based.

Continuing shall refer to a Student Award given according to criteria met or demonstrated by a student while enrolled as a student at the University or while completing non-credit programming offered by the University.

Fellowship shall mean a Merit-based Student Award usually disbursed at the beginning of an academic session to a graduate student primarily based on academic achievement and/or research ability and potential.

Hybrid Award shall mean a Student Award where neither financial need nor academic achievement is the sole criterion considered. (e.g., a student award given on the basis of achievement other than academic achievement, including, but not limited to, service, leadership, or research, or a combination of academic and other achievement or a combination of academic and/or other achievement and financial need). Awards of this type may be identified as "Award" in the award title. Hybrid Awards given in part on the basis of Academic Merit shall be identified as "Academic Award" in the award description.

Medal shall mean a Merit-based non-monetary Student Award, normally given to a graduating student at the conclusion of an academic session based on Academic Merit or other academic achievement.

Merit-based shall refer to a Student Award given based on *Academic Merit*, other academic achievement or other achievement, such as service, leadership, or research.

Need-based shall refer to a Student Award given based on assessed financial need.

Prize shall mean a Merit-based Student Award given at the conclusion of an academic session based on Academic Merit or other academic achievement such as performance in a particular course, research performance, or publication record during the previous academic session.

Renewable shall refer to a Student Award that provides annual funding over multiple academic sessions, subject to the student meeting renewal criteria.

Scholarship shall mean a Merit-based Student Award given solely on the basis of Academic Merit or other academic achievement usually disbursed at the beginning of an academic session.

Student Award shall refer to any type of financial award or assistance, including any Bursary, Fellowship, Hybrid Award, Medal, Prize, or Scholarship, that is given to students, or participants in non-credit programming, by the University using University funds or established through donations from donors to the University.

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Withdrawal



Withdrawal > Introduction

Undergraduate students may withdraw from the University by using the Student Service Centre (<http://students.ubc.ca/ssc>) to withdraw from all courses when it is available. In all other cases a student who wishes to withdraw from the University must obtain the approval of the dean, director or faculty advisor on a *Change of Registration* form. When the withdrawal is approved the academic record will show the date of withdrawal and a standing of 'W' in all courses that are not completed on that date. When the withdrawal is not approved the student will remain registered in all courses and a final grade and/or standing will be assigned at the end of the term or session. Unclassified students who wish to withdraw should apply to Enrolment Services (Calendar page <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=6,310,0,0#2389>). A student who does not complete formal withdrawal procedures will be liable for all assessed fees until such procedures are completed.

Withdrawal for Graduate Students: Please see Withdrawal, Reinstatement, and Readmission (Calendar page: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,204,342,618#1924>) in the Faculty of Graduate and Postdoctoral Studies' section of the UBC Calendar.

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Withdrawal > Withdrawal for Unsatisfactory Conduct

The Senate of the University may require a student to withdraw from the University at any time for unsatisfactory conduct, for failure to abide by regulations, for unsatisfactory progress in a program of studies or training, or for any other reason which is deemed to show that withdrawal is in the interests 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 (currently the Senate Nominating Committee), for disposition, with the understanding that the student would have the right of appeal to the Senate Committee on Appeals on Academic Standing. 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.

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