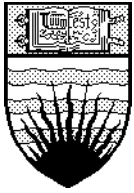


THE UNIVERSITY OF BRITISH COLUMBIA



SENATE POLICY:  
O-125.1

OKANAGAN SENATE  
3333 University Way  
Kelowna, BC V1V 1V7

**Number & Title**

O-125: *Term and Formal Examination Scheduling*

**Effective Date:**

1 September 2020

**Approval Date:**

27 February 2020

**Review Date:**

This policy shall be reviewed two (2) years after approval and thereafter as deemed necessary by the *responsible committee*.

**Responsible Committee:**

Okanagan Senate Academic Policy Committee

**Authority:**

*University Act, S. 37(1)*

*“The academic governance of the university is vested in the senate and it has the following powers:*

*...(d) to determine the conditions under which candidates must be received for examination, to appoint examiners and to determine the conduct and results of all examinations; ...*

*...(f) to consider, approve and recommend to the board the revision of courses of study, instruction and education in all faculties and departments of the university; ...*

*(n) to provide for the preparation and publication of a university calendar; ...”*

**Purpose and Goals:**

This policy is designed to ensure consistent scheduling of the *Winter and Summer Sessions*, their constituent terms, and *formal examination periods* and to allow Enrolment Services flexibility in scheduling the Academic Year.

**Applicability:**

This policy is applicable to direct-entry undergraduate programs.

**Exclusions:**

Graduate programs do not necessarily follow the pattern of term and *formal examination* scheduling described herein but are encouraged to do so as much as possible.

**Definitions:**

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

- *Academic Year* shall mean the section in the Academic Calendar that indicates important dates and events throughout the period between September 1<sup>st</sup> and August 31<sup>st</sup> each year, as scheduled by the Registrar.
- *Direct-entry undergraduate programs* shall mean those programs into which students may enter directly after completion of secondary school.
- *Formal examination* shall mean an oral, written, or practical assessment that contributes toward the determination of an examination candidate's final grade or standing in the respective course, and that is scheduled by the Registrar and time-limited, with invigilation provided.
- *Formal examination period* shall mean the period when *formal examinations* are scheduled (normally, in December, April, June, and August) as delineated in the *Academic Year* as scheduled by the Registrar.
- *Teaching day* shall mean a weekday on which instruction can be provided.
- *Teaching week* shall mean a week (Monday through Friday) during which instruction can be provided. The end of a *teaching week* shall mean 11:59 p.m. on the Friday of that week.
- *University-recognized holidays* shall mean any day listed under "Statutory Holidays at UBC" on the University of British Columbia's Human Resources website.
- *Summer Session* shall mean the period of study that begins in May and ends in August.
- *Winter Session* shall mean the period of study that begins in September and ends in April.

## **Policy:**

### ***Winter Session***

#### *Term Length and Teaching Days*

- 1) *Winter Session* shall be divided into two terms. Each term shall contain a minimum of 60 *teaching days*; ~~62~~ *teaching days* are considered optimal.
- 2) Each term shall span a minimum of 12 *teaching weeks*. The observance of *university-recognized holidays* and a pre-examination break may result in some of the 12 weeks containing fewer than five (5) *teaching days*.

#### *Term Start Dates*

- 3) Term 1 may begin prior to Labour Day, although not earlier than September 1. The Tuesday following Labour Day is typically the first *teaching day* of Term 1.
- 4) Term 2 shall begin the Monday following January 1 unless this creates an issue in achieving the minimum number of *teaching days* or *teaching weeks* set out in sections (1) and (2), in which case it will begin the week prior.

#### *Add-Drop and Withdrawal Dates*

- 5) **Add-Drop Date**  
A student may add a one-term course to their program only within the first ten *teaching days* of the term, and a two-term course within the first fifteen *teaching days*. If a course is dropped during these periods, no record of the registration in the course will appear on the student's academic record.
- 6) **Withdrawal Date**  
Students may withdraw from Winter Session courses in which they are registered at any time up to the end of the tenth *teaching week* of classes for courses that are offered in a single term, and up to the end of the twelfth *teaching week* of classes for courses that span two terms.

#### *Examination Periods*

- 7) There shall be at least two (2) calendar days, including weekends and *university-recognized holidays*, between the last day of classes

in a *Winter Session* term and the beginning of *formal examinations*.

- 8) Up to 14 examinable days may be scheduled including Saturdays but not Sundays for each *Formal Examination Period* in the *Winter Session*.
- 9) Winter Term 1 *formal examinations* conclude not later than December 22; Winter Term 2 *formal examinations* conclude no later than April 30.

#### *Term 1 Mid-term Break*

- 10) Provided that the 60-day *teaching day* minimum per term can still be achieved, a one- or two-day mid-term break shall be scheduled during Term 1, either on the days adjacent to the November 11 statutory holiday or UBC holiday in lieu. Where November 11 falls in the middle of the week, it is preferable to schedule this break later in the week.

#### *Term 2 Mid-term Break*

- 11) A four-day mid-term break shall be scheduled during Term 2, directly following the Family Day statutory holiday in February.

#### ***Summer Session***

##### *Term Length and Teaching Days*

- 12) *Summer Session* shall be divided into two terms. Each term shall contain a minimum of 27 *teaching days*; 28 days are considered optimal. Term 1 and Term 2 are equal in length, where possible.
- 13) Each term shall span a minimum of 6 *teaching weeks*. The observance of *university-recognized holidays* and the provision of a weekday free of classes at the end of each term before *formal examinations* can result in some of these 6 weeks containing fewer than five (5) *teaching days*.
- 14) Courses may be offered that span both *summer session* terms. In such cases, the *formal examination period* falling at the end of Summer Term 1 shall be used for a break in study, or for a mid-term examination within the *formal examination period*. These 12-week courses shall be examinable in the Term 2 *formal examination period*.

### *Term Start Dates*

- 15) Term 1 shall begin on the last Monday in May occurring before May 17.
- 16) Term 2 shall begin after the Canada Day holiday and no later than July 6. The first week of Term 2 will be no shorter than three (3) days.

### *Add-Drop and Withdrawal Dates*

- 17) **Add-Drop Date**  
A one-term course may be added to a student's program only before the end of the first five *teaching days* of the term, and a two-term course before the end of the first ten *teaching days* of the term. If a course is dropped during this period, no record of the registration in the course will appear on the student's academic record.
- 18) **Withdrawal Date**  
Students may withdraw from courses in which they are registered at any time up to the end of the fifth *teaching week* of classes for courses that are offered in a single term, and up to the end of the tenth *teaching week* of classes for courses that span two terms.

### *Examination Periods*

- 19) There shall be at least two (2) calendar days including weekends and *university-recognized holidays* between the last day of classes in a *Summer Session* term and the beginning of *formal examinations*.
- 20) The length of the Term 1 and Term 2 *formal examination periods* shall be equal, whenever possible. *Formal examinations* run for five (5) days including, if necessary, a Saturday.
- 21) Summer Term 1 *formal examinations* shall conclude no later than June 30; Summer Term 2 *formal examinations* conclude not later than August 22.

### **Calendar Statement:**

When effective, changes will need to be reflected in the Academic Calendar under **Dates and Deadlines** and the **Academic Year**.

**Consultations:**

The following groups were consulted in the development of this policy:

UBCSUO, Enrolment Services (scheduling, Student Financial Assistance), Deans, Student Housing & Hospitality Services, VP Academic & Provost.

**History:**

The term and examination dates have been subject to amendments from time to time as exhibited in the archive of Academic Calendars. In May 2004, the Vancouver Senate approved a number of recommendations that included the minimum provisions for each of Winter Session Terms 1 and 2 and the last day of examinations in the Winter Session Terms. This policy influences the term and examination policy of the Okanagan Senate. The Okanagan Senate approved the addition of a Term 1 mid-term break in May 2006.

The 2013 version of the policy sought to align the practices in term and examination scheduling at the Okanagan campus with those of the Vancouver Campus and introduces formal examination periods in the summer session. This will prevent future summer sessions being scheduled in a manner that is problematic to student loan policy and will enable the English Foundations Program. Furthermore, Enrolment Services advises that alignment with the Vancouver Policy will offer efficiencies and diminish confusion in scheduling.

The 2020 revisions seek to formalize and define other important term dates such as the add/drop and withdrawal deadline, and to extend the withdrawal period by two weeks in a winter term and one week in a summer term. It also allows for the Winter Term 1 mid-term break to be extended by one day where possible.

**Related Policies:**

Academic Year

<http://www.calendar.ubc.ca/okanagan/academicyear.cfm>

**Appendix:**

There is no appendix to this policy.