



SENATE POLICY:
V-125.1

CAMPUS SENATE
c/o Enrolment Services
2016 - 1874 East Mall
Vancouver, B.C. Canada V6T 1Z1

Number & Title

V-125: Term and Formal Examination Scheduling

Effective Date:

Changes to term date scheduling will take effect from the 2021 Winter Session and thereafter.

Changes to add-drop and withdrawal dates, as set out in sections 5, 6, 16 and 17 of this policy, will take effect 1 September 2020.

Approval Date:

27 May 2020

Review Date:

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

Responsible Committee:

Vancouver 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*.

Applicability:

This policy is applicable to direct-entry undergraduate programs.

Exclusions:

Graduate and professional programs do not necessarily follow the pattern of term and *formal examination* scheduling described herein.

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 1st and August 31st each year, as scheduled by the Registrar.
- *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 11:59pm 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) Each term contains a minimum of 60 *teaching days*; 63 *teaching days* are considered optimal. A four-year running average of at least 122 teaching days is maintained, where possible. Term 1 and Term 2 are equal in length, where possible;
- 2) The observance of *university-recognized holidays*, a mid-term break and a pre-examination break can result in some of the *teaching 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. However, on that Tuesday, all classes are replaced by academic orientation programming (**Imagine UBC Day**) with the single exception of those classes that start at or after 5:00 p.m. and meet only once per week.
- 4) Term 2 may begin with a partial week following the New Year's Day holiday, but no earlier than January 5.

Add-Drop and Withdrawal Dates

- 5) A one-term course may be added to a student's program only within the first ten *teaching days* of the term, and a two-term course within the first fifteen *teaching days* of the term. 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) Students may withdraw (with a "W" on their record) from Winter Session courses in which they are registered at any time up to the end of the eighth *teaching week* of classes for courses that are offered in a single term, and of the twelfth *teaching week* of classes for courses that span two terms.

Examination Periods

- 7) There are at least three (3) days between the last day of classes in a *Winter Session* term and the beginning of *formal examinations*, where possible.

- 8) The lengths of the Term 1 and Term 2 *formal examination periods* are equal, where possible. Up to 12 consecutive examinable days may be scheduled including Saturdays and Sundays.
- 9) Term 1 *formal examinations* conclude not later than December 22; Term 2 *formal examinations* conclude not later than April 30.

Mid-term Breaks

- 10) A mid-term break is scheduled during Term 1, adding two weekdays to the day for observance of Remembrance Day (November 11). The break is scheduled so as to create only one short week, where possible.
- 11) A one-week mid-term break is scheduled during Term 2, normally during the week of February 20.

Summer Session

Term Length and Teaching Days

- 12) Each term contains 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 spans 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 the 6 weeks containing fewer than five (5) teaching days.

Term Start Dates

- 14) Term 1 begins on the last Monday in May occurring before May 17.
- 15) Term 2 begins early in July 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

- 16) 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*. If a course

is dropped during this period, no record of the registration in the course will appear on the student's academic record.

- 17) Students may withdraw (with a “W” on their record) from courses in which they are registered at any time up to the end of the fourth *teaching week* of classes for courses that are offered in a single term, and of the eighth *teaching week* of classes for courses that span two terms.

Examination Periods

- 18) There are three (3) days including weekends and *university-*recognized *holidays* between the last day of classes in a *Summer Session* term and the beginning of *formal examinations*.
- 19) The length of the Term 1 and Term 2 *formal examination periods* are equal, where possible. *Formal examinations* run for five (5) days including, if necessary, a Saturday.
- 20) Term 1 *formal examinations* conclude not later than June 30; 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 have been consulted during the development of this policy:

AMS, AUS, SUS, Timetable Representatives Committee, Enrolment Services (scheduling, Student Financial Assistance and Awards), Strategic and Decision Support, Committee of Deans, Student Housing & Hospitality Services, VP Academic & Provost.

The 2020 revisions were based, in part, on the results of an academic year survey circulated to all faculty and staff.

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, 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. Up until this current version of the policy, Summer Session scheduling has been based on current practice as Senate had not defined a

schedule for the Summer Session. This policy formalizes the recommendations approved at the May 2004 meeting of the Senate and proposes a defined Summer Session schedule.

The 2020 revisions are motivated, in part, by the 2019 Academic Year Working Group's examination of the academic year with a focus on studying the feasibility and desirability of adding a fall break. The group recommended a half-week break enabled by a compression of the final exam period to 12 consecutive days, including Sundays. Separate from this initiative, the 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.

Related Policies:

Academic Year

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

Appendix:

There is no appendix to this policy.