

Satisfactory Academic Progress (SAP) Regulations UNIVERSITY OF VICTORIA UNDERGRADUATE PROGRAMS

US Federal Student Aid Policies and Procedures

This document is specifically for students in receipt of or applying for Direct Loans through the US Department of Education. All other students should refer to the appropriate UVIC academic calendar.

Overview

Students in receipt of Direct Loan Program funds while attending the University of Victoria must maintain Satisfactory Academic Progress (SAP) to be eligible to continue to receive Direct Loan Program funds.

The U.S. Department of Education requires institutions of higher education to establish minimum standards of satisfactory academic progress for students receiving Federal aid. Satisfactory Academic Progress (SAP) means the student is proceeding in a positive manner toward fulfilling degree requirements. Students must maintain certain academic standards in order to remain eligible for all types of US Direct Loans.

Qualitative Component: (grade based) a minimum cumulative Grade Point Average of 2.0 out of a 9.0 grade scale.

Quantitative Component: (pace of progression) completion of at least 67% of all units attempted each academic year.

Timeframe Component: (timely completion) Students must finish their degree within 150% of the published length of degree completion time.

Satisfactory Academic Progress for US Direct Loans is evaluated for all US students once each year based on the components listed above. Students who have not fulfilled the SAP requirements **will not** be eligible for US Direct Loan funds for the subsequent academic year(s). Students not fulfilling SAP requirements will receive an email from Student Awards and Financial Aid. Students who do not meet the University of Victoria academic Satisfactory Academic Progress regulations would receive a warning email and probation period from UVic Record Services.

Students may still be able to attend the University of Victoria based on academic SAP, but not meet the eligibility requirements for US Direct Loan funds. Students may have their US Direct Loan funding reinstated if they have attended for one academic year and met the SAP components above. Appeals regarding SAP for US Direct Loan funding would be directed to Student Awards and Financial Aid.

Satisfactory Academic Progress Regulations (SAP) for all Undergraduate Students Attending the University of Victoria

Qualitative Standards (grade based)

In order to maintain eligibility for financial aid with the qualitative standard, a student must maintain the academic standing necessary to remain at the University of Victoria. Student Awards and Financial Aid will conduct a review at the end of each academic year to determine the students successful progress toward obtaining a degree by comparing cumulative grade average to hours earned. A student must maintain an overall minimum 2.0 out of 9.0 grade point average to remain enrolled in the program or to continue receiving aid. In order to meet the university's requirement for graduation, a student must have a minimum grade average of 2.0 except for certain courses specified in the catalogue where the requirement is higher.

Students may be put on probation by their department at the end of any term of study if they have not made sufficient academic progress to warrant continuance of study. Students who fail to maintain sufficient academic progress will be dismissed from the program. A student must maintain a 2.0 grade point average in a 60% course load regardless of their eligibility for or participation in the Title IV program. Termination of students will follow policies and procedures adopted by the department and reported to the 2nd Degree Committee. Dismissal by an academic department may be appealed to the Head of the Department and if that appeal is unsuccessful, the student may then appeal to the Head of the 2nd Degree Committee. The dismissal decision by the 2nd Degree Committee is final and may not be appealed by the student. Students who are re-admitted to the program may be issued a one-time waiver to continue receiving financial aid. The details are specified below.

[Graduation](#)

Minimum degree requirements for graduation

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

- to have satisfied the [Academic Writing Requirement](#).
- to present credit in a minimum of 60 units of university level courses numbered 100 and above*; at least 21 of the units must be numbered at the 300 or 400 level; at least 18 of the 300 or 400 level units must be UVic courses, and at least 30 of the units must normally be UVic courses. Students should be aware that up to 30 units of transfer credit will normally be applied toward degree requirements. Nursing students are advised to refer to the regulations specific to the School of Nursing; see [Minimum degree requirements](#).

- to meet the specific degree and program requirements prescribed by the undergraduate faculty in which the candidate is registered.
- to have a graduating grade point average of at least 2.0. The graduating grade point average in Honours programs is higher and does vary by department and program; see individual program requirements.

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

Policy on Academic Integrity

Principles of academic integrity

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

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

Definitions

In this policy:

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

Academic integrity violations

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

Plagiarism

A student commits plagiarism when he or she:

- submits the work of another person in whole or in part as original work

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

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

Unauthorized use of an editor

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

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

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

Multiple submission

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

Falsifying materials subject to academic evaluation

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

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

Cheating on work, tests and examinations

Cheating includes, but is not limited to:

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

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

Aiding others to cheat

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

Procedures for dealing with violations of academic integrity

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

Allegations

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

Determining the nature of the violation

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

Determining appropriate penalties

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

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

Referral to the Dean

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

Letters of reprimand

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

Rights of appeal

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

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

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

Penalties

Penalties for first academic integrity violation

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

Plagiarism

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

Unauthorized use of an editor

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

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

Multiple submission without prior permission

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

Falsifying materials

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

Cheating on exams

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

Collaborative work

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

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

Violations relating to graduate dissertations, theses or final projects

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

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

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

Violations relating to doctoral candidacy examinations

Instances of plagiarism, falsification of materials, cheating or unauthorized use of an editor in any element of a candidacy exam should result in failure of that element of the exam. Students who have failed a first attempt at any element of candidacy in this way are normally eligible to make a second attempt at it but will be placed on academic probation with a notation on their transcript that is removed on graduation. Students whose second attempt at an element of candidacy is failed for an academic integrity violation will normally be withdrawn from their program by the Dean. While the determination of the nature of the offence will be made by the Chair, any penalty can only be imposed by the Dean.

Particularly unusual or serious violations

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

Penalties for second or subsequent academic integrity violation

Repeat violations

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

In situations where a student commits two or more major academic integrity violations, the student may be placed on disciplinary probation with a permanent notation on the student's transcript. The decision to place a student on disciplinary probation with a permanent notation can only be made by the Vice-President Academic

and Provost (or delegate), upon recommendation of the Dean. In making this decision, the Vice-President Academic and Provost will consider factors such as the nature of the major violations, and whether there has been an interval between violations such that learning could have taken place.

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

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

Non course-based penalties

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

Records management

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

Records

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

Access to records

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

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

Records retention

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

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

- iii. Second or subsequent violations where a permanent notation has been made on a student's transcript - permanent retention.

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

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

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Evaluation of Student Achievement

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

Assessment techniques

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

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

- Final examinations, other than language orals or laboratory examinations, will be administered during formal examination periods.
- Tests counting for more than 15% of the final grade may not be administered:
 - in any regular 13-week term, during the last two weeks of classes or in the period between the last day of classes and the first day of examinations;
 - in any Summer Session course, during the three class days preceding the last day of the course.
- Neither the department nor the instructor, even with the apparent consent of the class, may set aside this regulation.
- An instructor may not schedule any test that conflicts with the students' other courses or any examination that conflicts with the students' other examinations in the official examination timetable.
- An instructor may not schedule any test during the last two weeks of classes in a regular 13-week term unless students in the course have been given notice at least six weeks in advance.

- An instructor may not assign a weight of more than 60% of the overall course grade to a final examination without the consent of the Dean of the faculty.

Correction and return of student work

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

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

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

Course outline requirement

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

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

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

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

Duplicate essays and assignments

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

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

English standard

Student work, as defined by the Policy on Academic Integrity, submitted in any course may be refused a passing grade if they do not meet an appropriate level of English language proficiency for the course in question. Students who are concerned about meeting English standards should consult with the Division of Learning and Teaching Support and Innovation (LTSI) for resources and support services.

Laboratory work

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

Term assignments and debarment from examinations

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

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Grading

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

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

Passing Grades			
Grade	Grade Point Value	Percentage*	Description
A+	9	90 - 100	An A+, A, or A- is earned by work which is technically superior, shows mastery of the subject matter, and in the case of an A+ offers original insight and/or goes beyond course expectations. Normally achieved by a minority of students.
A	8	85 - 89	
A-	7	80 - 84	
B+	6	77 - 79	A B+, B, or B- is earned by work that indicates a good comprehension of the course material, a good command of the skills needed to work with the course material, and the student's full engagement with the course requirements and activities. A B+ represents a more complex understanding and/or application of the course material.
B	5	73 - 76	
B-	4	70 - 72	
C+	3	65 - 69	A C+ or C is earned by work that indicates an adequate comprehension of the course material and the skills needed to work with the course material and that indicates the
C	2	60 - 64	

Passing Grades

Grade	Grade Point Value	Percentage*	Description
			student has met the basic requirements for completing assigned work and/or participating in class activities.
D	1	50 - 59	A D is earned by work that indicates minimal command of the course materials and/or minimal participation in class activities that is worthy of course credit toward the degree.
COM	Excluded Grade	N/A	Complete (pass). Used only for 0-unit courses and those credit courses designated by the Senate. Such courses are identified in the course listings.
CTN	Excluded Grade	N/A	Continuing . Denotes the first half of a full-year course.

Failing Grades

Grade	Grade Point Value	Percentage*	Description
E	0	0 - 49	Conditional supplemental. Supplemental examinations are not offered by all departments and the allowable percentage may vary by program (e.g. 35-49). Students will be advised whether supplemental will be offered and if the percentage range varies when assessment techniques are announced at the beginning of the course.
F	0	0 - 49	F is earned by work, which after the completion of course requirements, is inadequate and unworthy of course credit towards the degree.
N	0	0 - 49	Did not write examination or complete course requirements by the end of term or session; no supplemental.
N/X	Excluded Grade	N/A	Did not complete course requirements by the end of the term; no supplemental. Used only for Co-op work terms and for courses designated by Senate. Such courses are identified in the course listings. The grade is EXCLUDED from the calculation of all grade point averages.
F/X	Excluded Grade	N/A	Unsatisfactory performance. Completed course requirements; no supplemental. Used only for Co-op work terms and for courses designated by Senate. Such courses are identified in the course listings. The grade is EXCLUDED from the calculation of all grade point averages.

Temporary Grades

Grade	Grade Point Value	Percentage*	Description
INC	N/A	N/A	Incomplete . Used only for those credit courses designated by the Senate, to be replaced with a final grade by June 1 for Winter Session courses and by October 1 for Summer Session courses. Such courses are identified in the course listings.

Temporary Grades

Grade	Grade Point Value	Percentage*	Description
DEF	N/A	N/A	Deferred status granted. Used only when deferred status has been granted because of illness, an accident or family affliction. See Deferred status .
INP	N/A	N/A	In Progress . Used only for courses designated by Senate, to be replaced with a final grade by the end of the next Winter Session except for TIED courses (identified in the Calendar). In TIED courses the INP must be replaced with a final grade by the end of the subsequent term (including Summer Session) or, where a COOP Work Term, or other activity approved by the academic unit, intervenes, within eight months. If a student fails to complete the second course of a TIED course sequence, then the final grade will be N.
CIC	N/A	N/A	Co-op Interrupted Course . See General Regulations: Undergraduate Co-op .

Grade notes

Grade note	Grade Point Value	Percentage*	Description
AEG	N/A	N/A	Aegrotat . Transcript notation accompanying a letter grade, assigned where documented illness or similar affliction affected the student's performance or prevented completion of all course work.
WE	N/A	N/A	Withdrawal under extenuating circumstances . The WE registration status will replace a course registration or grade when approved by the Dean following a request for academic concession from a student. This registration status is excluded from the calculation of all grade point averages; it will appear on the official transcript.

* The grading scale for the evaluation of course achievement at the University of Victoria is a percentage scale that translates to a 9 point GPA/letter grade system. The 9 point GPA system is the sole basis for the calculation of grade point averages and academic standing. Standardized percentage ranges have been established as the basis for the assignment of letter grades. The percentage grades are displayed on the official and administrative transcripts in order to provide fine grained course assessment which will be useful to students particularly in their application to graduate studies and for external scholarships and funding. Comparative grading information (average grade [mean] for the class), along with the number of students in the class, is displayed for each course section for which percentage grades are assigned.

Grade submission deadlines

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

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

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

Release of grades

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

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

Students' grades are available through [Online tools - Student services](#).

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

Review of an assigned grade

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

Please refer to Evaluation of Student Achievement, Student Access to Final Examinations, and Release of Grades, above.

- Before applying for a formal review of a grade as outlined below, students should make every effort to discuss and/or submit a written appeal about the assigned grade with the instructor (see individual faculty procedures).
- If the instructor or Chair/Director does not agree to a review of the grade, then a [formal request for review of a grade](#), including the grade review fee of \$25, may be submitted to the Office of the Registrar, normally within 21 days of the release of grades.
- Students must keep all written work returned to them by the instructor during the term and make any work available that forms part of the grade to be reviewed. The Office of the Registrar will make available completed final examinations when necessary.
- The Office of the Registrar will send all materials involved in the grade review to the department Chair/Director, who will then arrange an independent evaluation of the grade (see individual faculty procedures).
- The grade determined by means of a review will be recorded as the final official grade, regardless of whether it is the same as, higher than or lower than the original grade.
- Students considering a review request should note that in some faculties examination papers assigned a failing grade or a percentage grade within the D grade range (50%-59%) are automatically read at least a second time before the grades are recorded. Accordingly, a review of a grade does not guarantee a change in the mark. Furthermore, a review of grade may not be available before the time of the supplemental examination. For these reasons, an applicant who is eligible for a supplemental examination should prepare for the examination.
- Requests for review or other consideration based on compassionate grounds such as illness are governed by separate regulations (see the entry [Academic Concessions](#) and the entry [Deferred status](#)).

Grades for term work

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

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Transcript of Academic Record

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

Students' records are confidential. Transcripts are issued only at the request of students. All transcript requests must be accompanied by payment (see [Miscellaneous fees](#)). Transcripts will be issued within five working days after a request is received by the Office of the Registrar, unless a priority request is made. For more information and to order a transcript, visit the Transcripts [website](#).

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

Students who require proof of degree completion prior to convocation can request a [degree completion letter](#) from Undergraduate Records.

Withdrawal

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

Withdrawal for unsatisfactory progress

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

Voluntary withdrawal

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

Note: A sessional grade point average and academic standing are assigned at the end of the session and are based on final grades awarded (including N grades) in the session or term attended. Please see the calendar entry [Minimum sessional grade point average and academic standing](#), for information regarding minimum sessional grade point average standards.

Graduation

Application for Graduation

The University Senate grants degrees in October and May each year prior to the awarding of degrees at convocation ceremonies in November and June, respectively. Students for a degree, diploma or certificate must submit a formal application for graduation when registering in the final Summer or Winter Session before their

anticipated graduation. The application deadlines are July 15 for October graduation (November convocation) and December 15 for May graduation (June convocation). The application for graduation is available [online](#).

Because of the delay in obtaining official transcripts, students completing their degree requirements at another institution during the second term of the Winter Session (January-April) are not eligible to graduate at June convocation. They must apply for a succeeding convocation.

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

Minimum degree requirements for graduation

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

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

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

Standing at graduation

Graduating average

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

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

With Distinction

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

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

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

Calculation of the 20% threshold GPA is made at the time that convocation lists are generated for the spring convocation, except in the Peter B. Gustavson School of Business, where fall convocation is the basis for the 20% threshold GPA calculation.

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

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

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

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

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

Graduation ceremonies

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

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

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

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

Students who require proof of degree completion before degrees have been conferred by the Senate can obtain a Degree Completion Letter from Undergraduate Records. Order forms are available via [Online tools - Student services](#).

Quantitative Standards (pace of progression)

Undergraduate students must be enrolled for a minimum of 7.5 registered units during either the fall, spring and/or summer terms of study to be considered full time. Half-time enrollment for undergraduate students is 3.75 registered units during either the fall, spring and/or summer terms of study. In order to meet the quantitative standard, students must complete and pass a minimum of 67% of courses attempted each academic year. The minimum number of units required for an undergraduate degree is 60 units. The normal time frame for completion of an undergraduate degree is five years.

The University of Victoria evaluates Satisfactory Academic Progress at the end of the spring term. Withdrawals and incompletes are not included in the overall grade average. Students must complete all required courses by the end of the degree. Students who achieve a passing grade may not repeat a course. Students who fail a required course must repeat the course and obtain a passing grade before completion of their degree. When a student repeats a course and achieves a passing grade, the original grade will not be counted in the grade average. There are no noncredit remedial courses. Scheduled awards for the next academic year for students who are not making Satisfactory Academic Progress will be canceled.

Financial aid will be disbursed on the first day of each term. Students who withdraw after that will have their eligibility to retain part of their financial aid calculated on the percentage of the term attended. Students who attend more than 60% of the term may retain all of their aid. See the section on Return to Title IV (R2T4) below.

Minimum Course Load

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

Students should note that Canada Student Loans require enrollment in at least 4.5 units for credit (3 units for students with a permanent disability), excluding duplicate and/or mutually exclusive course work, in each term of the Winter Session. Most undergraduate scholarships, bursaries and prizes administered by the University are restricted to students enrolled in a minimum of 15 units in each Winter Session.

Maximum Course Load

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

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

Accumulation of Credit

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

Advanced Placement or Exemption Without Unit Credit

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

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

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

Completing Program Requirements

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

Standing

Sessional Grade Point Average

The sessional Grade Point Average is based on all courses completed in a session which have a unit value. Courses bearing the grade COM are not included in the calculation of the Grade Point Average.

(A Grade Point Average is found by multiplying the grade point value of each final grade by the number of units, totalling the grade points for all the grades, and dividing the total Grade Points by the total number of units.)

Cumulative Grade Point Average

The cumulative Grade Point Average, which normally appears at the end of a transcript, is based on all courses (other than COM-graded courses) taken or challenged at the University for which grades have been assigned (including F and N).

If a student takes courses beyond a first undergraduate degree, or transfers to the LLB program, a further cumulative Grade Point Average will be calculated excluding those courses completed prior to the granting of the first degree or entry to the LLB program.

Minimum Sessional Grade Point Average and Academic Standing

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

Undergraduates must maintain a sessional Grade Point Average of at least 2.0 (or equivalent if a UVic student takes courses elsewhere for credit towards a UVic program).

University Probationary Status

Students whose sessional Grade Point Average is 1.00 to 1.99 (regardless of registered course load) are considered to have unsatisfactory standing and will be placed on academic probation for the next session attended. Students should note that individual faculties may require a higher sessional Grade Point Average. Failure to achieve the Faculty Grade Point Average requirement will result in the student being placed on Faculty probation.

Undergraduate Records will notify students that they have been placed on probation through the addition of a notation to their academic record. Students on probation should contact the appropriate Advising Centre or Counselling Services for assistance, or take the Learning Skills Course or other workshops offered by Counselling Services.

Students who are on academic probation and who achieve a sessional Grade Point Average of 2.0 or above at UVic will clear their probation status at the end of the session, except as noted below.

Students registered in less than 4.5 units in a session whose Grade Point Average is less than 1.0 (or equivalent if a UVic student takes courses elsewhere for credit towards a UVic program) will be placed on "Dean's" probation. The Dean of the faculty concerned will review the student's record for the next session attended rather than being required to withdraw. The student will be informed of the Dean's decision. **Under these circumstances, a student who is placed on probation and who then obtains a Grade Point Average of 2.0 or greater in the next session will not be taken off probation automatically.**

Students who are on probation, or whose standing is withheld in their most recent session because of deferred status, are not eligible for reregistration until their sessional Grade Point Average for the latest/deferred session has been determined as satisfactory, except as noted below.

If a student's projected sessional Grade Point Average for the latest/deferred session, including a grade of 0 for all deferred courses or outstanding grades, was determined to be above the minimum by the faculty concerned, the student will be authorized to register. The projected Grade Point Average is calculated at the end of the session when the deferred standing is assigned. The projected Grade Point Average does not appear on a student's academic record.

Depending upon a student's performance during the period of probation, the Dean may at any time either remove the student from probation for the remainder of the session or, acting on a decision of the faculty, require that the student withdraw from the University (see **Withdrawal.**)

Requirement to Withdraw from the University

A student who is on academic probation and whose Winter sessional or Summer sessional Grade Point Average falls below 2.0 (or equivalent if a UVic student takes courses elsewhere for credit towards a UVic program) will have failed to clear their probation status. These students will be required to withdraw regardless of the registered unit total, normally for one academic year.

Students registered in 4.5 units or more in a session whose Grade Point Average is less than 1.0 (or equivalent if a UVic student takes courses elsewhere for credit towards a UVic program) will be required to withdraw, normally for one academic year. If a student has started courses in the current session before receiving notice of unsatisfactory standing in the most recent session, registration for courses in the current session will remain on the student's record, but the student will be required to withdraw following completion of the course(s), normally for one academic year. Registration in courses that have not started by the time the required to withdraw standing is determined will be dropped automatically.

All students who have been required to withdraw must apply to reregister if they wish to resume studies at the University. Permission to reregister will normally be granted to students who have:

1. completed the required withdrawal period; and
2. since their last registration at UVic, completed a **minimum** of 6.0 units of transferable non-duplicate course work with a C+ (3.0) average in ALL transferable courses attempted, including currently in-progress course work. All students returning after a requirement to withdraw will be placed on probation for the next session attended.

Students who have grounds for appeal as noted under Appealing Admission/Reregistration Decisions, page 20, may appeal to the Senate Committee on

Admission, Reregistration, and Transfer, stating why they should be considered for reregistration.

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

A student who is required to withdraw a second time will not be permitted to register for credit courses at the University for at least five academic years.

Accumulation of Failing Grades

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

Transfer Students

Transfer students' transcripts will be evaluated by the Program Director. Those courses which are applicable to the degree requirement will be accepted and will be used to measure the quantitative SAP requirement. Only those grades earned at the University of Victoria will be used to compute the qualitative requirement.

Change of Program or Degree

Students who decide to change their degree or program objective will be evaluated similarly to Transfer Students with the exception that the grades previously earned at the University of Victoria will be used to measure the qualitative requirements.

Concurrent Degrees

Although it is unlikely to occur, students may pursue two undergraduate degrees concurrently. They are charged the tuition for each program and the Cost of Attendance for one degree will be adjusted to reflect the two tuition charges. Students must meet the Satisfactory Progress requirements for both programs to retain eligibility. The two sets of courses will be viewed as one program. Loans will be processed to the maximum yearly eligibility for undergraduate students.

Additional Degrees

Students who have completed a undergraduate degree program and wish to pursue another degree must apply for admission to that program as would any other applicant and meet the admission requirements for the new program. Federal loan eligibility will be limited to the aggregate program maximums under Federal Regulations.

Quantitative Standards (Timely Completion)

To find out if you meet the Pace of Completion SAP Policy, refer to your UVIC Transcript on UVIC Tools.

You are also encouraged to access your [Curriculum, Advising and Program Planning \(CAPP\)](#) report to track your academic progress and degree requirements. This tool will help you anticipate how many units or what GPA you need to achieve your credential.

How to calculate the quantitative (pace) and maximum timeframe:

Undergraduate degree program = 60 credit hours (4 years at 7.5 credits per term)

Maximum time frame for completion = 150% X 60 credit hours = 90 credit hours

Pace of Completion = credits to complete undergraduate degree / maximum time frame to complete undergraduate degree.

This is the definition of Pace of Completion based on total time frame for an undergraduate degree

Pace of completion in % = 60 credits / 90 credits = 0.67 = 67%

Therefore if you (the student) complete 67% of the courses you attempt per term, the degree will be completed prior to reaching the maximum time frame allowed to receive Title IV Aid.

Course Repetitions

Students in receipt of Direct Loan Program funds who are repeating a course to attain a higher grade will not receive Direct Loan Program funds for the same course (i.e. the costs associated with the repeated course will not be included in the Cost of Attendance calculation).

As well, the repeated course cannot be incorporated towards the minimum half-time enrolment requirement (if applicable). The exception to this rule is if the student received a Grade of "F", "N", "WD" or "WE" in the course previously.

In this case, the course being retaken will not be considered a repeat (i.e. the costs associated with the course will be included in the Cost of Attendance calculation and the course can be incorporated towards the minimum halftime enrolment requirement, if applicable).

If a student is repeating a course and has received a passing grade (i.e a "D" grade or higher) in the same course previously, the student may repeat the course based on supporting documentation from an Academic Advisor or the UVIC Calendar, verifying the student is required to attain a higher grade in the course to be eligible to progress academically (e.g. the course is a prerequisite in which the student must attain a minimum grade before he/she is eligible to proceed to the next level).

In this scenario, the costs associated with the course will be included in the Cost of Attendance calculation and the course can be incorporated towards the minimum half-time enrolment requirement, if applicable. However, the student may only repeat a course once under these circumstances.

No additional completion time will be provided to students due to repeating courses. Students are still required to complete their program of study within 150% of the time published as the length of the program.

Course Incompletes

As outlined in the UVIC Calendar under “N Grades”, the letter grade “N” (incomplete) is considered an “F” for purposes of scholastic standing and a student receiving a grade of “N” must re-enroll for the course and participate in the course again, completing course requirements approved by the instructor, to achieve a different evaluation. A “INP” grade is a temporary grade assigned at the end of a term for incomplete course work. As outlined in the UVIC Calendar under “INP Grades”, “INP” is a temporary grade that will revert to a letter grade or notation. All unchanged “INP” notations will be converted automatically to “F” after the end of the first week in the following term (see the UVIC Calendar for further information).

Course drops/withdrawals

A student must be enrolled at least half-time to receive aid from the Direct Loan programs. Students are automatically eligible for aid during the following term as long as they continue to meet the SAP requirements.. A grade of Withdrawal may be used towards the student’s allocated maximum timeframe of 150% of the published length of the student’s program of study.

Appeal Procedures

[UVIC Calendar](#)

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

Academic matters

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

Depending on the nature of the academic matter of concern to the student, the order in which the student should normally try to resolve the matter is: first, the course instructor; second, the Chair of the department; third, the Dean of the faculty; and finally, the

Senate. In addition, the student may wish to consult the [Ombudsperson](#). A student seeking a formal review of an assigned grade should consult the regulations under [Review of an assigned grade](#).

Appeals to the Senate

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

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

The deadline for filing an appeal before the Senate Committee on Appeals is two months from the final decision, action or treatment being appealed. Students who wish to file an appeal with the Senate Committee on Appeals must complete a Notice of Appeal form available from the Office of the University Secretary or [online](#). Students are encouraged to consult the UVic Office of the [Ombudsperson](#) for assistance prior to filing an appeal.

For more information on submitting or responding to a student appeal to Senate, please refer to the Senate Committee on Appeals' Terms of Reference and the Procedural Guidelines available [online](#) or contact the Office of the University Secretary at this address:

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

Dismissal by an academic department may be appealed to the Head of the 2nd Degree Committee after all other avenues of appeal have been exhausted. The dismissal decision by the 2nd Degree Committee is final and may not be appealed by the student.

Appeals to Re-establish Student Loan Eligibility:

The student may reestablish his or her eligibility to receive assistance under the Title IV, HEA programs; the basis on which a student may file an appeal: death, injury, illness or other special circumstances and information the student must submit regarding why the

student failed to make SAP, and what has changed in the student's situation that will allow the student to demonstrate SAP at the next evaluation.

Students who are readmitted to their program may apply in writing to the Director, Student Awards and Financial Aid for one-time waiver to continue receiving financial aid. The student should specify the exceptional circumstances that lead to the poor academic performance and state the reasons why those circumstances will not affect future academic progress. Each case will be individually reviewed and the Director will use his or her professional judgment to determine if the original situation has been resolved to the point where the student can reasonably be expected to succeed and issue a one time waiver of SAP for the next term. If the student still does not make satisfactory progress, then he or she will be ineligible for future aid. The decision of the Director may differ from that of the 2nd Degree Committee in that a student may be readmitted to the program but may not be eligible for financial aid.