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Department of Mathematics  
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## Policies on Unacceptable Course Work and Candidacy Examinations

### 1 Courses for credit

The Faculty of Graduate Studies (FGS) Academic Performance policy states:  
(see <http://web.uvic.ca/calendar2012/GRAD/FARe/AcPe.html>)

*Every grade of 4.0 (B–) or lower in a course taken for credit in the Faculty of Graduate Studies must be reviewed by the supervisory committee of the student and the academic unit graduate advisor and a recommendation made to the Dean of Graduate Studies. Such students will not be allowed to register in the next session until approved to do so by the Dean.*

*Conditions may be imposed (upon the advice of the supervisory committee) for continuation in the program; if not met within the specified time limit, the student will be withdrawn.*

The supervisory committee is expected to make a recommendation to FGS, via the graduate advisor, on any terms of continuation. According to a Graduate Admissions and Records Office (GARO) memorandum, acceptable options are:

- (a) that the student repeat the course and achieve a grade of at least “B” (73%);
- (b) that the student take a replacement course;
- (c) that the student be allowed to continue with no remedial action;
- (d) that the student be allowed to continue subject to raising the GPA in the next session.

Department’s policy on coursework:

1. The supervisory committee should outline a plan for completing coursework at the start of the student’s program. In particular, the discussion may indicate which courses are essential, recommended, or optional.
2. In recommending (a) or (b), the supervisory committee may also require that a grade higher than the FGS minimum be obtained.

3. In recommending (c), convincing reasons should be supplied.
4. Remedies (a) through (d) **in total** can only be used at most twice in a student's program. Failing to obtain a minimum "B" (73%) grade in a third course will result in termination of the program. In extreme cases, particularly when "F" or "N" grades are involved, termination of the program may be recommended earlier.
5. We realize that some students have trouble performing as well as they are able to for personal reasons, e.g. being far from home, financial struggles, relationship problems, being new parents. In deciding on a recommendation above, common sense should prevail if students underperform for one of these reasons. However, students should be proactive and not wait until it is too late before seeking help. Students who are experiencing such problems should be encouraged to seek counselling and talk to their supervisors. Additionally, supervisors should talk to their students to make sure they are coping.

## 2 Comprehensive Exams

The graduate calendar states:

(see <http://web.uvic.ca/calendar2012/GRAD/FaAd/PR-DD.html>)

*Normally, within thirty six months of registration as a provisional doctoral student ... a student must pass [all candidacy exams]. However, individual academic units may impose shorter time frames.*

Department's policy on candidacy:

1. All students must pass three comprehensive exams or two exams and a project within **24 months** of registration. Exceptions to this time limit require convincing justification supplied on a form to be approved by (a) the supervisory committee, (b) the graduate advisor, and, then, (c) the Dean.
2. The supervisory committee should outline a plan for completing candidacy near the start of the student's program. In particular, the discussion may indicate which subjects are essential, recommended, or optional.
3. (i) Comprehensive exams are normally offered at the end of each term: December, April, August.  
(ii) No exam is offered in two consecutive terms.
4. Failing an exam or project triggers a meeting between the supervisory committee and student to discuss a remedy. If the subject is deemed essential by the committee, the student has only one further attempt at that exam or project. In other cases, the recommendation may be to attempt a different subject. Failing twice in the same subject or three times in total will result in termination of the program.
5. As in Section 1, some allowances may be needed for students having medical or personal difficulties. However, students expecting exams are encouraged to discuss their difficulties with the supervisor or graduate advisor prior to the exam, attempting it in a later term if necessary.