Department of Mathematics and Statistics | University of Victoria
David Turpin Building A418 | PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada |
250-721-7437 | uvic.ca/science/math-statistics/ | deptms@uvic.ca

We acknowledge and respect the Lək̓ʷəŋən (Songhees and Xʷsepsam/Esquimalt) Peoples on whose territory the university stands and the Lək̓ʷəŋən and W̱SÁNEĆ peoples whose historical relationships with the land continue to this day.

Policies and Practices of the University of Victoria

The rights and responsibilities of students and instructors are governed by the regulations in the Calendar. Students and Instructors are required to abide by all academic regulations set as set out in the University calendar, including standards of academic integrity.

The sections that are particularly relevant to the way courses run are Attendance, Policy on Academic Integrity, Evaluation of Student Achievement, Academic Concessions, Examinations, Examination Cancellation and Grading. Some of these policies and regulations are paraphrased below. Please see the Calendar for more complete information.

Academic Concessions: These are often available to students whose academic performance is affected by injury, family or personal affliction, illness, or possibly other extenuating circumstances that are beyond the student's control (example: a military reservist being called up for training, or an athlete attending a major championship).

The details of how missing term work will be handled for students who qualify for an academic concession is described on the Course Outline.

For missing final exams or term projects, students should submit a formal Request for Academic Concession (RAC) using the appropriate form available on the Registrar's website. Depending on the situation, students may request a deferral of the the missed work, an Aegrotat grade (for situations where a deferral is not viable), a withdrawal due to extenuating circumstances, or a retroactive drop of the course.

All RACs must be submitted to the Office of the Registrar. For Deferrals, Aegrotats and Drops this must normally be done within ten working days of the end of the examination period of the term in which the course is taken.

Academic Integrity: Academic integrity is intellectual honesty and responsibility for academic work that you submit individual or group work. It involves commitment to the values of honesty, trust and responsibility. It is expected that students will respect these ethical values in all activities related to learning, teaching, research, and service. Therefore, plagiarism and other acts against academic integrity are serious academic offences.

The responsibility of the institution: Instructors and academic units have the responsibility to ensure that standards of academic honesty are met. By doing so, the institution recognizes students for their hard work and assures them that other students do not have an unfair advantage through cheating on essays, exams and projects.

The responsibility of the student: Plagiarism sometimes occurs due to a misunderstanding regarding the rules of academic integrity, but it is the responsibility of the student to know them. If you are unsure about the standards for citations or for referencing your sources, ask your instructor. Depending on the severity of the case, penalties include a warning, a failing grade, a record on the student's transcript, or a suspension.

It is your responsibility to understand the University's policy on academic integrity.

Sexualized Violence Prevention and Response at UVic: in EQHR; Sedgewick C119.
Phone: 250.721.8021
Email: `eqhr01@uvic.ca`
Web: `https://www.uvic.ca/sexualizedviolence/`

Course Experience Survey: We value your feedback. Towards the end of the term you will have the opportunity to complete a confidential course experience survey (CES) regarding your learning experience in the course. The survey is vital to providing feedback regarding the course and how it was taught, as well as to help the department improve the overall program for students in the future. When it is time to complete the survey, you will receive an email inviting you to do so. If you do not receive an email invitation, then you can go directly to the CES website.

Attendance: Students are expected to attend all classes in which they are enrolled unless they are ill. Students who are ill should not come to class, and should immediately contact their instructor. If you miss an announcement (information concerning midterms, corrections to assignment, etc.) because you did not attend class and did not contact your instructor, you must accept the consequences of not having learned of the change.

Students may be required to withdraw from a course if they are registered in another course that occurs at the same time.

Students may be assigned a final grade of N or debarred from writing final examinations if they have failed to satisfy a minimum attendance requirement set by an instructor for lectures, laboratories, online course discussions or learning activities, tutorials, or other learning activities set out in the course outline. Instructors must inform students in the course outline of any such minimum requirements.

An instructor may refuse a student admission to a lecture, laboratory, online course discussion or learning activity, tutorial or other learning activity set out in the course outline because of lateness, misconduct, inattention, or failure to meet the responsibilities of the course set out in the course outline. Students who neglect their academic work may be assigned a final grade of N or debarred from final examinations.

Policies and Practices of the Department of Mathematics and Statistics

Student Code of Conduct. All students are expected to behave according to the Standards for Professional Behaviour.

Use of Private Tutors and External Resources: Students may use private tutors or external resources to help enhance their learning. Submitting, in whole or in part, the work of another person or drawn from an external resource (including AI tools) without explicit authorization from the course instructor is plagiarism, which is a violation of the Policy on Academic Integrity. In particular, tutors should not be used to assist with assigned work; posting class materials on any websites without permission of the creator is a violation of copyright; viewing answers to assigned work that has been posted on websites not authorized by the course instructor is a violation of the Policy on Academic Integrity.

Deferred Final Examinations and Essential Course Components: Off-schedule final examinations (i.e., deferred examinations) are given only in accordance with the university policy.

Students are strongly advised not to make plans for travel or employment during the final examination period as special arrangements will not be made for examinations that conflict with such plans.

Unless explicitly modified or set aside on the course outline, the following statements apply to all courses offered by the Department of Mathematics and Statistics.

1. Deferred status applies only to final exams and final projects.
2. A student who has not submitted at least 60% of the term work (by value) is not eligible for deferred status.
3. Submitting at least 60% of the term work (by value) is an essential course component, hence necessary for a passing grade.

Auditing of Submitted Work: Students may be asked to meet with their instructor to give a verbal justification of work that has been submitted on worksheets, assignments and tests. Students who are unable to adequately explain their submission may be assigned a grade of 0.

Calculator Restriction: If a calculator is allowed in tests and examinations in a course offered by the Department, then the calculator used must be a Sharp Calculator with a model number starting EL-510R. The latest such model may be purchased at the UVic Bookstore.

Course Challenge: The Department of Mathematics and Statistics does not allow credit to be earned by course challenge.

Grading: Percentage scores will be converted to letter grades according to the university-wide standard table.

Supplemental Examinations: The Department of Mathematics and Statistics does not award E grades or offer Supplemental Examinations in any of its courses.