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DATE:	January 7, 2022
TO:	Senate
FROM:	Dr. Valerie Kuehne, Vice-President Academic and Provost
CC:	Nicole Greengoe, Registrar Dr. Susan Lewis, Acting Vice-Provost
RE:	Recommendation to change the drop deadline for the second term of the 2021/2022 Winter Session

At their emergency December 23, 2021 meeting, the Senate Committee on Agenda and Governance (SCAG) supported the University Executive's recommendation to delay in-person learning until January 24 due to uncertainties related to the COVID-19 pandemic. The University of Victoria announced to the community that the majority of classes will begin online on January 10, 2022. This allows instructors and students to transition back to campus in a timely way while also benefitting from an in-person experience this term.

As part of their discussion, members of SCAG raised concerns regarding the current add and drop deadlines as outlined in the Academic Calendar. In particular, the last day for 100% reduction of second term fees for standard courses is currently January 23—one day prior to the planned resumption of in-person teaching and learning.

Recognizing that students may experience unanticipated challenges in the coming weeks, I requested a task group assemble to identify student, operational and other considerations related to add and drop dates for courses and tuition fee deadlines. This includes any impacts on student awards, scholarships and bursaries.

Based on their work, I am recommending the following motion:

Motion: *That Senate approve the extension of the 100% drop deadline from January 23, 2022 to January 30, 2022 as noted in the academic calendars as "Last day for 100% reduction of second term fees for standard courses".*

This change will provide students with additional time and flexibility to decide about their individual courses, overall course load, and related academic and personal considerations, without academic or financial penalty.

Starting January 31 and until February 13, 50% of tuition fees will be assessed for dropped courses. The last day for withdrawing from full year and second term courses without penalty of failure is February 28, as per the Academic Calendar.

If Senate approves the above recommendation, the tuition fee payment deadline will remain January 31, as it still follows the drop deadline, however we will delay the application of overdue tuition service fees until February 15.

Please note that we are also recommending that the “last day for adding courses that begin in the second term,” remain as January 26, 2022. While the add deadline is typically three days after the 100% drop date (to allow for the system to process deregistered students and register waitlisted students), it was determined that moving the add date into February could negatively impact student success and increase instructor workload.

The VPAC COVID-19 Advisory Group has considered and supports this direction, and I am now bringing it forward to the Senate for its consideration and approval based on the Emergency Protocol for Senate Operations.

Following Senate approval, members of the task group and VPAC COVID-19 Advisory Group will work with units across campus to implement and communicate this change and its implications as soon as possible.

Thank you for your consideration.

Appendix A: Members of the task group

- Nicole Greengoe, University Registrar
- Wendy Taylor, Deputy Registrar
- Sabrina Jackson, Associate Registrar
- Lori Nolt, Director, Student Awards and Financial Aid
- Ashley de Moscoso, Director, Student Support Services
- Amanda Hawkins, Director, Registrar Information Systems
- Ada Saab, Associate University Secretary
- Andrew Coward, Treasurer

Appendix B: Members of the VPAC COVID-19 Advisory Group

- Susan Lewis, Acting Vice-Provost (Chair)
- Elizabeth Adjin-Tettey, Acting AVP Academic Planning
- Jim Dunsdon, AVP Student Affairs
- Tony Eder, Executive Director, Academic Resource Planning, VP Academic and Provost
- Lindsay Gagel, Director of Academic Communications and Projects, VP Academic and Provost
- Nicole Greengoe, Registrar
- Robin Hicks, Dean, Faculty of Graduate Studies
- Peter Loock, Dean, Faculty of Science
- Wency Lum, Chief Information Officer, University Systems
- Joel Lynn, Executive Director, Student Services
- Michele Parkin, AVP Faculty Relations and Academic Administration
- Carolyn Russell, Executive Director, Global Engagement
- Ada Saab, Associate University Secretary
- Laurene Sheilds, Executive Director, Learning and Teaching Support and Innovation
- Robina Thomas, AVP Indigenous