



**a place of mind**  
THE UNIVERSITY OF BRITISH COLUMBIA

**Office of the Senate**  
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05 October 2012

To: Vancouver Senate

From: Vancouver Senate Academic Policy Committee

**Re: Policies**

- a. *V-103: Use of the Formal Examination Periods;***
  - b. *V-302: Graduate Student Leaves of Absence and V-303: Graduate Student Parental Accommodation Policy***
- 

Three policies (*V-103: Use of the Formal Examination Periods*, *V-302: Graduate Student Leaves of Absence*; and, *V-303: Graduate Student Parental Accommodation Policy*) were approved in principle by the Academic Policy Committee near the end of the 2011-2012 academic year. Over the summer months, these policies were broadly circulated for consultation and feedback. Included in this consultation were the Deans, the Provost, the Registrar, the Librarian, the Office of the University Counsel, and the Ombudsperson for Students among others. Feedback was received from Scheduling Services, the Faculty of Education, the Department of Occupational Science and Occupational Therapy, and the School of Audiology and Speech Sciences. Feedback was generally supportive of the proposed policies. Some asked how the new summer schedule would apply to certain courses and circumstances.

**a. Policy V-103: Use of the Formal Examination Periods**

Senate policies are housed in three places: the Academic Calendar; in the list of policy abstracts maintained on the Senate webpage; and, as reflected in the minutes of Senate meetings. In 2009, a policy was approved to provide a consistent template and approach for the format, development, and administration of Senate policies. As a result, the Academic Policy Committee has an ongoing project to codify existing policies into this template.

Currently, this project is focusing around policies concerning examinations. Therefore, we attach for your approval policy *V-103: Use of the Formal Examination Periods*. This represents an update to the *Senate Policy on Examinations*. In addition to removing some obsolete sections of the policy, the revised policy introduces stipulations for Summer Session examinations and formal examination periods, to align with the recently approved Senate policy *V-125 Term and Examination Scheduling*.

Therefore, the following is recommended to Senate:

**Motion:**

*“That Senate approve the attached Policy V-103 regarding Use of the Formal Examination Periods.”*

**b. Policies V-302: Graduate Student Leaves of Absence and V-303: Graduate Student Parental Accommodation Policy**

Two policies, forwarded to the Committee by the Faculty of Graduate Studies, which deal exclusively with graduate students, are attached. The first, V-302 Graduate Student Leaves of Absence, updates and expands on the current On-Leave Status provisions found in the Academic Calendar. It describes the maximum duration of a leave, clarifies the types of leaves currently available, and adds additional categories for leave.

*V-303 Graduate Student Parental Accommodation Policy* is a new policy that was created as a result of a request from graduate students to improve the policies for graduate students who are about to become parents. Students did not feel well-served by the choice of taking a term off and stopping academic progress. The policy gives graduate students who become parents an extra term to complete their program and, in the case of doctoral students, an extra term to achieve candidacy. As well, an eight week accommodation period is granted to allow students to continue making academic progress and accessing the benefits of student status while also acknowledging the particular demands of parenting of a new child.

Therefore, the following is recommended to Senate:

**Motion:**

*“That Senate approve the attached Policy V-302 Graduate Student Leaves of Absence;”*

*and,*

*“That Senate approve the attached Policy V-303 Graduate Student Parental Accommodation Policy.”*

Respectfully submitted,

Dr. Paul Harrison, Chair  
Senate Academic Policy Committee.

THE UNIVERSITY OF BRITISH COLUMBIA



SENATE POLICY:  
V-103

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

**Number & Title**

**V-103: Use of the Formal Examination Periods**

**Effective Date:**

2 September 2013

**Approval Date:**

October 2012 (anticipated)

**Review Date:**

This policy shall be reviewed five (5) years after approval and thereafter as deemed necessary by the *responsible committee*.

**Responsible Committees:**

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;...*

*...(s) to make rules respecting the conduct and financing of examinations referred to in paragraph (r) and other examinations conducted by the senate under any other Act;"...*

### **Purpose and Goals:**

The goal of this policy is to provide for consistent, fair, and equitable treatment of *examination candidates*, as well as to clarify the expectations with regard to the scheduling of examinations around the *formal examination period*.

### **Applicability:**

This policy applies to all *formal examinations* and *in-term examinations* associated with credit-based courses at the University.

### **Exclusions:**

Formal examinations conducted in graduate programs and in post-baccalaureate professional programs are excluded from this policy.

### **Definitions:**

For the purposes of this policy and in all other policies in which they are not otherwise defined:

- *Examination Candidate* shall mean a student undertaking a formal examination for a course in which he or she is enrolled.
- *Examinations*:
  - o *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.
  - o *In-term Examination* shall mean any major *examination* held during class-time or scheduled outside of class-time, during the Summer or Winter Sessions.
- *Formal Examination Periods* shall mean the periods when *formal examinations* are scheduled (normally, in December, April, June, and August) as delineated in the Academic Year by the Registrar.

### **Policy:**

1. Faculties are urged to make full use of the *formal examination periods*-as scheduled in either Winter or Summer Session.
2. Unless the relevant dean and head, for sound academic reasons, grants an exemption, all courses designed for first- and second-year students shall be examined in the scheduled *formal examination period*.

3. The holding of any *examination, formal or in-term*, is forbidden during:
- a. the two (2) weeks preceding the *formal examination periods* of the Winter Session, usually held in December and April; and,
  - b. the one (1) week preceding the *formal examination periods* of the Summer Session, usually held in June and August.

This restriction does not apply to regular weekly or bi-weekly tests or to traditional and current practices in laboratories.

### **Calendar Statement:**

**As above**

### **Consultations**

The following groups have been consulted during the development of this policy:

Access and Diversity, Enrolment Services, Deans, Office of the Ombudsperson for Students, Office of the Vice-President, Academic, Office of University Counsel

### **History:**

The Senate Policy on Examinations was first approved by the Senate in October 1976 and amended in December 1990. Additional provisions were decided in September 1993 and May 2004 that were, prior to this policy, listed in the Senate Policy Abstract titled *Senate Policy and Current Practice on Term and Examination Scheduling*. This policy combines elements of both policies that are related to the scheduling of examinations.

### **Related Policies:**

#### **Academic Accommodation for Students with Disabilities**

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,34,0,0>

#### **Academic Concession**

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,48,0,0>

#### **Sudden Examination Disruption Policy**

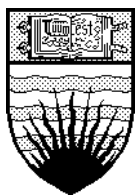
<http://www.senate.ubc.ca/vancouver/policies.cfm?ID=15>

### **Appendix:**

There is no appendix to this policy.

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# THE UNIVERSITY OF BRITISH COLUMBIA



## SENATE POLICY: V-302

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

### Version 1.0

#### Number & Title

V-302: *Graduate Student Leaves of Absence*

#### Effective Date:

2 January 2013

#### Approval Date:

Qevqber 2012 (anticipated)

#### 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:*

*...(p) to deal with all matters reported by the faculties, affecting their respective departments or divisions;...”*  
*and,*

*S. 40*

*“A faculty has the following powers and duties:*

...(g) to deal with and, subject to an appeal to the senate, to decide on all applications and memorials by students and others in connection with their respective faculties;

(h) generally, to deal with all matters assigned to it by the board or the senate...”

### **Purpose and Goals:**

This policy provides a mechanism for graduate students to temporarily interrupt their *course of study* and remain registered in the program for reasons including: parental responsibilities; health reasons; professional reasons; personal reasons; or, to pursue a second *course of study*. The goal is to support students as they balance their academic pursuits and the other demands of life, as well as to ensure consistency of approach.

### **Applicability:**

This policy applies to students currently registered in graduate programs at the University of British Columbia, including those administered by faculties other than the Faculty of Graduate Studies.

### **Exclusions:**

This policy does not apply to:

- 1) Students enrolled in the Pharm.D. program; and,
- 2) Students in undergraduate programs including the M.D., J.D. and D.M.D. programs. N.B. – Students in dual degree programs (e.g., M.D./Ph.D., D.M.D./Ph.D, J.D./MAAPPS) may be eligible, through discussion with both programs.

### **Definitions:**

For the purposes of this policy<

- *Clinician* shall mean a physician, psychologist, or a registered clinical counselor.
- *Course of study* shall mean the academic program in which the student is registered.  
*Leave of Absence* shall mean a period of time during which a student has received permission to suspend his or her *course of study*.
- *On-leave* shall mean the registration status of students while on an approved *leave of absence*.



**Policy:**

- 1) A graduate student who finds it necessary for parental, health, personal, professional or academic reasons, as outlined later in this policy, to interrupt his or her studies may apply for a *leave of absence*. Responsibility for approving a *leave of absence* rests with the Dean of the Faculty of Graduate Studies; or, in the case of programs not administered by the Faculty of Graduate Studies, with their respective Deans.
- 2) A *leave of absence* will normally begin on the first day of September, January, or May.
- 3) *Leaves of absence* will be granted for periods of four (4), eight (8), or twelve (12) months.
- 4) The total duration of all *leaves of absence* granted in a graduate program is normally limited to 24 months for a doctoral student and to 12 months for a master's student, except for Leave to Pursue a Second Program of Study.
- 5) While on a *leave of absence*, graduate students must pay an on-leave fee.
- 6) While on a *leave of absence*, graduate students shall not use any of the University's facilities to undertake any academic or research work related to the program for which they have taken a *leave of absence*.
- 7) Graduate students must inform their program of their intent to return from a *leave of absence* prior to recommencing their studies.
- 8) Time spent on *leave of absence* is not counted as part of the allowed time to complete a degree.

***Awards and Fellowships for Students with On-Leave Status***

- 9) A graduate student granted a *leave of absence* retains the full value of any fellowship or other award for which the terms and conditions are established by the Faculty of Graduate Studies; award payments will be suspended at the onset of the *leave of absence* and will resume at the termination of the leave period, provided that the student returns to full-time study at that time.

- 10) Awards for which the terms and conditions are not established by the Faculty of Graduate Studies will be paid according to the terms and conditions established by the donor or granting agency.

### ***Categories of Leaves of Absence***

#### ***11) Parental Leave***

- a. A graduate student who is bearing a child or who has primary responsibility for the care of an infant or young child is eligible for parental leave.
- b. Parental leave is normally limited to 12 months per childbirth or adoption (including multiples).
- c. Where possible, a student enrolled in coursework should coordinate his or her *leave of absence* to coincide with the first day of September, January, or May.

#### ***12) Leave for Health Reasons***

- a. A graduate student who encounters a health problem that significantly interferes with the ability to pursue his or her *course of study* is eligible for a leave for health reasons.
- b. Requests for a leave for health reasons must be accompanied by appropriate supporting documentation from the *clinician* providing primary care for the health problem.
- c. A leave for health reasons is normally limited to 12 months.
- d. Prior to being allowed to return to his or her studies, a student returning to study after a leave for health reasons may be required to produce specific documentation from his or her *clinician* confirming that he or she has recovered sufficiently to return from leave and resume his or her *course of study*.

#### ***13) Professional Leave***

- a. A graduate student who wishes to suspend his or her *course of study* in order to undertake professional work relevant to his or her program may be eligible for professional leave.
- b. Professional leave is normally limited to 12 months.

14) *Personal Leave*

- a. A graduate student who encounters personal circumstances that significantly interfere with the ability to pursue his or her *course of study* may be eligible for personal leave.
- b. Personal leave is normally limited to 12 months.

15) *Leave to Pursue a Second Program of Study*

- a. Following consultation with his or her program advisor and graduate supervisor, a graduate student may apply for a *leave of absence* from one program to pursue a second *course of study*.
- b. While on a leave to pursue a second *course of study*, the graduate student is responsible for the on-leave fees as well as any tuition or other fees associated with the second program.
- c. Leave to pursue a second *course of study* may exceed 12 months.

**Calendar Statement:**

As per the Applicability, Exclusions and Policy Sections above.

**Consultations**

The following groups have been consulted during the development of this policy:

Access & Diversity, Counseling Services, Enrolment Services, Faculties, Legal Counsel, Office of the Ombudsperson for Students, Office of the Vice-President, Academic

**History:**

The policy on graduate student On-Leave Status has been subject to amendments from time to time as exhibited in the archive of Academic Calendars. At the 11 September 1991 meeting of the Vancouver Senate parental leave was added as a special leave category for graduate students and regular leave for doctoral students was reduced from two years to one. The policy was again revised in 2012 to clarify the types of leave available and add information about the total duration of leaves granted in a graduate program. At this point, it was also renamed “Graduate Student Leaves of Absence.”

## **Related Policies:**

Academic Concession

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,48,0,0>

Academic Leave

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,289,0,0>

Letter of Permission to Study at another Institution

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,47,0,0>

Graduate Student Parental Accommodation Policy (in progress)

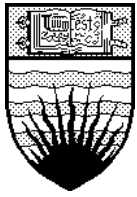
Senate Appeals on Academic Standing

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,53,0,0>

## **Appendix:**

There is no appendix to this policy.

# THE UNIVERSITY OF BRITISH COLUMBIA



## SENATE POLICY: V-303

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

### **Number & Title**

V-303: *Graduate Student Parental Accommodation Policy*

### **Effective Date:**

2 January 2013

### **Approval Date:**

September 2012 (anticipated)

### **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:*

*...(p) to deal with all matters reported by the faculties, affecting their respective departments or divisions;...”*

*and,*

*S. 40*

*...(g) to deal with and, subject to an appeal to the senate, to decide on all applications and memorials by students and others in connection with their respective faculties;*

*(h) generally, to deal with all matters assigned to it by the board or the senate...*

### **Purpose and Goals:**

This policy aims to promote the success of graduate students who become new parents by providing a mechanism to recognize the challenges of balancing the demands of bearing and/or parenting a new child and working towards academic goals. The policy makes it possible for a student to maintain full-time student status during an eight-week period surrounding the arrival of a new child, with all the benefits of such status, by standardizing a minimum level of academic accommodation during that period. It also entitles eligible students to extended deadlines for meeting standard academic progress targets.

### **Applicability:**

Students currently registered full-time in graduate programs at the University of British Columbia including those administered by faculties other than the Faculty of Graduate Studies, who are in Good Standing and making satisfactory progress toward the completion of their degree. Students must have completed at least one term of full-time study in their program.

### **Exclusions:**

This policy does not apply to:

- 1) Students enrolled in the Pharm.D. program; and,
- 2) Students in undergraduate programs including the M.D., J.D. and D.M.D. programs. N.B. – Students in dual degree programs (e.g., M.D./Ph.D., D.M.D./Ph.D., J.D./MAAPPS) may be eligible, through discussion with both programs.

### **Definitions:**

For the purposes of this policy:

- *Parental Accommodation* shall mean the modification of academic deadlines and expectations in order to be flexible and to accommodate the student's new parental responsibilities, as mutually agreed upon by the student and her/his supervisor or program advisor in advance of the *parental accommodation period*.
- *Parental Accommodation Period* shall mean a period of up to eight (8) consecutive weeks, starting within eight (8) weeks of the (expected or actual) date of childbirth or adoption.

- *Course of Study* shall mean the academic program in which the student is registered.

**Policy:**

- 1) A graduate student with substantial parenting responsibilities for a newborn or newly adopted child under the age of six (6) during their *course of study* may apply for a *parental accommodation*.
- 2) *Parental accommodation periods* must be approved by the Dean of the Faculty of Graduate Studies; or, in the case of programs not administered by the Faculty of Graduate Studies, by their respective Dean.
- 3) An application for a *parental accommodation* shall be made as far in advance of the requested *parental accommodation period* as possible, with 30 days being the minimum notice allowed.
- 4) Students who are approved for *parental accommodation* will be granted a *parental accommodation period*.
- 5) During the *parental accommodation period*, the student will continue to be registered as a full-time student, and tuition and student fees must be paid as usual.
- 6) Academic deadlines and expectations are to be flexible and modified to accommodate the student's new parental responsibilities, as follows:
  - a) The *Parental Accommodation Period* needs to be tailored to fit the student's individual circumstances and timing considerations.
  - b) Students will be allowed to postpone completion of course assignments, examinations and other academic requirements. Such modifications of academic expectations should be mutually agreed upon by the student and her/his supervisor or program advisor in advance of the *Parental Accommodation Period*.
  - c) It is the responsibility of the student to ensure that this consultation takes place, and
  - d) It is the responsibility of the supervisor or advisor to be flexible in her/his expectations.
- 7) In the event that a student and his or her supervisor or program advisor cannot come to an agreement regarding the modification of an academic expectation under Section 6, the Dean shall make a

determination on behalf of the Faculty.

- 8) Graduate programs that are structured with regard to the sequencing and scheduling of courses and other academic requirements, such as those that are cohort based, may have particular constraints on modifications to academic scheduling, but are still expected to exercise as much flexibility as possible in supporting a student during an *Parental Accommodation Period*.
- 9) For graduate students enrolled in undergraduate courses, normal concession policies for those courses still apply.

### ***Modification of Time Limits***

- 10) Students who are approved for *parental accommodation* will automatically have four-months added to their maximum allowable time in program, and, for doctoral students, to their maximum allowable time to advance to candidacy.
- 11) Individual graduate programs are expected to extend any internal deadlines for the completion of academic requirements (such as comprehensive exams or coursework) by a minimum of four-months.
- 12) Further extensions beyond these minimums are possible, subject to the approval of both the graduate program and the Faculty of Graduate Studies or the administering Faculty.

### ***Graduate Awards and Fellowships***

- 13) A graduate student granted a *parental accommodation period* retains the full value of any fellowship or other award for which the terms and conditions are established by the Faculty of Graduate Studies and will experience no change in this funding during the *parental accommodation period*. Payments will continue on the usual schedule. There will be no change to the total amount granted or to the completion date of the scholarship.
- 14) Awards for which the terms and conditions are not established by the Faculty of Graduate Studies will be paid according to the terms conditions established by the donor or granting agency.

### **Calendar Statement:**

As per the Applicability, Exclusions and Policy Sections above.



## **Consultations**

The following groups have been consulted during the development of this policy:

Access & Diversity, Counseling Services, Enrolment Services, Faculties, Legal Counsel, Office of the Ombudsperson for Students, Office of the Vice-President, Academic

## **History:**

This is a new policy that has been proposed by the Faculty of Graduate Studies and the Graduate Council after consultation with graduate students.

## **Related Policies:**

Academic Concession

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,48,0,0>

Academic Leave

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,289,0,0>

Letter of Permission to Study at another Institution

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Graduate Student Leaves of Absence (In progress)

Senate Appeals on Academic Standing

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,53,0,0>

## **Appendix:**

There is no appendix to this policy.