

# Fall 2023: Undergraduate Teaching Term Information

BA Advising Centre, Faculty of Arts

Date: September 2023

This document is a resource for instructors and contains useful information for teaching and supporting students in the Bachelor of Arts program during the upcoming academic term (Fall 2023).

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## Course Registration and Override Requests

### Waitlist Registration

- Waitlist registration is available for all undergraduate courses through the Self-Service Banner. Students seeking admission into a course that is full or closed (C) should register for the waitlist. Learn how to use the waitlist function here: <https://www.smu.ca/academics/registration-waitlist.html>.

### Closed Course Overrides

- Closed course overrides are for students seeking admission into a closed course and should meet the following criteria:
  - the requested course is full or closed;
  - and the course is a requirement for graduation or major progression/completion in the current academic year;
  - and failing to register in the course will delay graduation in the term for which the override has been requested.
- Students seeking this override are advised to consult with an Academic Advisor and register for the course waitlist.

## Late Registration

- BA Students seeking admission into course(s) past the registration deadline (**Friday, September 15**) must contact the BA Advising Centre (**BAadvising@smu.ca**). Students in the Faculty of Commerce or Science should contact their home advising office for more information.

## Tests and Exams

### Scheduling Tests and Exams

- List of Holy Dates are available here: <https://www.smu.ca/registrar/resources-for-faculty.html#Holy%20Dates>
- Students cannot be required to submit or have work due during a scheduled break or a study day. Faculty should reference the calendar of events to verify these dates.
- If a final exam is planned for the course during the final exam period, it **MUST** be scheduled by the Office of the Registrar through the appropriate process.
- No single test or examination given during the teaching period shall contribute more than 20% of the overall evaluation in a six-credit hour course or more than 35% of the overall evaluation in a three-credit hour course.
- Tests and examinations individually or collectively contributing more than 10% of the overall evaluation of the course are not permitted to be held during the last fourteen calendar days preceding the end of classes in the fall and winter terms or last seven calendar days preceding the end of classes in the summer terms. Final tests and final examinations are to be held during the final exam period.
- For more information, please review the complete **Academic Regulation 8**.

### Declaration of Extenuating Circumstances

- Students who miss classwork or a test during the teaching period (first day of class to the last day of class) can submit a **Declaration of Extenuating Circumstances** to their home Academic Advising Office.

## Request for Deferred Final Examination

- If required, students may request to have a final exam in the official exam period rescheduled due to one of the following reasons, as per **Academic Regulation 10.a.**
  - (i) Serious illness, personal/family emergency, or unforeseeable adverse situation
  - (ii) Religious grounds, as per Academic Regulation 8.n.
  - (iii) Participation in regional, provincial, national, or international activity.
- Students may submit a deferred exam request if the exam is scheduled prior to 8:30 am or after 10 pm according to the student's local time, as per **Academic Regulation 8.e.**
- Faculty are **NOT** permitted to give a student permission to sit a deferred final exam. As per Academic Regulation 10.b., decisions on deferred exam requests are made by the Dean (or designate).
- For more information, please visit the Faculty of Arts **Request for a Deferred Final Examination** Webpage and review the complete **Academic Regulation 10.**

## Grading

### Grading System

- For complete information on the Grading System and Undergraduate Rating, Grades, and Grade Points, review **Academic Regulation 4.** and **Academic Regulation 5.**
- Instructors must ensure that their students receive a minimum of 15% of the final grade at least 5 days prior to the last day to withdraw (ideally within the first month of instruction).

### Pass/No Credit (P/NC)

- Students can apply for a P/NC grade in their current term from the first day of class until the last day to withdraw without academic penalty. Students are asked to consult with their Academic Advising Office before applying. More information on the P/NC option is available here: <https://www.smu.ca/academics/pass-no-credit-grading-option.html>

### Grade Submission Deadlines

- The time frames for the submission of mid-year and final grades to the Registrar are:

- (i) in the case of courses in which no formal examination was scheduled by the Registrar within the period designated by Senate for formal examinations, one calendar week from the beginning of the examination period.
- (ii) in the case of courses in which formal examinations were scheduled by the Registrar within the period designated by Senate for such examinations, one calendar week from the day on which the examination was written.
- (iii) for those exams which fall less than one week before the end of the fall term, final grades may be submitted when the University reopens at the beginning of the winter term, typically one week before the start of classes during the winter term.

### **Change of grade (COG) and Incompletes (IC)**

- For a COG, the instructor submits a Change of Grade/Submission of IC and IP Form (not available online) to [assocdeanarts@smu.ca](mailto:assocdeanarts@smu.ca) to review and sign. Your departmental secretary should have a blank digital copy of this form on file.
- When changing an IC grade to a final grade, instructors can submit the form directly to [records@smu.ca](mailto:records@smu.ca) with a copy to [assocdeanarts@smu.ca](mailto:assocdeanarts@smu.ca). Typically, IC grades are changed to a final grade after the completion of a deferred final exam or an academic integrity investigation.
- All IC grades will be automatically converted to a failing grade (F) if the instructor does not submit a final grade as follows:
  - for first term by Jan 31,
  - for the second term by May 31,
  - for summer session one by July 31
  - and for summer session two by Sept 30.

## **Resources for Instructors**

### **Studio for Teaching and Learning**

- <https://studio.smu.ca/teaching-studio> (Support for course design, teaching practice, and resources for your students).

- <https://studio.smu.ca/new-faculty> (for new faculty)

### Student Accessibility Information for Faculty

- <https://www.smu.ca/student-life/fred-smithers-faculty-information.html>

### Software Application Support (SAS)

- Software Access Support Centre (SAS): <https://studio.smu.ca/sas-welcome>
- **NEW** Learning Technology Brightspace Course: Designed for first year students but may be useful to all students, staff, and faculty.

### Academic Information/Dates

- Academic Calendar: <https://smu-ca-public.courseleaf.com/undergraduate/>
- Calendar of Events: <https://smu-ca-public.courseleaf.com/graduate/calendar-events/>

### Academic Issues/Appeals

- Academic Integrity: <https://smu-ca-public.courseleaf.com/undergraduate/academic-integrity-student-responsibility/>
- Academic Dishonesty Incident Report Form:  
<https://www.smu.ca/academics/calendar/dishonesty-incident-report-form.html>
- Academic Appeals – <https://www.smu.ca/academics/academic-appeals.html>

## Resources for Students

### General Resources

- Resources for new students: <https://www.smu.ca/newtosmu/resources-for-new-students.html>
- BA Advising Brightspace Page: <https://smu.brightspace.com/d2l/home/85197>
- NEW Learning Technology Brightspace Course: Designed for first year students.

### Learning Resources

- Writing/language support, workshops, and tutorials: <https://studio.smu.ca/wc-home>

- The Fred Smithers Centre for Student Accessibility: <https://www.smu.ca/student-life/fred-smithers-centre.html>
- Learning skills coaching, workshops, study hall registration, and handouts: <https://www.smu.ca/newtosmu/student-success.html>

### Degree, Program, and Course Information

- BA Breadth Requirements: <https://www.smu.ca/arts/arts-ba-breadth-requirements.html>
- Program and degree information: <https://www.smu.ca/arts/arts-program-details.html>

### Academic Advising

BA Academic Advisors are experienced in helping students navigate their academic journey in the **Bachelor of Arts** and **Bachelor of Environmental Studies** degree programs. Student inquiries pertaining to degree progress, course planning, academic issues, course concerns, campus resources, and post-graduate planning should be directed to the BA Advising Centre. Students are strongly encouraged to check in with an Academic Advisor at least once semester.

For more information about the BA Advising Centre, to book an appointment, or view the drop-in advising schedule please visit the following webpage: <https://www.smu.ca/arts/arts-ba-advising-centre.html>

### Contact Information

- Email: [BAadvising@smu.ca](mailto:BAadvising@smu.ca)
- Phone: 902-420-5437
- Location: McNally Main 218 (in the Arts Commons)

### Important Dates

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#### September

4 (Monday)	Administrative Offices closed. No classes - Labour Day.
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5 (Tuesday)	Academic year begins.
6 (Wednesday)	<b>CLASSES BEGIN.</b>
<b>15 (Friday)</b>	<b>Last day for registering and changing courses in the fall term (September – December).</b>
<b>15 (Friday)</b>	<b>a. Last day for dropping courses in the fall term (September – December).</b>
	<b>b. Last day for final payment of fall term tuition fees.</b>
22 - 23 (Friday - Saturday)	Fall Convocation.
29 (Friday)	Administrative Offices closed. No classes - Alternative day for National Day for Truth and Reconciliation
<b>October</b>	
9 (Monday)	Administrative Offices closed. No classes - Thanksgiving Day.
<b>November</b>	
6 - 12 (Monday - Sunday)	Fall Break. No classes.
11 (Saturday)	No classes – Remembrance Day.
13 (Monday)	
20 (Monday)	Last day for withdrawing, without academic penalty, from three (3) credit hour or six (6) credit hour courses taught only in the fall term (Reference:
<b>December</b>	
6 (Wednesday)	Last day of classes in fall term date.
7 (Thursday)	Study Day. No classes.
8 (Friday)	Study Day. No classes.
9 (Saturday)	Start of formal final examinations in three (3) credit hour courses and formal mid-year examinations in six (6) credit hour courses.
20 (Wednesday)	End of final exams and end of the fall term. <b>Note:</b> Subject to change should it not be possible to schedule all formal examinations in the designated timeframe.

## Campus Closure Information

- When the university is closed for the day, there will be no classes, labs, exams, or appointments.
- The library will also be closed.
- Residence-related services, security and other essential services continue.
- The Homburg Centre updates its members on its status through its own social channels (see above).
- Unless otherwise indicated, closure is for the day. Normal operations are expected to resume the next day. In case of ongoing bad weather, Saint Mary's will update the community about closure as early as possible.
- Sometimes the university will announce it is closing early. No new classes, labs or events will start after the announced closing time. If a class began before the announced closing time it may continue for a short while past that time at the professor's discretion. If this presents a difficulty for a student, they should discuss it with their professor.
- In some cases, access to campus is expected to improve throughout the day. In those cases, the university will delay opening until a specific time, as indicated in our public messages. Delayed opening means there will be no classes, labs, exams, or appointments before reopening. The regular schedule resumes after re-opening.
- Students unsure about specific course-related expectations should contact their professors directly for guidance.
- Alert Information Website: <https://www.smu.ca/alert/index.html>

## Faculty of Arts Contact Information

### BA Advising Centre

- Senior Academic Advisor, Emily Anderson | [Emily.Anderson1@smu.ca](mailto:Emily.Anderson1@smu.ca)
- BA Advising Centre Email | [BAAdvising@smu.ca](mailto:BAAdvising@smu.ca)
- BA Advising Centre Phone Number | 902-420-5437



## Dean of Arts Office

- Dean of Arts, Dr. Mary Ingraham | [dean.arts@smu.ca](mailto:dean.arts@smu.ca)
- Associate Dean of Arts (Curriculum and Student Affairs), Dr. Myles McCallum | [assocdeanarts@smu.ca](mailto:assocdeanarts@smu.ca)
- Acting Associate Dean of Arts (Research and Faculty Support), Dr. Goran Stanivukovic | [assocdeanarts.fac@smu.ca](mailto:assocdeanarts.fac@smu.ca)
- Administrative Assistant to the Dean of Arts, Shyloe Beals | [Shyloe.Beals@smu.ca](mailto:Shyloe.Beals@smu.ca)