



To: Dr Andrew Szeri, Vice-President Academic & Provost

Copy: President; Vancouver Vice-Provosts, Associate Provost & Deans; Okanagan Senate Agenda Committee

From: Christopher Eaton for Vancouver Senate Agenda Committee

RE: Academic Regulations and COVID-19

Date: 9 March 2020

The Vancouver Senate Agenda Committee met this morning to discuss the evolving COVID-19 situation.

Presently, UBC policy allows take-home examinations and remote examinations. Although normally discouraged, given the circumstances, the Committee is in support of their widespread adoption in cases where public health authorities advise or direct against large gatherings of people, such as would be found in examination rooms. In such cases, instructors are responsible for establishing and articulating special rules for conduct during those examinations in accordance with regulation 7 of the Student Conduct During Examinations regulations (<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3%2C41%2C90%2C0>). The Committee hopes and expects that departments and faculties will provide guidance to their instructors who need to change their modes of examinations due to COVID. The Committee asks that instructors make preparations with alternate modes of examination given the possibility of such advice or direction being given.

In cases where a final examination or substantial end-of-term projects or other work cannot be conducted, Aegrotat (AEG: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,42,97,0>) standing is recommended for such cases where a sufficient (in the opinion of both the instructor and faculty dean) assessment of course material has been made previously. In such cases where it would not be sufficient, either a deferred standing (SD) or a withdrawal (W) would be warranted. In the case of deferred standings, we are not certain when it would be possible for those exams or assignments to be completed, and thus the normal schedule should not be assumed. Instructors are asked to consider each situation on a case-by-case bases, especially taking into consideration those students who expected to complete their programs and graduate this year.



Instructors are able to modify the format and evaluation schemes for courses due to COVID ramifications in accordance with section 9 of Policy V-130: Content and Distribution of Course Syllabi (<https://senate.ubc.ca/sites/senate.ubc.ca/files/downloads/Policy-20190207-V-130-Syllabus.pdf>). We understand that for changes in mode of instruction, the University is establishing a website with resources at kepteaching.ubc.ca. The Agenda Committee would encourage instructors to make substantive course changes only after consultation with affected students. In cases where students feel their academic standing has been negatively affected by such changes and they cannot come to a resolution with their instructor, they are expected to bring their concerns to the head of the department concerned and then the dean of the responsible faculty. The Senate will still consider academic standing disputes under its normal processes at this time; should a substantial volume of issues develop, alternative means to resolve disputes may be enacted.

Faculties and departments are asked to make alternative arrangements for urgent collegial meetings (such as recommending candidates for graduation) should public gatherings be not advised or prohibited by public health authorities. To date, UBC has not received such direction. In terms of its own operations, the Senate Agenda Committee will be recommending to the Senate that it suspend normal rules prohibiting remote meeting attendance and to allow for more expedient consideration of matters via electronic means.

This is a constantly evolving situation and we expect that the University's response will be revised and adjusted as new information is learned, or if further recommendations or directives from health authorities are made