

# WINTER 2026

## Undergraduate Teaching Information

### Important Dates

<b>January</b>	
5 (Monday)	Administrative Offices open. The academic year resumes.
7 (Wednesday)	<b>CLASSES BEGIN/RESUME.</b>
<b>16 (Friday)</b>	<b>(a) Last day for adding or dropping courses in the Winter Term (January – April).</b>
	<b>(b) Last day for final payment of Winter Term tuition fees.</b>
<b>February</b>	
16 (Monday)	Administrative Offices closed. <b>No classes</b> - Heritage Day.
16 - 22 (Monday - Sunday)	Winter Break. <b>No classes. Students cannot be required to submit work during this time</b>
23 (Monday)	Last day for withdrawing, without academic penalty, from six (6) credit hour courses taught from September to April (Reference: Academic Regulation 13).
<b>March</b>	
15 (Sunday)	Deadline for filing applications for Spring 2026 Graduation.
<b>24 – April 8</b>	<b>Cannot have tests/exams individual or collectively contributing to more than 10% of overall grade</b>
<b>30 (Monday)</b>	<b>Ensure students have received at least 30% graded feedback</b>
<b>April</b>	
3 (Friday)	Administrative Offices closed. <b>No classes</b> - Good Friday.
6 (Monday)	Administrative Offices closed. <b>No classes</b> - Easter Monday
8 (Wednesday)	Last day of classes in Winter Term.
	Last day for withdrawing, without academic penalty, from three (3) credit hour courses or six (6) credit hour courses taught only in the Winter term (Reference: Academic Regulation 13).
9 -10 (Thursday - Friday)	Study day. No classes/no exams. <b>Students cannot be required to submit work during this time</b>
13 (Monday)	Start of formal final examinations.
23 (Thursday)	End of formal final examinations and end of the Winter Term. Note: Subject to change should it not be possible to schedule all formal examinations in the designated timeframe.

## Course Syllabus

See the [Academic Senate Policy on Course Outlines](#) for information on what is required on your course syllabus.

## Course Registration and Override Requests

- **Enrolment Limit Override Requests:** students who want to register for a course that is full should register on the course waitlist through Self-Service Banner.
  - [How to Register on a Waitlist](#)
- Enrolment limit overrides are intended for students we wish to prioritize their registration in a course. For example, to keep students on track to graduate by their intended date. Students who request a course override should also add their name to the waitlist for the course. The decision to override enrolment limit is at the discretion of the course instructor; Science Advising can be consulted as needed.
- Enrolment limit overrides do not increase the capacity of the course but allow a specific student to register in a closed course.
- **Prerequisite Overrides requests:** this decision is up to the course instructor who may consult with Science Advising as needed. The instructor can issue the override in Self-Service Banner for approved requests.
- **Late Registration requests:** Science and Engineering students who are seeking late registration should contact the Science Advising Centre at [advisor.science@smu.ca](mailto:advisor.science@smu.ca) to discuss potential options. Students in the Faculty of Arts or Sobey School of Business should contact their home advising office for more information.

## Tests & Evaluations

- Tests, Examinations and Evaluations – [Academic Regulation #9](#)
  - List of [Holy Dates](#)
  - Ensure students receive at least 30% of graded feedback 5 days prior to the last day to withdraw (last day of classes). **Winter 2026: March 30.**
  - Students cannot be required to submit or have work due during the scheduled break or a study day. **Winter 2026: Study Break February 16 – 22. Study Days: April 9-10**
  - If a final exam is planned for the course during the final exam period, it should be scheduled by the Office of the Registrar through the appropriate process, **including take-home and remote exams.**
  - 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 10 working 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. **Winter 2026 final 10 days: March 24 – April 8.**
  - Final tests and final examinations are to be held during the final exam period

## Missed Assessments During Teaching Period (DEC Process)

- [Declaration of Extenuating Circumstances](#) (DEC) – [Academic Regulation #9](#)
  - This is a process for students who miss a test, assignment, midterm, etc. during the term.
  - The DEC form is sent course instructor(s). Approval of any extensions or exemptions is up to individual course instructors.
  - If approved by the course instructor, make-up tests can be scheduled using the Science Midterm Rescheduling service, running twice weekly during the fall and winter terms using the [Midterm Make-up Exam Form](#)
  - In the case of assigning missed test grades to other examinations, instructors are encouraged to refer to [Academic Regulation 9fiii](#): No final examination or single assessment during the final exam period may exceed 40% of the final course grade in Fall and Winter Terms and 50% of the final course grade in Spring Summer Terms.
    - In special circumstances, the Dean of Science can provide an exception to the 40% maximum:
      - If the student misses a fair opportunity to make up a missed midterm/test, the test weight may be transferred to the final exam.
      - If both the student and the instructor re in mutual agreement that transferring the missed test's weight to the final exam is acceptable. This agreement between the student and instructor and recorded in an email exchange.
  - For situations where students are experiencing significant personal difficulties impacting all courses, students may submit directly to Science Advising Centre. Science Advising will share information with instructors on the student's behalf.
  - For more information on the DEC process, you can review the [DEC Guidelines for Faculty of Science](#).

## Missed Final Exams/Requests to Reschedule Final Exams (DEF Process)

- [Deferred Examination Request](#) (DEF request) – [Academic Regulation #10](#)
  - Process for students who miss or are unable to write a final examination during the official final exam period.
  - Requests for known absences (IE Religious grounds or participation in regional, provincial, national, or international activity) should be submitted within 7 days of the announcement of the exam date or as soon as they become aware of the absence.
  - Requests for unexpected absences (IE illness/family emergency) should be submitted within 48 hours following the scheduled final exam.
  - DEF requests are reviewed by Science Advising/Associate Dean of Science – Student Affairs
  - For approved requests, the new exam date/time can be scheduled via the [Science Advising Invigilation service](#) or on an alternative date/time that works for the instructor and student.
  - If the rescheduled exam date will mean final grade not calculated by end of term, instructors must submit an IC (Incomplete) form to ensure grade does not change to an F. See below for Change of Grade/IC submission process.
- Exam Conflicts due to Official Scheduling – [Academic Regulation #9e](#)

- Students may request an exception for: more than one exam scheduled at the same time; exam(s) scheduled outside of the official exam timeframe (8:30am-10:00pm) local time; or more than 6 hours of exams scheduled in one day.
- Students may submit a Declaration of Extenuating Circumstances form for exams during the teaching period.
- Students may submit a Deferred Final Exam Request for exams during the official exam period.

### **Instructor support links and resources**

- [Faculty of Science Faculty Resources page](#)
- [Student Accessibility information for Faculty \(Fred Smithers Centre\)](#)
- [Software Access Support Centre \(SAS\)](#)
- [Academic Calendar – Undergraduate](#)
- [Calendar of Events \(Important Dates\)](#)
- [Academic Integrity](#)
  - [Academic Dishonesty Incident Report Form](#)
- [Artificial Intelligence in Teaching & Learning](#)
- [Academic Appeals](#) – final grade appeal
- [Registration Appeal](#) – refer to Academic Advising

### **Student support links and resources**

- Science Advising Centre
  - [Booking Appointments and Advising Hours](#)
  - [Science Program Requirement Tables](#)
  - [Science Prerequisite Tables](#)
- [SNAP Centre \(Science, Numeracy and Academic Proficiency\)](#)
- [Student Success Centre](#) – Support for learning and study skills
- [Learning Studio](#) – Support with writing
- [Brightspace support](#)
- [Advising Help Tree](#) – Overview of resources and support services for students

### **Classroom Safety**

- Check phones in lecture theaters and laboratories on a regular basis to ensure they are working in case of an emergency. If the phone is not working, please submit a ticket with EIT. Phones should also list the numbers for Security and Classroom Support. Download the SMU Safe App for emergency notifications, and for easy access to the SMU Security phone numbers.

### **Academic Advising**

Questions about completion of the Science & Engineering program requirements should be directed to the Science Advising Centre. Academic Advisors can also offer and help facilitate other academic and personal

support for students. Students registered in other faculties who are taking courses in the Science should contact their respective program academic advisors.

Website and appointment booking: [www.smu.ca/scienceadvising](http://www.smu.ca/scienceadvising)

Email: [advisor.science@smu.ca](mailto:advisor.science@smu.ca)

## **Contact Information**

Science Advising Centre

- [advisor.science@smu.ca](mailto:advisor.science@smu.ca) | AT 301

Acting Associate Dean of Science – Student Affairs & Supports

- Dr. Laura Weir | [associatedean.science@smu.ca](mailto:associatedean.science@smu.ca)

Acting Associate Dean of Science – Curriculum

- Dr. Nicole Conrad | [Nicole.conrad@smu.ca](mailto:Nicole.conrad@smu.ca)

Senior Science Academic Advisor

- Courtenay Kyle | [courtenay.kyle@smu.ca](mailto:courtenay.kyle@smu.ca)

Science Academic Advisors

- Laura Johnston | [laura.johnston@smu.ca](mailto:laura.johnston@smu.ca)
- Tara Whitney | [tara.whitney@smu.ca](mailto:tara.whitney@smu.ca)

Science Advising Administrative Assistant

- [advisor.science@smu.ca](mailto:advisor.science@smu.ca)