



**2019/2020**

**Burman University**

Elise Kruithof, MA, CCC

**Handbook  
for Students  
with Disabilities**

**[Services for Students with Disabilities]**

Fostering the full and self-directed participation of people with disabilities in post-secondary education.

# Contents

|   |          |
|---|----------|
| <b>Welcome .....</b>  | <b>2</b> |
| <b>Sakala Success Centre Staff .....</b>                      | <b>3</b> |
| Staff   |          |
| Location  |          |
| Service Hours and Appointment Scheduling                      |          |
| <b>Introduction .....</b>                                     | <b>4</b> |
| <b>Freedom on Information and Protection of Privacy .....</b> | <b>4</b> |
| <b>Funding for Students with Disabilities.....</b>            | <b>4</b> |
| <b>Arranging for Accommodations .....</b>                     | <b>5</b> |
| Registering with the Sakala Success Centre for Accommodations |          |
| Ongoing Arrangements  |          |
| <b>Accommodations at Burman University .....</b>              | <b>7</b> |
| 1. Sakala Success Centre Support Services                     |          |
| 2. Exam Accommodations  |          |
| 3. Tutoring   |          |
| 4. Note Taking  |          |
| 5. Alternate Format Materials                                 |          |
| <b>Additional Assistive Services.....</b>                     | <b>8</b> |
| 6. Classroom Support  |          |
| <b>Other Services on Campus.....</b>                          | <b>8</b> |
| Sakala Success Centre   |          |
| Burman University Library                                     |          |

## Table of Contents:

Accessibilities Check List  
Accessibilities Intake Form  
Release of Information  
Letter of Introduction  
Agreement to Record Lectures  
Academic Schedules for 2019/2020

## **Welcome**

Welcome to the Sakala Success Centre at Burman University!

Our goal is for your learning experience, while at Burman University, to be enjoyable, rewarding, and successful.

Therefore, our mission at the Sakala Success Centre is to provide learning strategies, assistive technology, and accommodations based on the “Duty to Accommodate” to help students at Burman University with documented disabilities overcome barriers to educational success.

Students with a confirmed diagnosis of a permanent disability by a professional in the field of the disability may register at the Sakala Success Centre. Students must provide documentation/assessment of their disability(s).

### **Disabilities Accommodated at Burman University Include:**

- Acquired Brain Injury
- ADD/ADHD
- Chronic Medical/Systemic
- Deaf or Hard of Hearing
- Learning Disability
- Low Vision, Blind
- Mobility/Functional
- Psychiatric
- Other

### **Services Provided by the Sakala Success Centre:**

- Planning for reasonable accommodations
- Advising regarding disability-related academic matters
- Assistance in accessing government funds for disability-related services or equipment
- Exam writing accommodations
  - Isolated setting
  - Extra time to write exams
  - Scribe/Reader for exams
  - Access to computer
- Note taking assistance
- Academic Strategist support
- Assistive technology training and support
- Access to alternate format textbooks – where available
- Classroom accommodations

We wish you the richest of God’s blessings in your academic endeavours! We look forward to supporting you in achieving your goals.

## **Staff at the Sakala Success Centre**

Elise Kruithof. MA, CCC  
Director/Accessibilities Advisor  
[elisekruithof@burmanu.ca](mailto:elisekruithof@burmanu.ca)  
403-782-3381 ext. 4208

Calin Gillespie  
University Counsellor  
[calingillespie@burmanu.ca](mailto:calingillespie@burmanu.ca)  
403-782-3381 ext. 4149

Crystal Johnson  
Administrative Assistant/ Accessibilities Liaison  
[cjohnson@burmanu.ca](mailto:cjohnson@burmanu.ca)  
403-782-3381 ext. 4141

Our department is located in the lower level of the Administration Building; the best entrance is under the clock tower. We also have a wheelchair ramp at this entrance to the building.

Service hours are 8:00 am – 5:00 Monday – Thursday & 8:00 – noon Fridays

To schedule an appointment please contact Crystal at 403-782-3381 ext. 4141, email [cjohnson@burmanu.ca](mailto:cjohnson@burmanu.ca) or stop by the centre.

## **Introduction**

Burman University will take reasonable steps to accommodate an individual's disability requirements in programs, services, facilities, and residence housing, provided that available resources exist, or, can be accessed or provided without undue hardship to the university.

The onus of responsibility starts with the individual to initially inform the University prior to attending or accessing programs, services, facilities, or residence housing. Availability of support resources and accommodation requirements will be reviewed and assessed on an individual basis.

## **Freedom of Information and Protection of Privacy**

Information pertaining to a student's disability is protected under the PIPA guidelines. For more information, visit:

<https://www.servicealberta.ca/foip/>

**For more information on related policies and procedures, contact the Sakala Success Centre at 403-782-3381 ext. 4208 or 4141 (FOIP and PIPA Helpdesk 780-427-5848)**

## **Funding for Students with Disabilities – Canadians Only**

**If you are funded through Canada Student Loans**, you may be eligible to access the Canada Student Grant as well as some specific provincial grant funding (see below).

- Canada Student Grant for Students with Permanent Disabilities up to \$2,000 per year (for education and living costs) and/or
- Provincial Student Grant for Services and Equipment for Persons with Permanent Disabilities (for disability related equipment and services) – up to \$8,000 per year (this amount is under review).

**To obtain funding/supports for disabilities connect with the Accessibilities Liaison as soon in advance of the start of an academic semester as possible. An appointment will be arranged to discuss your options.**

The key is to APPLY EARLY! The earlier you start this process, the better your chances of receiving your funding before you start school.

## **Arranging for Accommodations**

The Director/Accessibilities Advisor will have the initial contact with a student with disabilities. Then a meeting will be set up with the Director/Accessibilities Advisor, the student and the Accessibilities Liaison to discuss all policy-related procedural issues, such as:

- Planning for reasonable accommodations
- Advising regarding disability-related academic matters
- Funding

### **Registering with the Sakala Success Centre for Accommodations**

1. If you are a student with a disability, check the appropriate box on the Burman University application form.
2. Make an appointment with the Accessibilities Advisor and Liaison by calling 403-782-3381 ext. 4141.
3. During the meeting an Accessibilities Intake Form will be completed; keep all personal information updated, i.e. address, phone number, etc. with the Accessibilities Liaison.
4. For this initial meeting bring any necessary documentation of a learning disability assessment, or other disability(s) assessment(s). The documentation must be from a qualified professional – registered psychologist or registered member of a government medical association with specific training and expertise in the diagnosis and description of the condition(s) for which accommodation is being requested. The information required needs to confirm your diagnosis, permanency of disability, and recommendations for supports.
5. Sign a Release of Information Form to give the Accessibilities Advisor permission to communicate with the professional who wrote the report or the report must be mailed or emailed directly to the Director/Accessibilities Advisor from the professional who wrote the report.
6. Choose classes early and share your class schedule with the Accessibilities Liaison so you can work together to create a service/technology grant application required for government funding (this applies to Canadian students with Canadian federal and provincial student loans only).
7. Be aware of timelines for applying for government funding (funding can take up to 8 weeks for approval).
8. Be aware of timelines for alternate format of textbooks. The Accessibilities Liaison is available throughout the school year to assist you through this process.

9. Be aware of timelines for exam accommodations. Students must make arrangements for their tests and exams one week prior to tests and two (2) weeks prior to midterms and final exams. Failure to do this may result in the accommodation being denied.
10. Pick up your Letters of Introduction from the Accessibilities Liaison during the first week of classes in each semester.
11. Meet with your instructors within the first two (2) weeks of classes during the instructor's office hours as posted on the course outline. Introduce yourself, hand the Letter of Introduction to your instructor for his/her signature. Discuss how your disability or condition affects your studies and the accommodation(s) that may be necessary.
12. If needed, present to the instructor the Agreement to Record Lectures, for you and the instructor to sign, for recording their class lectures.
13. Activate your student email account and share your cell phone number with the Accessibilities Liaison. Please be aware that correspondence with the Sakala Success Centre will be done via text and your Burman University student email account.

#### **14. Ongoing Arrangements**

- Prior to each academic semester, set up an appointment with the Accessibilities Liaison to discuss your progress during the current semester and any revisions necessary in your supports for the coming semester. Please make appointments in advance by calling 403-782-3381 ext. 4141.
- Meet with the Accessibilities Liaison when needed (at least once per academic semester). Please make appointments in advance by calling 403-782-3381 ext. 4141.
- If you have arranged for academic accommodations, pick up your Letter of Introduction and Agreement to Record Lectures – where applicable, in the first week of each new semester, have your instructors sign it/them; then return it to the Sakala Success Centre.
- See the Accessibilities Advisor/Liaison if you have any concerns, are facing any barriers to your success at Burman University or if you would like to refer other students with disabilities.

# Sakala Success Centre Assistive Services and Resources

## 1. Support Services at Sakala Success Centre

- Study Skills Workshop
- Note-taking strategies
- Test-taking strategies
- Time Management Workshop
- Stress Management
- Dealing with Anxiety

## 2. Exam Accommodations

Exam accommodations may include:

- Isolated setting
- Extra time to write exams
- Reader and/or Scribe
- Access to a computer

### Procedure for Booking Exam Scribes and/or Readers:

- 1.) Students requiring exam scribes and/or Readers will be responsible for the following steps:
  - a.) Contact the Sakala Success Centre to schedule a scribe and/or reader.
  - b.) Ensure that exams are written within the specified time slot as arranged with the professor.
  - c.) Inform Disabilities Liaison within 24 hours of any cancellations. (Failure to show up to write exam will require the student to compensate the scribe and/or reader for time missed.)
- 2.) Book all exam accommodations with the Accessibilities Liaison, at the Sakala Success Centre two (2) weeks prior to the exam.
- 3.) If a student's accommodation recommendations suggest a reader, scribe, extended time or isolated setting for their exams, but they choose not to have one they are responsible to notify the Accessibilities Liaison two weeks prior to the exam.

## 3. Tutoring

Tutor services, as recommended by your assessment agent, will greatly improve your success as a university student. If there is an issue with an arranged tutor contact the Sakala Success Centre Accessibilities department to rectify this issue as soon as possible. It is the student's responsibility to meet all scheduled tutoring sessions; and if unable to meet to give the tutor ample notice and reschedule if needed. Tutoring is available for the following areas:

- English
- Statistics
- Others as requested/needed
- Mathematics
- Sciences

## 4. Note Taking

Note Takers are recruited from the class you are attending. The Accessibilities Liaison will make appropriate arrangements for delivery of notes to you, the student. Note taking with the understanding that I will **attend** and be **attentive** in all classes. If there is an issue with the note taker I will contact the



Sakala Success Centre Accessibilities department to rectify this issue as soon as possible. If you make a habit of skipping class your note taker has been instructed to terminate sharing notes; to re-instate note sharing, you will need to prove to the Accessibilities department that you will faithfully attend the class to the end of the term.

## **5. Alternate Format Materials**

The Accessibilities Liaison will arrange for pdf format of textbooks as needed/as available. This process can take two – three weeks and the student is required to provide proof of purchase the hard copy. Some students qualify for funding for software, such as Read and Write Gold, with text to speech capabilities to assist in literacy issues.

## **Additional Assistive Services**

### **Classroom Support**

Some students with disabilities require in-class aids. This may mean the use of assistive devices (i.e. audio recorder, electronic spellchecker, or the use of a personal aide or interpreter, etc.).

The Accessibilities Advisor, Liaison and professors will work together with the student in the coordination of classroom support.

## **Other Services on Campus**

### **Sakala Success Centre**

- Personal counselling
- Career counselling
- Mental Health & Wellness Training
- Standardized Testing

### **Burman University Library**

- Interlibrary loans available for resources (i.e. audio taped books, large print resources, etc.)
- Audio format of a large number of journal articles in library data bases.



**Burman University**  
**Accessibilities Check List**

**Sakala Success Centre**  
**Lacombe, AB**  
**Tel: 403-782-3381 ext. 4141**  
**Fax 403-782-4107**

**When applying to Burman University before your first semester:**

**2 - 3 months before classes begin:**

Check the appropriate box on the application form to indicate that you are a student with a disability and you would like someone from the Sakala Success Centre to contact you.

- See an Academic Advisor in the Registrar's Office to obtain assistance with your program planning and course selection.
- Make an appointment to meet with the Disability Advisor by calling 403-782-3381 ext. 4141.
- Bring in documentation of, a learning disability, or documentation of any other disability(s) from a qualified professional (i.e., Chartered Educational Psychologist or qualified Medical Professional). The assessment should have been completed and dated no longer than five (5) years prior to applying to Burman University. If you do not have current documentation, we can provide an assessment once you arrive at the university. Documentation must include recommendations of academic accommodations or other supports to assist you in your studies, such as:
  - Assistive Technologies
  - Alternate format of text books
  - Exam accommodations (i.e. extra time, isolated setting, computer).
  - Exam scribe
  - Exam reader
  - Note taking
  - Tutor
  - Other
- Participate in the process of determining reasonable and appropriate accommodations for your program of study.
- Sign a Release of Information Form so that the Accessibilities Advisor and Liaison can communicate with the appropriate personnel to set up your services.
- Complete Student Service Plan for Canada Student Grant(s) (Schedule 4 for Albertans) funding as recommended by the Accessibilities Liaison.
- Make arrangements for Alternate Format of textbooks before semester begins. You are responsible for confirming your textbooks with your instructor and purchasing them at the bookstore.

### **In the first two weeks of the semester:**

- If you have requested and been approved for academic accommodations through the Accessibilities Advisor and/or Liaison, follow these steps:
  - Arrange with the Accessibilities Liaison to complete the Letter of Introduction for your professors.
  - Take the letters to each instructor.
  - Ask each instructor to sign the letters, after discussing the requested accommodations with him/her.
  - Return the signed letters to the Sakala Success Centre in a timely fashion.

### **Ongoing:**

- Prior to each academic semester, set up an appointment with the Accessibilities Liaison to discuss your progress as well as any revisions necessary in your current supports. You will also complete the necessary Letters of Introduction for your professors
- Connect with the Accessibilities Liaison as needed for support and to make exam arrangements
- See the Accessibilities Advisor if you have any concerns, are facing any barriers to your academic success, or if you would like to help other students with disabilities.



## Accessibilities Intake Form

Sakala Success Centre  
Burman University  
Lacombe, AB  
Tel: 403-782-3381 ext. 4141 & 4208  
Fax 403-782-4107

|                 |                  |     |
|-----------------|------------------|-----|
| Date of Contact | BU               | PAA |
| Name            |                  |     |
| Address         |                  |     |
| Cell #          | Dorm Extension # |     |
| Preferred Email |                  |     |

**Assessment Particulars:** \_\_\_\_\_

**Documented Disability:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Requesting Services as per Psych/Ed Assessment:**

- |  |   |
|--|---|
| <input type="checkbox"/> Extended time on tests and exams (1.5 or double time) | <input type="checkbox"/> Exam Reader/Scribe               |
| <input type="checkbox"/> One on one tutoring                                   | <input type="checkbox"/> Note Taker                       |
| <input type="checkbox"/> Alternate format of print material                    | <input type="checkbox"/> Assignment Deadline Extension    |
| <input type="checkbox"/> Adaptive technology _____                             | <input type="checkbox"/> Exams in a distraction free zone |
| <input type="checkbox"/> Recording lectures                                    | <input type="checkbox"/> Other _____                      |

**Requesting Assessment (if no documentation):** \_\_\_\_\_

**Funding Particulars:** \_\_\_\_\_



***For Office Use Only***

**Disabilities**

| <b>Primary</b>             | <b>Secondary</b>      | <b>Secondary</b> |
|----------------------------|-----------------------|------------------|
|                            |                       |                  |
| <b>Tech/Software Needs</b> | <b>Accommodations</b> | <b>Other</b>     |
|                            |                       |                  |
|                            |                       |                  |



## Release of Information Form

Sakala Success Centre  
Burman University  
Lacombe, AB  
Tel: 403-782-3381 ext. 4141  
Fax 403-782-4107

I, \_\_\_\_\_ give permission to the Sakala Success Centre at Burman University to release and/or obtain information with my instructors for the purposes of aiding me in my studies, while enrolled at this institution. I also give the Sakala Success Centre permission to release and/or obtain information with the Provincial/Federal Government for the purpose of processing my Canada Student Grant(s).

I understand that I may revoke this release in writing at any point.

\_\_\_\_\_  
Name of Student – Please print

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Name of Disabilities Advisor/Liaison

\_\_\_\_\_  
Signature of Disabilities Advisor/Liaison

\_\_\_\_\_  
Date



**Burman University**  
**Letter of Introduction**

Sakala Success Centre  
Burman University  
Lacombe, AB  
Tel: 403-782-3381 ext. 4141  
Fax 403-782-4107

September, 2019

Dear

CC: Dean of Division & Student's Faculty Advisor

Re:

Course:

This is to confirm that the above named student is eligible for accommodations at Burman University as per the (psychologist, date)

The *Alberta Human Rights, Citizenship and Multiculturalism Act* establishes a duty to accommodate persons with disabilities. Guided by this mandate and Burman University's *Policy for Students with Disabilities*, the Sakala Success Centre provides support services to assist students with disabilities in achieving their academic goals. We, at the Sakala Success Centre, liaison between students and their instructors regarding accommodations.

In consultation with a registered psychologist or registered member of a government medical association with specific training and expertise in the diagnosis and description of the condition(s) for which accommodation is being requested, certain accommodations are required for this student in accordance with his/her distinct needs and in a manner consistent with academic principles. These accommodations are intended to remove barriers to learning at Burman University, and enable \_\_\_\_\_ to demonstrate his/her mastery of the course while maintaining the academic standards and objectives of the course.

Accommodations required for this student related to the classroom include:

- In-class scribe/note-taker
- Exam Arrangements
- Assignment Deadline Extensions
- Other: Digitally Record Lectures

Exams must be sent either electronically or hard copy hand delivered to the Sakala Success Centre. Please send electronic version of exam to [cjohnson@burmanu.ca](mailto:cjohnson@burmanu.ca). Please ask student if they require this service before exam. The exam will need to be sent to Crystal Johnson three (3) days in advance. Please, also notify Crystal Johnson either by telephone or email if the exam requires a computer.

**Students must make arrangements with the Sakala Success Centre for their tests and exams one week prior to tests and two (2) weeks prior to mid-term and final exams. Failure to do this can result in the accommodation being denied.**

**Exam Accommodations:**

- Time and a half for exams
- Double time for exams
- Exams in a quiet setting
- Exam reader/scribe
- A computer- where applicable
- Adaptive technology \_\_\_\_\_
- Alternate format (e.g., large print)

1. Arrangements will be made for the student to start the exam at the same time as the class is scheduled, when possible. For the student with a conflict, arrangements will be made, in consultation with the instructor, for the student to write at an alternate time period. Students with **evening exams** write on the same day but must write during the Student Success Centre hours. Students with **Sunday exams** must write during Student Success Centre hours.
2. Exams will be returned as per your instructions.

You can speak to \_\_\_\_\_ in greater detail about **his/her** particular issues in regard to this request.

Thank you for your cooperation. If you require further information in terms of how to accommodate this student in the classroom or if you have any other questions, please contact Crystal Johnson at 403-782-3381 ext. 4141.

Sincerely,

Elise Kruithof MA, CCC  
Burman University  
Disabilities Advisor

P.S.

We will email you a copy of this letter for you to keep for your records.

Please sign and date below before returning it to our office.

I have read and acknowledge the academic accommodations that are required for \_\_\_\_\_.

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date



## **Agreement to Record Lectures**

### **Sakala Success Centre**

The *Alberta Human Rights, Citizenship and Multiculturalism Act* establishes a duty to provide reasonable accommodations to student's with documented disabilities and may not deny equal access to the university's programs, courses and activities. Audio recording lectures is a reasonable accommodation and falls under the mandate of Burman University's *Policy for Students with Disabilities*. The need for this accommodation will appear in the Letter of Introduction provided to professors near the beginning of the semester.

#### **Classes that Involve Student Self-Disclosure:**

Some classes involve personal discussion and self-disclosure by students. Some professors may fear that audio recorders will inhibit the free exchange of information and potentially violate student's right to privacy. However, because the use of a recording device is necessary to remove barriers to learning it would be unfair to require the accommodated student to stop recording while allowing other students to continue taking notes. Therefore, at the discretion of the instructor both note-taking and audio-recording may be prohibited during classes or portions of classes which involve person discussion and self-disclosure.

We, at the Sakala Success Centre, liaison between students and their instructors regarding accommodations. This accommodation will enable \_\_\_\_\_ to demonstrate his/her mastery of the course and still maintain the academic standards and objectives of the course.

#### **Terms for Agreement to Record Lectures:**

1. I understand that because of my disability I have the right to record class lectures for personal study in \_\_\_\_\_ (Class title and number).
2. I understand that the recording is intended for my appropriate use as a student, and for no other purpose. Therefore, I may not share the audio recording with my fellow students or anyone else.
3. I understand that information contained in the recorded lectures is protected under federal and international copyright legislation, and may not be published or quoted without the professor's explicit consent and without properly identifying and crediting the professor.
4. I understand the recorded lectures will be permanently deleted upon completion of the semester in which it was recorded.
5. I understand that violating this agreement may result in the withdrawal of the authorization to record lectures.

I have read, understand and agree that I will follow the terms of this agreement in accordance with the spirit of the policy.

X

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

X

\_\_\_\_\_  
Professor's Signature

\_\_\_\_\_  
Date

# Burman University

## Academic Schedule for 2019/2020

### Fall Semester

|                |                                  |
|----------------|----------------------------------|
| August 26 - 30 | CUE Quest for all new students   |
| September 2    | Labor Day – University is closed |
| September 3    | Classes begin                    |

#### ½ Term Course Information

|                              |  |
|------------------------------|--|
| Sept 3 – 9; Oct 18 - 23      | - 100% Tuition Refund in effect                                      |
| Sept 5; Oct 22               | - Last day to add any 1/2-term course                                |
| Sept 9; Oct 24               | - Last day to drop without entry on permanent record                 |
| Sept 10 – 16; Oct 24 – 30    | - 75% Tuition Refund in effect                                       |
| Sept 17 – 30; Oct 31 – Nov 6 | - 50% Tuition Refund in effect                                       |
| October 3; Nov 22            | - Last day to withdraw without incurring F grade on permanent record |
| October 18                   | - 2 <sup>nd</sup> ½ Term Classes Begin                               |

#### Full Term Course Information

|                       |   |
|-----------------------|---|
| September 3-16        | - 100% Tuition & Mandatory Fee Refund in effect                                       |
| September 9           | - Last day to add full term courses or change from credit to audit or audit to credit |
| September 16          | - Last day to drop without entry on permanent record                                  |
| September 17 – 30     | - 75% Tuition Refund in effect  |
| October 1 – 30        | - 50% Tuition Refund  |
| October 17            | - Mid-point of term   |
| October 23            | - Mid-Term Grades due   |
| November 14           | - Last day to withdraw without incurring F grade on permanent record                  |
| September 16 - 21     | - WISE (Week in Spiritual Emphasis) look for adjusted class schedule                  |
| September 26          | - Serve Lacombe Project, no afternoon classes   |
| October 3 – 6         | - U Experience  |
| October 12 – 15       | - Thanksgiving break/Reading days   |
| November 9 - 11       | - Remembrance Day/Reading break   |
| November 12           | - Last day to apply to reschedule a final exam  |
| November 13           | - Last day to apply for S/U grade for full term course                                |
| December 2            | Last Day of Classes   |
| December 3 - 4        | Reading Days  |
| December 5, 6, 9 - 12 | Fall Term final examinations  |
| Dec 13 – Jan 5        | Christmas Break – Dorm Closed   |

# Burman University

## Academic Schedule for 2019/2020

### Winter Semester

|                                     |   |
|-------------------------------------|---|
| January 6                           | - Classes begin   |
| <u>½ Term Course Information</u>    |   |
| Jan 6 - 10; Feb 20 - 26             | - 100% Tuition Refund in effect   |
| Jan 8; Feb 24                       | - Last day to add any 1/2-term course   |
| Jan 10; Feb 26                      | - Last day to drop without entry on permanent record                                  |
| Jan 11 – 17; Feb 27 – Mar 4         | - 75% Tuition Refund in effect  |
| Jan 18 – 24; Mar 5 - 11             | -50% Tuition Refund in effect   |
| February 20                         | - 2 <sup>nd</sup> 1/2 Term courses begin  |
| Jan 10; April 1                     | - Last day to withdraw without incurring F grade on permanent record                  |
| <u>Full Term Course Information</u> |   |
| January 6 – 17                      | - 100% Tuition & Mandatory Fee Refund in effect                                       |
| January 10                          | - Last day to add full term courses or change from credit to audit or audit to credit |
| January 20                          | - Last day to drop without entry on permanent record                                  |
| January 18 - 31                     | - 75% Tuition Refund in effect  |
| Feb 1 – Mar 2                       | - 50% Tuition Refund  |
| February 19                         | - Mid-point of term   |
| February 25                         | - Mid-Term Grades due   |
| March 25                            | - Last day to withdraw without incurring F grade on permanent record                  |
| January 22                          | - Applications accepted for April 2019 graduation                                     |
| February 15 - 18                    | - Family Day/Reading days   |
| February 20 – 23                    | - U Experience  |
| March 14 – 22                       | - Reading Break   |
| March 23                            | - Last day to apply to reschedule a final exam  |
| March 24                            | - Last day to apply for S/U grade for full term course                                |
| March 31                            | - Last date to apply for 2020/21 Graduation with no fee                               |
| April 9                             | - Last Day of Classes   |
| April 10 - 14                       | - Easter/Reading Days   |
| April 15 – 17, 20 - 22              | - Winter Term final examinations  |
| April 24 - 26                       | - Graduation Weekend  |

\*Dates are subject to change