

Fall 2026 Undergraduate Teaching Information

Important Dates

September	
8 (Tuesday)	Academic year begins.
9 (Wednesday)	CLASSES BEGIN.
18 (Friday)	(a) Last day for adding or dropping courses in the Fall Term (September – December).
	(b) Last day for final payment of Fall Term tuition fees.
30 (Wednesday)	Administrative Offices closed. No classes - National Day for Truth and Reconciliation.
October	
12 (Monday)	Administrative Offices closed. No classes - Thanksgiving Day.
November	
9 - 15 (Monday - Sunday)	Fall Break. No classes. Students cannot be required to submit work during this time
11 (Wednesday)	Administrative Offices closed – Remembrance Day.
12 - 13 (Thursday - Friday)	Fall Convocation.
27 November – December 10	Cannot have tests/exams individual or collectively contributing to more than 10% of overall grade
30 (Monday)	Deadline for filing applications for Winter 2027 Graduation.
December	
3 (Wednesday)	Ensure students have received at least 30% graded feedback
9 (Wednesday)	Last day of regularly scheduled classes in Fall Term.
10 (Thursday)	Monday make-up class in Lieu of Thanksgiving
	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: Academic Regulation 13).
11 (Friday)	Study day. No classes/No exams. Students cannot be required to submit work during this time
12 (Saturday)	Start of formal final examinations in three (3) credit hour courses and formal mid-year examinations in six (6) credit hour courses.
21 (Monday)	End of final exams and end of the fall term. Note: Subject to change should it not be possible to schedule all formal examinations in the designated timeframe.
22 (Tuesday)	Last day University Administrative Offices are open before the holiday break.

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 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). **Fall 2026: December 3.**
 - Students cannot be required to submit or have work due during the scheduled break or a study day. **Fall 2026: November 9 – 15 and December 11.**
 - 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 five working days preceding the end of classes in the summer terms. **Fall 2026: Nov 27 – Dec 10.**
 - Final tests and final examinations are to be held during the final exam period
 - Final examinations cannot be worth more than 40% of the course grade

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). **Decisions regarding approval of any extensions or exemptions are made by course instructors.**
 - If approved, make-up tests can be scheduled by the instructor using the Science Midterm Rescheduling service, running twice weekly during the fall and winter terms (once a week during spring and summer) 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 related to 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 related to 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; unlike for the DEC, **the course instructor is not responsible for assessing requests to defer final exams**
 - For approved requests, the new exam date/time can be scheduled by the instructor 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 the deadline for grade submission, instructors must submit a change of grade form indicating the grade change from (blank) to IC See below for Change of Grade/IC submission process.

Grade Submissions & Grade Changes

Final grades are due within five working days from the day final exam was written. If there is no formal exam in course, grades are due within five working days from beginning of exam period - [Academic Regulation # 6](#)
Grades not submitted by the above deadlines are automatically converted to NR (Not Recorded).

The Change of Grade (COG) form is needed to request a change to a submitted grade, convert an NR to a final grade and to request an Incomplete (IC) for students with approved deferrals. COGs should be submitted to Science Advising for Associate Dean review/approval. A copy of the COG form can be requested from Science Advising.

Deadlines for Final Grades for students with approved ICs:

- Fall Term: January 31st
- Winter Term: May 31st
- Spring Term: July 31st
- Summer Term: September 30th

Please note: ICs are automatically converted to NRs after the above deadlines.

Summary of Approvals for Grade Changes:

- **Blank grade to IC:** requires Associate Dean approval
- **Final grade to amended final grade:** requires Associate Dean approval
 - If you need to change grades for more than 5 students, contact Academic Operations.
- **IC to final grade (within deadline):** No additional approval required. COG form can be submitted directly to Academic Operations (academic.operations@smu.ca).
- **NR to final grade:** requires Associate Dean approval

Instructor support links and resources

- [Faculty of Science Faculty Resources page](#)
- [Student Accessibility information for Faculty \(Fred Smithers Centre\)](#)
- [Brightspace Support](#)
- [University Software and Technical Support](#)
- [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

Science Advising Centre

The Science Advising Centre offers academic advising services to undergraduate science and engineering students. Science Advising is available to discuss student concerns and facilitate academic and personal supports for your students as needed. Science Advising also supports science faculty in range of academic matters including academic processes and regulations such a declaration of extenuating circumstances/deferred final exams, makeup exam invigilation, midterm scheduling, grade changes. The Senior Academic Advisor is also available for consultation related to course and program changes and development.

www.smu.ca/scienceadvising | Atrium 301

Science Advising Administrative Assistant

- Alexis Chute | advisor.science@smu.ca

Senior Science Academic Advisor

- Courtenay Kyle | courtenay.kyle@smu.ca

Science Academic Advisors

- Laura Johnston | laura.johnston1@smu.ca
- Tara Whitney | tara.whitney@smu.ca

Associate Dean of Science – Student Affairs & Supports

- Dr. Jason Masuda | associatedean.science@smu.ca

Associate Dean of Science – Curriculum & Programs

- Dr. Roby Austin – robby.austin@smu.ca
 - Prior to Sept 1, 2026, Dr. Nicole Conrad is Acting Dean of Science – Curriculum

Additional student support links and resources

- [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.