



**ACADEMIC CALENDAR  
2017-2018 edition**

**Part II: Academic Regulations**

# 10 ACADEMIC REGULATIONS

The following regulations apply to students in all undergraduate degree or certificate programs. Students are responsible for knowing and adhering to these regulations as well as to the regulations pertaining to their particular programs.

## 10.1 COMMUNICATION

- Email is an official means of communication for academic and administrative purposes at Mount Allison.
- An email address assigned to a student by the university is the only email address used by Mount Allison for communication with students for academic and administrative purposes.
- Students are responsible for frequently checking their Mount Allison email address to remain current with administrative and academic notifications.

## 10.2 COURSES OF INSTRUCTION

- Courses offered by the University are listed and described, by program, in Section 12 of this Calendar.
- Courses may be taught using a number of different formats.
- The regulations outlined in Section 10 of this Calendar normally apply to all courses offered by the university.
- In the case of intensive, experiential, or field courses, however, variations in the registration and withdrawal deadlines, the scheduling of classes, and the deadlines for completion of course work may be necessary. In these cases all variations will be stated clearly on the course outline and will be approved by an Academic Dean before the course is approved and available for registration.

## 10.3 REGISTRATION

### 10.3.1 Registration Procedures (Adding Courses)

- Students are responsible for their registration.
- Normally courses are added, changed, or dropped by the student through CONNECT.
- Within 24 hours of making a change students should confirm their registration on MY CLASS SCHEDULE. If it does not reflect the addition, change, or deletion, or if students have problems viewing their schedule through CONNECT, they should contact the Registrar's Office.
- Some academic departments require pre-registration of returning students for courses in their departments. For further information, please consult department heads.

### 10.3.2 Registration Deadline

- All full and part-time students must register each year according to procedures and time frames supplied by the Registrar's Office. Failure to do so results in a financial penalty and possible denial of registration in certain courses.

- In September and in January no students may register after the second Friday of each term unless approved by an Academic Dean on presentation of a medical certificate or on compassionate grounds.
- In May no students may register after the first Friday of the term unless approved by an Academic Dean on presentation of a medical certificate or on compassionate grounds.
- For specific intensive study courses the Registrar's Office will designate the deadline for registration.
- Attending a course while not on the class list does not constitute registration and is not a basis for approval of a request for late registration.
- Within one week after the date for changes in registration at the beginning of each term, instructors will verify the list of students registered in the course.
- Students must be properly registered in a course to receive a grade on any assignment or test.

### 10.3.3 Registration Deadline (Correspondence Courses)

- Correspondence courses allow students to acquire credits toward a degree in a flexible, self-paced manner and are offered during the Fall, Winter, and Spring/Summer terms.
- Any student registering for a correspondence course must follow the registration deadline specified in Regulation 10.3.2.
- Any correspondence course must be completed by the end of the academic term in which it was started.

### 10.3.4 Determining Year Level

- A student's year level is determined two times a year: 1) after Winter term grades have been recorded (normally by the end of May); and 2) after Spring/Summer term grades have been recorded (normally by mid-September).
- Students who have earned less than 24 credits have first-year standing.
- Students who have earned 24 to 53 credits have second-year standing.
- Students who have earned 54 to 83 credits have third-year standing.
- Students who have earned 84 or more credits have fourth-year standing.

### 10.3.5 Normal Course Loads and Overloads (Fall and Winter terms)

- Full-time students are expected to register for the equivalent of 30 credits in the Fall and Winter terms, normally 15 credits per term. Students in any program may add ensemble credits in Music to a normal course load.
- Full-time students who are in Good Standing are permitted to take up to six credits through correspondence as part of a normal course load.
- Students with first-year standing are not permitted to register for more than 15 credits per term. Under exceptional circumstances first-year students may be permitted to overload in the Winter term if they achieve a TGPA of at least 3.5 in the Fall term.
- Students with second- or third-year standing who are in Good Standing may register for up to 18 credits per term, provided they

have attained a TGPA of at least 2.0 in the previous Fall or Winter term. Students in Good Standing who do not meet this requirement must have permission from the appropriate Academic Dean in order to register for overload credits.

- e) Students with fourth-year standing who are in Good Standing may register for up to 18 credits per term. Students who are not in Good Standing must have permission from the appropriate Academic Dean in order to register for overload credits.
- f) The permission of the appropriate Academic Dean is required for registration above 18 credits per term.
- g) Students who qualify to overload under Section 10.3.5d or 10.3.5e may only register for the overload for the following Fall and Winter terms after June 1.

### 10.3.6 Normal Course Loads and Overloads (Spring/Summer term)

- a) Students may register for a maximum of 12 credits, including a maximum of 6 credits from correspondence courses, during the Spring/Summer term.
- b) Students must be in Good Standing to register for correspondence courses.
- c) The permission of the appropriate Academic Dean is required for registration above the limits specified in Section 10.3.6a.

### 10.3.7 Repeating Courses

- a) No student may take the same course more than three times or be examined in it more than four times.
- b) No student may take an Applied Music course more than twice or be examined in it more than three times.

### 10.3.8 Auditing Courses

- a) Students admitted to the university who wish to audit a course must obtain written permission of the instructor before formally registering for the course.
- b) The instructor may deny permission to audit the course.
- c) The nature and degree of class participation must be clarified in advance and are at the discretion of the course instructor.
- d) Students auditing a course will not write final examinations or receive a grade for the course.
- e) The notation of 'AU' will be indicated on the transcript upon verification by the instructor that the student has completed the specified nature and degree of class participation. If such verification is not received, a 'W' is automatically recorded on the transcript.
- f) A course may not be changed from credit to audit or from audit to credit status after the last day of the change in registration period.
- g) Registration and withdrawal deadlines apply to audited courses.
- h) Fees are payable as indicated in the Financial Information section of the Calendar.

## 10.4 CHANGES IN REGISTRATION AND WITHDRAWAL

### 10.4.1 Change of Registration Period (Add/Drop)

- a) Students may register for 3 credit Fall or Winter term courses until the second Friday of each term. Students may drop 3 credit Fall and Winter term courses until the Friday of the fourth week in each term.
- b) Students may register for 1, 3, and 6 credit full year courses until the second Friday of the Fall term. Students may drop 1, 3, and 6 credit full year courses until the Friday of the fourth week in the Fall term.
- c) Registration changes for Spring/Summer term courses are allowed until the first Friday of the term.
- d) For specific intensive study courses the Registrar's Office will designate the deadline for registration changes.

### 10.4.2 Changing Programs

- a) A student wishing to transfer from one program to another must apply to the Registrar's Office for a transfer, not later than the date specified for each program in the Calendar of Events (Section 2.2).
- b) Request for *Change of Degree Program* forms are available on the Registrar's Office web page.

### 10.4.3 Withdrawal Period Without Penalty

- a) All students registered during the Fall and Winter terms may withdraw without academic penalty from a 3 credit course by the last day of classes in the term.
- b) All students registered during the Fall and Winter terms may withdraw without penalty from a full year 1, 3, or 6 credit course by the last day of classes in the Winter term.
- c) Students registered for non-correspondence courses during Spring/Summer term may withdraw without academic penalty before the date on which a final exam is scheduled or by the last day of classes if there is no final exam. Students wishing to withdraw from these courses must notify the Registrar's Office in writing. Please see section 4.5.3 for financial information.
- d) For specific intensive study courses the Registrar's Office will designate the deadline for withdrawal without penalty.
- e) Students registered in a correspondence course in the Spring/Summer term may withdraw without academic penalty by notifying the Registrar's Office in writing provided that such withdrawal occurs by August 31 or before the final exam has been written or final paper/assignment has been submitted.
- f) A 'W' notation will be recorded on the transcript for withdrawal from a course after the change of registration period as outlined in section 10.4.1. A 'W' notation carries no academic penalty and is not factored into GPA calculations. Students may not petition to have a 'W' removed from the transcript.
- g) Any student who does not withdraw from a course in accordance with these regulations must remain registered in the course and will receive a grade.

### 10.4.4 Late Course Withdrawal After the End of the Withdrawal Period

- a) A student who wishes to withdraw after the deadline outlined in 10.4.3 because of a serious ongoing medical or personal issue that makes completion of a course unreasonable may apply to the Dean's Office to request consideration for late withdrawal by completing a Dean's Permission Request Form. Where appropriate, documentation from a medical professional to support the request for late withdrawal may be required.
- b) Any request for late withdrawal from a course must normally be submitted before the final exam has been written or final paper/assignment has been submitted for grading and before a final grade has been recorded for a course.

### 10.4.5 Withdrawal from University

- a) A student may withdraw from the University without academic penalty by submitting written notification to the Director of Student Life prior to the deadline for withdrawals from 1, 3, and 6 credit courses as outlined in regulation 10.4.3.
- b) A student who withdraws from the University after this time, will remain registered and will receive grades, and Regulation 10.9.11 (Assessment of Academic Standing) will apply unless, on the recommendation of the Vice President International and Student Affairs, ' the student is granted late withdrawal because of serious ongoing medical or personal issues.
- c) Any request for late withdrawal must normally be submitted before any final exams have been written or final paper/assignment has been submitted or final grades have been recorded for the term in which late withdrawal is being requested.
- d) A series of 'x's will be recorded on the transcript indicating withdrawal from the university after the change of registration period as outlined in section 10.4.1. An 'x' notation carries no academic penalty and is not factored into GPA calculations. Students may not petition to have 'x's removed from the transcript.

## 10.5 TRANSFER CREDITS

### 10.5.1 Letter of Permission to Take Courses at another Institution

- a) Students planning to take courses at another university for Mount Allison credit must first obtain the Registrar's approval, by completing an *Application for a Letter of Permission*, available on the Registrar's Office web page.
- b) Letters of Permission are only issued on a retroactive basis if the application is made before the end of the academic term following completion of the course. A late application fee will be charged (see Section 4.4.1b).
- c) Students must be in Good Standing to take courses on Letter of Permission at another university.
- d) If approval is granted, a Letter of Permission will be issued on payment of the requisite fee. A passing grade may be accepted for transfer credit; however, students must obtain a grade of at least C- in all courses used to fulfill prerequisite requirements. Otherwise, written permission of the appropriate Department Head or Program Co-ordinator must be obtained.

- e) Transfer credits are recorded on the transcript with credit value only, no grade is recorded and they are excluded from the Grade Point Average.

## 10.6 ACADEMIC INTEGRITY

All members of the University community are expected to conduct themselves in an ethical manner, demonstrating a commitment to academic integrity and inherent fundamental values of honesty, fairness, respect, including respectful disagreement, and responsibility. It is the policy of the University that academic misconduct will not be tolerated. The academic regulations pertaining to academic integrity and academic misconduct are to be read in conjunction with the Academic Integrity Policy and Procedures.

### 10.6.1 Responsibilities

- a) All members of the University community (i.e. students, faculty, and staff) are responsible for maintaining an atmosphere of academic integrity in all aspects of the academic enterprise.
- b) Students have a responsibility to familiarize themselves with the University regulations and the conduct expected of them while studying at Mount Allison University.
- c) Instructors are required to articulate clearly academic expectations in course outlines, including proper form of citation and use of sources, and expectations regarding collaboration and group work, and are encouraged to use strategies that reduce opportunities for academic misconduct.
- d) Any member of the University who has reason to believe that academic misconduct has occurred has a responsibility to report the matter promptly to the instructor of the course or, if the allegation does not involve a specific course or courses, to the appropriate Academic Dean. A teaching assistant or exam invigilator shall report to the instructor of the course who will investigate and report the incident as per the Academic Integrity Policy, Appendix A, 7.2.1.
- e) Authority to deal with academic matters under the Academic Integrity Policy rests with the Academic Dean assigned with this responsibility as the Academic Integrity Officer (AIO) by the Provost and VP Academic and Research.
- f) All allegations of academic misconduct will be reported to the Academic Dean (AIO). It is the responsibility of the Academic Dean (AIO) to conduct the appropriate follow-up to ensure the implementation of educative action, academic penalties, or sanctions, if applicable.
- g) Decisions taken by the Academic Dean (AIO) may be appealed to the Academic Appeals Committee.

### 10.6.2 Academic Misconduct

Examples of academic misconduct include but are not limited to the following:

- a) plagiarism or misrepresenting someone else's work, whether ideas, words, creative works, published or unpublished, as your own
- b) submitting work you've already received academic credit for, or that you are already submitting for another course, without written permission from your instructor(s)
- c) falsifying results in lab experiments, field exercises, or other assignments
- d) copying someone else's work on assignments, tests, or exams

- e) use of unauthorized aid or assistance in tests or exams
- f) collaborating on assignments that were designated by the instructor as individual work
- g) impersonating another student, or knowingly allowing someone to impersonate you, in an assignment, test, or exam
- h) using someone else's computer account or using your computer account for unauthorized purposes
- i) interfering with or damaging someone else's academic work including their access to campus resources
- j) obtaining, viewing, or sharing information about an assignment, test, or exam
- k) knowingly helping someone else engage in academically dishonest behavior
- l) submitting false information or false medical documentation or misrepresenting personal circumstances to postpone or gain an advantage for any academic work
- m) tampering with academic transcripts or records and/or submitting false credentials
- n) any other form of misrepresentation, cheating, fraudulent academic behavior or other improper academic conduct of comparable severity

### 10.6.3 Determination of Offences and Outcomes

- a) Academic misconduct may be alleged by a course instructor with respect to a course or courses taught by him/her. A determination of academic misconduct shall be based on a discussion between the student and the instructor, in person if possible, including a review of the evidence.
- b) If academic misconduct has been determined, the instructor may impose an educative action (e.g. for instances that could be attributed to lack of understanding of appropriate citation) or an academic penalty (e.g. for instances that reflect a serious breach of academic integrity).
- c) The instructor will report the allegation and the outcome, whether educative action or academic penalty, to the Department Head and the Academic Dean (AIO) using the Report of Academic Misconduct form.
- d) Academic misconduct may be alleged by a member (or members) of the university community other than a course instructor (e.g. invigilators in examinations, other students, Computing Services staff, etc.). If the allegation involves a course, it will be referred to the course instructor, who will follow procedures as above and as outlined in the Academic Integrity Policy, Appendix A, Section 7- Procedures for a Report of Academic Misconduct.
- e) If the allegation does not involve a specific course or courses it will be referred to the Academic Dean (AIO), who will follow procedures as outlined in the Academic Integrity Policy, Appendix A, Section 7.
- f) If the student disputes the allegation or the severity of the academic penalty imposed by the instructor s/he may appeal to the Academic Dean (AIO).
- g) If the student's record (housed in the Registrar's office) shows a previous report of academic misconduct the Academic Dean (AIO) may impose additional sanctions.
- h) All decisions of the Academic Dean (AIO) may be appealed to the Academic Appeals Committee (under the conditions outlined in the Academic Integrity Policy, Section 6).
- i) Students must be advised of resources for support and their right to appeal decisions. Resources to advise students include any member of the University community such as: a MASU representative, Chaplain, Counselling Services, the Meighen Centre, and the Student Life Office.

### 10.6.4 Academic Penalties and Sanctions

- a) In each case in which it has been determined that there has been academic misconduct, the relevant authority will determine and impose appropriate educative actions (Instructors, Academic Dean (AIO)), academic penalties (Instructors), or academic sanctions (Academic Dean (AIO) or the Academic Appeals Committee).
- b) The following educative actions, academic penalties, or sanctions may be imposed:
  - i) Educative Actions (may be imposed by Instructors or Academic Dean (AIO)) such as:
    - re-writing of the assignment
    - letter of reprimand and requirement to participate in an educational or remedial academic activity
  - ii) Academic Penalties (may be imposed by Instructors), such as:
    - lower grade or failure on the assignment, test, or exam
    - failure in the course
  - iii) Academic Sanctions (may be imposed by the Academic Dean (AIO)\* or Academic Appeals Committee)
    - rescinding of an offer of admission
    - disciplinary probation, suspension\*, dismissal\* or expulsion\* which will be recorded on the transcript
    - revocation of degree\*, diploma\*, certificate or course credit\*
- c) Disciplinary probation, suspension, dismissal and expulsion will be recorded on students' transcripts. Except in cases of expulsion, one year after the expiry of the sanction the student may make a written request to the Registrar to have the notation of the offence removed from the transcript.

\*decision requires consultation with the Academic Integrity Committee

#### NOTES:

- "Being an accessory" equates to "committing the offence".
- Disciplinary suspension refers to a term up to 2 years, disciplinary dismissal is for 3 years, expulsion is permanent.
- Disciplinary suspension or dismissal for academic misconduct means complete withdrawal from the University for the specified period. This means that students may not attend classes, do presentations or submit tests, essays or assignments of any sort, whether online, on paper or other medium, nor may they receive credit for courses taken elsewhere during the period of suspension or dismissal.
- The terms of suspension or dismissal are effective until such time as the student applies for and is offered re-admission to the University.

## 10.7 MISSED COURSEWORK OR TESTS

### 10.7.1 Missed Coursework or Tests

- a) Mount Allison University encourages students to take responsibility for any health or personal problems that affect their academic performance. If students miss any kind of course work or test or are unable to meet deadlines for assigned work due to medical or personal circumstances beyond their control, they are urged to notify their instructor(s) as soon as they are aware that the illness or problem will affect their attendance and/or academic performance. Together, student and instructor should work to find appropriate and reasonable accommodation(s).
- b) The Student Life Office may, in some circumstances, issue a notice on behalf of a student (for example, in the case of a sudden departure from campus due to family or medical circumstances) indicating that in the opinion of that office the student's ability to focus on academic work has been compromised. In such cases, appropriate supporting documentation is held by the Student Life Office.
- c) Notes offering suggested accommodation(s) for particular circumstances may occasionally be prepared by professional staff in the Student Life Office but the primary responsibility for such accommodation(s) is between student and instructor.
- d) It is understood that students must take personal responsibility for their academic performance, including the management of circumstances that may be beyond their control. Any concerns or allegations of misrepresentation of personal circumstances will be deemed to constitute an allegation of academic dishonesty and may be referred to the Academic Judicial Committee.

## 10.8 EXAMINATION REGULATIONS

### 10.8.1 Scheduled Tests and Final Examinations (Fall and Winter terms)

- a) No in-class or take-home tests worth more than 10% of the final grade, and no final tests or examinations, with the exception of laboratory examinations, may be scheduled during the last five days of classes of either term, or between the last day of classes for the term and the first day of the examination schedule.
- b) Take-home final examinations may be distributed at any time. They may not be due before the third day of the examination period and must not be due after the last day of the examination period.
- c) All final tests and examinations (except laboratory examinations) will be scheduled in the final examination period. Requests for exemption from this regulation must be directed to the Vice-President (Academic & Research) for authorization.

### 10.8.2 Scheduled Tests and Final Examinations (Spring/Summer term)

- a) Normally final examinations for Spring/Summer term non-correspondence courses will take place during the last scheduled class.
- b) Final examinations for Spring/Summer term correspondence courses will normally be written on the Saturday prior to the start of the Fall term.

### 10.8.3 Viewing Examination Papers

- a) Academic Departments must retain all final examination papers on file for six months following the date of the examination.
- b) On request, students may arrange with a department or program to review their own examination paper(s) after final grades have been released by the Registrar's Office; however papers may not be removed from the department.
- c) For purposes of this regulation a final examination shall be defined as one written in the regular or deferred examination periods.

### 10.8.4 Accommodations for Missed Final Examinations

- a) A student may request accommodation for a missed final examination as a result of illness or for compassionate reasons by submitting an *Application for Exam Accommodation* form, which is available on the Registrar's Office web site.
- b) Accommodations for missed final examinations will be determined by the Registrar (or direct delegate) after consultation with the instructor.
- c) If a deferred examination is approved as the appropriate exam accommodation for a Fall term course, the deferred exam will normally be written during the first week of the Winter term. Exceptions must be approved by an Academic Dean.
- d) A deferred examination in a Winter term course must normally be written by the end of May, to be arranged by the Registrar (or direct delegate) in consultation with the instructor and student. If the examination cannot be written by that time, the student's academic standing will not be assessed until final grades have been submitted.
- e) Students who do not clear their deferred status by the start of classes in the Fall term will receive a non pro-rated final grade and academic standing will be assessed based on these results.

### 10.8.5 Extended Deadlines for Completion of Course Work

- a) If illness or compassionate reasons prevent a student from submitting all course work by the prescribed deadlines, the Registrar (or direct delegate) and the instructor may agree to extend the deadline(s) for completion of the work for up to four weeks beyond the original deadline(s).
- b) If a granted extension prevents an instructor from submitting a final grade, a notation of 'INC' will be recorded on the transcript with a credit value of '0.0'.
- c) If no grade is submitted by the specified extended deadline, the notation of 'INC' will be converted to an 'F'. Exceptions must be approved by an Academic Dean.

### 10.8.6 Special Examinations

- a) A student with fourth-year standing may apply for a special examination if the following conditions apply:
  - i) the student has failed a course three times,
  - ii) that course is required for a degree program, and
  - iii) there is no acceptable alternative to allow fulfillment of degree requirements

- b) Application for a special examination must be made in writing by using the form available on the Registrar's Office web page.
- c) A fee is charged for each special examination. This fee will be refunded if the application is not approved.
- d) Applications for special examination must be approved by the Registrar, following consultation with the student, the instructor, and the Academic Dean.
- e) The result of a special examination will be recorded with a grade of 'Pass' or 'Fail' unless the Registrar, in consultation with the instructor, determines that a letter grade would be more appropriate.

## 10.9 EVALUATIONS OF STUDENT PERFORMANCE

### 10.9.1 Grading Policies for Courses

- a) In the first week of classes at the beginning of each academic term instructors shall provide each student in their courses with written information indicating the policy concerning assignments, tests, final examination, practical and laboratory work, class participation and attendance. The same information shall also be provided to the Department Head and the appropriate Academic Dean.
- b) In all courses, work worth at least 20% of the final grade will normally be evaluated and returned to students before the end of the eighth week of term for Fall and Winter 3 credit courses and before the end of the second week of the Winter term for full year 1, 3, and 6 credit courses. For Spring/Summer term courses work worth at least 20% of the final grade will normally be evaluated and returned to students before the course is no more than 60% completed. Exemptions from the policy must be authorized by the appropriate Academic Dean.

### 10.9.2 Reporting of Grades

- a) Course work must be completed prior to the deadline for submission of the final grades.
- b) Faculty members may not provide final grades or final exam grades to students in any form prior to the release of grades by the Registrar's Office. The Registrar's Office reports results to students following each examination period if all accounts with the University have been paid.
- c) Faculty members must submit final grades to the Registrar's Office according to the following deadlines:
  - i) Fall Term: Normally before the University closes for the December holiday. With permission of an Academic Dean an extension may be granted to the day before the start of Winter Term classes.
  - ii) Winter Term: For all students whose names appear on the prospective May graduation list, four calendar days after the last day of the April examination period. For all other students normally 30 April. For non-graduating students, with permission of an Academic Dean an extension may be granted to the day before the start of Spring/Summer Term classes.
  - iii) For all other courses: Within seven calendar days of the final exam or the submission of final written work for the course.

### 10.9.3 Letter Grades and their Meanings

Letter grades are assigned. These grades, with descriptors and Grade Point Average equivalents as applicable, are as follows:

Letter Grade	Descriptor	GPA Equivalent
A+	Outstanding	4.3
A	Excellent	4.0
A-	Very Good	3.7
B+	Good	3.3
B	Good	3.0
B-	Good	2.7
C+	Satisfactory	2.3
C	Satisfactory	2.0
C-	Satisfactory	1.7
D+	Conditional (non-continuing) Pass	1.3
D	Conditional (non-continuing) Pass	1.0
D-	Conditional (non-continuing) Pass	0.7
F	Failure	0.0

Transfer Credits	Descriptor	GPA Equivalent
P	Pass, may be used to fulfill pre-requisite requirements	excluded from the GPA
CP	Conditional Pass - may not be used to fulfill prerequisite requirements (Also used for Aegrotat Pass)	excluded from the GPA

Other Notations	Descriptor	GPA Equivalent
AU	Audit	excluded from the GPA
CIP	Course in progress	excluded from the GPA
CTN	Continuing, full year course, final grade recorded in 2nd term	
DE	Course results deferred	excluded from the GPA
E	Exemption from a course	excluded from the GPA
INC	Incomplete	0.0
W	Withdrawal from a course after course withdrawal deadline, without academic penalty	excluded from the GPA
X	Withdrawal from University	excluded from the GPA
*	Indicates repeated course	

### 10.9.4 Prerequisite Grade Requirements

- a) A grade of D (D+, D, D-) in any course will be considered a non-continuing pass. In order for a course to be used to fulfill prerequisite requirements, a grade of C- or better must be obtained. Otherwise, written permission of the appropriate Department Head or Program Co-ordinator must be obtained.

### 10.9.5 Grades Excluded from GPA

- a) Results from Special Examinations are reported on a Pass/Fail basis and are excluded from Grade Point Average calculations.
- b) Transfer credits are excluded from the Grade Point Average.

### 10.9.6 Calculation of TGPA, SGPA and CGPA

- a) A Term Grade Point Average (TGPA) is calculated at the end of each term by dividing the total number of grade points obtained during the term (credit hours x grade points) by the number of credit hours attempted per term.
- b) A Session Grade Point Average (SGPA) is calculated at the end of the Winter term in each academic session (Spring/Summer, Fall, Winter) by dividing the total number of grade points obtained during the session (credit hours x grade points) by the number of credit hours attempted.
- c) A Cumulative Grade Point Average (CGPA) is calculated by dividing the total number of grade points obtained on all courses (credit hours x grade points) by the total number of credit hours attempted.

### 10.9.7 Repeated Courses, SGPA and CGPA

- a) In the event that a course is repeated, only the higher grade will be used in the Cumulative Grade Point Average calculation and in calculating the total number of credit hours used for the Cumulative Grade Point Average calculation.
- b) In the event that a course is repeated within the same academic session, only the higher grade will be used in the Session Grade Point Average calculation and in calculating the total number of credit hours used for the Session Grade Point Average calculation.
- c) In the event that a course is repeated by transfer credit, the transfer credit is excluded from Cumulative Grade Point Average calculations, but the failed attempt(s) that the transfer credit replaces will also be excluded from the Cumulative Grade Point Average calculations.
- d) All results from attempts at a course will remain on the transcript.
- e) This regulation does not apply to the calculation of Honours averages (see Section 10.10.4d).

### 10.9.8 Grade Changes

- a) The maximum time limit permitted for a change of final grade is two months from the last day of classes in the term.
- b) A grade change must be approved by the Dean of the Faculty in which the course is offered.
- c) Once a final grade has been submitted to the Registrar, unsanctioned supplementary examinations or any additional assignments for the purpose of changing that grade are not permitted.

### 10.9.9 Re-evaluation of a Grade

Students may apply in writing for re-evaluation of a grade within 30 days of the release of final grades at the end of each term under one of the following scenarios:

- a) **Request for Re-calculation of a Grade.** Students may request a re-calculation of the final grade without any review of written material. The calculation of the final grade will be reviewed by the instructor who will report a change in grade to the Registrar.
- b) **Application for Re-Read.** Students may apply in writing for a re-read of the final examination and/or any written material not

returned to the class before the last day of the final examination period of the term in which the course is concluded. An Application for a Re-Read must be submitted to the Registrar's Office, specifying the material that is to be re-evaluated. The material in question will be re-read by the faculty member concerned as well as by another faculty member designated by the Department Head. If there is serious disagreement between the two readers, the Department Head, or Academic Dean where appropriate, will then review the material under re-evaluation. If the final mark is based on performance not evaluated by written material, the re-read by both participants will be confined to a review of the mark sheets compiled by the original instructor. Students should remind themselves of the value of these items in relation to the overall course mark before determining whether it is worthwhile to apply for a re-read. The results of the re-read will normally be conveyed to the student within 30 days of receipt of the application. Students should remember that a grade can be revised upwards or downwards. A fee must be submitted with the application. If the grade is revised upwards, the fee will be refunded. Application forms are available on the Registrar's Office web page.

### 10.9.10 Aegrotat Standing

- a) If for medical or compassionate reasons a student is unable to complete one or more courses within the term in which the course is offered, the student shall first seek exam accommodations (10.8.4) or extended deadlines for completion of course work (10.8.5).
- b) If the nature or severity of the circumstances prevents the student from completing the course work or the final examination within six months of the end of the term in which the course was offered, the student may be granted Aegrotat Standing if:
  - i) a request for Aegrotat Standing and supporting documentation are sent to the Registrar within two (2) weeks of the date that was set for any extended deadline or deferred examination;
  - ii) the Registrar, in consultation with the instructor or the department, confirms that the student completed with passing grades at least 60% of the work required in the course; and
  - iii) an Academic Dean approves the recommendation of the Registrar to award Aegrotat Standing.
- c) If Aegrotat Standing is approved, the grade will appear on the student's transcript as a 'CP' Conditional Pass.

### 10.9.11 Assessment of Academic Standing

- a) Academic standing is determined on the basis of the Session Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).
- b) Academic standing is assessed once per year at the end of the Winter term.
- c) Students will be assessed for the first time when they have attempted at least 18 credits at Mount Allison.

### 10.9.12 Good Standing

- a) Students remain in Good Standing if they attain a Session Grade Point Average (SGPA) of at least 1.5 and a Cumulative Grade Point Average (CGPA) of at least 1.5.



- b) Students must be in Good Standing and have permission of the University for study abroad programs in which the University participates.
- c) Students must be in Good Standing if they wish to apply for a Letter of Permission to take courses at another institution or to register for correspondence courses offered by Mount Allison. Exceptions must be approved in writing by the appropriate Academic Dean.
- d) Graduating students who have completed all other degree requirements but whose SGPA would normally place them on Academic Probation will remain in Good Standing if their CGPA remains at least 1.5.

### 10.9.13 Unsatisfactory Standing

- a) Students whose academic performance is such that they fail to achieve Good Standing will be placed on Academic Probation, Academic Suspension or Academic Dismissal, which will be recorded on their transcript.
- b) Students on Academic Suspension or Academic Dismissal will be notified in a letter from the Chair of the Admissions and Re-admissions Committee of their academic standing and the procedures and deadlines for appeal.
- c) Those students seeking re-admission to the University must apply in a letter addressed to the Chair of the Admissions and Re-admissions Committee to be received by the Registrar's Office by the deadline specified (see 10.9.18 Procedures for Appeals and Re-admissions). Letters of appeal for re-admission received after the deadline will not be considered by the Admissions and Re-admissions Committee.

### 10.9.14 Academic Performance Indicators

- a) Student records are reviewed at the end of each academic term for academic progress.
- b) Academic Performance is recorded in Connect as Satisfactory (TGPA of at least 1.5) or Unsatisfactory (TGPA of less than 1.5).
- c) This is not an academic standing and is not recorded on the transcript, but serves as a warning to students that they might be in academic jeopardy if their grades do not improve and academic advising should be sought.

### 10.9.15 Academic Probation

- a) Students who have been in Good Standing will be placed on Academic Probation if they attain:
  - i) a Session Grade Point Average (SGPA) of less than 1.5 or
  - ii) a Cumulative Grade Point Average (CGPA) of at least 1.0 but less than 1.5
- b) Students who are on Academic Probation are not permitted to register for more than the normal course load (15 credits in each of the Fall and Winter terms, 12 credits in the Spring/Summer term).
- c) To return to Good Standing, students on Academic Probation must attain:
  - i) i) a Session Grade Point Average (SGPA) of at least 1.5, during the probationary period AND
  - ii) ii) a Cumulative Grade Point Average (CGPA) of at least 1.5.

- d) Students on Probation are permitted to continue to register on Probation provided their SGPA during the probationary period is at least 1.5.
- e) Students on Probation who do not achieve a SGPA of 1.5 will be placed on Suspension.
- f) Students on Academic Probation are not eligible to take courses on Letter of Permission or to register for correspondence courses offered by Mount Allison. Exceptions must be approved in writing by the appropriate Academic Dean.

### 10.9.16 Academic Suspension

- a) Students in Good Standing will be placed on Academic Suspension if in any academic year they obtain a Cumulative Grade Point Average (CGPA) of less than 1.0.
- b) Students who are on Academic Probation will be placed on Academic Suspension if they obtain a Session Grade Point Average (SGPA) of less than 1.5.
- c) Students on Academic Suspension may not register for any Mount Allison courses nor receive credit at Mount Allison for courses taken elsewhere during the suspension period. Students may apply for re-admission at the end of the period of Academic Suspension.
- d) The period of Academic Suspension is one full year; however, the terms of Academic Suspension are effective until such time as the student applies for and is offered re-admission to the University.
- e) If accepted, students will be re-admitted on Academic Probation and special conditions may apply. To seek re-admission following a period of Suspension, students must complete a *Former Student Application* form and the *Supplementary Questionnaire*, available on the Registrar's Office web page. These must be received by the Registrar's Office at least two months prior to the academic term for which the student is applying for re-admission and, if applying for re-admission to the study term commencing in September, no later than June 15.

### 10.9.17 Academic Dismissal

- a) Students who incur a second academic suspension are dismissed for three years.
- b) During dismissal, they may not register for any courses offered by Mount Allison, nor receive credit at Mount Allison for courses taken elsewhere during the dismissal period.
- c) Students may apply for re-admission at the end of the period of Academic Dismissal.
- d) The terms of Academic Dismissal are effective until such time as the student applies for and is offered re-admission to the University.
- e) To seek re-admission following a period of Dismissal, students should complete a *Former Student Application* form and the *Supplementary Questionnaire*, available on the Registrar's Office web page. These should be received by the Registrar's Office at least two months prior to the academic term for which the student is applying for re-admission and, if applying for re-admission to the study term commencing in September, no later than June 15.
- f) Students returning after dismissal will be re-admitted on Academic Probation and special conditions may apply. If they fail to maintain a Session GPA of 1.5, they will be refused further registration at Mount Allison.

### 10.9.18 Procedures for Appeals and Re-admissions

- a) Students who have been notified that their academic performance is such that they have been placed on Academic Suspension or Academic Dismissal may appeal their academic standing.
- b) A Letter of appeal with all supporting evidence must be submitted to the Registrar's Office by the deadline specified in the notification.
- c) Letters of appeal, which will be reviewed by the Admissions and Re-admissions Committee, should clearly and completely outline the factors that accounted for poor academic performance and explain why the applicant feels ready to commence studies again.
- d) The appeal will be directed to the Admissions and Re-admissions Committee; should it be rejected by that Committee, the student will be informed of the grounds and deadline by which s/he may appeal the Committee's decision to the Re-admissions Appeals Committee, whose decision is final.
- e) A Letter of appeal will only be forwarded for consideration by the Admissions and Re-admissions Committee or the Re-admissions Appeals Committee if there are no outstanding fees payable on the student's account (see 4.4.4 in the Fees section).

### 10.9.19 Disciplinary Suspension or Dismissal

- a) Disciplinary suspension or dismissal may be imposed by the University Judicial Committee or Academic Judicial Committee for infractions of the student discipline code as outlined in the document *Policies and Procedures for Student Governance*.
- b) To seek re-admission following disciplinary suspension or dismissal, students should complete a *Former Student Application* form and the *Supplementary Questionnaire*, available on the Registrar's Office web page. These must be received by the Registrar's Office at least two months prior to the academic term for which the student is applying for re-admission and, if applying for re-admission to the study term commencing in September, no later than June 15.
- c) The Admissions and Re-admissions Committee will review the academic record only.

### 10.9.20 Deans' List

- a) Mount Allison recognizes excellent academic performance through the Deans' List.
- b) Deans' List standing is assessed once per year after grades have been submitted at the end of the Winter term.
- c) To be placed on the Deans' List, a student must:
  - i) complete at least thirty credits over the academic session (May through April), including at least 24 credits taken in the Fall and Winter terms, and
  - ii) achieve a SGPA of at least 3.7 on that work
- d) Students who achieved Deans' List standing in the academic session preceding a year long Study Abroad Program\*, will maintain Deans' List standing until their Academic Standing is next assessed.
- e) Students who participate in a one term Study Abroad Program\* during an academic session will be assessed for Deans' list standing based on all credits completed at Mount Allison during the session, provided that they have carried the equivalent of a regular thirty credit course load from the combination of study abroad courses and Mount Allison courses.

- f) Students with documented disabilities, on the written recommendation of the Meighen Centre, are entitled to reasonable accommodations with respect to course load expectations.
  - g) The Deans' List carries no financial award.
- \* for a list of eligible Study Abroad Programs, please refer to 11.11.1

## 10.10 DEGREE REQUIREMENTS

### 10.10.1 Academic Standing and Credits Required for a Degree

- a) Students must be in Good Standing to be eligible to graduate (subject to 10.9.12 d).
- b) All undergraduate degrees require completion of 120 credits.
- c) Other degree requirements are set out in the summary of specific programs found in Section 11 of this Academic Calendar.

### 10.10.2 Academic Residency Requirements

- a) Students must complete with courses from Mount Allison:
  - i) at least half the credits required for a degree
  - ii) at least half of the requirements for a Major or Honours program, including all 3/4000 level credits, subject to 10.10.2 d); and
  - iii) at least 6 credits of the requirements for a Minor.
- b) For the purposes of this requirement, transfer credits earned from an approved Mount Allison study-abroad or international exchange program (Calendar section 11.11.1) will count towards the Minor, Major, or Honours.
- c) The total of credits earned through any form of Advanced Standing (Calendar section 3.9), through Transfer Credits (Calendar sections 3.10 and 10.5), and through Challenge for Credit (Calendar section 3.11) may not be greater than 60.
- d) No more than six credits transferred at the 3/4000 level may be used to fulfill 3/4000 level requirements.
- e) An Academic Dean must approve any exceptions to 10.10.2 a) ii., 10.10.2 a) iii., or 10.10.2 d).

### 10.10.3 Degree with Distinction Requirements

- a) The degrees of Bachelor of Arts, Bachelor of Science, Bachelor of Commerce, Bachelor of Fine Arts, and Bachelor of Music will be awarded with Distinction at the discretion of the Senate.
- b) To be considered for Distinction, a student should have achieved a Cumulative Grade Point Average (CGPA) of approximately 3.7 in all work undertaken at the University.

### 10.10.4 Honours GPA and Overall GPA Requirements

- a) A degree with First Class Honours requires attainment of a 3.7 Grade Point Average in the prescribed Honours work
- b) A degree with Honours requires attainment of a 3.0 Grade Point Average in the prescribed Honours work.
- c) When a thesis is part of the program, a minimum grade of B is required in all cases.
- d) In addition, an overall Grade Point Average of approximately 3.0 must be earned by all Honours candidates on all work, including repeated courses, undertaken beyond the first year at Mount Allison.

For those in full-time attendance at Mount Allison for three years or fewer, this average will be calculated on all Mount Allison courses taken.

### 10.10.5 Submitting a Thesis

- a) An Honours student's thesis must be submitted to the department or program for grading no later than the first day of the Winter term examination period.
- b) Bound copies of the thesis must be submitted to the office of the Academic Deans no later than the last day of the final examination period.

### 10.10.6 Falling Short of the Honours Requirements

Students failing to achieve the minimum standard for Honours as defined in 10.10.4, but who otherwise have satisfactorily completed all of the courses in the prescribed curriculum, will be awarded a degree in the Major area of study.

### 10.10.7 Second Undergraduate Degree Requirements

- a) Students who hold one undergraduate degree from Mount Allison may apply for re-admission to be a candidate for a second different undergraduate degree under the following regulations:
  - i) the student should have demonstrated strong academic ability and must be approved by an Academic Dean.
  - ii) the student must fulfill all the requirements for the second degree
  - iii) the student must complete Mount Allison courses totaling at least 36 additional credits, beyond those required for the first degree.
- b) Students who wish to complete the requirements for two different Bachelor's degrees at the same time must apply to the appropriate Academic Dean for approval. If approved, regulations 10.10.7a i, ii, and iii apply.

### 10.10.8 Honours Certificate

Recipients of a first degree from Mount Allison earned with a Cumulative Grade Point Average of approximately 3.0 in all work, including repeated courses, undertaken beyond the first year at Mount Allison and in the intended Honours program, may apply to an Academic Dean to return as a candidate for an Honours Certificate. Application forms are available on the Registrar's Office web page.

## 10.11 GRADUATION AND CONVOCATION

### 10.11.1 Application for Graduation

All prospective graduates must complete an Application for Graduation by the deadline indicated in the Calendar of Events (Section 2.2) for the academic year in which they intend to graduate. Application forms are available on the Registrar's Office web page.

### 10.11.2 Completed Degree Requirements - May

- a) Prospective degree and certificate candidates are responsible for completing degree requirements according to the regulations pertaining to their program.

- b) All full and part-time students must register for and complete all remaining work toward the degree or certificate during the preceding May to April academic session.
- c) Results must be officially reported to the Registrar before the deadline for submission of final grades (Section 10.9.2). In exceptional cases where there has been an approved extended deadline results may be accepted after this date.
- d) The Registrar posts a list of prospective degree and certificate candidates for each May Convocation approximately five months prior to Convocation. All prospective degree and certificate candidates are responsible for checking the accuracy of this list and reporting any errors or omissions to the Registrar.

### 10.11.3 Completed Degree Requirements - October

- a) Students who complete degree and/or certificate requirements after May Convocation and who apply and are approved for graduation at the October Senate meeting, will have their degrees conferred *in absentia* and will be accorded the academic status of graduates from that date forward.
- b) October Graduates will be invited to participate in the subsequent May Convocation ceremony.

### 10.11.4 Academic Costumes

- a) Successful degree and/or certificate candidates who come to Convocation must wear proper academic costumes.
- b) Those who do not attend the ceremony will receive their diplomas in absentia. The diplomas will be mailed out after Convocation.

### 10.11.5 Authorized Hoods

The following hoods are authorized for holders of Mount Allison degrees:

- a) Bachelor of Arts: a hood of black stuff edged with garnet and silk and with front of loop bordered with gold silk.
- b) Bachelor of Science: a hood of black stuff edged on the inside with old gold silk.
- c) Bachelor of Music: a hood of black stuff edged on the inside with royal blue silk.
- d) Bachelor of Fine Arts: a hood of black stuff edged on the inside with green silk, and orange ornamentation.
- e) Bachelor of Commerce: a hood of black stuff edged on the inside with light grey silk.
- f) Bachelor of Teaching: a hood of black stuff edged on the inside with mauve silk.
- g) Bachelor of Education: a hood of black stuff edged on the inside with light blue silk.
- h) Bachelor of Music Education: a hood of black stuff edged on the inside with turquoise silk.
- i) Master of Arts: a hood of black silk or stuff with a full lining of garnet silk
- j) Master of Science: a hood of black silk or stuff with a full lining of old gold silk.
- k) Master of Social Work: a hood of black silk or stuff with a full lining of fuchsia silk.

- l) Master of Education: a hood of black silk or stuff with a full lining of light blue silk.
- m) Doctor of Divinity, a hood of scarlet cloth lined with purple silk.
- n) Doctor of Laws, a hood of scarlet cloth lined with blue silk.
- o) Doctor of Civil Law, a hood of scarlet cloth lined with old gold silk.
- p) Doctor of Literature, a hood of scarlet cloth lined with white silk.
- q) Doctor of Music, a hood of scarlet cloth lined with blue silk lining and half-inch facings.
- r) Doctor of Science, a hood of scarlet cloth lined with primrose yellow silk.
- s) Doctor of Fine Arts, a hood of scarlet cloth lined with green silk.

### 10.11.6 Honorary Degrees

The Senate of the University has authorized the awarding of the following degrees Honoris Causa:

- a) Doctor of Divinity (D.D.)
- b) Doctor of Laws (LL.D.)
- c) Doctor of Civil Law (D.C.L.)
- d) Doctor of Literature (D.Litt.)
- e) Doctor of Music (D.Mus.)
- f) Doctor of Science (D.Sc.)
- g) Doctor of Fine Arts (D.F.A.)

### 10.11.7 University Prizes

Francis S. Allison Award  
 Alumni Academic Achievement Award  
 Ambassador of France  
 Ambassador of Spain  
 Ambassador of Switzerland  
 Donald A. Anderson Prize  
 Department of Anthropology Prize  
 John P. Asimakos Award in Painting  
 Charles Frederick Allison Avarid Prize  
 Ada Ayer Prize  
 Lady Banting Prize  
 Barritt-Marshall International Graduating Student of the Year  
 David Beatty History Prize  
 Allison Watson Beveridge Prize  
 Katherine (Shaw) Bigelow Prize  
 Biochemistry Prize  
 Bio Med Society Prize  
 Birks Medal  
 David Blackwood Prize  
 Garland P. Brooks Prize in Psychology  
 James Noel Brunton Prize  
 Roger Calkins Prize in Shakespeare Studies  
 Allison (A.F.D.) Calvert Memorial Award  
 Mary Ellen (Bronskill) Campbell Award in Fine Arts  
 Canadian Association of Geographers Undergraduate Award  
 A.D. Carter Prize  
 CPA New Brunswick Prize  
 David Gilchrist Chalmers Memorial Prize  
 Chancellor's Prize  
 J.H. Chase Prize  
 Arthur J. Ebbutt Prize

Amanda Elliott Clark Prize  
 George T. Clark Prize in Law  
 Colpitts Prize  
 Commerce Marketing Prize  
 Prize of the Consulate General of the Federal Republic of Germany  
 CPA Certificate of Academic Excellence  
 Dr. J.E.A. Crake Award in Fine Arts  
 Dr. J.E.A. Crake Performance Award in Music  
 Dr. J.E.A. Crake Performance Award in Drama  
 Dr. J.E.A. Crake Foundation - W.B. Sawdon Award  
 W.S.H. Crawford Prize in Math and Computer Science  
 Deloitte Prize  
 David Ebert Memorial Prize  
 Ernst and Young Prize  
 Fensom Research Prize  
 Berkeley Fleming Prize in Sociology  
 Robert and Margaret Fleming Prize  
 Laura Gates Award  
 Michael Gibbens Prize in Finance  
 Donald T. Goodwin Prize  
 Governor General's Gold Medal  
 Governor General's Silver Medal  
 Graham Atlantic Writing Prize  
 Graham Memorial Prize  
 M. Colin Grant Book Prize  
 Grant Thornton Prize  
 Marie Hammond-Callaghan Women's Prize in History  
 Frances Louise Hickey Prize  
 Charlie Hunter Award  
 James Robert Inch Memorial Prize  
 I.O.D.E. (NB Chapter) Prize  
 Curtis and Lyle Jarvis Memorial Prize  
 Allison H. Johnson Prize in Philosophy  
 KPMG Prize  
 Henry D. Larsen Prize  
 Gil Latter Prizes  
 Hibbert C. Laurence Prize  
 Alden Leard Memorial Prize  
 Reverend Stephen Lisson Award  
 Jack MacAleese Memorial Prize  
 Bruce I. MacDonald Prize in Physical Geography  
 Cathy MacDonald-Arsenault Memorial Prize  
 Gordon Manson Award  
 Marster Prize for Humour in Art  
 George Everett Matthews Award  
 Wendall and Jean Halliday MacKay Award  
 J. Scott and Patricia McCain Athletics Award  
 Bryce McKiel Essay Prize  
 John Wesley McLeod Prize  
 Margaret Pauline Siddall McMath Prize  
 Chris Metallic Prize in Indigenous Leadership  
 Reginald Miller Management Prize  
 Prize of the Department of Modern Languages and Literatures  
 J.C. Moore Prize  
 Mount Allison Conservatory Prize  
 Music History Essay Prize  
 Ian Newbould Prize in British History  
 E. George Nichols Prize in Psychology  
 E. George Nichols Psychology Prize in Animal Behaviour  
 Dr. Karen Nicholson Psychology Prize

Don Norton Memorial Award  
 Ogden Memorial Prize  
 Osler Dean's List Awards  
 Harold Oxley Prize  
 Colin Paterson Prize  
 Ethel Peake Memorial Prize  
 John Edgar Peters Prize  
 Muriel Hewson Philp Prize in Drawing  
 PricewaterhouseCoopers Prize  
 Province of Quebec in the Atlantic Provinces  
 Donna L. Purdy Memorial Award  
 Beth Robinson Award  
 Jennie Robinson Quinn Prize  
 W. J. Robinson Prize  
 Harold Melville Rogers Memorial Prize  
 R. Ruggles Gates Award  
 Scotiabank Prize  
 Kendall Scott Memorial Prize in Chemistry  
 Murray Sears Memorial Prize  
 Harry A. Sheffield Prize  
 Harold W. Simpson Memorial Prize  
 Dr. A. Smith Prize in Classics  
 Society of Chemical Industry Student Merit Award  
 Department of Sociology Prize  
 Robert L. and Mabel Stalling Prize  
 Reverend E.R. and Ross Stanway Prize in Philosophy  
 Harold Chapman and Annalea Steeves Memorial Prize  
 Frank Strain International Relations Prize  
 F. A. Surbey Prize in Psychology  
 Minnie Evans Tait Memorial Prize  
 Florence Webb Tate Prize  
 Grace Tomkinson Memorial Prize  
 Dr. Gordon Treash Prize  
 Michael J. Tucker Political Science Award  
 William Morley Tweedie Medal  
 Tyler Prize  
 Dr. R.N. Varma Gold Medal in Physics  
 Women's and Gender Studies Prize  
 Laura Sofia Wood Prize

## 10.12 TRANSCRIPTS

### 10.12.1 Privacy of Transcripts

- A student's transcript of record is personal information as defined by New Brunswick's Personal Information and Protection of Privacy Act and will only be disclosed to a third party in accordance with the terms of that Act. In most cases, this means that the transcript will not be disclosed without the written consent of the student.
- Students may request that transcripts be revealed to no one outside the university without written permission.

### 10.12.2 Transcript Requests

- Students can have their transcripts sent outside the University on payment of a fee. All transcript orders must be placed in writing by the transcript holder. Application forms are available on the Registrar's Office web page.
- Telephone orders for transcripts cannot be accepted.
- Partial transcripts are not issued.

- Those requesting transcripts should be aware that at certain peak periods it may take approximately two weeks to process a transcript order.

## 10.13 REPLACEMENT/DUPLICATE DIPLOMAS

A duplicate or replacement diploma may be requested under the following conditions:

- If a duplicate is requested, evidence by affidavit or statutory declaration shall be furnished that the diploma has been destroyed or is no longer in existence. If a replacement diploma is requested in a different name from that on the original diploma, the original diploma shall be returned.
- If the present signing officers are the same as for the original diploma, a new diploma marked DUPLICATE or REPLACEMENT DIPLOMA may be issued.
- If the signing officers have changed, the duplicate or replacement diploma may be issued, with the original signing officers' names printed in and a note added below to state the diploma is a duplicate or replacement. This note is to be signed by the President.
- A fee is charged.

## 10.14 NOTIFICATION OF DISCLOSURE OF PERSONAL INFORMATION

### 10.14.1 Statistics Canada

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education. It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at postsecondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand 'outcomes'. In order to conduct such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada, student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity.

The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used for statistical purposes only, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify a student.

Students who do not wish to have their information used can ask Statistics Canada to remove their identifying information from the national database. On request by a student, Statistics Canada will delete an individual's contact information (name, address, or other personal identifiers) from the PSIS database. To make such a request or for further information please contact Statistics Canada by email at: <PSIS-SIEP\_contact@statcan.gc.ca> or by mail: Institutional Surveys Section, Centre for Education Statistics, Statistics Canada, 150 Tunney's Pasture Driveway, Main Building, 2100-K, Ottawa, Ontario, K1A 0T6

### 10.14.2 Maritime Provinces Higher Education Commission (MPHEC)

The MPHEC collects the data described above on behalf of Statistics Canada. In addition, it archives these data and uses them to generate basic statistics, research products, as well as the sampling frame for its graduate survey. These activities support its mandate, which is to assist institutions and governments in enhancing post-secondary learning environment. The legal authority for these activities is provided by the Maritime Provinces Higher Education Commission Act. The Act also requires that all data received by the Commission is kept confidential, and ensures the protection of personal information. More information about the MPHEC and its Standard for Maintaining Confidentiality may be found at <[www.mphec.ca](http://www.mphec.ca)>

Regarding those students who do not wish to have their information used, Statistics Canada will notify the MPHEC of any student choosing to have their personal information removed from the national database, and their information will subsequently be removed from the MPHEC's database.

