
MountAllison

UNIVERSITY

ACADEMIC CALENDAR 2011-2012

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

- a) Email is an official means of communication for academic and administrative purposes at Mount Allison.
- b) 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.
- c) Students are responsible for frequently checking their Mount Allison email address to remain current with administrative and academic notifications.

10.2 REGISTRATION

10.2.1 Registration Procedures (Adding Courses)

- a) Students are responsible for their registration.
- b) Normally courses are added, changed, or dropped by the student through CONNECT.
- c) 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.
- d) Some academic departments require pre-registration of returning students for courses in their departments. For further information, please consult department heads.

10.2.2 Registration Deadline

- a) 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.
- b) 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.
- c) 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.
- d) For specific intensive study courses the Registrar's Office will designate the deadline for registration.
- e) 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.
- f) 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.

- g) Students must be properly registered in a course to receive a grade on any assignment or test.

10.2.3 Registration Deadline (Correspondence Courses)

- a) 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.
- b) In September and in January full-time students registering for any correspondence course must follow the registration deadline specified in Regulation 10.2.2. Any correspondence course must be completed by the end of the academic term in which it was started.
- c) In May full-time students registering for any correspondence course must register before June 30. All correspondence courses must be completed by the day on which Fall term courses begin.
- d) Part-time students may begin a correspondence course on the first day of any month, but must register for the course no later than the fifteenth day of the month prior to the desired start date. The correspondence course must be completed within sixteen weeks of the start date.
- e) Extensions to the completion deadlines for correspondence courses can be granted by an Academic Dean. If an extension is granted, an extension fee will apply (see Section 4.1.7).

10.2.4 Determining Year Level

- a) 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).
- b) Students who have earned less than 24 credits have first-year standing.
- c) Students who have earned 24 to 53 credits have second-year standing.
- d) Students who have earned 54 to 83 credits have third-year standing.
- e) Students who have earned 84 or more credits have fourth-year standing.

10.2.5 Normal Course Loads and Overloads (Fall and Winter terms)

- a) 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.
- b) 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.
- c) Students with first-year standing are not normally permitted to register for more than 15 credits per term.
- d) 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 10.2.5d or 10.2.5e may only register for the overload for the following Fall and Winter terms after June 1.

10.2.6 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 10.2.6a.

10.2.7 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.

10.2.8 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.

10.3 CHANGES IN REGISTRATION AND WITHDRAWAL

10.3.1 Deadline for Registration Changes

- a) Registration changes for 3 credit Fall or Winter term courses are allowed until the second Friday of each term.
- b) Registration changes for all 3 and 6 credit full year courses are allowed until the second Friday of 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.

10.3.2 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.

10.3.3 Withdrawal Without Penalty

- a) All students registered during the Fall and Winter terms may withdraw without academic penalty from a 3 credit course before the end of the eighth week of term.
- b) All students registered during the Fall and Winter terms may withdraw without penalty from a 6 credit course or a full year 3 credit course before the end of the second week in the Winter term.
- c) Students registered for non-correspondence courses during Spring/Summer term may withdraw without academic penalty before the end of the fourth week of classes. 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) Part-time students registered in a correspondence course or full-time 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 before not more than half the normal time limit for the course has elapsed.

10.3.4 Course Withdrawal After the Deadline

- a) A student who wishes to withdraw after the deadline 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 of a 'W' designation 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 student who does not withdraw from a course in accordance with these regulations must remain registered in the course for the remainder of the term and will receive a grade.
- c) Any request for late withdrawal must normally be submitted before the last day of classes of the term in which late withdrawal is being requested.

10.3.5 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 3 and 6 credit courses as outlined in the Calendar of Events (Section 2.2).
- b) A student who withdraws from the University after this time, will remain registered and will receive grades, and Regulation 10.8.12 (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 the last day of classes of the term in which late withdrawal is being requested.

10.4 TRANSFER CREDITS

10.4.1 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.

10.5 ACADEMIC INTEGRITY

10.5.1 Academic Dishonesty

All students at Mount Allison are expected to conduct themselves in an ethical manner in their academic work. It is the policy of the University that academic dishonesty will not be tolerated. The following offences constitute major instances of academic dishonesty, and are subject to discipline:

- a) plagiarism or the misrepresentation of another's work, whether ideas, or words, or creative works, published or unpublished, as one's own;
- b) submission of any work for credit for which credit has previously been obtained or is being sought in another course, without the prior express written consent of the appropriate instructor(s);
- c) falsification of results in laboratory experiments, field trip exercises or other assignments;
- d) use of unauthorized aid or assistance including unauthorized group work, and copying in tests and examinations;
- e) impersonation of another student in a test, examination or assignment or knowingly permitting another to impersonate oneself;
- f) alteration or falsification of transcripts or other academic records or submission of false credentials;
- g) unauthorized access, use, or alteration of computer data sets; unauthorized use of another's computer account; use of computer accounts for unauthorized purposes;

- h) willful or negligent damage to the academic work of another member of the university;
- i) interference with the academic processes of the university;
- j) any other form of misrepresentation, cheating, fraudulent academic behaviour or other improper academic conduct of comparable severity;
- k) knowingly helping another to engage in academically dishonest behaviour (including, but not limited to providing questions and/or answers to a test or examination, providing an essay, lab report, etc. which is subsequently plagiarized or submitted by another student as his/her own work.)

10.5.2 Allegations of Academic Dishonesty

- a) All allegations of academic dishonesty will be reported to the Chair of the Academic Judicial Committee.
- b) Academic dishonesty may be alleged by a course instructor, with respect to a course or courses taught by him/her. If the student admits the allegation, a sanction or sanctions will be imposed by the instructor, who will inform the Department Head, the Dean and the Chair of the Academic Judicial committee of both the charge and the sanction(s). If the student disputes the allegation, s/he OR the instructor may request that the Academic Judicial Committee hear the case. If the student admits the charge, but disputes the severity of the academic penalty, s/he may appeal to the Department Head and /or Academic Dean.
- c) Academic dishonesty may be alleged by a member (or members) of the university community other than a course instructor (e.g. invigilator(s) 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 in 10.13.2 (a) and (b). If the allegation does not involve a specific course or courses, it will be referred to the appropriate Academic Dean(s), who will report it to the Chair of the Academic Judicial Committee and act as plaintiff(s). The Academic Judicial Committee will hear cases reported by the Academic Dean(s) and will determine sanctions if the charge is upheld.
- d) All decisions of the Academic Judicial Committee may be appealed to the Academic Appeals Committee.
- e) If the record shows that the student has previously been subject to academic discipline, the case will be referred by the Chair to the Academic Judicial Committee, which may impose additional sanctions.

10.5.3 Academic Sanctions

- a) Academic sanctions which may be imposed by instructors, Department Heads and Deans for course-related offenses may include, but are not limited to, the following: failure on the work about which the allegation has been made; failure on the course.
- b) Additional disciplinary sanctions which may be imposed by the Academic Judicial Committee include probation, suspension, dismissal or expulsion, which will be recorded on the transcript.
- c) 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.

10.6 MISSED COURSEWORK OR TEST

10.6.1 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.

10.7 EXAMINATION REGULATIONS

10.7.1 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.

10.7.2 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.

10.7.3 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.

10.7.4 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.

10.7.5 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.

10.7.6 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.

10.8 EVALUATIONS OF STUDENT PERFORMANCE

10.8.1 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 withdrawal date for the course. Exemptions from the policy must be authorized by the appropriate Academic Dean.

10.8.2 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.

10.8.3 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

Letter Grade	Descriptor	GPA Equivalent
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	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	

10.8.4 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.

10.8.5 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.

10.8.6 Calculation of TGPA, SGPA and CGPA

- 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.
- 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.
- 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.

10.8.7 Repeated Courses, SGPA and CGPA

- 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.
- 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.
- 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.
- All results from attempts at a course will remain on the transcript.
- This regulation does not apply to the calculation of Honours averages (see Section 10.9.6d).

10.8.8 Grade Changes

- The maximum time limit permitted for a change of final grade is two months from the last day of classes in the term.
- A grade change must be approved by the Dean of the Faculty in which the course is offered.
- 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.

10.8.9 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:

- 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.
- 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.

10.8.10 Aegrotat Standing

Aegrotat Standing (pass standing granted for medical reasons, although all course requirements have not been completed) may be granted in certain exceptional cases by Senate.

10.8.11 Assessment of Academic Standing

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

10.8.12 Good Standing

- 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.
- Students must be in Good Standing and have permission of the University for study abroad programs in which the University participates.
- 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.

10.8.13 Unsatisfactory Standing

- 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.
- 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.
- 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 10.8.19 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.

10.8.14 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.

10.8.15 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.

10.8.16 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.

10.8.17 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.

10.8.18 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).

10.8.19 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.

10.8.20 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 one of Mount Allison's disability professionals, are entitled to reasonable accommodations with respect to course load expectations.
- g) The Deans' List carries no financial award.

10.9 DEGREE REQUIREMENTS

10.9.1 Academic Standing and Credits Required for a Degree

- a) Students must be in Good Standing to be eligible to graduate.
- 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.

10.9.2 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 10.9.3
 - iii) at least 6 credits of the requirements for a Minor.
- b) Exceptions must be approved by an Academic Dean.

10.9.3 Transfer Credits at the 3/4000 Level

- a) No more than six credits transferred at the 3/4000 level may be used to fulfill 3/4000 level requirements. Exceptions must be approved by an Academic Dean.

10.9.4 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.

10.9.5 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.

10.9.6 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.

10.9.7 Falling Short of the Honours Requirements

Students failing to achieve the minimum standard for Honours as defined in 10.9.5, 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.

10.9.8 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 10.9.9a i, ii, and iii apply.

10.9.9 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.

10.10 GRADUATION AND CONVOCATION

10.10.1 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.

10.10.2 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 10.8.2). 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.

10.10.3 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.

10.10.4 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.

10.10.5 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.

10.10.6 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.)

10.10.7 University Prizes Awarded at Convocation

Francis S. Allison Award
 Ambassador of France
 Ambassador of Spain
 Ambassador of Switzerland
 Donald A. Anderson Prize
 Department of Anthropology Prize
 John P. Asimakos Award
 C.F. Allison Award Prize

Ada Ayer Prize
 Lady Banting Prize
 David Beatty History Prize
 Allison Watson Beveridge Prize
 Katherine (Shaw) Bigelow Prize
 Bio Med Society Prize
 Birks Medal
 David Blackwood Prize
 Garland P. Brooks Psychology Prize
 James Noel Brunton Prize
 Roger Calkin Prize
 Canadian Association of Geographers Undergraduate Award
 A.D. Carter Prize
 CGA Prize
 David Chalmers Memorial Prize
 Chancellor's Prize
 J.H. Chase 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, Music and Drama
 Crake Foundation W.B. Sawdon Prize
 W.S.H. Crawford Humanitarian Prize
 W.S.H. Crawford Prize
 James A. Daniel Prize
 Deloitte and Touche Prize
 David Ebert Memorial Prize
 Ernst and Young Prize
 Lillian May Fancy Award
 Fensom Research Prize
 Robert and Margaret Fleming Prize
 Donald T. Goodwin Prize
 Governor General's Gold Medal
 Graham Atlantic Writing Prize
 Graham Memorial Prize
 Aiko Grant Prize for Japanese Studies
 Benjamin Hertz Prize
 Frances Louise Hickey Prize
 James R. Inch Memorial Prize
 I.O.D.E. Prize
 Curtis and Lyle Jarvis Memorial Prize
 Henry D. Larsen Prize
 Gil Latter Prizes
 Hibbert C. Laurence Prize
 Alden Leard Memorial Prize
 Reverend Stephen Lisson Award
 Bruce I. MacDonald Prize
 Cathy MacDonald-Arsenault Memorial Prize
 Gordon Manson Award
 Marster Prize for Humour
 George Everett Matthews Award
 Wendall and Jean Halliday MacKay Award
 J. Scott and Patricia McCain Athletics Award
 H.W. McKeil (Women's and Gender Studies) Prize
 John Wesley McLeod Prize
 Reginald Miller Management Prize
 Prize of the Department of Modern Languages and Literatures

Moncton Jazz and Blues Festival Award
 John C.G. Moore Prize
 Mount Allison Conservatory Prize
 Music History Essay Prize
 N.B.I.C.A. Prize
 Newbould Prize in British History
 E. George Nichols Prize in Psychology
 Dr. Karen Nicholson Psychology Prize
 Don Norton Memorial Award
 Ogden Memorial Prize
 Harold Oxley Prize
 C.H. Paisley Prize
 C.H. and L.F. Paisley Prize
 Colin Paterson Prize
 Allison Patterson Prize
 Ethel Peake Memorial Prize
 Peters Prize
 Philosophy Prize
 Muriel Hewson Philp Prize
 Province of Quebec in the Atlantic Provinces
 Donna L. Purdy Memorial Award
 Beth Robinson Award
 W. J. Robinson Prize
 Harold M. Rogers Memorial Prize
 R. Ruggles Gates Award
 Kendall Scott Prize
 Murray Sears Memorial Prize
 Sheffield Prize
 Simpson Memorial Prize
 Dr. A. Smith Classics Book Prize
 Society of Chemical Industry Award
 Department of Sociology Prize
 Robert L. and Mabel Stailing Prize
 Reverend E.R. and Ross Stanway Prize
 Steeves Memorial Prize
 F. A. Surbey Prize in Psychology
 Roland F. Surette Prize
 Minnie Evans Tait Memorial Prize
 Florence Webb Tate Prize
 Grace Tomkinson Memorial Prize
 Dr. Gordon Treash Prize
 William Morley Tweedie Medal
 Tyler Prize
 Dr. R.N. Varma Gold Medal in Physics
 Prof. Pravin K. Varma Teaching Internships
 Weeks Prize
 Wightman Prize
 Laura Sofia Wood Prize

10.11 TRANSCRIPTS

10.11.1 Privacy of Transcripts

- a) A student's transcript of record is privileged information to be provided to those outside the University with care and at the discretion of responsible officers of the University.
- b) Students may request that transcripts be revealed to no one outside the university without written permission.

10.11.2 Transcript Requests

- a) 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.
- b) Telephone orders for transcripts cannot be accepted.
- c) Partial transcripts are not issued.
- d) Those requesting transcripts should be aware that at certain peak periods it may take approximately two weeks to process a transcript order.

10.12 REPLACEMENT/DUPLICATE DIPLOMAS

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

- a) 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.
- b) If the present signing officers are the same as for the original diploma, a new diploma marked DUPLICATE or REPLACEMENT DIPLOMA may be issued.
- c) 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.
- d) A fee is charged.

10.13 NOTIFICATION OF DISCLOSURE OF PERSONAL INFORMATION

10.13.1 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 at:

<PSIS-SIEP_contact@statcan.gc.ca> by phone at: 1-800-307-3382 or 1-613-7608 (Monday to Friday 8:30 a.m. to 4:30 p.m. EST/EDST) or by mail: Institutional Surveys Section, Centre for Education Statistics, Statistics Canada, Main Building, SC 2100-K, Tunney's Pasture, Ottawa, Ontario, K1A 0T6

Further details on the use of this information can be obtained from the Statistics Canada Web site

<www.statcan.ca/english/concepts/PSIS/index.htm>

10.13.2 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 the post-secondary learning. 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 may be found at <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.

