

ADMISSION REGULATIONS FOR THE ACADEMIC YEAR 2008-2009

A. General Information

1. Applicants may obtain information or application forms from the Admissions Office, University of New Brunswick, P.O. Box 4400, Fredericton, N.B. E3B 5A3 (call (506) 453-4865, or fax (506) 453-5016), or the Admissions Office, UNB Saint John, P.O. Box 5050, Saint John, NB E2L 4L5, (call (506) 648-5670, or fax (506) 648-5691).

Applicants are also encouraged to consult UNB's Home Page on the Internet (<http://www.unb.ca>) for up-to-date developments, including an on-line application.

2. A student applying for entrance to the University of New Brunswick (UNB) must complete an application form and forward it to the Admissions Office together with the application processing fee of \$45. A non-refundable tuition confirmation deposit of \$100 is required from all applicants after they have been accepted.
3. The final date for application, including required supporting documentation, for the 2008-2009 session is 31 March 2008 (31 January for BEd programs). Applications received after that date may be considered, provided that space is available, but late applicants are cautioned that their applications will not be processed until the earlier applications are dealt with, and that they may not necessarily be accepted for the campus or Faculty of their choice. This closing date does not apply to applications for Graduate Studies.
4. Meeting the minimum requirements does not guarantee admission to any program. It is strongly recommended that applications for programs with enrollment limits, i.e. Bachelor of Education, Bachelor of Nursing, Bachelor of Science in Kinesiology, Bachelor of Recreation and Sports Studies, and Bachelor of Philosophy in Interdisciplinary Studies programs be submitted early.
5. Applicants for University scholarships must complete the Scholarships Section of the application.
6. Given the lead time required for processing of visas, international students are encouraged to apply early; UNB expedites the processing of such applications, which includes offering to fax acceptances and rendering early decisions as soon as applications become complete. Offers of admission can be made throughout the year, until such time as competitions are declared closed.
7. Students will normally follow the regulations in the Calendar for the year of their admission.
8. The University reserves the right to refuse admission.

B. Non Public-Schooled Applicants

Applicants in this category may have been home-schooled or may have attended a private school that does not follow a regular provincial curriculum. These applicants must provide the following:

1. A complete Application for Admission form with the application processing fee.
2. A letter identifying the applicant's "non public-schooled" status, and if possible, a transcript detailing grade 11 and grade 12 courses. Course outlines, syllabi, evaluation criteria, and a list of resource materials should be provided for each course.
3. Evidence of a minimum score of 1100 in the SAT 1.
4. For programs requiring specific grades in particular courses, evidence of achievement can be provided as follows:
 - a. Complete a SAT 2 test in required courses and achieve a minimum of 550 out of 800, or

- b. Complete the Grade 12 Adult High School Certification Provincial exam for that subject and achieve the grade specified in the program pre-requisite (e.g. a minimum grade of 60% is required in English 122 for admission to the Faculty of Arts), or
 - c. Achieve a minimum grade of 4 in an approved Advanced Placement (AP) course.
5. Submit evidence of achievement as outlined above by having official documents (transcripts/statements of results) sent directly from the testing agency to the Admissions Office. (Documents will not be accepted sent directly from applicants).

C. Mature Applicants

1. Canadian citizens and permanent residents who do not meet the usual entrance requirements and who are 21 years of age or older by the session for which acceptance is sought may be considered for admission. In addition to the documentation normally requested, such applicants are encouraged to submit a letter indicating why they feel they are likely to profit from a university education.
2. Normally admission to an undergraduate program will be assessed after a mature applicant has completed UNB courses on a part-time basis approved for the purpose; high school graduates, adult high school diploma recipients, and holders of high school equivalency certificates (GED) may be exempted from this requirement. Since some Faculties specifically require certain courses in Mathematics and Science, qualifying course work may also be required; proof of successful completion in the specified course, as offered by the N.B. Department of Post-Secondary Education & Training and/or the NBCC network, is acceptable. All applicants should consult the Registrar's Office before registering.
3. Applicants who have attended another college or university but who have been away from formal education for a minimum of five years may make application under this regulation. However, clear evidence of ability to handle university-level studies, or of extenuating circumstances, will be required. In select cases, qualifying course work may not be required.

D. Academic Probation for Transfer Students

1. When students transferring from another Faculty, University, or post-secondary institution are admitted on Academic Probation, that placement on Academic Probation will be considered to be the one allowable placement under these regulations.

E. Admission from Community College

Graduates from Community College Programs and students who have successfully completed study in community college programs should request that official transcripts of their work be forwarded to the Registrar's Office.

1. Such transcripts will be considered for transfer credit provided that:
 - d. the courses being considered for credit satisfy the program requirements at the University of New Brunswick;
 - e. the courses being considered meet the standard of grade required within the program at the University of New Brunswick.

F. Admission with Advanced Standing

1. The University of New Brunswick welcomes and encourages applications from International Baccalaureate students. UNB offers transfer credits for successfully completed Higher Level courses (with a minimum grade of 5, 6, or 7) in English, French, History, Economics, Math, Chemistry, Biology and Physics.
2. Credit may be given for appropriate courses if an applicant has completed at least one full year of CEGEP. Normally, a minimum mark of 65% will be required in each subject for which credit is sought.
3. Applicants from overseas who already possess entrance requirements as stated on GCE 'O' level or its equivalent may be considered for transfer credit, for appropriate courses in the program they propose to enter, on the basis of GCE 'A' level passes with at least a minimum grade of 'C'.
4. Applicants that have written AP exams may be eligible for advance credit. Minimum grade requirements and specific transfer courses will depend upon the particular AP course and program applied for. Applicants should have official results forwarded to the Admissions Office for assessment.
5. An admitted applicant who has taken recognized OAC credits may be considered for transfer credit in appropriate courses. Normally a mark of 65% will be required in each subject for which credit is sought. In some subjects a higher grade may be required.
6. The maximum amount of transfer credit which may be allowed under 1 or 2 above will not be more than the normal number of credit hours in first year of the program to which the student is admitted.

G. International Applicants

1. For applicants from Great Britain and countries with GCE equivalent examinations, GCE "O" level at "B" or grade three level in English, Mathematics, and four academic options is required.
2. Applicants from other countries should consult the UNB web page <http://www.unb.ca/prospective/international> for detailed admission requirements that can differ between countries.
3. International students and landed immigrants whose native language is not English must submit the results of an English language proficiency test: TOEFL, MELAB (Michigan Test), and IELTS (University of Cambridge) and CAEL (Canadian Academic English Language Assessment) have been approved for this purpose. This requirement may be waived in cases where the applicant has been in Canada for three or more years. In all cases, the University reserves the right to require proof of language proficiency before permission will be granted to register in academic courses.

H. Applicants from the United States of America or from High Schools Using American - Based High School Curriculum

1. Applicants from Grade 12 of an accredited American-based high school curriculum must offer a rigorous program of required university preparatory courses and receive a favourable recommendation from a high school official. Criteria such as academic standing, rank in class, and SAT score will also be used to determine a candidate's admissibility.
2. Normally students will be required to offer an average of B- or better, a rank in the upper half of the graduating university preparatory class, and offer a total SAT I score of at least 1100. Significantly higher standards may be required of those requesting admission to restricted enrollment programs.

I. Bachelor of Education Program

Admission is granted in consultation with the Faculty of Education. The number of places available in the program are limited and admission is competitive.

Criteria for Admission

Minimum requirement for admission to the Faculty of Education Consecutive Degree Program is the successful completion of an

undergraduate degree with teachable subjects from a recognized university, college or other post-secondary institution. A minimum cumulative grade point average (CGPA) of 2.7 is required.

To be admitted to the Consecutive BEd Elementary Program, applicants must have completed at least 30 credit hours (10 term courses) in teachable subjects. Choose a minimum of three credit hours of course work from the first category (English) listed below and the remaining 27 credit hours from at least four different categories (Items 1 through 8 below).

1. English
2. Science and Technology (biology, chemistry, physics, general science, environmental science, or computer science)
3. Humanities (history, geography, political science)
4. Mathematics (algebra, calculus, geometry)
5. Languages
6. The Arts (music, visual arts, drama, theatre, creative writing)
7. Physical and health education
8. Social Sciences (anthropology, psychology, sociology).

In addition to the above, applicants must complete an application package that includes:

1. Statement of interest in teaching (one page)
2. Outline of why the program is selected (one page)
3. List of activities relevant to teaching
4. Three references

Secondary Program

Applicants must have completed an undergraduate degree with a minimum cumulative grade point average of 2.7. Students must have completed at least 30 credit hours (10 term courses) in the first teachable area and 18 credit hours (6 term courses) in the second teachable area or they must have completed at least 24 credit hours (8 term courses) in each of two teachable areas. All applicants must have completed at least one term English course.

In addition to the above, applicants must complete an application package that includes:

1. Statement of interest in teaching (one page)
2. Outline of why the program is selected (one page)
3. List of activities relevant to teaching
4. Three references

Selection of applicants for the after-degree program is competitive, so meeting the minimum requirements does not guarantee admission to the program.

Significant weight will be given to the academic record. Consideration will also be given to the applicant's suitability for and interest in education. Individual interviews may be conducted as required.

Required Documentation

The following documents must be submitted by January 31st prior to beginning of the academic year for which the applicant is seeking admission:

1. Application form, and education supplementary forms which include evidence of experience and education indicating a suitability for and an interest in education, and a personal statement of intent and purpose.
2. Official transcript(s) of academic record to date, other than University of New Brunswick transcripts. Applicants must arrange for an official transcript at each university, college, or other post-secondary institution attended to be sent directly to the Admissions Office by the academic records department of the institution. Applicants must also arrange for an official transcript of all grades received after the time of application to be sent directly to the Admissions Office as soon as it becomes available. The Admissions Office cannot accept the applicant's copy of any transcript.
3. Three references, submitted directly to the Admissions Office by persons able to comment on matters relevant to the criteria for admission.

J. Faculty of Education Admission Advantage FEAA (for high school applicants and applicants currently in a first year UNB degree program) (Fredericton Campus Only)

The Faculty of Education Admission Advantage extends conditional offers of acceptance into the Bachelor of Education program to exceptional high school students and first year UNB students. Faculty of Education Admission Advantage students apply to the Bachelor of Education program and to the University of New Brunswick undergraduate program of their choice during the final year of secondary school, or apply to the Bachelor of Education program during the first year of their UNB program.

Faculty of Education Admission Advantage status has the following benefits:

1. A place in the Bachelor of Education program, conditional upon meeting progress requirements.
2. A Faculty of Education counselor to assist you with questions or concerns
3. Access to the Education Society to keep you informed about events, activities, and other involvements that could enhance your admissibility to the education degree program.

If you are currently in or approaching your senior year of high school, OR are in the first year of study at UNB, you will want to see the details in the Undergraduate Calendar on line. For this route you are conditionally admitted to the Bachelor of Education degree and must complete your first degree at the University of New Brunswick.

Secondary school students should complete the following steps:

1. Apply to an undergraduate program at UNB, and indicate interest in FEAA by the application deadline of March 31st.
2. Complete and return the Faculty of Education advance application package by March 31st.

The application for the Faculty of Education Admission Advantage requires that the high school applicant presents all courses necessary for admission to their first program choice (e.g. Bachelor of Arts) with an admission average of 80%.

First Year UNB students should complete the following steps:

1. Complete the Faculty of Education advance application by January 31st.

The competitive application for the Faculty of Education Admission Advantage requires that the UNB applicant completes a minimum of 30 credit hours in the first year of study and achieves a grade point average of 3.3.

Selection of applicants for the FEAA is competitive, so meeting the minimum requirements does not guarantee admission to the program.

Progress Criteria

To progress into the Bachelor of Education program, Faculty of Education Admission Advantage students need to:

1. Achieve a cumulative grade point average of 3.0 upon completion of their UNB degree (degree must be completed within a five year period).
2. Participate in a Faculty of Education Seminar Series designed for FEAA students while in the undergraduate degree program.
3. Participate in leadership/achievement activities involving working with children, athletics, performing arts, student government, volunteer work, and community services. These activities will be reported annually to the Faculty of Education.
4. Complete final component of Faculty of Education application.

A place in the Faculty of Education will be assured to those students who are awarded a Faculty of Education Admission Advantage, provided they meet the progress criteria listed above upon graduation from their first UNB degree program.

Note: If you have questions about this new program, please call Dr. Katherine Winslow, Faculty of Education, (506) 447-3048 or e-mail her at winslow@unb.ca

Copies of the FEAA application package can be obtained by e-mailing Admissions@unb.ca

K. Faculty of Education BA/BEd (Early Year) Concurrent Program (Saint John Campus Only)

Students who wish to become elementary school teachers (grade K-5) may complete both their BA and BEd degrees concurrently on the Saint John Campus of UNB. In order to participate in the concurrent BA/BEd program, students must first apply and be admitted into another degree program. With the BA, BEd in early education students may study any major program of their choice. After successful completion of at least one year of the BA degree, students may apply to enter the Concurrent BA/BEd. If successful, students proceed to take courses in both degree programs over another four year period. After a minimum of five years in total, it is possible to graduate with both degrees. Applicants will be required to provide a written statement outlining personal goals, as well as maintain a B- average (2.7 CGPA). Applicants must also provide two character references. Applicants who meet these criteria and meet the application deadline will be interviewed.

L. Bachelor of Philosophy Offered by Renaissance College

In order to meet learning objectives and to provide the planned experiential learning and mentorship components, the program will have a limited enrollment.

Criteria for Admissions

1. High School applicants must meet admission requirements as specified in the chart of First Year Required Academic Subjects and accompanying notes found in Section B of the UNB Academic Calendar.
2. The UNB regulations applicable to transfer students and mature students are outlined in Section B of the UNB Academic Calendar. Normally, a minimum assessment grade point average of 3.0 (or equivalent) is required for a student to be considered for transfer to Renaissance College.
3. All applicants must also submit to the Admissions Office a resume which clearly and concisely outlines the applicant's educational and career goals, volunteer activities, prior learning experiences, diversity of background, and skills (such as but not limited to: artistic, musical, athletic, cultural, linguistic), and leadership experience. Typically, this information can be communicated well in two or three pages. No specific forms or formats are required.
4. Transfer credit toward required RCLP courses will be given on the basis of evidence provided by the student for demonstrated competence in the learning outcomes associated with each Renaissance College course.

Admissions Committee

An Admissions Committee of faculty members, in cooperation with the UNB Admissions Office, will review the applications. In admitting students, the Admissions Committee will strive to assemble a diverse cohort of highly capable learners and match the student to the program by determining what the College can contribute to the individual, what the individual can contribute to the College, and what the individuals can contribute to each other.

M. Bachelor of Integrated Studies

Criteria for Admission

Normally, applicants to the Bachelor of Integrated Studies program without a prior degree must meet the following requirements:

- Minimum of 25 years of age
- Complete an interview with the Bachelor of Integrated Studies program advisor to assess their suitability for the program.
- Have completed a minimum of 30 credit hours of transferable credit (or the equivalent through prior learning assessment) of post-secondary study.

Potential applicants with a degree should refer to existing regulations in the UNB Calendar regarding second degrees and should consult the BIS Coordinator.

Other Special Requirements

Personal Learning Portfolio:

As part of the application process, the applicant will begin development of a personal learning portfolio that will be used as the basis for the assessment of prior learning. The portfolio will continue to be developed throughout the course of study through a Renaissance College portfolio course and will be submitted as a graduation requirement for the program.

The BIS portfolio documents formative understanding of how and to what degree students achieve the learning outcomes. It is a meta-analysis where students engage in a reflective critique that, when written, conveys development and competency in each of the BIS outcomes. Examples from experiences that were not part of BIS courses or other academic courses such as workplace or community activities should also be included where appropriate. The portfolio is not merely a list of things done, but things done and how the student has grown and developed as a result.

N. Certificate of Proficiency in French

Successful completion of New Brunswick Grade XII French, or the equivalent, is the minimum requirement for admission. Appropriate oral and/or written tests may be given to place students at the proper level.

O. New Brunswick Youth Apprenticeship Program

The following action has been approved for this group of applicants:

1. The University of New Brunswick guarantees successful New Brunswick Youth Apprenticeship students access to relevant undergraduate programs, which are accessible directly from high school, provided all minimum requirements for admission are met and enrollments are not limited;
2. An application deadline of 15 February has been created for such applicants and where it appears that the level of interest shown by student apprentices exceeds 5% of anticipated enrollment, a competition will be established to stay within this target;
3. Such applicants are required to submit a Youth Apprenticeship Program progress report in addition to the normal admission documentation to provide verification of participation and to provide background information should the need arise to open a competition;
4. Such students may be referred to the Challenge for Credit regulations in the event that they have acquired by, the work experience and occupational training within the Apprenticeship Program, a high level of competence in certain areas closely related to UNB courses.

P. Re-Admissions

1. Students who have been absent from study for a period of at least 12 consecutive months since their last attendance are required to seek re-admission. Students re-admitted to the original or another program of study following an absence from study, or re-admitted since being required to withdraw, will normally follow the calendar for the year study resumes. Individual faculties may have established additional conditions. Students should refer below for further information concerning re-admission since being required to withdraw.
2. Students who have been required to withdraw from this university or any other university or college will not be accepted, under any circumstances, in the following academic year. Such students may be considered for readmission or admission after they have spent some time (at least 12 months) away from university and can provide a satisfactory personal letter outlining why they feel they will now be successful as well as a satisfactory letter of recommendation from employers and/or others. The admitting faculty or the Admissions Committee may require evidence, such as successful completion of designated courses, that applicants are likely to be successful in further studies.
3. A student readmitted since being required to withdraw from this university or any other university, will automatically be on academic

probation. Failure to meet the normal academic regulations at the next time of assessment will result in final dismissal from the program. Further applications for readmission to the program will not be considered.

Q. Admission to a Second Undergraduate Bachelor Degree

Graduates of UNB may apply for admission to, and follow a program towards a second different undergraduate bachelor degree and in limited cases a second same undergraduate bachelor degree. See Calendar Regulation IX, *Requirements for a Second Undergraduate Bachelor Degree*.

R. Application Fraud or Misconduct

1. Undergraduate students who at the time of application fail to provide required information regarding attendance at another post-secondary institution will normally be required to withdraw from the University for a period of at least twelve months. Where a student is required to withdraw,
 - a. work taken during the period after the failure to disclose will be considered for credit only if the student is readmitted and after consultation with the Faculty concerned; and
 - b. the notation "Required to Withdraw" will be a permanent statement on the student's transcript of record.
2. Where the Registrar has reason to believe that a student failed at the time of application to disclose attendance at another post-secondary institution as required, the Registrar, where possible, shall discuss the matter with the student. Where the Registrar determines that the student failed to disclose such information as required, the Registrar shall impose such penalty as considered appropriate in the circumstances. By registered mail, the Registrar shall:
 - a. notify the student of the decision and the penalty imposed;
 - b. provide the student with the basis and reasons for the decision;
 - c. advise the student of the right to appeal to the appropriate Senate Admissions Committee; and
 - d. in the event of an appeal, request that the student submit a written statement regarding the case within three weeks, and encourage the student to be present when the case is heard.

The regulations with respect to a student's right to appeal on academic matters shall apply with any necessary modifications to a case referred to the Committee involving a failure to disclose attendance at another post-secondary institution.

S. Transfer Students

University of New Brunswick Students

University of New Brunswick students wishing to transfer to another degree program must complete a Transfer Request form, preferably before March 31st (January 31st for FEAA applicants). Applications received after that date will be considered, provided that space is available. It is recommended that transfer applications for degree programs requiring special forms, i.e. BN and Kinesiology, be submitted in January or February (November or December for BEd). Applications to transfer are available at the Registrar's Office on both campuses or at the following link http://www.unbf.ca/registrar_forms.html. The record to date will be assessed by the Registrar in consultation with the administrative head of the degree program concerned. If the transfer is accepted, a statement of the student's position in the new program, including the credit hours permitted towards the new degree program, will be made.

Students wishing to transfer to another degree program for a winter term (beginning in January of the academic year) must complete a Transfer Request form before November 15th.

Students will normally be required to have completed at least one full year of academic work before applying to transfer.

Students from other Universities or Post Secondary Institutions

A student wishing to transfer from a recognized university or college to UNB will be considered for admission subject to the following University of New Brunswick regulations:

1. Students should apply in writing by March 31. Applications received after that date will be considered, provided that space is available.
2. Students who for academic reasons are not eligible for readmission to the university at which they last registered will not be admitted to UNB.
3. A transfer student eligible to continue at the university last attended will be considered on the same basis as UNB students. Note: The Faculty of Law is excluded from these regulations.
4. Courses for which credit has been awarded at the transferring institution will be accepted provided that:
 - a. the courses being considered for credit satisfy the program requirements at the University of New Brunswick.
 - b. the courses being considered meet the standard of grade required within the program at the University of New Brunswick.
5. Official records will be evaluated and notification will be forwarded from the Registrar's Office concerning the student's position in the program at the University of New Brunswick, including the number of transfer credits awarded.

Applications for transfer to UNB must be submitted to the Admissions Office. They will be reviewed by the Dean of the Faculty concerned who, together with appropriate University authorities, will determine the position of the applicant.

In Faculties where the credit system is used, at least half the credits for a degree, diploma or certificate must be taken at this University; in Faculties where the year-system is used, two years must be taken at this University. It is normally expected that the final year of study be completed at this University.

Applicants wishing to transfer to UNB are advised to address their request to the Admissions Office.
6. A student accepted as a transfer student from another AUCC recognized university or post-secondary institution may be given credit hours towards a degree for acceptable previous courses, but the cumulative grade point average, will be based only on courses taken at this University (i.e. those listed in the UNB Undergraduate Calendar, including certain approved St. Thomas University courses).
7. Students who transfer from another post-secondary institution to a Concurrent Degree program at UNB must complete at least half the total credit hours for that concurrent program and at least half of the credit hours normally required for each included program at this University.
8. Current University regulations governing the number of credits that must be taken at the University of New Brunswick apply.
9. From time to time and in special circumstances, Faculties may recommend that credits in addition to the normal 50 per cent of the degree program be transferred. Such recommendation will be considered by the Registrar. In situations where approval is denied, and at the request of the Faculty, the matter will be referred to the Senate Admissions Committee for resolution.

T. Challenge for Credit

A significant number of students are entering university having acquired, by work experience and/or forms of study other than attendance at university, a high level of competence in certain areas closely related to courses offered at this University. The Challenge for Credit scheme makes it possible for the University to give recognition to such attainment.

The regulations which follow provide a mechanism for Departments to offer Challenge for Credit examinations in courses which they consider appropriate.

Regulations

The Challenge for Credit scheme does not apply to the School of Graduate Studies, Faculty of Law or the Faculty of Education.

1. (a) Only students who have been admitted to a degree, diploma, or certificate program at the University of New Brunswick may challenge for credit. (b) The result of Challenge examinations will be

recorded subsequent to registration.

2. Normally, a request for challenge for credit will not be considered after one year from the date of the student's first registration in a degree, diploma, or certificate program at UNB.
3. A student may receive credit by Challenge only when registered in a formal degree, diploma, or certificate program, i.e. no credit for students in "no degree", "visiting" or "qualifying" programs.
4. A student shall not be allowed to challenge for credit more than once in any course.
5. No student may challenge for credit in a course for which the student has previously registered (including registration for audit) either at UNB or any other university or equivalent institution.
6. (a) The maximum credit which a student may obtain by challenge is whichever is the lesser of 30 credit hours or 25% of the requirements of the program. (Please note certain Faculties may have a more restrictive policy.) (b) Students must still complete at least 50% of the program at UNB excluding credits obtained by Challenge.
7. A student on "academic probation" or "required to withdraw" may not challenge for credit.
8. A student may not challenge for credit in a course of a lower level than one already attempted.
9. Courses challenged will be identified as such on the student's transcript and will be shown as "Credit" (CR), or "No Credit" (NCR). A grade of 'C' must be obtained for credit to be allowed.
10. The challenge for credit will normally be in the form of a comprehensive examination. In some cases additional proof of expertise, such as evidence of laboratory experience, will be required.
11. The Department or faculty member concerned will determine the content and form of the challenge for credit examination.
12. Applications must be approved by the department concerned which should be satisfied that there is a reasonable basis for requesting a challenge, such as previous work or educational experience.
13. (a) Challenge for credit examinations will be held only on the campuses of the University of New Brunswick. (b) Normally, challenge examinations will be held during the first week of lectures in the Fall Term or, in the case of a student admitted to start in January, during the first week of lectures in the second or Winter Term. Application to challenge for credit must be made 30 days in advance of these examination periods. At the discretion of the department concerned and with the agreement of the Registrar, this period may be shortened (e.g. if an examination paper suitable for challenge for credit is already available).

Applications must be accompanied by the appropriate fee in full. (See Section C.)

Application forms are available at the Registrar's Office.

U. Prior Learning Assessment

Prior Learning Assessment (PLA) refers to the systematic evaluation of learning which an individual has achieved through work, life, and educational experiences, and the relating of that learning to the expected learning outcomes of courses and programs in which the individual is enrolled at UNB for the purpose of granting credit where appropriate. PLA is not the granting of credit for experience but rather for learning. The validity of PLA is based on the recognition that learning takes place in a variety of settings and through a variety of experiences, and that students who bring university-level learning upon entrance to a UNB degree, diploma, or certificate program should receive credit for what they already know or can do, as assessed against the expected outcomes of that program.

If credit is approved, then a grade of "transfer credit" (TR) will be shown on the transcript of record.

Specific course/s for which credit has been approved through prior learning assessment will be identified as such on the student's record.

Unassigned credit to be applied to a student's program will be identified as such on the student record.

Partial course credit as a result of prior learning assessment will not be shown on the student transcript of record. Such a result will form part of a student's computer record if possible in any student information system the University is using and will be held on file in the student's program Faculty and the Registrar's Office.

The result of a PLA evaluation will be recorded subsequent to registration.

For further information, please contact the Dean of your Faculty or the Director, PLA Services.

UNIVERSITY REGULATIONS

II. GENERAL REGULATIONS ON CONDUCT

The following general regulations have been approved by the Board of Governors of the University and are now in effect until such time as they may be revised by the Board.

- A. The University of New Brunswick is a community of faculty, staff, students and administrators involved in teaching, learning, research and related activities. The University assumes that students come to the University for a serious purpose and accept responsibilities as members of the University community.
- B. In accordance with the commitment set out in the University's Mission Statement to provide an environment conducive to the development of the whole person, all members of the University community - staff, faculty, students and administrators - have the right to work and/or study in an environment which affords them respect and dignity, and is free from danger, discrimination, harassment, intimidation, and behaviour which is destructive, disruptive, or unlawful.
- C. The University recognizes students' freedom to manage their personal lives, behaviour and interpersonal relations in a manner consistent with the above principles, with the laws of Canada and New Brunswick, and with University regulations. In exercising their entitlement to participate in University programs and activities, students are expected to:
- a. abide by University regulations;
 - b. respect the integrity of University programs and activities;
 - c. acknowledge the diversity of the University community and the freedom of all members to participate in University programs and activities;
 - d. promote the peaceful and safe enjoyment of University facilities by other members of the University and public;
 - e. conduct themselves at all times in a manner that will reflect credit on themselves and the University.
- D. The University has defined standards of student behaviour and made provisions for student discipline when they engage in conduct that is inconsistent with the foregoing principles. It shall be deemed, and the Board considers, that each of the following types of conduct is a breach of University regulations, and is grounds for consideration of discipline up to and including suspension or expulsion. As the types of misconduct are stated in general terms, students are advised to familiarize themselves in greater depth with University regulations, and to consult with University officials where they have any doubt about the propriety of an intended action or behaviour.

Unacceptable types of behaviour include, but are not limited to:

1. violence, harm or threat of harm to any person or the person's property;
2. unnecessarily endangering the health or safety of other persons;
3. possession of a firearm or other weapon on University premises without specific University permission;
4. acting or speaking in a disruptive, disorderly, indecent or offensive manner, or in a way that might reasonably cause fear;
5. unauthorized infringement or prevention of access by others to University classes services, events, facilities and property;
6. disruption or obstruction of any authorized activity, event, class or service of the University, or interference with any person's rights to carry out legitimate activities, speak or associate with others;

7. refusal to comply with a reasonable request by authorized University officials including Security and the Student Campus Police;
 8. failure to provide identification to authorized University officials when asked, or providing false identification or information;
 9. obstruction of Security or Student Campus Police in the performance of their duties;
 10. unauthorized use or occupation of any University property;
 11. conduct that results directly or indirectly in damage, misuse, defacing, or theft of University property;
 12. improper use or consumption of alcoholic beverages, restricted drugs, or intoxication or impairment in a public place;
 13. other conduct that is prohibited or proscribed by University rule, regulation or policy;
 14. contravention of any provision of any federal, provincial or municipal statute on University premises or while engaged in University authorized events or activities.
- E. The University of New Brunswick Act provides broad authority for dealing with non-academic student conduct. For example:
1. the President has broad discretionary disciplinary powers including suspension for dealing with academic and non-academic disciplinary matters;
 2. the Board of Deans has jurisdiction for matters of student discipline;
 3. the Board of Governors may approve the expulsion of a student from the University;
 4. the Board of Governors may make rules and regulations for the discipline of students and the imposition of fines and other penalties and sanctions; the Student Disciplinary Code and the Internal Residence Discipline Policy are examples.
- F. As a general principle, the various authorities for dealing with student discipline shall be exercised so as to avoid the imposition of punishment by more than one authority for the same or an included offence.
- This principle shall not preclude University authority being exercised to suspend a student from the University, or to suspend or evict a student from a University residence, pending or following the imposition of discipline, where such action is deemed to be in the best interests of the University community.
- This principle is not intended to preclude a student organization from taking action against a student in accordance with its constitution and bylaws on the same facts giving rise to disciplinary action under University authority.
- G. Information regarding University disciplinary regulations and procedures is available from the offices of the Director of Student Affairs and Services, the Director of Security and Traffic, the Chief of Student Campus Police, and the Commissioner of Student Discipline on the UNBF campus and from the Director of Student Services and the Manager of Safety and Security on the UNBSJ campus.

When students believe that a member of the University community has violated the principles stated in B above in relation to them, or where students are uncertain about whether behaviour they are contemplating may violate University regulations, they should consult the Chair of their Department, or the Dean of their Faculty, or the Director of Student Affairs and Services (UNBF), or the Director of Student Services (UNBSJ), or the Director of Security and Traffic (UNBF) or the Manager of Safety and Security (UNBSJ), or the Chief of Student Campus Police, or the Commissioner of Student Discipline, as appropriate.

III. OFFICIAL WITHDRAWAL (VOLUNTARY) FROM UNIVERSITY

A student who is considering withdrawing from study is strongly advised to consult with his or her faculty advisor. If the student decides to withdraw from University, the Registrar's Office must be notified in writing and the necessary process on the computerized registration system must be completed to avoid failing grades. The official date of withdrawal will be the date written communication is received in the Registrar's Office or the date recorded on the computerized system. Notifying instructors or ceasing to attend lectures does not constitute official withdrawal.

IV. GENERAL COURSE REGULATIONS

A. Class Attendance

1. Students are expected to attend all classes, laboratories, tutorials, or other class meetings officially designated for a particular course. They are expected, also, to complete all assignments. Departments, or individual instructors, may make specific requirements about attendance and class participation. An instructor may assign a final grade of F in the course to a student who fails to meet any one of these requirements, including failure to maintain the stipulated attendance policy. Such requirements must be communicated in writing to students within the first two weeks of the course (see item A(4) under Examination, Standing and Promotion). It is the responsibility of a student who is absent during the first two weeks to ascertain the requirements of the course.
2. Students are advised to check course restrictions to determine the policy in effect concerning class attendance during the first week of lectures. In some courses, for example, those with limited enrollment, failure to attend during the first week or to make arrangements with the instructor may result in the cancellation of the registration. Approval of the Departmental Chair, or the Dean in Faculties where there is no Chair, is required.
3. It is expected that most problems caused by a student's absence from classes, including absence from mid-term tests, can be resolved with the instructor concerned. If through sickness or other unavoidable cause, a student is absent from classes, the student must advise the instructors immediately upon return to classes. The instructor may request suitable documentation if such confirmation is considered necessary. Health certificates will be accepted for consideration only from the health care professional who attended the student during the period of absence.

B. Classroom, Lab, Clinical and Fieldwork Safety and Decorum

Consistent with the General Regulations on Conduct as set out in the *Undergraduate Calendar*, faculty, staff, and students are entitled to a classroom, laboratory, clinical, practicum and fieldwork environment which affords respect and dignity to those in attendance, and is free from threats to personal safety, discrimination, harassment, intimidation and behaviour which is destructive, disruptive, disorderly and offensive. The instructor may enforce standards of decorum within the classroom, laboratory, clinical, practicum or fieldwork setting which are consistent with these regulations and has authority to ensure that all health and safety policies are observed in these settings. The instructor is encouraged to refer students to the relevant regulations and policies, including this regulation.

Where a student engages in behaviour which is inconsistent with the General Regulations on Conduct or University health and safety policies, the instructor may take reasonable steps to deal with the situation including the immediate removal of the student from the classroom, laboratory, clinical, practicum or fieldwork setting. Should it prove necessary, the instructor may call Campus Security to assist with removing a student.

Following such removal, the instructor, in consultation with the Dean and Registrar, will determine whether further action should be taken,

including the possible compulsory withdrawal of the student from the course, consideration of an academic offence, or disciplinary action pursuant to the General Regulations on Conduct. Any further action will be conducted in accordance with the normal procedural provisions under the applicable University regulation.

C. Adding Courses

A period of ten (10) teaching days is allowed from the commencement (first day of lectures) of fall term for addition of fall term and full year courses and from the commencement of winter term for addition of winter term courses. A student adding a course is responsible for ascertaining the requirements of the course and for completing them.

D. Dropping Courses

- i. Students may drop term or full-year courses up to two weeks following the commencement of classes in those courses and those courses will be deleted from the students record.
- ii. Students may withdraw from term or full-year courses after the first two weeks of classes in accordance with the regulations set out below.
 - iii. a. Students are entitled to make decisions to withdraw from courses after the first two weeks of classes on an informed basis. An informed basis means that the students shall have a reasonable opportunity to assess their progress in each course and to receive feedback on their performance in each course before making a decision. Students have the responsibility to seek information on which to make their decisions to withdraw.
 - b. In courses where the final grade is based in part on term work such as, but not limited to, essays, reports, assignments, projects including group work, problem solving, tests including mid-term examinations, seminar presentation and/or participation, attendance, students are entitled to receive feedback on the portion of this work completed prior to the deadline for withdrawal from courses without academic penalty. Such feedback normally will include, but is not limited to, the instructors evaluation of the students work. Students also are entitled to consult with the course instructor and/or their advisor to obtain feedback on their performance in a course and are encouraged to do so before withdrawing from a course after the first two weeks of classes.
- iv. After the first two weeks of classes, students may withdraw from courses without academic penalty at any time up to and including the deadlines as set out in the Calendar of Academic Dates approved annually by the Senates and found in the Undergraduate Calendar. For the 2006-2007 Academic Year the dates shall be as follows:

Fall term courses: Thursday, October 30, 2008
Full year courses: Monday, January 19, 2009
Winter term courses: Friday, February 27, 2009
- v. The last date to withdraw without academic penalty from courses of duration shorter or longer than the usual one term or full-year period is the point where approximately two-thirds of the course has elapsed.
- vi. Withdrawal from courses after the first ten (10) days of classes and no later than the dealines indicated in iv. above will carry no academic penalty and will be shown as "W" on the transcript.
- vii. Withdrawal from courses after the deadlines indicated in iv above will be recorded as iWFî on the transcript and a grade of zero (0) will be carried into the calculation of the GPA.

- viii. a. Notwithstanding the above, a student may petition the Chair, or in the case of Faculties without departments, the Dean or Deans designate, of the Department/Faculty which offers the course, to withdraw from a course without academic penalty after the applicable deadline in iv and before the last date of classes for that course. No petition regarding withdrawal shall be considered after the submission of the final grade for the course.
- b. The grounds for this petition are restricted to:
- i. the student made reasonable efforts to obtain feedback on his/her performance in the course prior to the deadline for withdrawal in iv, but was unable to do so;
 - ii. compassionate, health-related or extenuating circumstances beyond the control of the student demonstrably had a direct impact on the academic performance of the student in the course.
- c. The student shall submit the petition in writing no later than the last date of classes in the course, explaining the grounds on which the petition is based. It is the student's responsibility to provide documentation in support of the petition which demonstrates the grounds cited. The Chair, Dean or Deans designate, as the case may be, has the option, but is not required, to meet with the student. It is expected that a decision on the petition will be made expeditiously.
- d. The Chair, Dean or Deans designate, as the case may be, shall have the sole and only discretion to grant the petition, and, where satisfied that the student has established either grounds as set out in b), normally will grant the petition.
- e. Where the decision of the Chair, Dean or Deans designate is to grant the petition, the course in question will be shown as W on the transcript.
- f. The decision of the Chair, Dean or Deans designate on the petition is final and not subject to appeal. However, students may have recourse to appeal to the relevant appeals committee on related matters as set out elsewhere in these regulations (see for example the section headed Right of Appeal).
2. Courses taken with permission at other universities or post-secondary institutions will be considered for transfer credit if credit is granted at the transferring institution, provided that the standard of grade required within the student's UNB program is met. Students will be notified in writing at the time permission is given of the specific minimum grade which must be achieved.
 3. In Faculties where the credit hour system is used, at least half of the credit hours for a degree must be taken at this University. In Faculties where the year-system is used, two years, including the final year, must be taken at this University. These provisions may be waived by the Registrar in consultation with the Faculty concerned in extraordinary circumstances.
 4. Students entering a concurrent degree program are advised that at least one half of the requirements for each degree must be UNB credits.
 5. Faculties may impose an academic decision based on the student's performance while studying at another university or post-secondary institution.
 6. Grades of C - earned at the other institution normally will not be accepted if a minimum grade of "C" in the course is required in the student's program of study. Special requests for consideration of transfer should be made in writing to the Registrar. A decision will be made in consultation with the Faculty concerned.

V. EXAMINATION, STANDING AND PROMOTION

A. Course Syllabus, Examination and Evaluation of Course Work

1. It is the function of the instructor to evaluate and assess a student's work in a course and to award interim and final course grades.
2. The final standing of each student, in each course is assessed on the final examination, if one is held, and term work (essays, reports, assignments, tests (including lab and fieldwork tests), mid-course examinations, practicums or internships, attendance and participation requirements and any other work which contributes to the final grade).
3. Within two weeks of the first day of classes the instructor must provide the students attending the course with a course syllabus that includes:
 - i. a full explanation of the basis on which the final grade will be calculated, that is: the weighting of tests, examinations, assignments, practicums or internships, attendance and participation requirements, and any other work which contributes to the final grade.
 - ii. information on the approximate scheduling of term work which contributes to the final grade and an indication of when and how the final scheduling will be determined
 - iii. The University of New Brunswick places a high value on academic integrity and has a policy on plagiarism, cheating and other academic offences.

Plagiarism includes:

1. quoting verbatim or almost verbatim from any source, including all electronic sources, without acknowledgement;
2. adopting someone else's line of thought, argument, arrangement, or supporting evidence without acknowledgement;
3. submitting someone else's work, in whatever form without acknowledgement;
4. knowingly representing as one's own work any idea of another.

Examples of other academic offences include: cheating on exams, tests, assignments or reports; impersonating somebody at a test or exam; obtaining an exam, test or other

E. Repeating Courses

Students may without special permission register for a course already taken in order to meet a prerequisite or other degree requirement, or in order to improve their grade point average. However, both the original grade and the new grade will each be counted separately towards a grade point average. Students should note that while the credit hours of a repeated course will be used each time in calculating a grade point average and in the totals of courses attempted and passed, they can only be counted once towards the minimum number of credit hours required for a degree.

A student may attempt a course a maximum of three times (including withdrawals but excluding course attempts designated with the # notation). Beyond that, the student must obtain the permission of the Dean of the student's Faculty to register again in the repeated course

F. Permission to Study Off Campus at Another University or Other Post-Secondary Institution

1. All transfer of credits from other universities or other post-secondary institutions must be approved by the Registrar. A student at UNB who wishes to take courses at another university for credit towards the degree program at UNB must obtain a letter of permission, in advance, from the Registrar at UNB. A letter of permission will not be granted to a student required to withdraw and normally will not be granted to a student on academic probation.

course materials through theft, collusion, purchase or other improper manner,; submitting course work that is identical or substantially similar to work that has been submitted for another course; and more as set out in the academic regulations found in the Undergraduate Calendar.

Penalties for plagiarism and other academic offences range from a minimum of F (zero) in the assignment, exam or test to a maximum of suspension or expulsion from the University, plus a notation of the academic offence on the student's transcript.

For more information, please see the Undergraduate Calendar, Section B, Regulation VII.A, or visit

<http://nocheating.unb.ca>. It is the student's responsibility to know the regulations.

The course syllabus shall be distributed to the class and may be provided:

- i. in writing in a regular class period, or
 - ii. by any electronic means which has been established as a method of communication within the course and for which student access and support are provided by the University.
4. The decisions made by the instructor about the content of the course syllabus are not appealable. Decisions made by the instructor about the weighting of tests, examinations, assignments, practicums or internships, attendance and participation requirements, and any other work which contributes to the final grade are not subject to appeal unless demonstrably unfair in the circumstances.
 5. Regulations governing review or appeal of a grade assigned are found in the Review of Grades section of the Calendar regulations.
 6. The method of examination in a course is determined by the instructor.
 7. Final examinations, if any, for fall term courses, and mid-course examinations, are held in December. Final examinations, if any, for winter term courses and for all-year courses (fall and winter term) are normally held in April.
 8. Instructors must notify students, preferably within the first two weeks of classes and by no later than the mid-point of a course, if the final examination is to be a take-home examination or one that is to be included in the University's official examination schedule. Students must be informed if the final examination is an open or closed book format by the mid-point of the course. Such notification shall be:
 - a. in writing distributed to the class in a regular class period, or
 - b. by any electronic means which has been established as a method of communication within the course and for which student access and support are provided by the University.
 9. The final examination in any course may be waived by the instructor. Notice that an examination has been waived must be communicated to the students attending the course within two weeks of the first lecture.
 10.
 - a. No examination or test may be held in the last 10 lecture days of any term or during the reading period, but see d) below.
 - b. All term work is due not later than the last day of lectures.
 - c. A paper, assignment or take-home examination given in lieu of a final examination shall be provided to students by the last day of classes and is due the last day of the examination schedule.
 - d. The following may be exceptions to the regulations (a) and (c):
 - i. courses with regular, usually weekly, tests;
 - ii. courses requiring laboratory examinations of a practical nature;
 - iii. courses in which oral examinations are given. In such cases a mutually agreeable time may be arranged between the student and the instructor.
- In the case of the exceptions i) and ii) the tests or examinations must be held during the regular class period. A student or faculty member reports instances of contravention of this regulation to the Registrar.
11. Normally, tests held during the regular lecture period (other than final examinations scheduled by the Registrar) are to be conducted during a regularly scheduled class time. In exceptional circumstances and with the approval of the Dean, an instructor may schedule a test for another time. Such a test is to replace, rather than add to, the regularly scheduled class periods for the course and it must not interrupt other regularly scheduled classes or tests for students.
 12. The time period for an official final examination scheduled during the final examination period shall not exceed three (3) hours.

There will be at least two (2) hours between the end of one examination period and the start of the next period, allowing (3) examination periods each day (Monday to Saturday) during the final examination period.

Student normally may not leave the examination room during the first half hour (30 minutes) of the examination period. Student may be permitted to enter the examination room during the first half hour and will only be permitted to enter after that time with the approval of the course instructor or designate. In such cases the instructor or designate may provide additional writing time in response to the circumstances.
 13. Permission to write early examinations is granted only in the most exceptional circumstances. Students may apply to the Registrar's Office to write a deferred examination on the basis of documented extenuating circumstances (See Item C., Deferred Examinations). Students who, because of documented extenuating circumstances, wish to write a final examination before the date of the examination on the official University schedule should request such an arrangement with the instructor of the course involved. Instructors have no obligation to permit a student to write an examination ahead of the scheduled date.
 14. A student who is scheduled to write three examinations in one 24-hour period during the formal examination period may apply to the Registrar to write one of the examinations at another time during the examination period.
 15. Instructors must notify students as soon as possible and no later than two weeks prior to the end of classes, of the specific items, other than normal writing instruments (such as pens, pencils, rulers and erasers), they may use in the examination room. These include tables, formulae, memoranda, other electronic or mechanical aids. Notification shall be:
 - a. in writing distributed to the class in a regular class period, or
 - b. by any electronic means which has been established as a method of communication within the course and for which student access and support are provided by the University.
 16. UNB does not permit the use of personal communication devices during test or exam periods - in particular, devices that could potentially be used to communicate with others while writing an exam, or play back prerecorded video, sound or text during an exam. Such devices include, but are not limited to, cell phones, pagers, text messaging devices, personal recording devices, PDAs, personal computers including laptops, certain types of calculators and electronic translators. Using such devices during exams will be considered an academic offense as per Section VII of the University Regulations. Exemptions may be made by a professor if a particular device is required in order to complete the exam. See: Academic Calendar, Academic Section, V.A.14.
 17. Students may see their own examinations and papers, by arrangement with the instructor, after the grades have been released.

B. Supplemental Examinations

Supplemental examinations are not offered in any Faculty of the University, except the Faculty of Law.

C. Deferred Examinations

1. Students who by reason of illness or extenuating circumstances are unable to write final examinations at the specified times may apply to the Registrar for permission to write deferred examinations. For examinations to be written on campus, the student must contact the instructor in the course to determine the time and place. The Registrar makes arrangements with the students for deferred examinations written off campus. Deferred examinations take the place of the final examinations which the student was unable to write. Applications for such deferred examinations, supported by health certificates or other evidence, must reach the Registrar within two weeks of the final examinations which the student was unable to write.
2. Students who become ill and withdraw for this reason during a final examination, or who feel that their performance was affected seriously by illness, even if they do not withdraw, must, if they wish to be eligible for a deferred examination, notify their instructor or an invigilator before leaving the examination room. They should then go immediately to be examined medically. They may then apply to the Registrar within two weeks of the final examinations they were unable to write for a deferred examination.
3. Application for a deferred examination on grounds not considered acceptable by the Registrar may be referred to the appropriate Senate Committee. The student must make such request to the Registrar within two weeks from the date of the Registrar's letter of notification of this decision.
4. Students are responsible for all charges incurred for deferred examinations written off-campus.
5. The designation Incomplete (INC) is recorded for courses in which deferred examinations are to be written. Refer to the regulations on Incompletes for a further explanation of "INC" grades.
6. The University recognizes that there may be dates of religious significance other than those identified in the UNB Calendar of Academic Dates. Students whose religious beliefs would prevent them from attending classes or writing tests or final examinations due to their observance of those dates, should contact their instructor(s) at the beginning of the term to request accommodation. Deadlines for assignments that fall on dates of religious observance must still be met unless alternate arrangements have been agreed to by the instructor and/or the Registrar, as the case may require. Instructors will make reasonable efforts to accommodate such requests. Instructors reserve the right to request verification of dates of religious observance.

D. Students with Disabilities

Students with disabilities may request reasonable accommodations to enable them to complete academic requirements. The student may be required to provide the University with professional reports which contain specific recommended accommodations which are necessary for the student to achieve course, examination and program completion. The University will respond to requests for reasonable accommodations as its resources permit. For more information see the Policy and Guideline Handbook for Students with Disabilities.

Students who wish to be considered under this provision must make the request to the instructor no later than the mid point of the term.

E. Language of Examination

Students who wish to write their examinations in French rather than English must apply in writing to the Registrar one month in advance of the examination date. Permission may be denied in certain courses, particularly in courses where language is part of the course content.

Students admitted without having passed the appropriate high school or equivalent English course, or who were not required to demonstrate on admission an acceptable level of English usage on an approved English test, may, at the discretion of the instructor in consultation with the Registrar, be given special consideration in writing examinations, tests and assignments. Such special consideration may include oral examinations and/or extension of the time to write an examination. Consideration will not be granted after two years at UNB or any other English speaking institution.

Students who wish to be considered under this provision must make the request to the instructor no later than the mid point of the term.

F. Competence in English

The University places great importance on its students achieving competence in English. To this end, students are required to complete successfully with a mark of C or above a minimum of 12 ch of courses that contain a significant amount of writing in English. Students should consult their Faculty advisors to determine which courses satisfy this requirement. The courses which satisfy this requirement are identified by [W].

G. Grading System and Classification

Courses

Courses in the University are offered in a classroom setting, laboratory setting or through some method of distance education. The regular academic session year is September - April. Within this session, there are two terms, 15 weeks each (including the examination period) September - December and January - April. In addition, there is an intersession on the Fredericton Campus, May - June, a spring session, May - August, on the Saint John Campus and a summer session, July - August, on both campuses. All courses offered by the University are referred to as term courses or full-year courses.

- **Full-Year Courses:** Those courses that are normally completed over the two terms associated with the regular academic session year.
- **Term Courses:** Those courses that are normally completed in one term during the regular academic session year.

Credit Hours

1. Each Faculty is responsible for assigning credit values to courses within its jurisdiction. These credit values are approved by the appropriate University Senate. Credit hour values may range from - 18 although the typical term course has a 3 credit hour weight and a typical full-year course has a 6 credit hour weight.

Students should consult the Financial Information Section of this calendar for information on tuition charges and full-time/part-time status based on the credit value of courses taken.

2. Most Faculties, in their own regulations, state the minimum number of credit hours which must be successfully completed for graduation in each degree program. Credit hour requirements for degree programs in Saint John are given in Section E, and in Fredericton are given in Section G.
3. Students accumulate credit hours, as assigned, for courses completed with a grade of D or better (See below).
4. Faculties may consider courses offered by other Faculties to have satisfied a half-course (normally 3 credit hours) or a full course (normally 6 credit hours) regardless of the credit hours attached to the course in the calendar and recorded on the student's transcript of record. Students should consult the relevant sections of this calendar for Faculty policies.

Grades

With the exception of the School of Graduate Studies and Faculty of Law, a candidate's final standing in a course is indicated by the following letter grades:

A+		4.3 grade points
A	excellent performance	4.0 grade points
A-		3.7 grade points
B+		3.3 grade points
B	good performance	3.0 grade points
B-		2.7 grade points
C+		2.3 grade points
C	satisfactory performance	2.0 grade points
D	less than satisfactory performance	1.0 grade point
F	failure	0.0 grade points
WF	failure	0.0 grade points

- A grade of D will be considered for program credit only in certain circumstances. See Faculty regulations and refer to program descriptions in this calendar.
- Departments have the right to decide whether or not a D meets prerequisite or Major requirements. See appropriate degree and departmental listings.
- Credit hours for courses with an "F" or "WF" grade may not be counted towards graduation, but will be used as credit hours attempted in assessing grade point average.
- Courses taken at St. Thomas University as part of a student's regular course load in which the final grade is C- will normally not be accepted for credit if a grade of at least C in the course in question is required in the student's program of study.

Notations

1. INC (Incomplete)

Issued on the recommendation of the instructor and approved by the Registrar, in situations where students present written evidence of medical or extenuating circumstances which prevent completion of the work within the stated time period. It is expected that the work will be completed within two months after the final date for classes in the course. A grade of F will normally be assigned if the work is not completed. The period for completion may be extended upon recommendation of the instructor and with the approval of the Registrar. It is the responsibility of the student to seek such an extension before the expiration of the two month period. Evidence of medical or compassionate grounds to substantiate such a request must be submitted to the Registrar.

The designation incomplete (INC) is recorded for courses in which deferred examinations are to be written.

2. Aegrotat (AEG) Standing

Used rarely. The student has been unable to complete the course because of a serious illness or a compassionate situation but has been given pass standing on the basis of previous work. Requests should be addressed to the Registrar.

3. AUD (Audit)

A student wishing to attend classes in a given degree credit course without being assigned a grade may register to "audit" the course, subject to the following regulations:

- Registrations for audit will not be accepted without permission of the course instructor.
- The degree of class participation allowed an auditor is at the discretion of the course instructor. No grade is assigned for the course and such a course is not a credit.
- The normal regulations and deadlines regarding course adds

and drops apply.

- A 'credit registration' in a course may not normally be changed to an 'audit' after the first two weeks of the term. Similarly a registration for 'audit' may be changed to a 'credit registration' only with the support of the faculty, and with the permission of the Registrar.
- In courses with enrollment requirements and/or restrictions, priority for registration will be given to individuals taking the courses as full fee-paying registrants.
- For a part-time student the audit fee will be one-half of the regular course fee (see Fees, Section C).

The following actions may also appear on the student transcript in lieu of or adjacent to the grade:

4. CR (credit) NCR (no credit)

5. X (Extra)

Extra course, not credited to the program the student is enrolled in during that session and the grade is not include in the calculation of grade point averages. Such a notation must be requested by the mid-point of the term.

6. # On the basis of an appeal, the grade shown but not included in grade point average calculations.

7. W (Withdraw without academic penalty)

8. CTN (Course continues in next term)

H. Calculation of Grade Point Averages

Grade point averages are calculated by dividing the total number of grade points obtained (credit hours x grade point weight) by the number of credit hours attempted during the period in question in the program. Grade point averages are shown to one decimal place. The University calculates two grade point averages, which form part of the student's official record: the Assessment Grade Point Average; and the Cumulative Grade Point Average.

With the approval of their faculty advisor, a student may specify that a course is "extra" to the program and should not be included in their grade point average. Such a notation must be requested by the mid point of the term.

Assessment GPA: For all students, the assessment GPA is calculated at the end of the assessment period, May - April, provided that 24 credit hours or more have been attempted in the program since the last assessment in that program. All work attempted toward the current program of study (including the no degree program) is included in the assessment with the exception of courses designated with the "W", "#", or "X" notation.

Cumulative GPA: Is based on all work taken toward a degree program. The cumulative grade point average is used to determine the student's divisional standing at graduation.

Scholarship GPA: In addition, for the purpose of awarding scholarships a Scholarship GPA is calculated at the end of the assessment year (May to April) provided that 24 credit hours or more have been attempted, regardless of program. For students involved in work placement programs such as Co-op or PEP, the scholarship average is calculated using the Dean's List criteria. This GPA is held internally and is not displayed on the student's transcript of record.

I. Standing and Promotion Requirements

1. In order to continue in good academic standing a student must achieve an assessment g.p.a. of at least 2.0 for the assessment period. A transcript notation "In good academic standing"; appears at the end of the term record.

- A student whose assessment g.p.a. falls below 2.0 but above 1.0 in an assessment period is placed on academic probation. A student is allowed to go on academic probation only once in a program.
- Academic probation constitutes notice of unsatisfactory performance and is a warning that the student must improve to

meet the grade point average requirements of the program in order to avoid being required to withdraw from the University.

- c. A student who has previously been placed on academic probation and whose g.p.a. in any subsequent assessment period falls below 2.0 is, subject to review by the Faculty concerned, required to withdraw from the University for at least 12 months. If such a student is readmitted, it is normally on academic probation.
- d. A student whose g.p.a falls to 1.0 or below in any assessment period is required to withdraw from the University for at least 12 months. If such a student is readmitted, it is normally on academic probation.

Note: No credit is granted for courses taken during the 12 month period during which a student is required to withdraw.

2. Students whose g.p.a. on assessment is such that they would normally be placed on academic probation, or be required to withdraw from the University, will be allowed to graduate if all other requirements of the program have been completed at that time. Law students should refer to the Faculty regulation in the Faculty of Law Calendar.
3. If, at the end of the term in which a student has completed all the other requirements of the program, the student has not reached the end of an assessment interval, the student will be allowed to graduate without reference to the g.p.a. in that session.

J. Dean's List Criteria

The Faculties of the University publicly recognize superior academic performance of their students by publishing Dean's lists. Such distinction is also noted on the transcript of record. Criteria for inclusion on a Dean's list are as follows:

1. Decisions for full-time and part-time students are based on assessment grade point averages which are calculated in May of each year provided at least 24 credit hours have been attempted since the last assessment grade point average was recorded.
2. In all Faculties an assessment grade point average of 3.7 or higher must be achieved, except in the Faculty of Law where the minimum assessment grade point average for inclusion on the Dean's list is 3.3 and the student stands among the top 10 percent of his or her class.
3. Courses, including practicum courses, with final evaluations of credit/no credit rather than a letter grade will be included as part of the 24 credit hours required in the grade point average assessment.
4. Students who in their final year of study do not have any assessment grade point calculation will be included on a Dean's list provided such a distinction was earned on the last assessment and provided a letter grade of "B" or higher was achieved in all courses taken. At least 12 credit hours of work must have been undertaken to have Dean's list status under this provision.
5. Co-op students will be subject to these regulations:
 1. one work term in the assessment period - at least 24 credit hours required
 2. two work terms in the assessment period - at least 15 credit hours required
 3. December program completion - at least 15 credit hours from September 1 - December 31
 4. Second year co-op students with a January work term - at least 15 credit hours required
6. Students on a professional experience program (PEP) must have successfully completed the work term and have completed at least 15 credit hours in one term during the assessment grade point average period.
7. Course work done off-campus with permission will not form part of the assessment grade point average and subsequent decision concerning inclusion on a Dean's list. The Dean has the right to add such students to the Dean's List where deemed appropriate.
8. Students must be enrolled in a degree, diploma or certificate program to be included on a Dean's list.

9. Students enrolled in a concurrent or joint degree program will be considered for the Dean's list in both Faculties represented.

K. Submission of Final Course Grades

1. The term work in a course (excluding any work given in lieu of a final examination, see Examination, Standing and Promotion regulations, item A(6)) must be submitted by the last day of lectures or earlier as required by the instructor. The instructor must submit a final grade based on the work submitted by the student, including term work and examination, as determined by the instructor.
2. Once a grade has been submitted a student is not permitted to do work extra or additional to that required of other students in a course in order to gain a better grade in the course.
3. A request to change a recorded grade in a course is to be made to the Registrar via the instructors secure web grade change form. An explanation of the reason/s for the change must be included at the time of the submission.

L. Review of Grades

1. Review of Grade on an Individual Piece of Work

- a. Students may discuss with the course instructor the mark on any piece of work regardless of its value. For a course that is not the responsibility of a single academic unit, the co-ordinator of the course will replace the role of the Department Chair.
- b. For purposes of the formal review process, an individual piece of work refers to: Term tests, major term papers, essays, book reports, etc. worth at least 25 per cent in the calculation of the final grade in the course.
- c. Students have the right to request a formal review of marked material according to the above list. The grounds are restricted to: the overall assessment of the evaluation is demonstrably unfair; the evaluation was not consistent within the class; there was a miscalculation of the grade.
- d. There are two steps to follow for the formal review process:
 - i. The piece of work must be discussed with the instructor involved within two weeks of the receipt of the grade for the individual item.
 - ii. After this first step and if requested by the student in writing or by e-mail to the Chair of the Department, or Dean of the Faculty if there is no Department or Chair, a review will be conducted with such Chair, the instructor and the student. If desired, a student has the right to meet with the Chair without the instructor present prior to this review. The review must be conducted within 7 days after the review with the instructor. The decision of this review is final and the reasons for the decision will be provided to the student in writing by the Chair.
 - iii. A student who has not requested a grade review of an individual piece of work that is reviewable, or who has requested a grade review of an individual piece of work and was not satisfied with the result, may not ask for a review of a final grade on the basis of that individual piece of work.

2. Group Projects

Evaluations on material which is the product of two or more students may be reviewed at the request of one or more of the participants. The above regulations will apply. The instructor has the right to change the grade awarded to each student if the grade is to be altered.

3. Practicum and Co-op Courses

The grades assigned in practicum and co-op courses are also subject to review.

4. Reviews in Courses with Computerized Testing

Students in courses with computerized testing should consult with their instructors if they feel a review is warranted. The instructor will determine that: the response sheet was not lost, that valid answers were not missed, imperfect erasures not excluded and that the computer generated grade was correct, the computer grade was transferred correctly and that essay, lab and other additional credits were included.

5. Review in Courses with Oral Tests and/or Final Examinations

Students in courses that have oral tests and/or final examinations, should consult with the instructor if they have concerns about the grade awarded.

6. General Information

- a. In all reviews, it is expected that the process will be carried out expeditiously by the reviewer/s.
- b. Marked materials held by the instructor must be retained for twelve months after the end of the term. Students are expected to have returned graded assignments available for review by the reviewers. Such assignments cannot have been altered (please refer to the section on university regulations governing academic offences).
- c. Work will be reviewed, as requested, in a manner that ensures that all concerns raised by the student have been properly addressed taking into account the course outline and that the totaling of the marks and other items contributing to the grade were done accurately. In instances where consistency in grading is being considered, a minimum of three other pieces of class work completed by other students will be examined by the reviewer(s).
- d. The grade originally assigned may be raised, remain the same or be lowered as a result of the review.

7. Review of Final Course Grade

- a. Students have the right to request a review of the official final grade received in a course on the proper form available in the Registrar's Office. Such requests must be received by the Registrar, in writing, within 90 days after the end of the examination period. A fee of \$15.00 must accompany the request. The fee will be refunded if the grade is subsequently raised. The student should clearly outline the reasons for the request to review the final grade. Normally, the grounds are restricted to: the overall assessment of the final grade or of the final examination evaluation is demonstrably unfair; the evaluation of the final examination was not consistent within the class; the final grade was not calculated on all the work completed; there was a miscalculation of the final grade.
- b. The Chair of the Department involved, or the Dean if there is no Chair or Department, will discuss the matter with the instructor of the course to determine if a change in the final grade is warranted. The student will be advised of the result of this review by the Registrar. If the student is not satisfied with the outcome of the review conducted by the Chair and the Instructor, he/she may request the Registrar to have the Chair of the Department involved, or the Dean or a delegate if there is no Chair or Department, select three individuals normally from the Department or Faculty if there is no Department: including the instructor, or one alternate designated by the instructor, one selected by the student and one selected by the Chair, or the Dean if there is no Chair or Department. In the event that the student or instructor is unable to select a member for this review committee, the Dean will select. If it is a class action request the students will select one member of the Committee. If more than one instructor, the instructors involved in the teaching of the course will select.
- c. The student or instructor may forfeit the right to select one of the Committee members and should so advise the Registrar at the time the request is made. The Chair or Dean will select the

member/s to serve on the Committee in such cases. The Committee may interview the instructor if not part of the Committee and/or the student. All materials submitted during the first review will be made available to the Committee.

- d. The decision of the Committee will be forwarded to the Registrar. The reasons for the decision must be given and the student will be so notified.
- e. Students who intend to appeal the results of a review of a final course grade must do so within 4 weeks after the date of notification from the Registrar's Office. The procedures for filing an appeal must be followed and reasons for the basis of the appeal are to be clearly outlined.

VI. RIGHT OF APPEAL

Students on the Fredericton Campus will submit appeals to the Senate Student Standings and Promotions Committee; on the Saint John Campus, appeals will be submitted to the Student Appeals Committee

1. Entitlement and Jurisdiction

1. Student appeals will not normally be considered by the appropriate campus Senate Appeals Committee if one year or more has elapsed since the academic decision in question was made.
2. Student appeals on the Fredericton Campus are considered by the Senate Committee on Student Standings and Promotions, and on the Saint John Campus by the Senate Appeals Committee. Appeals pertaining to admissions are heard on the Fredericton Campus by the Senate Admissions Committee and by the Senate Student Appeals Committee on the Saint John Campus.
3. The University reserves the right to withhold notification of an academic decision if a student has not satisfied financial obligations. The Senate Student Standings and Promotions Committee in Fredericton, or the Appeals Committee in Saint John, may refuse to hear appeals submitted after the deadline because the notification of an academic decision was withheld for failure to satisfy financial obligations or because notification of an academic decision was not received as a result of a failure to provide the University with an accurate mailing address.
4. Subject to the following regulations, students may appeal academic decisions.

NOTE: Most reviews concerning grades assigned for individual pieces of work or final grades are subject to the Grade Review Process. An appeal to the appropriate Appeals Committee is permissible only if the review was conducted without due regard to proper procedure or in a manner which is unfair in all of the circumstances. Students may appeal final grades only after all steps of the grade review process have been completed.

2. Grounds for Appeal

1. The appropriate Appeals Committee may grant an exemption from the application of a University Regulation or from the effect of an academic decision, on the grounds of compassion, health, or other extenuating circumstances beyond the control of the student. A student requesting such an exemption must state the grounds on which the request is based and provide documentation to support the grounds cited.
2. The Committee may grant relief on the ground that an academic decision has been made without due regard to proper procedure, or in such a manner which is unfair in all of the circumstances. A student requesting such relief on appeal must state the grounds on which the request is based and provide any pertinent material.

3. Settlement Process

It is understood that appeals of academic decisions such as being required to withdraw or being placed on academic probation, and appeals involving academic offences, are made directly to the appropriate Appeals Committee.

Where practicable, in other instances, students should attempt to settle the matter prior to submitting an appeal by:

1. discussing the matter with the instructor;
2. if unresolved, discussing the matter with the instructor and the Chair of the appropriate Department, or the Dean if there is no Chair;
3. if still not resolved, discussing the matter with the instructor, the Chair and the Dean of the appropriate Faculty.

4. Appeals Procedure

1. A student is entitled to seek the advice of the Director of Student Affairs and Services (for Fredericton appeals) or the Director of Student Life and Support Services (for Saint John appeals), concerning the right of Appeal.
2. Where so requested in writing by a student, the Director of Student Affairs and Services (for Fredericton appeals) or the Director of Student Life and Support Services (for Saint John appeals), shall act on behalf of the student.
3. Appeals are to be made in writing, addressed to Secretary of the Student Standings and Promotions Committee.
4. Appeals pertaining to academic status at the end of an assessment period must be filed on or before July 15 of that year. Where circumstances warrant, the Committee may consider student appeals which do not meet the normal deadline requirement.
5. Appeals shall state the grounds on which the Appeal is based, provide supporting documentary evidence and state whether the student will attend the hearing and whether the Director of Student Affairs and Services (Fredericton appeals) or the Director of Student Life and Support Services (Saint John appeals) will represent the student at the hearing.
6. The Committee may receive documentation in support of an Appeal after the July 15th deadline set for the filing of the appeal itself. The late filing of such supporting documentation may result in delay in the determination of the case. Where the student's subsequent registration in a course or program is dependent on the determination of the case, and where that determination is made after the registration period in the following academic year has expired, a late registration fee will be charged (see Fees Section C).
7. After receiving an appeal, the Secretary of the Committee shall:
 - a. make a reasonable attempt to give notice to the student, or the person acting on the student's behalf, of the time, place and manner in which the Committee will proceed, and further shall give access to the student or the person acting on the student's behalf to the materials relevant to the Appeal;
 - b. give notice to the instructor, Chair of the Department and Dean of the Faculty concerned of the time, place and manner in which the Committee will proceed, and request that any written materials relevant to the Appeal be filed with the Committee in a manner such that the right of access provided for in a.) will be facilitated.
8. The Committee hears and determines the matter. The decision of the Committee, which is provided to the student in writing, is final (see below). No re-appeal of the decision will be heard by the Committee unless new evidence is presented and deemed by the Committee to be of sufficient importance to justify clearly the reopening of the case.

5. Senate Review

A student may request that the relevant Senate review a decision of the appropriate Appeals Committee.

The only grounds for such a request are:

- a. The decision was made without due regard to proper procedures, such that the student was materially disadvantaged; and/or
- b. The decision was made in a manner which is not fair in all of the circumstances.

Advice and Assistance

A student is entitled to seek the advice of the Director of Student Affairs and Services (Fredericton appeals) or the Director of Student Services (Saint John appeals) with respect to an application for Senate Review. Where so requested in writing by a student, the Director of Student Affairs and Services (Fredericton) or the Director of Student Services (Saint John) shall act on behalf of the student to the extent requested in the application for Review.

Procedures

1. An Application for Senate Review shall:
 - a. be filed in the Office of the Secretary of Senate within thirty (30) days of the date of the letter of notification of the decision of the Appeals Committee made under the provisions of the Appeal Procedure,
 - b. be made in writing, addressed to the Secretary of Senate, and state the grounds on which the application is based.
2. On filing of an Application for Senate Review, the Secretary of Senate shall:
 - a. notify the student or the person acting on the student's behalf, of the time, place and manner in which the Review will proceed, and further shall ensure access by the student, or the person acting on the student's behalf, to the materials relevant to the application;
 - b. give notice to the appropriate Appeals Committee of the time, place and manner in which the Review will proceed and request that any written material relevant to the application be filed with Senate in such a manner as that the right of access stipulated in 1) will be facilitated;
 - c. ask the Senate Nominating Committee and the President to establish a Review Committee

VII. ACADEMIC OFFENCES

Note: Consideration of a request to withdraw from a course or courses involved in an academic offence will not be given until the case is resolved

Academic offences include, but are not limited to, the following:

A. PLAGIARISM

Plagiarism includes:

1. quoting verbatim or almost verbatim from a source (such as copyrighted material, notes, letters, business entries, computer materials, etc.) without acknowledgment;
2. adopting someone else's line of thought, argument, arrangement, or supporting evidence (such as, for example, statistics, bibliographies, etc.) without indicating such dependence;
3. submitting someone else's work, in whatever form (film, workbook, artwork, computer materials, etc.) without acknowledgment;
4. knowingly representing as one's own work any idea of another.

NOTE: In courses which include group work, the instructor must define and warn against plagiarism in group work. Unless an act of plagiarism is identified clearly with an individual student or students, a penalty may be imposed on all members of the group.

Procedures

In the case of plagiarism, the instructor must make every reasonable effort to discuss the case with the student or group and follow one of two courses of action.

1. If the instructor is satisfied that the plagiarism was the result of a genuine misunderstanding, the instructor shall submit the student's name to the Registrar who shall advise the appropriate Dean, and the Chair of the student's program or Department where applicable. The Registrar shall notify the student by registered letter of the regulations governing plagiarism, the possible consequences, the student's right to appeal, the right to appear before the appropriate Appeals Committee, and the procedures involved. While a case of

genuine misunderstanding will not be considered a student's first offence, a second plea of ignorance by the student will be so considered. A student appealing the instructor's decision must do so in writing within three weeks of the date of the Registrar's notification. The student is urged to submit to the appropriate Appeals Committee a written statement regarding the case.

In the case of plagiarism resulting from genuine misunderstanding, the instructor may permit the student to submit a genuine piece of work to be graded in place of the one plagiarized. If the student does not appeal, the time allowed for submission of work is three weeks from the date of the Registrar's letter of notification. In the case of an appeal, where the instructor's decision is upheld, the period of time allowed for submission is as determined by the appropriate Appeals Committee.

2. If the instructor decides that the plagiarism was deliberate, the instructor shall submit the student's name and relevant evidence to the Registrar, who will advise the Dean, and the Chair of the student's program or department where applicable. The Registrar shall notify the student by registered letter of the regulations, the right to appeal, the right to appear before the appropriate Appeals Committee, and the procedures involved. The student is urged to submit to the Committee a written statement regarding the case. A student appealing the instructor's decision, must do so in writing within three weeks of the date of the Registrar's letter of notification. At the discretion of the Registrar, cases may be referred to the appropriate Committee for review and action. The Registrar shall inform the student by registered letter of the referral to the Committee, and the wish of the Committee that the student be present when the case is heard.

Penalties for Deliberate Plagiarism

In a case of deliberate plagiarism, the penalties are:

First Offence:

If the student does not appeal, or if, on appeal, the Committee upholds the instructor's decision:

1. A notation will be placed on the student's transcript of academic record concerning the academic offence. The length of time the notation appears on the student's transcript of academic record is to be decided when the penalty is imposed and will depend on the severity of the offence.
2. The student may be required to submit a satisfactory and genuine piece of work to replace the one involving plagiarism. If the assignment is not resubmitted or is unsatisfactory, the student will receive a grade of F(zero) in the course. **Note:** If this penalty is assessed, the period of time allowed for the submission of the work will be determined by the Registrar in consultation with the faculty member making the charge, and, where appropriate, the Committee.
3. The student will receive a grade of F (zero) on the piece of work and, depending on the severity of the offence, may receive a grade of F for the course.
4. Other penalties as outlined in penalties for Other Academic Offences may be imposed.

Subsequent Offence:

In cases where the Committee considers that the student has plagiarized again:

1. the student will receive a grade of F in the course and a notation of the academic offence will appear on the student's transcript of record. The length of time the notation appears on the student's transcript of academic record is to be decided when the penalty is imposed.
2. Other penalties as outlined in penalties for Other Academic Offences may be imposed.

B. OTHER ACADEMIC OFFENCES

1. Cheating on examinations, tests, assignments or reports.

2. Impersonating a candidate at an examination or test or in connection with any assignment in a course or availing oneself of the results of impersonation.
3. Obtaining, through theft, bribery, collusion, purchase or other improper manner,
 - a. an examination or test paper prior to the date and time for writing the examination or test;
 - b. academic materials belonging to another person, e.g. laboratory reports, assignments, papers, computer materials, datasets.
4. Falsifying or knowingly submitting false assignments or credentials, records, transcripts, or other academic documents.
5. Submitting a false health or other certificate.
6. Submitting identical or substantially similar work for one course or program of study, which has been or is being submitted for another course or program of study, without the prior express knowledge and approval of the instructors.
7. Interfering with the right of other students to pursue their studies.
8. Knowingly aiding or abetting any of the above offences.
9. Tampering with, or altering, in any deceptive way, work subsequently presented for a review of the grade awarded.

Procedures

The instructor and, where applicable, the invigilator or other appropriate person shall, where practical, discuss the matter with the student concerned.

The instructor or the instructor's representative, satisfied in their view that an academic offence has been committed shall complete an academic offence incident report, and the instructor or the instructor's representative shall submit the academic offence incident report and attached information to the Registrar. Where applicable, the Registrar shall report it to the Chair of the Department and the Dean of the Faculty concerned. Each case will be referred by the Registrar to the appropriate Committee for review and appropriate action. The Registrar shall inform the student by registered letter of the referral to the Committee, the student's right to respond and the wish of the Committee that the student be present when the case is heard. The Registrar shall also include, with this registered letter, a copy of the academic offence incident report and attached information. The student is urged to submit to the Committee a written statement regarding the case. A student responding to the decision, shall do so in writing within three weeks of the date of the Registrar's letter of notification.

Penalties

A student who is found guilty of an academic offence will have two penalties imposed:

1. Notation on the student's transcript of academic record concerning the academic offence. The length of time the notation appears on the student's transcript of academic record is to be decided when the penalty is imposed.
2. A failing grade in an examination, test or course.
One of the following penalties may also be imposed:
3. Recommendation to the President for suspension for a specified period. The recommendation is to include the length of time the notation is to appear on the student's transcript of academic record.
4. Recommendation to the President for expulsion from the University. If the student is expelled a permanent notation will appear on the student's transcript of academic record.

C. GENERAL

1. Consideration of a request to withdraw from a course or courses involved in an academic offence will not be given until the case is resolved.
2. Students on the Fredericton Campus will submit appeals to the Senate Student Standings and Promotions Committee; on the Saint John Campus, appeals will be submitted to the Student Appeals Committee.

VIII. MINOR PROGRAMS

The University offers students an opportunity to broaden and complement their programs of study by completing the requirements for a Minor. A complete list of approved Minor Programs is available in the Registrar's Office. A Minor program can be a University interdisciplinary Minor or one offered through a faculty or department.

1. Students interested in pursuing a Minor Program should consult with their program advisor to determine if a Minor will be permitted and to discuss its relation to their program of study. Advice and course approval must then be obtained from the coordinator, committee or individual responsible for the Minor. Normally, a student must declare a Minor on or before registration for final year. A student may declare a Minor after this date only with the approval of the Registrar, with the concurrence of the Department(s) concerned.
2. A Minor can be taken only in conjunction with a degree program and must be completed while the student is qualifying for the degree. Successful completion of the Minor will be recorded on the student's transcript of record. The same procedure must be followed for each successive Minor.
3. A Minor shall consist of eight term courses or the equivalent (a minimum of 24 credit hours) and shall be selected to form a coherent set or sequence of courses. The student must achieve a grade of "C" or better in each course for it to be counted as part of the Minor. Compulsory or required courses in a student's degree program normally may not form part of the Minor.
4. A student who has completed a Minor located in one degree program may apply to and, if admitted, enter a second degree program to obtain a second bachelor's degree. Such a student could obtain the Majors or Honours designation in the same field as the Minor if the requirements are completed successfully under the regulations governing a "Second Undergraduate Bachelor's Degree."
5. Students interested in pursuing more than one minor program must have permission from their faculty advisor. All above regulations apply.

IX. REQUIREMENTS FOR A SECOND UNDERGRADUATE DEGREE

Second Different Undergraduate Bachelor Degree

1. The general regulations of the University and the regulations of the degree program concerned must be satisfied. Refer to the appropriate section of this calendar for the regulations of the degree program.
2. Degree and departmental regulations concerning option, concentration, Major or Honours must be satisfied.*
* Throughout these regulations, the use of terms "option", "concentration", "major", and "honours" vary by faculty. All these terms denote some degree of specialization.
3. The minimum number of credit hours, or courses, which must be successfully completed beyond the work required for the previous degree must not be less than the normal load of the final academic year in the degree program concerned. More than the minimum number of credit hours, or courses, may be required.
4. The courses taken must be approved by the Dean and the Department, or Departments, under which the option, concentration, Major, or Honours, falls.
5. In Faculties where the credit system is used, at least half the credits for a degree, diploma or certificate must be taken at this University; in Faculties where the year-system is used, two years must be taken at this University. It is normally expected that the final year of study be completed at this University.
6. Candidates for a second different degree may not normally choose the same major, honours, option or concentration as in the first

undergraduate degree.

7. Students must make specific application to the Associate Registrar/ Admissions for entry to the second different degree program.
8. Only in special circumstances will students be admitted to a third different undergraduate degree program.
9. The final decision on the course work requirements for a second different undergraduate bachelor degree shall be a matter of agreement between the Registrar and the Dean, after consultation with the Chairs of Departments concerned.

Second Same Undergraduate Bachelor Degree

1. A second same degree is permitted in limited cases. The general regulations of the University and the regulations of the degree program concerned must be satisfied. Refer to the appropriate section of this calendar for the regulations of the degree program.
 - a. On the Fredericton Campus, the Faculty of Arts and the Faculty of Science permit a second same undergraduate Bachelor degree.
 - b. On the Saint John campus, the Faculty of Arts and the Faculty of Science, Applied Science and Engineering permit a second same undergraduate Bachelor degree.
2. Degree and departmental regulations concerning option, concentration, Major or Honours must be satisfied.*
* Throughout these regulations, the use of terms "option", "concentration", "major", and "honours" vary by faculty. All these terms denote some degree of specialization.
3. The minimum number of credit hours, or courses, which must be successfully completed beyond the work required for the previous degree must not be less than the normal load of the final academic year in the degree program concerned. More than the minimum number of credit hours, or courses, may be required.
4. The courses taken must be approved by the Dean and the Department, or Departments, under which the option, concentration, Major, or Honours, falls.
5. In Faculties where the credit system is used, at least half the credits for a degree, diploma or certificate must be taken at this University; in Faculties where the year-system is used, two years must be taken at this University. It is normally expected that the final year of study be completed at this University.
6. Candidates for a second degree may not normally choose the same major, honours, option or concentration as in the first undergraduate degree.

Student may be permitted to upgrade a Minor or a Major from the first degree under the following conditions:

- c. A Minor from the first degree may be upgraded to a Major or Honours after completion of the first degree.
- d. A Major from the first degree may be upgraded to an Honours after completion of the first degree.
- e. In either case, a notation only will be included on the student record and a second degree will not be awarded.

Students will not be permitted to include a Minor in the second degree.

7. Students must make specific application to the Associate Registrar/ Admissions for entry to the second degree program.
8. Only in special circumstances will students be admitted to a third undergraduate degree program.
9. The final decision on the course work requirements for a second different undergraduate bachelor degree shall be a matter of agreement between the Registrar and the Dean, after consultation with the Chairs of Departments concerned.

Graduates of other universities are not eligible to apply under these regulations. Applications from such candidates will be considered for possible acceptance and advanced standing on receipt of official transcripts submitted to the Associate Registrar/Admissions.

Students who desire to complete requirements for two different Bachelor Degrees at the same time will be granted such permission provided approval from both Faculties concerned has been granted. If permission is granted, students must be admitted to the second program by the Admissions Office. Requirements for each degree program are determined by each Faculty. This arrangement is separate from the Concurrent Degree Programs offered by the University.

X. CONFIDENTIALITY, SECURITY AND RELEASE OF STUDENT ACADEMIC RECORDS

The term "official academic record" when used in these policies means the information concerning admission and academic performance of students as it is contained in any record of information however recorded or stored.

A. The official academic records of students are the property of the University.

B. The Registrars and any designated officer, where applicable, shall retain the custody of the official student academic records, however recorded or stored, in the Office of the Registrar, the School of Graduate Studies, the Department of Integrated Technology Services, and the Faculty of Law, all of the University of New Brunswick Fredericton and Saint John ("the University"), and shall be responsible for their security and maintenance.

C. Students desiring to have their names changed on their official student record be it by means of alteration, deletion, substitution or addition must submit appropriate supporting documentation.

D. RELEASE OF INFORMATION

1. Except as provided herein, official academic records are confidential and shall not be divulged to any third party, including parents or guardians, except as noted in this statement, without the written consent of the student concerned.

2. Students have the right to official copies of their University of New Brunswick transcripts of record. Official transcripts issued to students are indicated as such on the transcript. Any requests should be submitted to the appropriate Registrar's office with the required fee. Transcripts and degree parchments will be withheld for students, including former students, who have failed to meet their financial obligations to the University. Students have the right to access their transcripts of record as held in the computerized files and to print unofficial copies of their transcripts of record.

3. Partial transcripts will not be issued.

4. Transcripts shall only be released or personal information contained in the official student records released in accordance with University policy:

- a. Where the person to whom the information relates has identified that information in particular and has consented to its disclosure;
- b. For the purpose for which it was obtained or compiled or for a purpose consistent therewith;
- c. To an officer or employee of the University who needs the record in the performance of his or her duties;
- d. For the purpose of complying with a requirement to provide information lawfully imposed upon the University by a federal/provincial government authority;
- e. Where disclosure is necessary to aid in the investigation of allegations that individuals have made false statements or engaged in other misleading conduct concerning their attendance or performance or status within or completion of an academic program of the University;
- f. In compelling circumstances affecting the health or safety

of an individual, if, upon disclosure, notification thereof is mailed to the last known address of the individual to whom the information relates;

g. In compassionate circumstances, to facilitate contact with the next of kin or a friend of an individual who is injured, ill or deceased; or

h. To a person who has been authorized by the individual to whom the information related to make an enquiry on that individual's behalf or, where that individual is incapacitated, has been authorized by the next of kin or legal representative of that individual.

5. The Campus Registrar may authorize access to academic records for the purpose of research. Students of the University may examine their personal official academic records held in paper files, with the exception of letters of reference provided to the University in confidence. A member of the Registrar's Office or a designated officer on the campus where the record is held will be present during such an inspection. Students may examine letters of reference or other information provided to the University in confidence only with the written permission of the referee or writer being first obtained and received by the appropriate Registrar or designated officer holding the file.

6. The Office of the Registrar will not normally provide students or third parties, except as noted below, with copies of documents on file, such as transcripts from other institutions, or correspondence provided to the University in confidence. In the case of a request for copies of documents made to a Campus Registrar's office, an exception may be made in severe situations such as where an international student is unable to obtain copies of original documents. If the request is approved, the Registrar will authorize copies of such documents be forwarded to another institution marked "copy of original documents on file."

7. The University considers certain information, that is, a student's name, dates of university attendance, verification of degrees obtained, to be public information. Such information may be disclosed by the Campus Registrar or designated officer without the consent of the student. Students who object to the release of such information shall notify the Registrar of the campus where the information is held, in writing, giving the specific objection or objections. The Registrar shall then determine what action, if any, will be taken and advise the student and the designated Officer where necessary.

8. The University routinely releases student e-mail identifiers while the student is enrolled at the University. Students who object to such release must notify the Campus Registrar.

9. The University routinely provides, through secure on-line access, a digitized image of the student identification photograph to individual instructors during the period the student is registered in the instructors course. The Deans or their designates, Associate and Assistant Deans where specifically authorized by the Dean, the Director of the College of Extended Learning, Directors of Student Services, the Director, Associate and Assistant Directors of Residential Life, and the University's security personnel also will have access to such images. Residence Coordinators, House Dons and Associate Dons of the residence administrative team on the Fredericton campus and the Residence Academic Leader, Residence Life Coordinator and Manager of Residence and Conference Services on the Saint John campus will have access to such images during the period that a student is living within a house or residence for which these positions are responsible. Students who object to such access to their student identification photograph should notify the Campus Registrar.

9 a. Deans, Associate/Assistant Deans, faculty Student Advisors and the Director of the College of Extended Learning shall have unrestricted electronic access to academic student records.

- b. i. Full time faculty members shall have electronic access to academic student records of students registered or formally seeking registration in their courses as may be required in the performance of the faculty members duties
 - ii. Stipendiary part-time faculty members may be granted electronic access to academic student records of students registered or formally seeking registration in their courses required in the performance of the faculty members duties as authorized by the Dean or Director of the College of Extended Learning.
 - iii. Normally, part-time faculty members who are also students at UNB, should not have access to student academic records. Access is provided during the period the student is registered or formally seeking registration in the faculty members course and for 45 days following the end of term in which the course is scheduled.
10. Other Faculty and College personnel may be granted electronic access to academic student records required in the performance of their duties as authorized by the Dean or Director of the College of Extended Learning on such specific terms as the Dean or Director shall determine.
 11. Members of administrative and other academic units may be granted electronic access to academic student records required in the performance of their duties upon request to and as authorized by the Campus Registrar or designate on such specific terms as the Registrar or designate shall determine.
 12. Access is provided on the explicit condition that such information in the electronic academic student records shall not be released to others except as may be permitted in accordance with these regulations.

XI. PROCEDURE FOR DEALING WITH STUDENT GIFTS

As a matter of principle, the University discourages the practice of students giving gifts to faculty members. However, from time-to-time faculty members may be presented with a gift from one or more students or an entire class that expresses appreciation. Such gifts may range from flowers to items of considerable value. In some cases the offering of a gift may reflect a cultural custom on the part of the student(s) concerned. Faculty members should use their professional judgement to decide whether or not to accept such gifts from students, and may wish to consider the following alternatives, especially when only one or two gift givers are involved:

- a. Students offering gifts of money could be encouraged to make a donation to a University scholarship, bursary or prize fund, or some other University purpose. The gift could be designated in appreciation of Professor xxxxx, and sent directly, or through the faculty members Dean, to the Development Office on the Fredericton Campus, or the Office of Advancement, Communications, and Recognition on the Saint John campus. (The student would receive a tax receipt for a charitable donation.)
- b. Students offering gifts in kind which are inappropriate or have a significant monetary value could be referred to the faculty members Dean, the Development Office on the Fredericton Campus, or the Office of Advancement, Communications, and Recognition on the Saint John campus.
- c. In lieu of gifts of money or in kind, students who wish to express thanks or appreciation to a faculty member could be encouraged to:
 - i. Nominate the faculty member for a Faculty or University teaching award
 - ii. Write a letter of appreciation to the faculty members Dean or the Vice-President
 - iii. Send a card or note of thanks to the faculty member.

Under any circumstances, faculty members should avoid accepting gifts from students prior to submission of final grades for those students, or

completion of supervision.

XII. FRENCH LANGUAGE POLICY

FREDERICTON

The University undertakes to meet the needs of undergraduate students with respect to French:

1. By providing French language courses at a level and of a type appropriate for graduates of French immersion programs in the public schools of New Brunswick;
2. By providing students in all faculties who are not bilingual with more information, encouragement and opportunity for the study of French. (See Certificate of Proficiency in French in Section G.)

SAINT JOHN

The Saint John Campus of the University of New Brunswick intends to meet the needs of its undergraduate students with respect to French by providing (where feasible) French Language courses at a level and of a type appropriate for graduates of French immersion programs in the public schools of New Brunswick, and by providing students in all programs who are not bilingual with more information, encouragement and opportunity for the study of French.

Cette politique s'adresse aux étudiant(e)s anglophones. Les étudiante(e)s francophones sont également encouragé(e)s à suivre des cours au niveau approprié dans la discipline de français.

XIII. LISTING OF GRADUATES

A. APPLICATION TO GRADUATE

1. Students must make application to graduate by 1 March, for May graduation and 1 September for October graduation. Such application is done either by submitting an electronic "Application to Graduate" form available from the UNB Homepage (www.unb.ca) or by completing an "Application to Graduate" card available from the Registrar's Office.
2. Courses that are attached to a distinct session that ends after the January - April session are not counted in the assessment for May graduation eligibility.

- B. Candidates for all undergraduate degrees, except candidates for the degree of Bachelor of Laws, shall be listed in the graduation program alphabetically by First Division, and General Standing, based on the cumulative grade point average of all UNB courses (including certain approved Saint Thomas courses) attempted in the program. Candidates with Honours and Distinction standing will be listed separately.

Candidates for the degree of Bachelor of Laws are listed alphabetically without divisions.

- C. Divisional standing will be recorded in the student's transcript based on the cumulative grade point average as follows:

First division	3.5 or better
Second division	2.5 or better but less than 3.5
Third division	Less than 2.5

- D. A student who has received a bachelor's degree from UNB may return and complete the requirements of the honours program in the same field as in the original degree or the requirements in another major or honours field in the same degree. Such a student will not receive the degree again but a record of the completion of the second requirements will be carried on the student's transcript. A second same degree is permitted in limited cases. Refer to Section P, Requirements for a Second Undergraduate Bachelor Degree in the Admissions section of this Calendar.
- E. Students are not permitted to graduate at a ceremony during spring Encaenia other than the one for which they are scheduled, except in special circumstances at the discretion of the Registrar.
- F. Students are not permitted to graduate at a ceremony during spring Encaenia other than the one for which they are scheduled, except in special circumstances at the discretion of the Registrar.

XIV. ACADEMIC DRESS**A. GOWNS**

Undergraduates	Plain black stuff material, sleeveless.
Bachelors	Black stuff gown falling below knee, with full sleeves reaching to the wrist and terminating in a point.
Masters	Black silk or stuff gown, falling below knees, with long sleeve with semi- circular cut bottom.
Doctors	A scarlet cloth robe, faced with silk of the same colour as the lining of the hood worn.

B. HOODS

Each degree has its distinctive hood as follows:

B.A.	Black stuff bordered with white fur.
B.A.Sc.	Black stuff bordered with white fur and scarlet band.
B.A.A.	Black stuff lined with ivory silk bordered with white fur.
B.A.M.	Black stuff lined with gold silk bordered with white fur.
B.Phil.	Black stuff lined with dark blue silk bordered with white fur.
LL.B.	Pale blue silk bordered with white fur.
B.Sc.	Black stuff lined with scarlet silk bordered with white fur.
B.Sc. (Applied)	Black stuff lined with green silk bordered with white fur.
B.H.S. and B.M.L.S.	Black stuff lined with teal silk bordered with white fur.
B.Sc.Eng., B.Sc.F., B.Sc.C.S., B.C.S., and B.S.SW.E.	Black stuff lined with green silk bordered with white fur.
B.B.A.	Black stuff lined with light brown silk bordered with white fur.
B.P.E. and B.Kin.	Black stuff lined with claret silk bordered with white fur.
B.Sc.Kin.	Black stuff lined with claret silk bordered with white fur with a dark green band.
B.R.L.S. and B.R.S.S.	Black stuff lined with claret silk bordered with white fur with a navy band.
B.N.	Black stuff lined with peach bordered with white fur.
B.Ed.	Black stuff lined with blue grey silk bordered with white fur.
B.O.M.	Black stuff lined with pale yellow silk bordered with white fur.
B.I.S.	Black stuff lined with gold silk bordered with white fur.
M.A.	Black stuff lined with crimson silk.
M.Phil.	Black silk lined with white silk bordered with dark blue.
M.Sc.	Black silk lined with white silk bordered with scarlet.
M.Sc. (Applied)	Black silk lined with white silk bordered with green.
M.Sc.Eng., M.Eng., M.Sc.F., M.F., M.Sc.F.E., M.F.E., and M.C.S.	Black silk lined with white silk bordered with green.
M.Ed.	Black silk lined with blue grey silk bordered with crimson.
M.P.E., M.A.S.R.A., M.A.S.R.S., and M.Sc.Ex.S.S.	Black silk lined with white silk bordered with claret.
M.B.A.	Black silk lined with white silk bordered with light brown.
M.N.	Black silk lined with white silk bordered with peach.
M.A.H.S.R.	Black silk lined with white silk bordered with powder blue.
M.Id.St.	Black silk lined with white silk bordered with gold.
Ph.D.	Scarlet cloth with dark blue silk lining.
LL.D.	Scarlet cloth with pale pink silk lining.
D.SC.	Scarlet cloth with white corded silk lining.
D.CL.	Scarlet cloth with pale blue silk lining.
D.Litt.	Scarlet cloth with grey silk lining.