



Policy Manual
Academic Policies for General Studies

Policy Classification

Series **Category**
AU **Academic – General Studies**

Policy:

Glossary of Terms

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Glossary of Terms

Academic Probation – A student who has shown unsatisfactory academic progress.

Active Student – A student who has met the requirements for admission and is actively enrolled.

Auditing Student – A passive student who attends a course but does not receive a grade or credit for the course towards a degree.

Conditional Student – A student who, at the time of admission, may not meet the basic admission requirements but may have exceptional work experience and professional upgrading.

Deferred Start – Occurs when a student has been accepted to their program of choice, but has requested a deferred start date within one year.

Faculty member – A contracted member of the academic faculty retained for services of instruction.

Hold – A student may put their program on hold for up to a maximum of three (3) consecutive terms.

Leave of Absence – A student who has chosen to leave the program for up to a maximum of twelve (12) months.

Term – A period of time associated to the length of a course. This may apply to both synchronous and asynchronous programs.

Visiting Student – A student who registers and takes courses for credit for the purpose of transferring the credit to the university at which he/she was previously registered.

Withdrawn Student - A student who has withdrawn voluntarily from a course or program.

Withdrawn-forced Student – A student who has been forced to withdraw from the program because of inadequate academic progress, or dismissal for violation of academic policies.



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1.0 Purpose

The Policy on Academic Honesty is an affirmation and clarification for members of the University of the general obligation to maintain the highest standards of academic honesty. As a clear sense of academic honesty and responsibility is fundamental to good scholarship, the policy recognizes the general responsibility of all faculty members to foster acceptable standards of academic conduct and of the student to be mindful of, and abide by such standards.

Academic honesty requires that persons do not falsely claim credit for the ideas, writing or other intellectual property of others, either by presenting such works as their own or through impersonation. Similarly, academic honesty requires that persons do not cheat (attempt to gain an improper advantage in an academic evaluation), nor attempt or actually alter, suppress, falsify or fabricate any research data or results, official academic record, application or document.

Suspected breaches of academic honesty will be investigated and charges shall be laid if reasonable and probable grounds exist. A student who is charged with a breach of academic honesty shall be presumed innocent until, based upon clear and compelling evidence, a committee determines the student has violated the academic honesty standards of the university. A finding of academic misconduct will lead to the range of penalties described in the guidelines which accompany this policy. In some cases the University regulations on non-academic discipline may apply. A lack of familiarity with the Policy and Guidelines on Academic Honesty on the part of a student does not constitute a defence against their application. Some academic offences constitute offences under the Criminal Code of Canada; a student charged under University regulations may also be subject to criminal charges. Charges may also be laid against students in a partnered program with other educational institutions.

2.0 Summary of Offences

The following summary of offences is not exhaustive, nor are the definitions provided for each offence confined to the examples cited.

Cheating is the attempt to gain an improper advantage in an academic evaluation. Forms of cheating include:

- Obtaining a copy of an examination before it is officially available or learning an examination question before it is officially available;
- Copying another person's answer to an examination question;
- Consulting an unauthorized source during an examination;
- Obtaining assistance by means of documentary, electronic or other aids which are not approved by the faculty member;
- Changing a score or a record of an examination result;
- Submitting the work one has done for one class or project to a second class, or as a second project, without the prior informed consent of the relevant faculty members;
- Submitting work prepared in collaboration with another or other member(s) of a class, when collaborative work on a project has not been authorized by the faculty member;
- Submitting work prepared in whole or in part by another person and representing that work as one's own;

- Offering for sale essays or other assignments, in whole or in part, with the expectation that these works will be submitted by a student for appraisal;
- Preparing work in whole or in part, with the expectation that this work will be submitted by the student for appraisal and/or;
- Using a student login to the University Campus that does not belong to the student or sharing Campus Login information to gain access to the student's or another student's Campus website.

3.0 Impersonation

Impersonation is to have someone impersonate one's self in class, in a test, examination, interview, or in connection with any other type of communication with faculty and staff, in an assignment, placement associated with a course, or academic program. Both the impersonator and the individual impersonated may be charged.

4.0 Plagiarism

Plagiarism is the misappropriation of the work of another by representing another person's ideas, writing or other intellectual property, as one's own. This includes the presentation of all or part of another person's work as something one has written, paraphrasing another's writing without proper acknowledgement, or representing another's artistic or technical work or creation as one's own. Any use of the work of others, whether published, unpublished or posted electronically, attributed or anonymous, must include proper acknowledgement.

4.1 Improper Research Practices

Academic research includes the collection, analysis, interpretation and publication of information or data obtained in the scientific laboratory or in the field. Forms of improper research practices include:

- Dishonest reporting of investigative results, either through fabrication or falsification;
- Taking or using the research results of others without permission or due acknowledgement;
- Misrepresentation or selective reporting of research results or the methods used dishonestly in publication. It is a violation of academic honesty to knowingly publish information that will mislead or deceive readers. This includes the falsification or fabrication of data or information, as well as the failure to give credit to collaborators as joint authors, or the listing as authors of others who have not contributed to the work. Plagiarism is also considered a form of dishonesty in publication.

4.2 Dissemination of information without permission

Information or experimental data that was collected with a faculty member or another student, and other works that involved the participation of a faculty member or another student, should not be submitted for publication, or otherwise disseminated without their permission.

4.3 Abuse of Confidentiality

Taking or releasing the ideas or data of others that were given with the expectation that they are confidential, is inappropriate. This includes the ideas or data obtained via the evaluation of confidential grant proposals, award applications or manuscripts that will be, or may have been, submitted for possible funding or publication. Unless one is authorized to do so, it is improper to obtain a password assigned to another, or to copy or modify a data file or program belonging to someone else. Proper authorization means being granted permission either by the owner or originator of that material, or by an appropriate faculty member or administrator.

4.4 Falsification or unauthorized modification of an academic document/record

It is a breach of academic honesty to falsify, fabricate or in any way modify, either through omission or commission, an application to the University or a program, course, student examination or test, transcript, grade, letter of recommendation or related document, a degree, a physician's letter/form or any other document used in support of an academic application, record, petition/appeal or endeavour.

4.5 Obstruction of the academic activities of another

It is a violation of academic honesty to interfere with the scholarly activities of another in order to harass or gain unfair academic advantage.

4.6 Aiding and abetting

Encouraging, enabling or causing others to do or attempt any of the above, with intent to mislead a faculty member, academic unit, program, office or committee as to a student's academic status, qualifications, actions or preparation, or knowingly aiding or abetting anyone in a breach of academic honesty, shall itself be considered misconduct.

5.0 Summary of Penalties for Academic Misconduct:

When verified, violations of academic honesty may lead to the following range of penalties, which may be imposed singularly or in combination for any offence. The following penalties are listed in ascending order of severity.

- Written disciplinary warning or reprimand.
- Make-up assignment, examination or rewriting a work, subject to a lowered grade.
- Lower grade on the assignment, examination or work.
- Lower grade in the course.
- Failure in the course.
- Permanent grade of record. The grade assigned shall remain as the one grade of record for the course, even if the course is repeated. This penalty can be added to any other penalty, but shall always be attached to the penalty of failure in the course.

6.0 Administrative Authority and Actions

Notation on transcript can be a separate penalty or it can be added to any other penalty. Transcript notation shall always be included in cases of suspension, withholding or rescinding the degree, and expulsion from the University. Transcript notation can be for a limited period, at the end of which the notation will be removed from the student's transcript. When no period is specified for a transcript notation, a student may petition to the Registrar's Office to have the notation removed after a period of five years from the date at which the notation was entered, with the exception of notation of expulsion from the University.

Suspension is defined as a penalty of a variable but limited period during which the student may not register in the University, imposed for serious academic offences such as plagiarism and cheating. A student who is otherwise eligible to graduate, but is suspended, may not apply to graduate until the suspension expires or is lifted. This penalty may be awarded only by the Academic Office.

Expulsion from the University with transcript notation. Expulsion is defined as permanently terminating a person's right to continue as a student in the University. This penalty may be awarded only by the Academic Office.

7.0 Factors Considered When Imposing Academic Penalties:

The circumstances surrounding each case of academic misconduct may vary to a significant degree. The penalty imposed should reflect, reasonably, these circumstances. These guidelines are not intended to restrict the authority or flexibility of faculty members in imposing the penalties contained in this policy. In each case, faculty members shall exercise their discretion, taking into consideration the relevant factors, as outlined below. For the benefit of students, however, faculty members shall provide an explanation in their written decision of the major reason(s) the penalty imposed was deemed warranted. Important factors to be considered by committees in imposing penalties or reviewing penalty recommendations are:

- 7.1 Extent of violation: The actions which constitute specific offences of academic honesty (i.e., plagiarism, cheating) vary in terms of severity. Some instances of academic dishonesty constitute only minor infractions while others represent the most extreme form of violation. Penalties should correspond to the nature of the offence. Penalties may be imposed singularly or in combination for any offence.

Basic considerations include:

- The level of the student's academic experience;
- Extenuating circumstances that may help explain the action taken by a student, and due weight should be attached to those circumstances;
- If the student admits guilt, accepts responsibility for their action, and is amenable to educative remedies, committees may find it justified to levy a less severe penalty.

- 7.2 Prior/multiple incidents: If the offence is a second (or subsequent) one for the student and/or is in combination with another offence, then a severe penalty should be considered.

8.0 Procedures Governing Breach of Academic Honesty

Each faculty member shall ensure that its procedures are consistent with the following standards:

- 8.1 The following procedures are provided for the investigation and resolution of cases of alleged violations of the Policy on Academic Honesty. In these procedures, the term "student" includes any student in an undergraduate program who has applied to enrol in a course, is currently enrolled in a course, or is an alumni.

8.2 Jurisdiction

Allegations of a breach of academic honesty in a course shall be dealt with by the faculty member offering the course.

All allegations of breaches of academic honesty other than those in course work shall be reported to the Academic Office by any other individual with direct knowledge of alleged breaches. The Academic Office will notify the appropriate course faculty member, or assign a member of the academic staff to conduct the investigation and review process. Appeals of decisions of a faculty member are considered by the Academic Office.

8.3 Investigating Potential Academic Misconduct

If a person (or persons) suspect(s) a breach of academic honesty:

- on assignments, term papers, essays, theses and dissertations, etc., the matter shall be reported to the appropriate course faculty member.
- on non-course work, the person discovering the potential breach of academic honesty, shall retain possession of the suspect material and provide a written report, together with any confiscated material, to the Academic Office.
- in an examination, the faculty member shall confiscate any suspect material. In all cases, the student will be allowed to complete the examination.
- for research not conducted as part of a course, major research papers/projects, comprehensive examinations, theses and dissertations, person(s) suspecting potential academic dishonesty shall report the matter to the student's faculty member and, as appropriate, the Academic Office.

9.0 Initiating an Investigation of Potential Academic Misconduct:

When a faculty member directing a course, or having or sharing responsibility for a student's research, examination, or independent/directed study, becomes aware of a possible violation of academic honesty, it is the responsibility of the faculty member to forthwith notify the Academic Office. The Academic Violation Form is to be completed and forwarded to the University as soon as a suspicion of an academic violation is discovered.

It is the responsibility of the faculty member to collect or assist in the collection of the necessary information and to be prepared to act as a witness at any formal review of the matter. The faculty member is not called upon to determine whether or not a breach of academic honesty has occurred, nor to impose punishment, mild or severe.

Once notified of a potential breach of academic honesty, the Academic Office may post a block on enrolment activity in the course. While under review, the student may not drop or be un-enrolled from the course for any reason, nor may transcripts be released to the student until a final decision is reached. A request by a student for a transcript to be sent to another institution or to a potential employer will be processed, but if the student is found guilty of a breach of academic honesty, the recipients of the transcript will be provided automatically with an updated transcript.

If the investigation relates to work already presented for evaluation but not yet evaluated, the faculty member may elect to defer the evaluation of the work until after the matter has been dealt with. Normally, any evaluation of work, which relates to a charge, will not be entered into the student's record until after the matter is concluded.

If the faculty member or person designated by the Academic Office decides to proceed with a formal complaint alleging a breach of academic honesty, the complaint shall be submitted in writing to the VP Academics as soon as is reasonably possible. The complaint shall contain a full, but concise, statement of the facts as perceived by the complainant and be accompanied by all available supporting evidence.

10.0 Exploratory Virtual Meetings:

When a complaint is received, an exploratory meeting shall be arranged to determine whether or not there are reasonable and probable grounds to proceed with a charge of breach of academic honesty. An initial virtual meeting with the Faculty Member and the Academic Office will be held to discuss the violation. If necessary, a second meeting involving the student, Faculty Member and the Academic Office may take place. At least seven (7) calendar days' written notice of the virtual meeting and a brief description of the reason for the meeting shall be provided, as well as instructions to attend the online meeting. At this meeting, the student may be accompanied by a representative and the faculty member may have another person present. If the student elects not to attend the meeting, the meeting may proceed without the student present.

The exploratory meetings will result in one of the following:

- 10.1 It is agreed by all parties that no breach of academic honesty occurred. No records of the matter shall be retained.
- 10.2 Agreement is reached that the apparent breach of academic honesty was unintentional or the result of student error. In such cases, informal remedial steps may be taken (such as requiring that the student to re-write an assignment, exam or essay or complete an academic honesty assignment) so that the student may correct the mistake and avoid its recurrence.
- 10.3 For obvious cases of cheating and/or plagiarism, the Academic Office may take immediate action in notification and related penalty to the student and faculty member.
- 10.4 If the student wishes to admit to a breach of academic honesty, a document signed by the student and the faculty member which includes the admission, a summary of the matter and a joint submission as to penalty shall be forwarded to the Academic Office which deals with allegations of breach of academic honesty. In such cases, the agreed-upon penalty shall not exceed failure in the course. The responsible faculty member receiving such a joint submission will normally impose the penalty suggested, but if it is of the opinion that some other penalty would be more appropriate, it shall arrange for a hearing of the matter, to which the student and faculty member may be invited.
- 10.5 If the student wishes to admit to a breach of academic honesty but no agreement is reached on recommended penalty, a document signed by the student and the faculty member, which includes the admission, a summary of the matter and individual submissions by the student and faculty member as to penalty shall be forwarded to the Academic Office. The Academic Office shall determine the imposed penalty.
- 10.6 If it is decided that sufficient grounds exist to proceed with a formal charge of academic misconduct and the student does not admit to this alleged breach of academic honesty, a formal charge shall be prepared and submitted to the Academic Office. The charge shall contain a full, but concise, statement of the facts as perceived by the complainant and be accompanied by all available supporting evidence.



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1.0 Preamble

- a. This policy applies to the recruitment and selection of students for admission to all programs of study at the University which leads to a degree, diploma or certificate.
- b. This policy supplements, but does not replace specific requirements for admission that are determined for each program.
- c. This policy governs the conduct of all persons who officially represent the University in liaison with prospective students.
- d. This policy constitutes a commitment on the part of the University towards secondary schools and other post-secondary institutions to share fully the responsibility for working in the best interests of education and society generally, and of students individually.

2.0 Statement of Policies and Principles for Degree Program Selection

- a. The University admits applicants that meet the academic performance and professional requirements of the individual program(s) to which the applicant seeks admission.
- b. The University admits students with the expectation that students will be successful in achieving their academic goals or other academic objectives, and make significant personal and professional contributions to their communities.
- c. The University will not establish requirements for admission that in any respect involve criteria, either implicit or explicit, which are based on personal characteristics such as race, ancestry, colour, ethnic origin, sex, creed, age, marital status, family status, sexual orientation, physical disability, alumni status, or actual or potential for benefaction to the University.
- d. The rate at which students complete their secondary school programs will not be taken into account in selecting students for admission.

3.0 Statement of Principles for Student Recruitment and Liaison

- a. The requirements for admission will be stated clearly and definitively.
- b. The dates concerning application, notification, and candidates' replies will be stated clearly.
- c. Whenever waiting lists are employed, they will be reasonable in terms of length and applicants' qualifications.
- d. In representing the University, all publications and presentations prepared by it will make honest portrayals and avoid comments about other institutions.
- e. The University will make announcements of admissions decisions promptly.

4.0 Admissions

Applications may be submitted online to the University. Application deadlines must be followed to ensure entry into the programs.

Mailing Address:
University of Fredericton
371 Queen Street, Suite 400
Fredericton NB E3B 1B1 Canada
Toll Free: 877-454-6232 Fax: 506-455-1675

5.0 Language Requirement

Students whose first language is not English, and who have not attended an English language secondary school, are required to take a TOEFL test. The standards for admission to the University are as follows: a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) (minimum computerized TOEFL score 213).

6.0 Procedures for Admission

- a. The application deadline is indicated online for each program. Applications received after these deadlines will be considered on an individual basis. If an application cannot be processed due to time constraints, it will be considered for the next available term.
- b. Applicants who have completed courses at another post-secondary educational institution should request an official transcript be sent to the University.

7.0 Requirements for Admission to University Programs

- a. Admission to each program is outlined on the University website.

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1.0 Preface

The classification of students is required for academic records and maintaining a standard as students' progress through their program.

2.0 Classification Standards

- 2.1 A **regular/active** student has met the requirements for admission, or the minimum average requirements for continuation in his or her program of studies, and is actively enrolled.
- 2.2 A **conditional** student, at the time of admission, may not meet the basic admission requirements. Admission is "conditional" based upon satisfying specific requirements prior to full admission. Once these requirements are fulfilled, students are able to fully enrol. These requirements will be outlined on the Conditional Letter of Admission. Conditions may be applied to applicants who:
 - have not followed the traditional education path, but have exceptional work experience and professional upgrading; and/or
 - have not met the required GPA for admission, but have excellent work experience
- 2.3 A **visiting** student is one who registers and takes courses for credit for the purpose of transferring the credit to the university at which he or she was previously registered. The visiting student will pay regular tuition and library fees.
- 2.4 An **audit** student is a student that enrolls in a course but does not receive any grade or credit for the course towards a degree. Such a student will not be allowed to recite in class, submit assignments, be present in class for assignment review, or write examinations and may not be graded in any way, but will be required to pay half the regular fees for the course.
- 2.5 An **academic probation** student has shown unsatisfactory progress at the conclusion of the previous term by not attaining the appropriate grade point average. Academic probation is removed if a student demonstrates satisfactory progress by obtaining three non-probationary grades. Normally, a student will be required to withdraw from a program if performance is not satisfactory at the conclusion of the academic probationary period of three terms.
- 2.7 An **on hold** student has put their program on hold, up to a maximum of three (3) consecutive terms. Following three terms, the student may resume their studies or go on leave from the program. Students must complete the On Hold or On-Leave Form to confirm their student status prior to going on hold or leave.
- 2.8 An **on leave** student is one who has chosen to leave the program for up to twelve (12) months. A notation is placed on their file; however, no academic or financial penalties will apply. Students are required to

complete and submit an “on-leave” form prior to taking their leave of absence. Following the one year of leave, the student may be required to submit an updated resume if their employment has changed.

- 2.9 A **deferred-start** occurs when a student has been accepted to their program of choice, but has requested a deferred start date within one year. Following one year, should the student not indicate to that they will begin their program, the student application will be destroyed.
- 3.0 A **withdrawn** student has withdrawn voluntarily from a course or program. The status of the student is noted as Withdrawn on the transcript. A withdraw form or email from the students should be on file.
- 3.1 A **withdrawn-forced** student has been forced to withdraw from the program because of inadequate academic progress, or dismissal for violation of academic policies. Also, a student who has failed to register for courses for three consecutive terms and have been contacted in writing and on the telephone but has been unresponsive, will be withdrawn from the program. The status of the student is noted as Withdrawn Forced on the transcript. Students wanting enrol to the program following a withdrawn-forced status may only do so after one year on leave.
- 3.2 A **suspended student** is one who has been found to have academic dishonesty or other violations to the extent that they are expelled from the University. A suspended student may not return to the University and a notation will appear on their transcript.



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1.0 Purpose:

A student who is dissatisfied with a grade has the right to appeal that grade. Students may discuss with the faculty member of their course the grade they received on any piece of work, regardless of its value (informal appeal of grade). Individual grades may only be formally appealed if they represent at least 20% of the final grade and the student completed the Grade Appeal Form (formal appeal of grade).

The student should recognize, however, that grade appeals are only upheld when there are good reasons to support the student's request for an elevated grade.

Reasons for submitting a grade appeal may include miscalculation of grades, incorrect grading of a paper/exam, application of an evaluation or grading system which was not included in the course outline, and unfair, inconsistent, or inequitable process in determining the grade. Note that final course grades may only be appealed on the basis of miscalculation.

1.1 Appeal review

The re-evaluation of a grade shall be undertaken by the faculty member responsible for the particular course in which the grade is being appealed. If necessary, a consultation with the Academic Office may take place to assess the script and/or other relevant materials.

If relevant materials other than the examination are to be reviewed, the student should make them available to the faculty responsible.

1.2 How to appeal a grade

Before filing a formal grade appeal, students should discuss their concerns with the faculty member of the course in which the grade is being appealed. A student may file a Grade Appeal Form with Student Services. Grade appeals must be filed within seven (7) days of receipt of the grade from Student Services.

Students should read the Grade Appeal Form carefully to ensure they understand which type of appeal they are entitled to pursue. Students should enclose copies of their work where appropriate (e.g., essay). Students may submit an appeal package to Student Services and make payment via credit card with Financial Services.

1.3 Type of appeal

If the reason for the appeal is miscalculation, only the calculation will be reviewed.

If the reason for the appeal is argued on the basis of lack of directions or communication between parties, misdirection or unclear instructions, the item(s) of dispute must be clearly described and evidenced.

Reason for the appeal based on verifiable acts of unfairness, inconsistent treatment or inequitable processes may evolve into a more formal discrimination inquiry.

Note: Students must be specific in the reason for appeal. Reasons such as: "I need a better grade" or "I thought I did better" are unclear. Provide descriptive reasons for the appeal as how the appeal is presented may affect its outcome. Students may attach a cover letter if necessary.

1.4 Process duration

The faculty member is requested to inform Student Services of the result of the final grade appeal within 30 days.

1.5 Grade appeal fees

A payment of \$25.00 is required for each grade appealed. This fee is only returned if the grade is raised. This payment is due upon submission of the Grade Appeal Form.

1.6 Results

Obtaining a favourable result on a grade appeal depends on a number of factors, including the type of appeal, the grounds for the appeal, the reason stated, and the consultative process. If the student does not appeal, the grade will remain as is. An appealed grade may not be lowered.

An appeal would be warranted if a student feels they have a strong case for a grade appeal, e.g.:

- The term grade reflects that the student should receive a higher grade;
- An assignment was omitted from term grades;
- The course evaluation method/grading system was changed without prior notification over the process of the course, etc.

If the grade appeal between the student and the faculty member is denied, and the student is not satisfied with this decision, the student may then directly appeal to the Academic Office for a secondary review.

Note: Final course grades/grades are the sole responsibility of the course faculty member and never altered without their concurrence.

1.7 Process

- Student discusses issue with faculty member. If unsatisfied with result, student completes a Grade Appeal Form and submits it to Student Services.
- Student Services alerts Assistant Dean and the faculty member.
- Faculty member reviews the appeal and files their decision with the Dean.
- Dean notifies Student Services, who then notifies the student.
- Student Services documents appeal on the student academic file.
- Further action, if necessary, is directed to VP Academic.



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1.0 Purpose

In order to maintain Good Standing, students must maintain a cumulative grade point average (GPA) of 2.0 for all courses taken at the University. If the student maintains the minimum standard for their program, they are deemed to be in Good Standing.

2.0 Academic Probation

The University will place a student whose cumulative grade point average falls below a 2.0 on academic probation following three terms of coursework have been completed (minimum 9 credits). This serves as a warning that the student's academic performance must improve or they may be required to withdraw from the program.

Should the student meet the programs' minimum standards in subsequent courses (three terms, minimum 9 credits), the Academic Probation status may be removed from the student's record. Upon graduation of the program, with the minimum requirements met, the status will be removed from the student's record.

Students who do not demonstrate significant improvement and meet the programs minimum standard will be required to be removed from the program.

When required to withdraw, students are not permitted to register for a period of 12 months. Students may re-apply to resume their studies following the 12 months period.



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1.0 Preamble

- 1.1 Academic records of students are ultimately the property of the University, and it is the responsibility of the University to establish overall University policy in this area. This policy establishes university-wide aims, objectives, criteria and procedures which shall apply to the academic records of students of academic divisions of the University.
- 1.2 The purpose of this policy is to combine consistency with flexibility in such a way as to ensure that:
 - 1.2.1 Students, alumni and former students are allowed as great a degree of access to their own academic records as is academically justifiable and administratively feasible.
 - 1.2.2 A student's right to privacy in relation to his or her academic records is safeguarded as far as both internal university access and external public access are concerned.
 - 1.2.3 There will be basic university-wide consistency in the kinds of information collected, recorded, filed and made available.
- 1.3 University regulations and procedures on access to student academic records shall be reported by the Registrar's Office.

2.0 For the purposes of this policy

- 2.1 "Student" means any person registered at the University in a program that leads to a certificate, diploma or degree at the University, or in a program designated as a program of post-secondary study at the University by the Academic Board, or other University body, having delegated authority.
- 2.2 "Alumnus/alumna" means any person who has received a certificate, diploma or degree from the University, or any person who has completed one year of studies as determined by the Academic Board, towards such a degree, and is no longer registered at the University.
- 2.3 "Former student" means any person who is not a student, or an alumnus/alumna, who has been registered at the University in a program as defined in Section 2.1, 2.2 and is no longer registered at the University.

3.0 Definition of the official student academic records

The official student academic record refers to information relating to a student's admission to, and academic performance at, the University. The policy refers to academic information that is kept about a student, whether it be documents, in a computer, or any other medium. The University is expected to control access to such information no matter how, or where, it is recorded. The files of academic or administrative divisions may contain information not listed in Section 3. Students do not have access to these non-official academic records.

The "official student academic record" shall contain:

- a. Personal information that is required in the administration of official student academic records such as name, date of birth, social insurance number, and residential address.
- b. Registration and enrolment information.
- c. Results for each course and academic period.
- d. Narrative evaluations of a student's academic performance subsequent to their admission, used to judge their progress through an academic program.
- e. Basis for a student's admission such as the application for admission and supporting documents.
- f. Results of petitions and appeals filed by a student.
- g. Medical information relevant to a student's academic performance which has been furnished at the request, or with the consent of the student concerned.

The "official student academic record" shall be maintained by the University. For each type of information, academic divisions shall designate which document, form, or medium contains the official version and how official copies of such information will be identified.

4.0 Access to official student academic records

4.1 Access by a student

(i) A student may examine and have copies made of his or her official student academic record as defined in Section 3.0 above.

(ii) A student's request to examine a part of his or her official student academic record shall be made in writing and shall be complied with by the responsible authorities within the University. Such compliance shall occur within thirty (30) days of receipt of the request.

(iii) A student has the right to challenge the accuracy of his or her official student academic record, with the exception of the material specifically excluded in Section 3.0 and to have his or her official student academic record supplemented with comments so long as the sources of such comments are identified, and the official student academic record remains securely within the custody of the University. Reference to such comments does not appear on reports such as transcripts or statements of results.

(iv) It is assumed that all documents relating to petitions and appeals and not provided on the understanding that they shall be maintained in confidence will be retained within a division, and when needed by a student, will be made freely available.

4.2 Access by alumni and former students

(i) An alumnus/alumna or a former student may examine and have copies made of the portion of his or her official student academic record as defined in Section 3(a) above.

(ii) A request from an alumnus/alumna or a former student to examine the portion of the official student academic record as defined in Section 3(a) shall be made in writing and shall be complied with by the responsible authorities within a division. Such compliance shall occur within thirty (30) days of receipt of the request.

(iii) An alumnus/alumna or a former student shall have the right to challenge the accuracy of his or her official student academic record. Such request shall be made in writing to the Registrar's Office.

4.3 Access by University Staff and members of board

Members of the teaching and administrative staff of the University shall have access to relevant portions of an official student academic record for purposes related to the performance of their duties. A staff member requesting information must have a legitimate need to have the requested information for the effective functioning of the position or office.

Access to medical information as defined in Section 3 shall be granted to members of the teaching and administrative staff only with the prior expressed or implied consent of the student and, if applicable, in the case of a medical assessment, the originator (physician, etc.) of such.

4.4 Access by others

(i) By the act of registration, a student gives implicit consent for a minimal amount of information to be made freely available to all enquirers:

- The University, degree program(s) and the session(s) in which a student is, or has been, registered.
- Degree(s) received and date(s) of convocation.

(ii) Any other information contained in the official student academic record (including any comments generated under Section 3), shall be released to other persons and agencies only with the student's prior expressed written consent, or on the presentation of a court order, or otherwise under compulsion of law. Requests granted to any persons or agencies outside the University for access to a student's academic record shall be kept on file. The release of the information concerning alumni and former students contained in the portions of the academic record as shall also be governed by the above provisions. Transcripts of a student's academic record are issued to institutions and individuals only when authorized by the student.

Examples of requests which have the compulsion of law, are those authorized by:

- the Unemployment Insurance Act, 1971 Statutes of Canada,
- the Income Tax Act

(iii) General statistical material drawn from academic records not disclosing the identities of students, alumni, and former students may be released for research and informational purposes authorized by the University maintaining these records.

(iv) In the event a student, alumnus/alumna, or a former student is deceased, the executors of his or her estate shall have access to the official student academic record under the same terms as would the individual if he or she were still living.

5.0 Refusal of access

The University reserves the right to withhold access to the statements of results and transcripts of students, alumni, and former students who have outstanding debts or obligations to the University in accordance with the Policy on Tuition and Fees. The University may also choose not to release the official diploma to such persons nor to provide written or oral certifications of degree on their behalf.

6.0 Custody and retention of official student academic records

6.1 Those portions of the official student academic record as defined in Section 3 shall be maintained permanently. Each academic department's records shall specify the document, form, or medium in which these records will be maintained.

6.2 Official student academic records preserved in the University archives, because of their archival value, shall become open to researchers authorized by the University seventy-five (75) years after a student has ceased to be registered.

7.0 The University's responsibilities with reference to the official academic records of students, alumni and former students

7.1 Students shall be informed of University policy and departmental procedures with respect to their official student academic records.

7.2 Academic departments, administrative departments which handle student academic records and campus organizations shall develop administrative procedures in support of this policy.

7.3 Academic records shall be kept at all times under appropriate security.



Policy on Attendance

Policy Number: AU-07

Approval Date: Pending
Authority: Academic Board
Review Date: 2021

1.0 Student Attendance

Student attendance in online courses is defined as active participation in the course, as described in the individual course syllabus. Online courses will, at a minimum, have weekly mechanisms for student participation, which can be documented by any or all of the following methods:

- Completion of tests
- Submission/completion of assignments (through the digital drop box or discussion boards)
- Communication with the faculty member

If a student must miss a session due to sickness, family emergency, work, or travel, he or she should inform the faculty member as soon as possible. The student is responsible for the information presented in a missed session. If a student must miss several sessions, the faculty member and the student will determine whether additional work is needed to complete the requirements of the course.



Approval Date: Pending
Authority: Academic Board
Review Date: 2021

1.0 Preamble

The University is committed to creating a scholarly community characterized by honesty, civility, diversity, free inquiry, freedom from harassment, and mutual respect. The purpose of this policy is to define students' basic responsibilities as members of the academic community, to define inappropriate student conduct, and to provide procedures and penalties to be invoked and applied if they engage in such unacceptable behaviour. Each student is responsible for his/her conduct, which affects the University community.

2.0 Jurisdiction

This policy covers the conduct of all students in university-related activities. University-related activities include an activity of any type operated under University auspices.

3.0 Misconduct

3.1 Disruptive or Dangerous Behaviours

No student shall by word or action, disrupt University activities or threaten any person.

3.2 Damage, Destruction, and Theft

No student shall possess or use University property or property of any member of the University community without appropriate consent or authority, misappropriate, destroy or damage University resources, possess or use property belonging to someone else, which is acquired in connection with a University activity without appropriate consent or authority.

3.3 Fraud and Misuse

No student shall forge, misuse or alter any University document or record in paper or electronic form, or obtain any University material or service by fraudulent means.

3.4 Violation of University Policies

No student shall disregard the University's policies.

3.5 Misuse of Disciplinary Procedures

No student shall falsify or misrepresent information, or cause others to falsify or misrepresent information that either leads to, or is presented at, an internal disciplinary hearing.

4.0 Penalties

Penalties/remedies imposed by the University for misconduct may include but are not limited to, one or more of the following: a warning, a verbal or written reprimand, exclusion from specified areas of the University, restitution or other

measures, denial of admission or re-admission to the University, un-enrolment, temporary suspension, or permanent suspension from the University.

5.0 Determination of Penalties

In deciding on the appropriate sanction to be imposed for an act of student misconduct, consideration may be given to the following factors:

- the extent of the misconduct
- the inadvertent or the deliberate nature of the misconduct
- whether the act in question is an isolated incident, or part of repeated acts of misconduct and any other mitigating or aggravating circumstances

6.0 Appeals

A student dissatisfied with decisions rendered under the provisions of this policy may enter into an appeals process.



Policy on Copyright

Policy Number: AU-09

Approval Date: Pending
Authority: Academic Board
Review Date: 2021

1.0 Purpose

To ensure copyright compliance in accordance with federal legislation, thus protecting the rights of creators and the interests of the University's faculty, staff and students.

2.0 Policy Compliance Application and Responsibilities

This policy addresses the use of copyrighted materials.

The University is committed to compliance in all copyright matters. It is the responsibility of each individual to comply with copyright considerations. Non-compliance is a violation of federal legislation. In addition to any actions that might be taken by any copyright owner or its licensing agent, the University will take action on any breaches of this policy.

In the case of employees, disciplinary procedures may be applied. In the case of students, disciplinary action for non-academic conduct may be applied.

Faculty are responsible for taking reasonable steps to ensure effective implementation of the University's copyright policy and to encourage continued compliance with this policy.



Policy on Course Cancellation and Course Schedule

Policy Number: AU-10

Approval Date: Pending
Authority: Academic Board
Review Date: 2021

1.0 Course Cancellations

The cancellation of any course shall be only under the consent of:

- Vice President Academic office, or
- Scheduling Manager

Such cancellation should be considered only in emergency or exceptional situations. The University reserves the right to cancel any course without notice to the student body.

2.0 Course Schedule

Courses are scheduled by the Scheduling Manager on a demand basis.

3.0 Length of Term

Each program has outlined terms for each program.

Approval Date: Pending
Authority: Academic Board
Review Date: 2021

1.0 Preamble

Students and faculty members are expected to maintain a professional relationship characterized by courtesy and mutual respect, and to refrain from actions disruptive to such a relationship. Moreover, it is the responsibility of the faculty member to maintain an appropriate academic atmosphere and the responsibility of the student to cooperate in that endeavour. Further, the faculty member is the best person to decide, in first instance, whether such an atmosphere is present.

2.0 Procedures

For clarification, "faculty member" means the faculty member of the course at the relevant time.

Since these procedures are intended to be remedial in nature, rather than punitive, each case should be handled as expeditiously as possible given the particular circumstances.

- 2.1 If, in the opinion of the faculty member, the progress of the course is disrupted by a student(s), the faculty member should first indicate to the student(s) that the behaviour is disruptive and shall normally provide an opportunity for the individual(s) to conform to the expected standards in that course. It is presumed that, in the great majority of instances, the matter would be resolved in this initial, informal manner.
- 2.2 Where the disruption continues in that course, then or at a later time, the faculty member shall normally ask the student(s) to leave the course.
- 2.3 Where a student(s) has been asked to leave the course, the faculty member shall routinely notify the Academic Office of the incident in writing.
- 2.4 The Academic Office, on receipt of the notice, shall forward a copy to the student(s) involved with a covering letter stating that the notice shall remain on file until the student(s) named, graduate from the University. The student(s) shall also be informed that, if the statements in the notice are disputed, the student(s) may submit written comments to the Academic Office on the faculty member's account of the matter. The Academic Office shall forward a copy of any written comments to the faculty member.
- 2.5 If, after a student(s) has been asked or instructed to leave the course, the disruption continues or is repeated, or the student(s) otherwise disrupts the expected professional relationship of student and faculty member, the faculty member may request the Academic Office (in writing) to review the matter and resolve the problem in an appropriate fashion. The faculty member may propose a resolution which seems appropriate in his/her view.
- 2.6 In conducting that review, the Academic Office shall discuss the matter with the student(s) involved, inform the student(s) of the faculty member's proposed resolution (where such a proposal has been made), and invite the student(s) to respond. The Academic Office shall then resolve the problem in the manner which seems most appropriate, in his/her view, given the circumstances. Examples of resolutions include: changing the project group to which the student(s) is assigned, permitting the student to continue to complete the course with an undertaking to conform with the expected standards of behaviours, prohibiting the student from attending further or specific tutorial and/or lectures (provided alternate arrangements are made for the student[s]), but not proceeding to seek suspension from the course.

- These suggested resolutions are not intended to constitute an exhaustive list, given that the particular circumstances could vary considerably from case to case. Further, the resolutions could be applied in combination, or additional conditions attached, depending on the circumstances. The Academic Office shall inform the student(s) in writing of his/her decision, with copies to the faculty member.
- 2.7 It is expected that the procedures above would be the appropriate route for dealing with many instances of disruptive student behaviour. However, where the faculty member considers that the disruptive behaviours constitutes a serious threat to him/herself and/or to the other students in the course, the faculty member shall request the Academic Office (in writing) to review the matter and resolve the problem expeditiously and in an appropriate fashion. The faculty member may propose a resolution which seems appropriate in his/her view.



Policy on Grading

Policy Number: AU-12

Approval Date: Pending
Authority: Academic Board
Review Date: 2021

1.0 Purpose

This policy is directly associated with certificate, diploma and undergraduate degree programs at the University of Fredericton.

The purpose of the University Policy on Grading is to ensure:

- that grading practices throughout the University reflect appropriate academic standards
- that the evaluation of student performance is made in a fair and objective manner against these academic standards
- that the academic standing of every student can be accurately assessed even when courses have been taken in different divisions of the University and evaluated according to different grade scales

2.0 Application of Policy

The policy applies to all individuals and committees taking part in the evaluation of student performance.

3.0 Distribution of Policy

A copy of the description of the grade scales shall be published in the University's Course Syllabus, Master Calendar, Official Transcript Forms, the Student Handbook, and the Faculty Handbook. Similarly, the grading scale will be posted on the campus portal for student and faculty referral.

4.0 Grades

Grades are a measure of the performance of a student in individual courses. Each student shall be judged on the basis of how well he or she has command of the course materials. Grades are defined in a standard letter grade scale on the student's transcript.

5.0 Grading System

The evaluation of student performance is summarized using the grading system described in the following table:

Grade	Grade Point Average (GPA)	Percentage	Explanation
A+	4.3	90-100	Outstanding
A	4.0	85-89	Excellent
A-	3.7	80-84	Very Good
B+	3.3	77-79	Good
B	3.0	73-76	Good
B-	2.7	70-72	Good
C+	2.3	65-69	Satisfactory
C	2.0	60-64	Satisfactory
C-	1.7	55-59	Academic Probation-Level Grade
D	1.3	50-54	Academic Probation-Level Grade
F	0.0	0-49	Failure
TC	0.0	n/a	Transfer credit(s)

Passing Grade Point Average by Program:	GPA	Percent
Associate Degree	2.0	60
Diploma:		
Disability Management	2.7	70
Safety Health and Environmental Management (SHEM)	2.7	70
Certificate:		
Disability Management	2.0	60
Ergonomics / Advanced	2.7	70
Health, Safety, and Environmental Systems (COHSES)	2.0	60

5.1 In relation to the above grading scale, the following apply:

- To graduate from the certificate, diploma, or undergraduate degree program, students must maintain a minimum grade point average in their program.
- Graded components, including tests, projects, assignments, and other deliverables must be completed in order to earn a satisfactory grade in a course and graduate from the program.
- A student whose cumulative grade point average falls below the required points at the end of a grading period will be placed on Academic Probation and will receive formal notification from the Registrar.
 - o The student will have a maximum of the subsequent three(3) academic terms in which they must enroll in a minimum of one academic course per term to improve their cumulative grade point average. If the cumulative grade point average required is not achieved within this period and does not meet the requirement to enroll in a minimum of one course per term, the student will be removed from the program and will be eligible to reapply in twelve months.

Should a student receive a grade of 'F', they will be required to repeat the course at the next available offering. The grade of 'F' will be replaced on the student's transcript with the grade earned in the repeated version of the course

6.0 Transcript Notations:

- AU - Audit – no credit granted
- AS - Advance Standing, Credit Granted
- CG - Credit Granted
- IN - Incomplete
- IP - In Progress
- TC - Transfer Credit, Credit Granted
- W - Withdrawal – no credit granted

7.0 Grade Reporting

Grades will be assigned according to the numerical scale of grades referred to in the grade scale within the policy.

The information in grade reports and transcripts must provide clearly understood information to its recipients, whether within or outside the University. To that end, transcripts must include:

- an enrolment history, which traces chronologically the student's entire participation at the University;
- a "grade point average" based on a 4.3 -point scale;
- both the numeric grade and its letter grade equivalent, where possible, for all courses;
- course weight values;
- transfer credits granted; and
- a comprehensive guide explaining all grades and symbols used on the transcript.

8.0 Grading Procedures

To ensure that the method of evaluation in every course reflects appropriate academic standards and fairness to students, regulations governing classroom procedures must be consistent with the practices below.

- In each course, evaluation methods by which student performance shall be evaluated will be posted. This should include whether the methods of evaluation shall be essays, tests, examinations, etc., the relative weight of these methods in relation to the overall score, and the timing of each major evaluation.
- Student performance in a course shall be assessed on more than one occasion. No one essay, test, examination, etc. should have a value of more than 50% of the grade. Criteria for exemption may be determined by the university administration.
- Commentary on assessed term work and time for discussion of it shall be made available to students.

9.0 Procedures in the Event of Disruptions

9.1 The following principles shall apply in the event of disruption of the academic program:

- The academic integrity of academic programs must be honoured; and
- Students must be treated in a fair manner recognizing their freedom of choice to attend class or not without penalty.

9.1a Procedures

- The Academic Office shall declare when a disruption of the academic program has occurred, shall take appropriate steps to inform the University community-at-large of the changes to be implemented, and will report to the Academic Board regarding the implementation of the procedures and changes to the status of the academic programs.
- Faculty members responsible for courses that are disrupted shall determine, as the disruption proceeds, whether any changes to procedures are needed to complete the course.
- Changes to the procedures should, where possible, be discussed with students to determine the extent of impact such change might pose with respect to the conveniences of students and the fulfillment of course and/or lesson objectives.
- The faculty member, after the class discussion, will provide the Academic Office with a description of the procedural changes being employed and the ancillary impacts anticipated.
- Students must be kept informed of changes to procedures. This may be done by circulating the changes in the message forum, by telephone, and/or email.
- Where a declared disruption occurs in a specific course after the last date to drop courses for the academic session, students who do not wish to complete the course(s) during that session may, prior to the last day of classes, withdraw without academic penalty. Such students shall receive a full refund of the course tuition fee.
- Where students have not attended classes that are meeting, they nonetheless remain responsible for the course work and meeting course requirements. However, where possible, reasonable extension of deadlines for the course requirements, or provision of make-up tests shall be made and reasonable alternative access to material covered should be provided.
- A student who considers that a disruption has unreasonably affected his or her grade in a course may appeal the grade following the procedures as set out in the appeal process (AU04 - Academic Appeals). If the appeal is approved, the student's original grade will be replaced accordingly.

10.0 Grade Review

The following principles and procedures shall govern the grade review and approval process.

- The distribution of grades in any course shall not be predetermined by any system of quotas that specifies the number or percentage of grades allowable at any grade level.

11.0 Conflict of Interest

Where the faculty member or a student has a conflict of interest, or is in a situation where a fair and objective assessment may not be possible, this should be disclosed to the Academic Office who shall take steps to ensure fairness and objectivity.



Approval Date: Pending
Authority: Academic Board
Review Date: 2021

1.0 Purpose

Students are admitted to the University with the understanding that they will remain until the end of the term unless unforeseen circumstances necessitate their withdrawal, or unless they are dismissed or suspended. Students who are suspended or expelled from the University forfeit all refunds of tuition and fees. The University refund policy is set to allow students to receive a prorated refund of their tuition fee when they withdraw from a course.

Note:

- A Withdrawal Form must be completed and submitted to Student Services in order to officially withdraw from a course or program.
- Refunds for tuition will be applied based on the academic calendar
- Any payment of refunds to the student will be made in the manner in which it was paid.
- Full-refund is applied, less the administration fee, up to the second week of the course.
- Ceasing to attend lectures or notifying the instructor does not constitute an official withdrawal.

2.0 Policy Parameters and Conditions

- a. Withdrawal Form must be completed and submitted to Student Services in order to officially withdraw from a course or program. The withdrawal date is the date the form is received. The deadline to withdraw is the end of week two of the course and the Withdraw Form is to be received by Student Services prior to Sunday at 11:59pm Eastern time.
- b. In the case of a program withdrawal where a student has pre-paid for additional courses, beyond the current registered course, a full refund of tuition related to the other courses will be made without any additional administrative fee.
- c. Any portion of the tuition paid by a scholarship will be returned to the scholarship provider.
- d. In the event of a prolonged illness, accident, death of a family member, or other circumstances making it impractical or impossible to complete the course, students must contact Student Services as soon as possible to discuss possible refund options.
- e. In the cases of a student's death during a course, a full refund will be granted to the student's estate.

1.3 Refunds Calculations

- Week 1: 50% refund
- Week 2: No refunds will be issued.
- There is an administrative charge of \$75 with all refunds.
- All other ancillary fees are non-refundable.
- A charge of \$50.00 will be applied to all wired funds.



Approval Date: Pending
Authority: Academic Board
Review Date: 2021

1.0 Requirements

The status of being "registered" in an academic session as a student shall be achieved by meeting criteria determined by the University from time to time, and shall require that a student:

- satisfy the academic requirements for enrolment in a chosen program
- be enrolled in an academic program
- has paid fees or exhibited such other intention to pursue a course of studies as may be determined to be sufficient from time to time
- has been granted and designated as a non-degree enrollee by the Academic Office

2.0 Interpretation Guidelines

2.1 The decision of whether and when a student is registered shall be made by the University and governed by the Registration Policy.

2.2 In cases where any question arises the policy shall, without limiting the general discretion of the University, be interpreted in accordance with the following guidelines:

- a. If, after the student's registration, a question arises as to whether a student has the qualifications to be enrolled, the student shall be deemed to be registered until a decision is recorded that the student shall be unregistered.
- b. If a student's enrolment was not properly recorded but was otherwise appropriate, the student shall be deemed to have been enrolled.
- c. In the absence of appropriate payment of fees, the University administrator may consider the following as evidence of a student's intention to pursue a program of studies:
 - (a) other significant payments to the University made within the current academic session;
 - (b) significant participation in the academic program in which the student is enrolled.

3.0 Procedure

In each case where the University exercises discretion as contemplated in Section 2.0 hereof, a note of the decision and the basis therefore shall be made in the student's file.



Policy on Transcript Protection Issuance

Policy Number: AU-15

Approval Date: Pending
Authority: Academic Board
Review Date: 2021

1.0 Transcript Protection and Issuance Policy

1. Official transcripts are issued by the Registrar's Office only upon the written request of the student. Transcripts are issued to the student personally or to whomever the student designates. An official transcript bears the signature of the Registrar and the official seal of the University.
2. Official transcripts are electronically secured and produced in hardcopy form only upon the request of the student.
3. An unofficial transcript, or copy of the student's academic record, does not bear the University seal.
3. Unofficial copies of the student's academic record are issued in the form of:
 - a. Statements of results issued to students at the end of term.
 - b. Unofficial transcripts issued to students with their advance registration materials and at convocation.
 - c. Unofficial transcripts issued to faculties, departments or advisors as appropriate for consideration for admission, academic standing and promotion, and for the academic advisement of students.
 - d. Unofficial copies may be issued at the student's request to other offices or individuals in the University.

2.0 Transcript Requests

The Transcript Request Form and transcript fee payment instructions may be accessed on the University website.



Approval Date: Pending
Authority: Academic Board
Review Date: 2021

1.0 Purpose

Transfer of credit from another institution to the University involves consideration of accreditation, comparability of course work, and applicability of that course work to the University degree program. Transcripts that have been evaluated will be sent to the students following their admissions acceptance letter.

1.0 Types of Records

Transferability and Credits across Canada

The University understands the importance of promoting student mobility across Canada, and the high quality and standards of all educational institutions in North America, therefore:

- given the need to reassure students that the process of transferring to another university in Canada will not result in undue additional costs, or in the need to repeat essentially equivalent previous learning experiences.

Government Approved, Government Recognized and/or Regional Accredited (US) Institutions:

The University will consider for transfer credit (subject to other provisions outlined below) of course work completed at institutions which are recognized (Government Approved/Government Recognized degree-granting) Universities, institutions recognized by the Association of Universities and Colleges of Canada, or University/Colleges accredited by an official regional accreditation organization within the United States.

No Regional Accreditation:

Course work from an institution which is not governmentally approved/recognized or accredited (US) will not be recognized for transfer purposes. However, student appeals may be reviewed on an individual basis.

2.0 Role of University Registration Office in Determining Transfer Credit

Upon the request of the applicant, the University will review each course taken at another university and makes the initial determination of whether or not a course is transferable. The course is evaluated for transfer credit by comparing the nature, content, and level of transfer credit and appropriateness, and applicability of the credit earned to the courses at the University. It is sometimes necessary for the transfer student to provide such materials as a school catalogue, course descriptions, syllabi, class assignments, or textbooks to assure proper evaluation.

3.0 Role of the Academic Office

The applicability of term credit hours transferred to a degree at the University will be decided by the Academic Office. The applicability of transferred credit will be evaluated on a course-by-course basis.

4.0 Transcripts

Transfer credits will appear as 'TC' on the University of Fredericton transcript. The transfer GPA does not appear on the official University of Fredericton transcript. The transfer GPA will appear on the transcript evaluation received at the time of acceptance to the university.

5.0 Transfer Credits Allowance

A credit transfer up to 50% may be granted under exceptional circumstances. The University will make all necessary measures to ensure that course work completed by transfer students from approved Canadian educational institutions will be recognized and fully credited for the purposes of granting a degree, provided that:

- the transfer student is deemed admissible and has been presented with an offer of admission;
- the transfer student has achieved a passing grade in his/her course(s) and has obtained grade levels that would normally be required of continuing students;
- the credits earned are related to the program of study in which the transfer student will register, or the credits can be counted as electives for the program of study; and
- the course(s) transferred and accepted as required course(s) within the University's degree programs are equivalent to the course(s) offered by the University.



Approval Date: Pending
Authority: Academic Board
Review Date: 2021

1.0 Purpose

The University's tuition policy allows for students to arrange for payment of tuition by lump sum instalment or course-at-a-time. Tuition fees are payable in Canadian dollars.

2.0 Scope

This policy relates to all fees and charges payable to the University by current and former students for the provision of services.

3.0 Responsibility

It is the responsibility of the student to keep his/her account current even if a sponsor is paying (in whole or in part) on the student's behalf. The University of Fredericton reserves the right to withhold access to online courses or require withdrawal from the course if satisfactory arrangements to clear outstanding debts are not made.

In the event of a student withdrawing from a program of study, the date of withdrawal will be the date from which the student notifies Student Services of their intention to withdraw by completing the Withdrawal Form. For students who withdraw from a program of study, an assessment and tuition adjustment will be made. This may result in a revised invoice requiring payment, or in some cases a refund.

4.0 Tuition

Tuition fees are due on or before the term start date. Late payment of tuition is subject to a late fee for each occurrence (refer to Late Fees). Overpayments and other credits will be applied to the next term and will not be refunded if there is an outstanding balance. Any remaining balance at the end of the program will be refunded upon request.

5.0 Sponsored Students Terms and Conditions

Students whose tuition and fees are to be paid by an employer, agency, student loans or other sponsor, must have authorization on file with Student Services. Accounts are payable within thirty (30) days of invoice to a sponsor. After thirty (30) days, a late fee will be applied to the student's account for each occurrence of a non-payment (see Late Fees). Additional late fees of \$25 per occurrence will be applied at 60 and 90 days of the term.

6.0 General Payment Information

Payments can be made by credit card by contacting Financial Services.

- Payment options are cheque, money order, Visa, or MasterCard.
- Cheques and money orders must be made payable to the University of Fredericton and forwarded to the attention of: Financial Services, University of Fredericton, 371 Queen Street, Suite 400, Fredericton NB E3B

1B1. For payment by cheque or money order, the student's name, program and course code must be noted on the cheque.

- Students applying for student loans are responsible for their tuition payments while their application is in progress. Late fees will be charged on tuition not paid on, or before, the term start date.
- Overdue student accounts will be charged a late fee and applied to unpaid balances.
- NSF cheques will be assessed a handling fee of \$25 per occurrence.
- A receipt will be automatically generated and emailed to the email address on file for payments received.

7.0 Late Fees

Failure to pay tuition will result in a late fee of \$25 charged to the student's account. Tuition is considered late after the first day of the term and the fee will be automatically applied to the student's account. Additional charges of \$25 will be applied every 30 days. (In exceptional circumstances whereas a student registers late for a course, their first day is the date of registration).

8.0 Delinquent Account Penalties

Students whose accounts are not paid in full by the due date will not be eligible to receive transcripts, diplomas, or letters of recommendation, and will not be permitted to register for courses in a new term until the balance owing on their account has been paid in full. The deactivation of access to the online campus may also be the result of a delinquent account. In addition, other actions may be taken, up-to and including, suspension from the current term and the account sent to collections.



Approval Date: Pending
Authority: Academic Board
Review Date: 2021

1.0 Purpose

The University's primary mission is to create, preserve, and extend knowledge that will benefit individuals, organizations, institutions, and the general society.

Intellectual Property is the product generated by a cooperative relationship between the University and University Member(s) which is derived from the creative energies of University Member(s) and fostered by the academic community and University environment, including resources provided by the University.

The University recognizes it has an important role in the creation, preservation, use and dissemination of Intellectual Property, and where appropriate, encouraging the application of Intellectual Property in tangible ways, including through commercialization.

This policy does not replace clauses in collective agreements, but may provide guidance for such clauses where they do not exist.

Definitions

- 1.1 "Commercialization" or "Commercialize" means a complex of activities with the goal of financial return.
- 1.2 "Copyright" means the rights described in the Copyright Act (Canada), as amended from time to time.
- 1.3 "Direct Costs" means the reasonable costs and fees (including, but not limited to, legal fees and agents' fees) associated with the acquisition, management, and Commercialization of Other Intellectual Property (including costs of evaluating it), obtaining and maintaining intellectual property protection, preventing unauthorized use or infringement, prototype development funds, negotiating and implementing licenses, or other agreements with third parties.
- 1.4 "Intellectual Property" includes the rights relating to literary, artistic, technical, and scientific works (including computer software), inventions in all fields of human endeavour, scientific discoveries, industrial designs, trade-grades, service grades, and commercial names and designations, protection against unfair competition, performances of performing artists, phonograms, and broadcasts, and all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.
- 1.5 "Moral Rights" means the rights described in the Copyright Act (Canada), as amended from time to time.
- 1.6 "Net Revenue" means the amount received with respect to the University Member's contribution to Other Intellectual Property from Commercialization of the Other Intellectual Property (by the University Member if Commercialized by the University Member, or by the University if Commercialized by the

University), less Direct Costs (which may be amortized to correspond with the recognition of gross revenue) incurred in Commercialization, and includes but is not limited to, proceeds from: royalties, profit-sharing, lump sum payments, and sale of equity shares in connection with Other Intellectual Property.

- 1.7 "Software" means any set of instructions that is expressed, fixed, embodied, or stored in any manner that can be used directly or indirectly in a computer to bring about a specific result.
- 1.8 "University Member" includes current full-time and part-time employees, contracted faculty members, and registered/enrolled (degree and non-degree programme) students of the University of Fredericton.
- 1.9 "University Resources" means the University's physical structures, research services, capital equipment, technical services, technologies, funds and human resources. University services include the administration of funds and support received by the University in the form of grants, contracts, or other support provided by the University or external sponsors.

2.0 Policy Directives and Exceptions

- 2.1 This Policy applies to all Intellectual Property written or created by a University Member in the course of University-related activities and/or through the use of University Resources.
- 2.2 Intellectual property developed by employees in the course of their assigned duties and responsibilities is the property of the University.
- 2.3 Intellectual property developed by students in the course of their academic programme at the University of Fredericton remains the property of the students, with the following exceptions:
 - 2.3.1 Students who participate in the required Capstone or Integration Project coursework under the auspices of the University of Fredericton and who, in the conduct of that coursework, are performing formally arranged projects for hosting sponsors (private or public individuals, businesses, corporations, organizations) shall relinquish proprietary rights of developed, discovered, or created intellectual property to the hosting sponsor.
 - 2.3.2 Students who participate in research projects (other than the Capstone or Integration Project coursework) under the auspices of the University of Fredericton, and in the course of those projects, conceive or develop potentially patentable inventions, discoveries, or creations shall share that intellectual property with the University.
- 2.4 No member of the University may enter into a contract or other type of agreement with a third party that affects the intellectual property of the University or of other members, including intellectual property in which the University and the member have a joint interest and ownership, without the approval of the Vice President, Academic of the University of Fredericton and the agreement of other such members.
 - 2.4.1 Requests for deviations from this policy provision (4.3) in the context of individual research or professional service contracts shall be submitted to the Vice President, Academic of the University of Fredericton for approval.
- 2.5 Institutional Support: The University will provide Members a service through which intellectual property potentials may be assessed, royalties negotiated, and benefits realized.



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1.0 Purpose

The University ensures the proper notation on official student records for the specific types of course withdrawals.

2.0 Course Withdrawal

The letter grade "W" will be placed on the student's record or transcript indicating that the student has officially withdrawn from a course. Official withdrawal occurs when a student has submitted a *Course Withdrawal Form* before 60% of the course has elapsed (see below). A grade of "W" will appear on the student's transcript, but will not be included in calculating the GPA.

If the *Course Withdrawal Form* is not submitted and coursework is not completed, or if the form is submitted after 60% of the course has elapsed, a grade of "F" will appear on the student's transcript; this grade will be included in the cumulative GPA.

Refunds will be applied as per the Refund Policy.

3.0 On-Hold

A student may ask Student Services to go 'on-hold' status up to a maximum of three terms. See Policy AU-03 Classification of Students.

4.0 On-Leave

Students may ask Student Services to go 'on-leave' status (leave of absence) for up to one year. On-leave status is used for certain circumstances such as illness, maternity or parental leave, or work opportunity / situation (that is not related to the University undergraduate program) or temporary financial difficulties.

- Requests for on-leave status must be received six weeks prior to the term in which the student wishes to become on-leave (with the exception of a sudden situation).
- Students in their first term of study are not permitted to be on-leave.
- On-leave status, once received and processed, is effective the start of the term in which the request was made.
- Requests for on-leave status can be approved up to one year.
- If more than one year (and without active communication), the student's status will become "withdrawn-student."
- Students do not pay tuition fees for the leave period.

- Repayment of certain scholarships may be required (repayment amounts are calculated based on the University's tuition refund policy). This may also have an effect on other types of funding (i.e. student loan).

5.0 Voluntary Program Withdrawal

It is important that students inform Student Services of their decision to withdraw from the program. Once the student has withdrawn from the program, they are no longer a student at the University and may not attend classes, receive supervision, or make demands on any of the resources of the University.

Voluntary withdrawal may require the repayment of certain loans (i.e. student loan).

When the withdrawal has been approved and processed, any eligible refund will be authorized according to the published Refund Policy in the Policy and Procedures Manual on the University website.

6.0 Readmission

If a student in good standing (financial and academic) wishes to resume their studies, they may apply for readmission by submitting a new application to the same program. Refer to our website for further details on how to apply online.

If readmission is approved, the student is required to remain registered for a minimum of one full term to complete the program (without a refund of tuition).

Note: the University reserves the right to refuse readmission to any candidate if, in the opinion of the Registrar, the student's previous progress has not been satisfactory.



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1.0 Purpose

The courses are structured in a scheduled format with deadlines for the completion of coursework and grade submission for all courses taught under the programs. Students are expected to meet these deadlines and are advised to plan their time accordingly. Students who find themselves unable to meet the relevant deadlines can, under certain conditions, receive extensions for completing coursework after the dates within the course.

2.0 Petitions for Extensions to Complete Coursework

- 2.1 The authority to grant an extension for the completion of work in a course beyond the original deadline rests with the faculty member for the course. If a student requires an extension beyond the deadline in a course, or following the course end date, the student is required to petition the faculty member for the course for the extension.
- 2.2 The deadline for requesting an initial extension is the deadline for completion of coursework.
- 2.3 A student on extension who is unable to complete the required coursework in the extension period specified by the faculty member for the course may apply to the Academic Office for a continuation of the extension (subject to the time limits and deadlines for extensions, set out below). The student must, however, make such a request before the expiry date of the extension period in place.
- 2.4 If the extension is outside of the term dates, a student on extension may continue into their next term while completing the course requirements in the previous term.

3.0 Grounds for Extensions

Legitimate reasons for an extension can be academic in nature or non-academic. In order to ensure as much uniformity and fairness as possible in the granting of extensions (or continuations of extensions), the faculty member for the course must be reasonably certain that:

- a. the reasons for the delay are both serious and substantiated: the student is to provide a statement detailing the reasons;
- b. the student would not be granted an unfair academic advantage over fellow students in the course;
- c. the students would not be placing in jeopardy the normal and satisfactory completion of new coursework; and
- d. the student does have a reasonable chance of completing outstanding requirements within the time to be allotted.

4.0 Time Limits for Extensions

If the faculty member for the course grants an extension, it may not run beyond two weeks following the end date of the course.

If deemed necessary, the Academic Office may grant a continuation of an extension that is already in place, provided that it does not extend the total period of the extension beyond an additional two weeks (total four weeks).

5.0 Grade-Reporting Procedures

The faculty member will assign the temporary grade report of 'INC' ('Incomplete') to a student on extension, pending receipt of the extension request. The final grade report will take the form either of a regular grade or of the non-grade report 'INC' ('Incomplete'), as appropriate. If, by the end of the extension date, a final grade is not available and the student has not submitted the outstanding coursework, then the report of 'INC' will be replaced by "F." This will be a permanent transcript entry.

6.0 Extension Notification

Faculty members are to notify Student Services if an extension has been granted no later than the original deadlines for submitting grades for the relevant courses. In case of continuations, the Academic Office is to notify Student Services no later than the expiry dates of the original periods of extension, providing in each case the new deadline for completion of coursework.



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1.0 Preamble

Students with disabilities may request reasonable accommodations to enable them to complete academic requirements.

2.0 Accommodations Defined

Accommodations are strategies, technologies, or adjustments that enable the student to reach prescribed course outcomes and requirements.

- Accommodations are intended to provide students with disabilities an equal chance to participate and learn in a university setting.
- Accommodations never modify or lower academic standards.

3.0 Common Accommodations

- Test and Examination Accommodations: extra time
- Textbook Accommodation: Accessible textbook in specified format may be required.

4.0 Responsibilities of Student

- Students are required to complete the Accommodation Request Form and submit it to Student Services upon enrolment or discovery.
- Students are responsible to provide appropriate testimony of their disability (i.e. doctor's letter).
- Accommodation type must be specific to the requirement, i.e. extra time required on examinations.
- If accessible textbook is required, student must provide proof of purchase of a regular textbook before the University will source an accessible textbook.

5.0 Roles and Responsibilities of the University

- Maintain confidentiality of student information. University staff will not disclose a student's disability or diagnosis.
- Communicate, consult, and collaborate with instructors about the accommodation and support needs of students.
- Provide documentation detailing the accommodation to each student's instructors at the beginning of each term.
- Advocate on behalf of students with identified disabilities outlined on Accommodation Request Form. Generalities on form will be returned to student for further detailed information from doctor.
- Provide information, education, and support to faculty and staff about disabilities and disability-related topics.

6.0 Roles and Responsibilities of Instructors

- Comply with the New Brunswick Human Rights “Duty to Accommodate” legislation.
- Review and honour accommodation requests provided by the University for individual students.
- Consult and collaborate with Student Services staff about individual student accommodations and support needs, whenever necessary.