



Academic Policies

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Glossary of Terms

“Academic Integrity” means honest and ethical behaviour in the pursuit of research, education, and scholarship. It is based on the fundamental values of honesty, trust, fairness, respect, responsibility, and courage.

“Academic Work” refers to any task assigned by a Course Instructor for the purposes of evaluation and/or feedback, including but not limited to research, examinations, and Coursework, including drafts.

“Academic Year” means the [12] month period commencing in January and ending in December annually.

“Active Student” – means a student who has met the requirements for admission and is actively enrolled.

“Allegation” means an unsubstantiated report or complaint to be investigated of behaviour that may constitute Misconduct under the policies of the University.

“Alumni” means any person who has successfully completed a Program at the University and received a certificate, diploma or degree from the University.

“Asynchronous” means a Course that does not contemplate real-time or synchronized teaching interaction between a Faculty and a Student.

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

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

“Continuing Faculty” means a Faculty holding an indefinite academic appointment for the purposes of Teaching, Research Initiatives, Course Development, Revision or delivery or program development, as defined in their Contract.

“Continuing Staff” means a Staff holding an indefinite administrative position at the University.

“Contract” means a fully executed legal agreement between the University and a Faculty specifying the Faculty’s status with the University as well as the terms and conditions of the relationship between the Faculty and the University.

“Course” means a course of instruction representing an outcome with Credit Hours.

“Course Instructor” means the Faculty assigned to teach all or part of a Course.

“Course or Area Coordinator” is a non-teaching area and/or subject specialist administrative role assigned to a continuing Faculty by the appropriate Program Dean for the conduct of duties associated with leadership, recruiting, communication, and evaluation of Faculty within their respective areas of expertise and/or academic subject specialty.

“Course Size” is the maximum number of Students that may be enrolled in a Course.

“Coursework” means any task assigned by a Course Instructor for the purposes of evaluation and/or feedback other than examinations.

“Credential” means a credit, certificate, diploma, degree or other such indicator of academic achievement established by the University.

“Credit Hours” means the unit of measurement that indicates the amount of instructional and learning time required for a course.

“Cumulative Grade Point Average (CGPA)” is a calculation of a Student’s academic performance for all courses taken at the University.

“Faculty” means any person engaged by the University of Fredericton pursuant to a Contract as a full or part-time, continuing, or limited term Faculty for the purposes of Teaching, Research Initiatives, Course Development, Revision or delivery or program development.

“Former Student” means any person who is not currently a Student or an Alumni who has previously been registered at the University in a Course or Program.

“Grade Point Average (GPA)” is a calculation of a Student’s academic performance for a single Term.

“Issue” is a concern, problem or complaint raised by a University Member under an approved Policy Instrument.

“Limited Term Faculty” means a Faculty holding a temporary academic appointment for the purposes of Teaching, Research Initiatives, Course Development, Revision or delivery or program development, as defined in their Contract.

“Limited Term Staff” means a Staff holding a temporary administrative position at the University.

“Misconduct” refers to activities (that may or may not be associated with a specific course) that violate the principles, obligations and/or responsibilities required by the policies of the University that deal with acceptable conduct.

“Policy Instrument” refers to the different tools and documents that are utilized to provide direction in the governance and administration of the University.

“Program” is defined as any set of consecutive Courses designed to be completed in full that will result in a Credential.

“Research Contract” means all or part of a Contract setting out the terms and conditions governing the Faculty’s engagement in a Research Initiative.

“Respondent(s)” means a University Member or Members who is/are implicated in an Issue.

“Social Media” means digital technologies and practices that enable people to use, create, and share content in many forms, including text, images, audio, video, and other multimedia communications. Examples include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and all other sites and services that permit users to share information with others in a contemporaneous manner.

“Staff” means an individual hired in an administrative role at the University, whether full-time, part-time, continuing or limited term.

“Student” means an individual enrolled in a course or program of study at the University.

“Student Support and Advising” means any or all the following forms of interaction with Students: forums, virtual office hours, and communication via email or other University approved channels.

“Synchronous” means a Course involving real-time and synchronized teaching of Students by a Faculty.

“Term” means a period of time associated with the length of a Course. This may apply to both Synchronous and Asynchronous programs. Currently established terms are in five (5), seven (7), eight (8), eleven (11), and 16-week increments.


“University” means the University of Fredericton.

"University Facilities" means any real property, including the grounds, buildings, structures, and facilities, which is owned, leased, licensed, operated or used under the direction and/or control of the University, including, without limitation, the lands, together with any developed space, green space, roadway, bikeway, walkway, parking facilities or spaces, and other spaces or improvements thereon as may be designated by the University.

"University Member" includes Faculty, Staff, Students, applicants, and independent contractors of the University.

"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.

"Workplace" means any place where Faculty and Staff engage in employment activity. This includes the learning environment and virtual/online workspace (such as a virtual meeting, lecture, conference, etc.), employment activities outside the normal place of work, work related travel, conferences and work- related events, work related social gatherings (e.g., seasonal parties), vehicles used for work, client offices, staff room, kitchen area, and employment activities that occur outside of normal work hours. A workplace does not include a home office or similar location that has not been approved as a Designated Work Location under a Remote Work Arrangement.

 UNIVERSITY OF FREDERICTON	Policy on Grade Review and Appeals Policy Number: ACD001
Category: Approving Authority: Policy Owner: Approval Date: Revised Date: Next Review Date: Supersedes (all):	Academic Board of Directors on the recommendation of the Academic Council Provost and Vice-President, Academic 202503 202503 203003 A-01 Policy on Academic Appeals & AU-04 Policy on Academic Appeals

Purpose

1. The purpose of this Policy is to provide a process for Students, Former Students, and Alumni to request a review of a grade, or of their Academic Standing and to appeal a disputed grade review.

Definitions

2. For the purposes of this Policy, the definitions in the Glossary of Terms apply.

Scope and Authority

3. This Policy applies to Students, Former Students, and Alumni who were enrolled at the time the Issue occurred seeking grade reviews or appeals, and reviews of Academic Standing, and Course Instructors in all programs and courses of study at the University.
4. The Provost and Vice-President, Academic, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

Policy

5. A Student, Former Student, or Alumni who is dissatisfied with a grade on a piece of Academic Work or Course has the right to request a review of that grade.
6. Students, Former Students, and Alumni may discuss with the Course Instructor the grade they received on any piece of Academic Work, regardless of its value (informal grade review).
7. Grades on an individual piece of Academic Work may only be formally appealed if the piece of Academic Work represents at least 20% of the final grade for the Course and the Student, Former Student, or Alumni has completed the Grade Appeal Form (formal grade appeal).
8. A payment of \$25.00 is required for each grade appealed, and for review of Academic Standing. This fee is only returned if the grade is raised. This payment is due upon submission of the relevant Form.
9. The Student, Former Student, or Alumni should recognize, however, that grade appeals are only upheld when there are Grounds to support their request for an elevated grade.
10. Final Course grades may only be appealed on the basis of miscalculation.

11. Informal Grade Review

- 11.1.** The re-evaluation of a grade shall be undertaken by the Course Instructor. If necessary, the Course Instructor may consult with the Registrar to assess the examination submission and/or other relevant materials.
- 11.2.** If relevant materials other than the examination submission are to be reviewed, the Student, Former Student, or Alumni should make them available to the Course Instructor.

12. Formal Grade Appeal

- 12.1.** Before filing a formal grade appeal, a Student, Former Student, or Alumni must complete an Informal grade review. If the Student, Former Student, or Alumni remains dissatisfied, they may file a Grade Appeal Form with Student Services. Grade appeals must be filed within seven (7) calendar days of receipt of the grade from Student Services.
- 12.2.** Students, Former Students, and Alumni should read the Grade Appeal Form carefully to ensure they understand which type of formal grade appeal they are entitled to pursue. Students, Former Students, and Alumni should enclose copies of their work where appropriate (e.g., essay). Students, Former Students, and Alumni may submit an appeal package to Student Services and make payment via credit card with Financial Services.
- 12.3.** An appeal would be warranted if a Student, Former Student, or Alumni feels they have a strong case for a grade appeal, e.g.:
 - a)** The Course grade reflects that the Student, Former Student, or Alumni should receive a higher grade;
 - b)** A piece of Academic Work was omitted from the Course grade;
 - c)** The course evaluation method/grading system was changed without prior notification over the process of the course, etc.

13. Scope of Appeal

- 13.1.** The Grounds for the appeal will dictate the scope of the appeal. Acceptable grounds for an appeal 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.
 - a)** If the Grounds for the appeal is a miscalculation, only the calculation will be reviewed.
 - b)** If the Grounds for the appeal is 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.
 - c)** If the Grounds for the appeal are based on verifiable acts of unfairness, inconsistent treatment or inequitable, processes may be redirected into a formal discrimination inquiry.

Note: Students, Former Students, and Alumni must be specific in the reason for appeal and descriptive reasons for the appeal. How the appeal is presented may affect its outcome. Students, Former Students, and Alumni may attach a cover letter if necessary.
- 13.2.** The Course Instructor is requested to inform Student Services of the Decision in the formal grade appeal within 30 days.

- 13.3. 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, Former Student, or Alumni does not appeal, the grade will remain as is. An appealed grade may not be lowered.
- 13.4. Final Course grades/grades are the sole responsibility of the Course Instructor and never altered without their concurrence.

14. Request for a review of Academic Standing

- 14.1. Students, Former Students, and Alumni may request a formal review of their Academic Standing if their academic performance was affected by significant extenuating circumstances beyond their control.
- 14.2. Such requests must be submitted in writing to Student Services within 7 calendar days of the notification of the Student, Former Student, or Alumni's academic standing.
- 14.3. The request must include the extenuating circumstances upon which the review is requested and any relevant supporting documentation.
- 14.4. If the outcome of the review is favourable to the Student, Former Student, or Alumni, their academic standing will be adjusted appropriately and they may be required to satisfy certain academic conditions.
- 14.5. It is expected that the Student, Former Student, or Alumni will normally receive the University's Decision in writing within 10 working days of filing the request for review.

15. University-Level Appeal

A Student, Former Student, or Alumni who remains dissatisfied with the result of any Decision under this Policy, may initiate an appeal under the Policy on Appeals. The Policy on Appeals details circumstances where there are sufficient grounds for an appeal.

Monitoring and Review


- 16. This Policy will be reviewed as necessary and at least every five years. The Policy Owner, or successor thereof, is responsible for monitoring and reviewing this Policy.

Relevant Legislation

- 17. This section intentionally left blank.

Related Policy Instruments

- 18. Policy on Appeals

 UNIVERSITY OF FREDERICTON	Policy on Academic Freedom Policy Number: ACD002
Category: Approving Authority: Policy Owner: Approval Date: Revised Date: Next Review Date: Supersedes (all):	Academic Board of Directors on the recommendation of the Academic Council Provost and Vice-President, Academic 202503 202503 203003 A-02 Policy on Academic Freedom

Purpose

1. The purpose of this Policy is to affirm the University's commitment to upholding Academic Freedom as a fundamental principle of its educational mission.

Definitions

2. For the purposes of this Policy, the definitions in the Glossary of Terms apply. The following definitions also apply:

"Academic Freedom" means the freedom to teach and conduct research in an academic environment.

Scope and Authority

3. This Policy applies to all Faculty Members, Staff Members and Students of the University.
4. The Provost and Vice-President, Academic, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

Policy

5. The University of Fredericton affirms that Academic Freedom is an indispensable principle for universities in democratic societies. It is essential for pursuing truth, advancing knowledge, promoting critical thinking, and fostering open and uncensored dialogue in order to cultivate a vibrant intellectual community within post-secondary education institutions.
6. Key elements of Academic Freedom include:
 - 6.1. The right of Faculty Members to fulfil their functions by teaching and discussing all aspects of their subject with their Students;
 - 6.2. The right of Faculty Members, Staff Members and Students to pursue and study knowledge and ideas; produce creative work, carry out their academic activities in the form of research, publication and dissemination of research findings, teaching and discussion;
 - 6.3. The right of Faculty Members, Staff Members, and Students to speak and write as citizens without censorship from the institution;
 - 6.4. The right of Students to critically question and engage in academic discourse;

7. As indicated in Universities Canada's Statement on Academic Freedom (<https://www.univcan.ca/mediaroom/media-releases/statement-on-academic-freedom>), the principle of academic freedom must be grounded in reasoned discourse supported by evidence. Academic freedom is limited by the professional standards of the relevant discipline and the institution's duty to organize its academic mission. This duty encompasses responsibilities such as selecting and appointing Faculty Members and Staff Members, admitting and disciplining Students, establishing and controlling the curriculum, making organizational arrangements for academic work, certifying program completion, and granting degrees and other Credentials.

Monitoring and Review


8. This Policy will be reviewed as necessary and at least every five years. The Policy Owner, or successor thereof, is responsible for monitoring and reviewing this Policy.

Relevant Legislation

9. This section intentionally left blank.

Related Policy Instruments

10. Policy on Intellectual Property
Policy on Research Contracting

 UNIVERSITY OF FREDERICTON	Policy on Academic Integrity and Honesty Policy Number: ACD003
Category: Approving Authority: Policy Owner: Approval Date: Revised Date: Next Review Date: Supersedes (all):	Academic Board of Directors on the recommendation of the Academic Council Provost and Vice-President, Academic 202503 202503 203003 A-03 Policy on Academic Honesty; AU-01 Policy on Academic Honesty

Purpose

1. The purpose of this Policy is to affirm and clarify for members of the University 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 Course Instructors and Staff Members to foster acceptable standards of academic conduct and of the Student and Faculty Members to be mindful of and abide by such standards.

Definitions

2. For the purposes of this Policy, the definitions in the Glossary of Terms apply.

Scope and Authority

3. This Policy applies to conduct, Academic Work, and documentation submitted to the University by all current and Former Students and all other members of the University including Faculty and Staff Members. Applicants to the University are subject to this Policy. Dishonesty in an application to the University is considered an act of Academic Misconduct.
4. The Provost and Vice-President, Academic, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

Policy

5. Academic honesty requires that persons do not, either intentionally or due to a lack of diligence, 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.
6. Faculty and Staff Members are expected to foster and maintain a culture of Academic Integrity, familiarize themselves with this Policy and related policy instruments, report incidents of suspected breaches of this Policy to the relevant authority, and adhere to the values and principles of Academic Honesty and Integrity in all academic activities.
 - 6.1. Violations of this Policy by Faculty and Staff Members will be reviewed, investigated and resolved under the appropriate Policy instrument.

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

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

- a) Obtaining a copy of an examination before it is officially available or learning an examination question before it is officially available;
- b) Copying another person's answer to an examination question;
- c) Consulting an unauthorized source during an examination;
- d) Obtaining assistance by means of documentary, electronic or other aids which are not approved by the Faculty Member;
- e) Changing a score or a record of an examination result;
- f) Submitting the work one has done for one course or project to a second course, or as a second project, without the prior informed consent of the relevant Faculty Members;
- g) Submitting work prepared in collaboration with another or other member(s) of a course, when collaborative work on a project has not been authorized by the Faculty Member;
- h) Submitting work prepared in whole or in part by another person and representing that work as one's own;
- i) 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;
- j) Preparing work in whole or in part, with the expectation that this work will be submitted by the Student for appraisal and/or;
- k) 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.

7.2. Impersonation is to have someone impersonate one's self in a course, 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.

7.3. 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.

7.4. 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:

- a) Dishonest reporting of investigative results, either through fabrication or falsification;
- b) Taking or using the research results of others without permission or due acknowledgement;
- c) 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

- 7.5. 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.
- 7.6. Abuse of Confidentiality refers to 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.
- 7.7. 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.
- 7.8. 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.
- 7.9. Aiding and abetting includes encouraging, enabling or causing others to do or attempt any of the above, with intent to mislead a Faculty Member, Registrar, 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.

8. Summary of Sanctions for Academic Misconduct

- 8.1. When verified, violations of academic honesty may lead to the following range of Sanctions, which may be imposed singularly or in combination for any offence. The following Sanctions are listed in ascending order of severity, and may be assigned as part of an Informal Resolution, or a Decision as a result of a Hearing.
 - a) Educative remedies.
 - b) Written disciplinary warning or reprimand.
 - c) Make-up assignment, examination or rewriting a work, subject to a lowered grade.
 - d) Lower grade on the assignment, examination or work.
 - e) Lower grade in the course.
 - f) Failure in the course.
 - g) 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.

- 8.2. The Following Sanctions may only be assigned as part of a Decision as a result of a formal Inquiry:
- a) Transcript notation
 - b) Suspension
 - c) Expulsion
- 8.3. 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 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.
- 8.4. 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.
- 8.5. Expulsion from the University with transcript notation. Expulsion is defined as permanently terminating a person's right to continue as a Student at the University.

9. Factors Considered When Imposing Academic Sanctions

- 9.1. 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 Delegated Decision-Makers in imposing the Sanctions contained in this Policy. In each case, Delegated Decision-Makers shall exercise their discretion, taking into consideration the relevant factors, as outlined below. For the benefit of Students, however, Delegated Decision-Makers shall provide an explanation in their written decision of the major reason(s) for which the penalty imposed was deemed warranted. Important factors to be considered by committees in imposing Sanctions or reviewing penalty recommendations are:
- a) Extent of violation: The actions that constitute specific offences of academic misconduct (i.e., plagiarism and cheating) vary in terms of severity. Some instances of academic Misconduct constitute only minor infractions, while others represent the most extreme form of violation. Sanctions should correspond to the nature of the offence. Sanctions 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.
 - b) 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.

10. Reporting, Investigation and Resolution

10.1. Suspected breaches of academic honesty will be investigated and resolved in accordance with the University's Policy on Fair Processes and Procedure to Investigate and Resolve Disputes ("the Procedure"). Under the Procedure:

- a)** Registrar or the Course Instructor will be the University Recipient for course or Student research-related Allegations.
- b)** The Registrar will be the University Recipient for admission-related Allegations and will conduct a Review.
- c)** An Allegation can be initiated by the Course Instructor, who will also serve as Reviewer for Course-Related Issues of Academic Integrity and may attempt an Informal Resolution where the Student admits, in writing, to alleged Misconduct and agrees upon a sanction.
- d)** Where Allegation against a Student Respondent cannot be resolved informally, an Inquiry Panel composed of three Faculty Members will be appointed by the Delegated Decision-Maker to conduct an Inquiry Hearing.
- e)** The Dean of Programs will be the University Recipient for Allegations involving the conduct of Faculty Members and will appoint an Investigator to conduct an Inquiry.

11. Appeals of Decisions under this Policy will be heard in accordance with the Policy on Appeals.

Monitoring and Review

12. This Policy will be reviewed as necessary and at least every five years. The Policy Owner, or successor thereof, is responsible for monitoring and reviewing this Policy.

Relevant Legislation

13. This section intentionally left blank.

Related Policy Instruments

- 14.** Policy on Appeals
Policy on Ethical Conduct
Policy on Fair Processes
Procedure to Investigate and Resolve Disputes



Category:	Academic
Approving Authority:	Board of Directors on the recommendation of the Academic Council
Policy Owner:	Provost and Vice-President, Academic
Approval Date:	202503
Revised Date:	202503
Next Review Date:	203003
Supersedes (all):	AU-06 Policy on Access to Student Academic Records, A-07 Policy on Access to Student Academic Records, AU-15 Policy on Transcript Protection and Issuance, A-21 Policy on Transcript Protection Issuance

Purpose

1. The purpose of this Policy is to combine consistency with flexibility in such a way as to ensure that:
 - 1.1. Students, Alumni and Former Students are allowed as much access to their own academic records as is academically justifiable and administratively feasible.
 - 1.2. A Student's right to privacy in relation to their academic records is safeguarded as far as both internal University access and external public access are concerned.
 - 1.3. There will be basic University-wide consistency in the kinds of information collected, recorded, filed and made available.
 - 1.4. The issuance of official transcripts is regulated by the University.

Definitions

2. For the purposes of this Policy, the definitions in the Glossary of Terms apply. The following definitions also apply:

“Official Student Record” means the information retained about a Student, Alumni or Former Student, as described in Section 8.

Scope and Authority

3. This Policy applies to the Official Student Records maintained by the University.
4. The Provost and Vice-President, Academic, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

Policy

5. Official Student Records 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 that shall apply to the Official Student Records throughout all of the academic departments of the University.

6. The Registrar will establish and advise Students on University regulations and procedures to effect access to Official Student Records.

7. Transcript Requests

- 7.1. Official transcripts are issued by the Registrar only upon the written request of the Student or alumni and with the completion of the Transcript Request Form.
- 7.2. Transcripts are issued to whomever the Student designates.
- 7.3. An official transcript bears the signature of the Registrar and the official seal of the University.
- 7.4. An unofficial transcript, or copy of the Student's academic record, does not bear the University Seal and is noted 'Student Copy' or 'Unofficial'.
- 7.5. Transcript request application forms and transcript fee payment instructions may be accessed on the University website.

8. Official Student Record

- 8.1. The Official Student Record refers to information relating to an individual's (Student, Former Student or Alumni) admission to and academic performance at the University. The Official Student Record may be retained in any format, by paper or electronic means, including but not limited to documents, database entries, or information systems. The University will control access to records regardless of format.
- 8.2. The Official Student Record will include:
 - a) Personal information such as name, date of birth, social insurance number, and residential address.
 - b) Registration and enrolment information.
 - c) Results for each Course and Term.
 - d) Narrative evaluations of the individual's academic performance after their admission that were used to judge their progress through a Program.
 - e) The basis for an individual's admission including the application for admission and supporting documents.
 - f) Results of petitions and appeals filed by the individual.
 - g) Medical information relevant to the individual's academic performance which has been furnished at the request or with the consent of the Student concerned to administer academic accommodations.
- 8.3. The files of academic or administrative departments may contain information not listed in Section 8.2. Students do not have access to these non-official academic records.
- 8.4. The Official Student Record will be maintained by the University. For each type of information, academic departments shall designate which document, form, or medium contains the official version and how official copies of such information will be identified.

9. Access to Official Student Records

9.1. Access by a Student, Alumni, or Former Student

- a) An individual may examine and have copies made of their Official Student Record, with the exception of any official institutional transcripts submitted for admission or transfer credit.
- b) An individual's request to examine a part of their Official Student Record shall be made in writing and submitted to the Registrar. The Registrar will normally comply with such a request within thirty (30) days of its receipt.
- c) An individual has the right to challenge the accuracy of their Official Student Record. Such request shall be made in writing to the Registrar.
- d) A Student has the right to supplement their Official Student Record with comments. The source of these comments will be identified and comments will not appear on reports such as transcripts or statements of results. The Official Student Record remains within the custody of the University.
- e) Where documents relating to petitions and appeals are retained within an academic department for reasons of confidentiality, these documents will be made freely available when needed by a Student.

9.2. Access by University Staff

- a) Staff Members and Faculty Members of the University shall have access to relevant portions of an Official Student Record on a need to know basis for purposes related to the performance of their duties. A Staff Member/Faculty Member requesting information must have a legitimate need to have the requested information for the effective functioning of their position or office.
- b) Access to medical information as defined in Section 8.2 g) shall be granted to Staff Members and Faculty Members 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 information.

9.3. Access by others

- a) By the act of registration, an individual gives consent for a minimal amount of information to be made freely available to all enquirers:
 - The University, Program(s) and the Term(s) in which a the individual is, or has been, registered.
 - Credential(s) received and date(s) of convocation.
- b) Any other information contained in the Official Student Record (including any comments generated under Section 8.2 d)), shall be released to other persons and agencies only with the individual'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 an individual's Official Student Record shall be kept on file. Transcripts of an individual's Official Student Record are issued to institutions and individuals only when authorized by the individual.

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

- c) General statistical material drawn from academic records that do not disclose identities of Students, Alumni, and Former Students may be released for research and informational purposes authorized by the University.
- d) In the event a Student, Alumni, or a Former Student is deceased, the executors of their estate shall have access to the Official Student Record under the same terms as would the individual.

10. Refusal of access

- 10.1. The University reserves the right to withhold access to the statements of results and transcripts of individuals who have outstanding debts or obligations to the University in accordance with the Policy on Tuition Payment, Refunds, and Collection. The University may also choose not to release any official Credential to such persons nor to provide written or oral certifications of Credentials, Course, or Program completion on their behalf.

11. Custody and retention of Official Student Records

- 11.1. The **Official Student Record** shall be retained permanently. Each academic department's records shall specify the document, form, or medium in which these records will be maintained. Academic records other than those described in Section 8.2 will be retained in accordance with institutional needs and legislative obligations.
- 11.2. Official Student Records of historic or archival importance may be disclosed to a University archive and become open to researchers authorized by the archive one hundred (100) years after an individual has ceased to be registered.

12. The University's responsibilities regarding the Official Student Records:

- 12.1. Students shall be informed of University policy and departmental procedures with respect to their Official Student Records.
- 12.2. Academic departments, administrative departments that handle Student academic records, and campus organizations shall develop administrative procedures to support this policy.
- 12.3. Official Student Records shall be kept at all times under appropriate security.

Monitoring and Review


- 13. This Policy will be reviewed as necessary and at least every five years. The Policy Owner, or successor thereof, is responsible for monitoring and reviewing this Policy.

Relevant Legislation

- 14. Personal Information Protection and Electronic Documents Act (PIPEDA)
General Data Protection Regulation (GDPR)

Related Policy Instruments

- 15. Policy on Tuition Payment, Refunds, and Collection
Policy on Privacy

 UNIVERSITY OF FREDERICTON	Policy on Admission Selection, Recruitment and Liaison Policy Number: ACD005
Category: Approving Authority: Policy Owner: Approval Date: Revised Date: Next Review Date: Supersedes (all):	Academic Board of Directors on the recommendation of the Academic Council Provost and Vice-President, Academic 202503 202503 203003 AU-02 Policy on Admission Selection, Recruitment and Liaison, A-08 Policy on Admission Selection, Recruitment and Liaison, A-29 Policy on Pre-MBA Registration, Admission and Progression

Purpose

1. The purpose of this Policy is to establish principles for the recruitment and selection of Students for admission to all Programs of study at the University.

Definitions

2. For the purposes of this Policy, the definitions in the Glossary of Terms apply.

Scope and Authority

3. This Policy applies to the recruitment and selection of Students for admission to all Programs at the University which lead to a Credential and governs the conduct of all persons who officially represent the University in liaison with Applicants and prospective Students.
4. This Policy establishes minimum requirements for admission that may be supplemented by specific requirements for admission that are determined for each Program, in accordance with Policy on Institutional Review and Policy on Program Review. No specific Program requirement, however, may be inconsistent with, or breach this Policy.
5. The Provost and Vice-President, Academic, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

Policy

6. This Policy constitutes a commitment on the part of the University towards secondary schools and other post-secondary institutions that the University intends to work in the best interests of education and society generally, as well as in the best interests of Applicants and Students individually.
7. **Statement of Policies and Principles for Admission to Programs**
 - 7.1. The University only admits Applicants that meet the academic performance and professional requirements of the individual degree Program(s) to which the Applicant seeks admission.

- 7.2. The University admits Applicants with the expectation that they will successfully achieve their academic goals or other academic objectives and make significant personal and professional contributions to their communities.
- 7.3. 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.
- 7.4. The rate at which Applicants have completed their secondary school programs will not be considered in selecting Applicants for admission.

8. **Statement of Principles for Recruitment and Liaison**

- 8.1. The requirements for admission will be stated clearly and definitively.
- 8.2. The dates concerning application, notification, and candidates' replies will be stated clearly.
- 8.3. Whenever waiting lists are employed, they will be reasonable in terms of length and the qualifications of applicants.
- 8.4. In representing the University, all publications and presentations prepared by it will make honest portrayals and avoid negative comments about other institutions.

9. **Admission Application:**

- 9.1. Applications may be submitted online at the University's website, www.UFred.ca. Application deadlines must be followed to ensure entry into the programs.
- 9.2. Application documents may be emailed or mailed to the University at the address stated on the University website.

10. **Language Requirement**

- 10.1. Students whose first language is not English, and who have not attended an English language secondary school, are required to take an English Proficiency Test. The standards for admission to the University are as follows:

Test	Minimum Score
Internet-Based TOEFL (iBT) – Test of English as a Foreign Language	88 Overall
Computer-Based (CBT) – Test of English as a Foreign Language	213
IELTS Academic – International English Language Testing System	6.5 Overall, no band lower than 6.0
CAEL – Canadian Academic English Language Assessment	70 Overall, no part below 60

11. Procedures for Admission

- 11.1. The application deadline is indicated online for each Program. Applications received after these deadlines may 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.
- 11.2. Applicants who have completed courses at another post-secondary educational institution should request an official transcript be sent to the University to support their application.

12. Requirements for Admission to University Programs

- 12.1. Admission requirements for each Program are determined by the Academic Council, in accordance with the University's by-laws, Policy on Institutional Review, and Policy on Program Review.
- 12.2. Admission requirements for each Program are set out on the University's website.

13. Admission to Pre-MBA Courses

- 13.1. Where an Applicant to the School of Business Executive Master of Business Administration degree program does not meet the basic admission requirements for admission to the Program, Pre-MBA Courses may be recommended to the Applicant. Applicants may be advised to register for one or more Pre-MBA courses.
- 13.2. Visiting Students are permitted to enrol in the Pre-MBA Courses of their choice. Visiting Students must complete an online application form to be admitted to the Pre-MBA Courses.
- 13.3. Students are enrolled in one Course at a time and are advised of the start date of the Course, and are notified of the duration of the Course. Students may complete the Course anytime within the five (5) weeks and extensions are not permitted. Following completion of the Course Work, the Student would be issued a pass/fail grade.
- 13.4. Students successfully completing the Course with a 'pass' may continue to the next Course immediately. Students with a result of 'fail' are academically dismissed and are not permitted to register for any additional Courses. Students with a 'fail' may not be admitted to the School of Business Executive MBA Program. Should a student wish to repeat a Pre-MBA course, they may reapply after six months. Only one Course retake is permitted.
- 13.5. Upon successful completion of the required Pre-MBA courses, the Applicant may continue their application for admission to the School of Business Executive MBA program.

Monitoring and Review


- 14. This Policy will be reviewed as necessary and at least every five years. The Policy Owner, or successor thereof, is responsible for monitoring and reviewing this Policy.

Relevant Legislation

- 15. This section intentionally left blank.

Related Policy Instruments

- 16. This section intentionally left blank.

 UNIVERSITY OF FREDERICTON	Policy on Institutional Review Policy Number: ACD006
Category: Approving Authority: Policy Owner: Approval Date: Revised Date: Next Review Date: Supersedes (all):	Academic Board of Directors on the recommendation of the Academic Council Provost and Vice-President, Academic 202503 202503 203003 AD-15 Policy on Institutional Review

Purpose

1. The purpose of this Policy is to establish the process for institutional reviews.

Institutional reviews ensure that:

- a) The University possesses the necessary governance, policies, planning, and financial resources to offer high quality academic programs.
- b) The institution continues to meet the quality assurance standards set by the New Brunswick Department of Post-Secondary Education, Training and Labour, as well as those of relevant accreditation bodies.
- c) Opportunities for improvement and further development are identified, reviewed, and executed.
- d) Stakeholders have an opportunity to provide feedback on overall institutional quality.

Definitions

2. For the purposes of this Policy, the definitions in the Glossary of Terms apply. The following definition also applies:

“Institutional Review” means a comprehensive, multi-stakeholder evaluation of the University’s administrative practices, policies, and overall performance conducted at least every ten years.

Scope and Authority

3. This Policy applies to all administrative units and relevant stakeholders at the University of Fredericton.
4. The Assistant Provost for Academic Quality and Strategic Enhancement, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

Policy

5. Institutional reviews are designed to facilitate a formative evaluation, enhancing the effectiveness and efficiency of its administrative people, policies, and procedures. Reviews foster self-assessment, spur innovation, and facilitate operational improvements, ensuring that efforts support the strategic objectives at the departmental and institutional levels. They encourage the collection of valuable insights to guide University-wide planning without hindering ongoing organizational development activities. They complement the continuous improvement efforts by Staff Members who are urged to undertake internal reviews as necessary, thereby augmenting the institution's commitment to excellence in service and internal system efficiency. The University is subject to a multi-stakeholder review at least every ten years.

6. The Institutional Review is conducted by the Assistant Provost for Academic Quality and Strategic Enhancement in consultation with all relevant administrative departments. The process includes:
 - a) Conducting a Self-Study to assess the current state of institutional operations.
 - b) Engaging External Reviewers.
 - c) Collating feedback from various stakeholders.
 - d) Delivering the final review results to the Academic Council and Board of Directors for consideration.
7. The University is subject to a comprehensive Institutional Review at least every ten years.
8. Each review is normally completed within twelve calendar months, although timelines may be adjusted in exceptional cases.
9. Upon completion of an Institutional Review, the results will be posted publicly to the University's website.

10. Responsibilities

10.1. The Provost and Vice-President, Academic is responsible to:

- a) Ensure the completion of Institutional Reviews within five (5) year cycles.
- b) Submit review results to the Academic Council and provide appropriate documentation to the Department of Post- Secondary Education, Training and Labour.

10.2. The Assistant Provost for Academic Quality and Strategic Enhancement is responsible to:

- a) Commission qualified External Reviewers to assess the overall quality of the institution and its administrative units.
- b) Develop the internal self-study in accordance with established procedures and timelines.
- c) Ensure that input from all relevant stakeholders is incorporated.
- d) Post review results on the UFred website.

10.3. The Dean of Programs is responsible to:

- a) Coordinate with academic and administrative departments to gather necessary data for the Institutional Review.
- b) Provide input on academic governance and strategic planning as part of the review process.

10.4. The Program Chair is responsible for:

- a) Compile and prepare the internal Self-Study report reflecting the program's overall performance, strengths, and areas for improvement, as appropriate for an Institutional Review.

11. Exceptions and Contingencies

In exceptional circumstances, such as significant organizational changes or extraordinary events, deviations from the standard review cycle may be permitted. Any such exceptions must be documented and approved by the Provost.

12. Compliance and Enforcement

Compliance with this Policy is mandatory for all administrative units. The Assistant Provost for Academic Quality and Strategic Enhancement will monitor adherence to the review cycle, and any instances of non-compliance will be reported to the Provost and Vice-President, Academic.

13. Integration with Other Policies

This Policy is designed to be consistent with and supportive of other University policies related to administrative quality assurance, institutional development, and governance. Cross-references to related documents will be maintained and updated as required.

14. Associated Documents

14.1. In association with this Policy and in accordance with the standards and criteria outlined by the Maritime Provinces Higher Education Commission (MPHEC), the University will:

- a) Develop the Self-Study.
- b) Conduct a review by a panel of external experts, with recommendations provided in the review report.
- c) Formulate the University's response and Summary Report, including an action plan with estimated timelines. The Summary Report will be made publicly available on the University's website.
- d) Issue follow-up reports to the appropriate governance entities outlining progress on addressing the recommendations.

Monitoring and Review


- 15.** This Policy shall be reviewed and amended as necessary to reflect changes in external standards, strategic objectives, and internal processes. A formal review of this Policy will be conducted as part of each Institutional Review. The Assistant Provost for Academic Quality and Strategic Enhancement, or successor thereof, is responsible to monitor and review this Policy.

Relevant Legislation

- 16.** This section intentionally left blank.

Related Policy Instruments

- 17.** This section intentionally left blank.

 UNIVERSITY OF FREDERICTON	Policy on Code of Student Conduct Policy Number: ACD007
Category: Approving Authority: Policy Owner: Approval Date: Revised Date: Next Review Date: Supersedes (all):	Academic Board of Directors on the recommendation of the Academic Council Provost and Vice-President, Academic 202503 202503 203003 A-10 Policy on Code of Student Conduct, AU-08 Policy on Code of Student Conduct

Purpose

1. The University is committed to creating a scholarly community characterized by honesty, civility, diversity, free inquiry, freedom from harassment, and mutual respect.
2. 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 sanctions to be invoked and applied if they engage in such unacceptable behaviour.
3. Each Student is responsible for their conduct which affects the University community.

Definitions

4. For the purposes of this Policy, the definitions in the Glossary of Terms apply.

Scope and Authority

5. This Policy applies to Students or Former Students who are registered in any course or program of study at the University at the time an alleged offence takes place and are therefore bound by the regulations, policies and by-laws of the University. This Policy applies to the conduct of all Students in University-related activities. University-related activities include an activity of any type operated under University auspices at any location.
6. The Provost and Vice-President, Academic, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

Policy

7. Students at the University enjoy many rights and privileges and also share the responsibilities associated with being members of the University community. Students have the freedom to pursue their intellectual and personal interests provided that their actions do not limit or infringe on the rights of other members of the University or the community in which it is situated.
8. Students have a responsibility to familiarize themselves with the University regulations and the conduct that is expected of them while studying at the University and to refrain from acts of Misconduct, including:
 - 8.1. **Disruptive or Dangerous Behaviours**
No Student shall by word or action, disrupt University activities or threaten any person.

8.2. 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.

8.3. 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.

8.4. Violation of University Policies

No Student shall disregard the University's policies.

8.5. 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 Inquiry.

9. Sanctions

9.1. Penalties/remedies imposed by the University for Misconduct under this Policy may include, but are not limited to, one or more of the following: a warning, a verbal or written reprimand, exclusion from specified resources 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.

10. Determination of Penalties

10.1. In deciding on the appropriate sanction to be imposed for an act of Misconduct by a Student, consideration may be given to the following factors:

- a) the extent of the Misconduct;
- b) the inadvertent or the deliberate nature of the Misconduct;
- c) whether the act in question is an isolated incident, or part of repeated acts of Misconduct and any other mitigating or aggravating circumstances.

11. Reporting, Investigation and Resolution

11.1. Faculty Members, Staff Members or Students who have reason to believe that the University's standards of Student conduct have been breached should report the matter promptly to the Dean of Programs.

11.2. Suspected breaches of this Policy will be investigated and resolved in accordance with the University's Policy on Fair Processes and Procedure to Investigate and Resolve Disputes ("the Procedure"). Under the Procedure:

- a) An Allegation can be made to the Dean of Programs, who will conduct a Review and may attempt an Informal Resolution where the Student admits, in writing, to alleged Misconduct and agrees upon a sanction.
- b) Where Allegation against a Respondent cannot be resolved informally, an Investigator will be appointed by the Delegated Decision-Maker to conduct an Inquiry.

- c) The Dean of Programs will be the Delegated Decision-Maker for Allegations resolved through an Inquiry.

12. Appeals of Decisions under this Policy will be heard in accordance with the Policy on Appeals.

Monitoring and Review


13. This Policy will be reviewed as necessary and at least every five years. The Policy Owner, or successor thereof, is responsible for monitoring and reviewing this Policy.

Relevant Legislation

14. This section intentionally left blank.

Related Policy Instruments

15. Policy on Fair Processes
Procedure to Investigate and Resolve Disputes
Policy on Appeals
Policy on Ethical Conduct
Procedure on Disruptive and/or Harassing Behaviour

 UNIVERSITY OF FREDERICTON	<p>Procedure on Disruptive and/or Harassing Behaviour</p> <p>Policy Number: ACD007-P</p>
<p>Category: Approving Authority: Policy Owner: Approval Date: Revised Date: Next Review Date: Supersedes (all):</p>	<p>Academic Board of Directors on the recommendation of the Academic Council Provost and Vice-President, Academic 202503 202503 203003 A-13 Policy on Disruptive and/or Harassing Behaviour, AU-11 Policy on Disruptive and/or Harassing Behaviour</p>

Purpose

1. The purpose of this Procedure is to address Course-related disruptive and/or harassing behaviour that occurs between Students, Faculty Members and Staff.

Definitions

2. For the purposes of this Procedure, the definitions in the Glossary of Terms apply.

Scope and Authority

3. This Procedure applies to all University Members.
4. The Provost and Vice-President, Academic, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Procedure.

Procedure

5. Students, Faculty Members, and Staff Members are expected to maintain a professional relationship characterized by courtesy and mutual respect, and to refrain from actions disruptive to such a relationship.
6. It is the responsibility of Faculty Members and Staff Members to maintain an appropriate academic atmosphere and the responsibility of the Student to cooperate in that endeavour.
7. Faculty Members and Staff Members are the best people to decide, in the first instance, whether such an atmosphere is present.
8. If, in the opinion of a Course Instructor, the progress of a course is disrupted by a Student(s), the Course Instructor should first indicate to the Student(s) that the behaviour is disruptive and will 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.
9. Where the disruption continues in that Course, then or at a later time, the Course Instructor will explain the violation and usually ask the Student(s) to leave the session of the Course.
10. The Course Instructor will Report the Issue to the Registrar for resolution under the Policy on Code of Student Conduct and Procedure to Investigate and Resolve Disputes.

Monitoring and Review


11. This Procedure will be reviewed as necessary and at least every five years. The Policy Owner, or successor thereof, is responsible for monitoring and reviewing this Procedure.

Relevant Legislation

12. This section intentionally left blank.

Related Policy Instruments

13. Policy on Code of Student Conduct
Procedure to Investigate and Resolve Disputes
Policy on Fair Processes

 UNIVERSITY OF FREDERICTON	Policy on Copyright Policy Number: ACD008
Category: Approving Authority: Policy Owner: Approval Date: Revised Date: Next Review Date: Supersedes (all):	Academic Board of Directors on the recommendation of the Academic Council Provost and Vice-President, Academic 202503 202503 203003 A-11 Policy on Copyright, AU-09 Policy on Copyright

Purpose

1. The purpose of this Policy is to ensure copyright compliance in accordance with federal legislation, thus protecting the rights of creators and the interests of the University's Faculty Members, Staff Members and Students.

Definitions

2. For the purposes of this Policy, the definitions in the Glossary of Terms apply.

Scope and Authority

3. This Policy applies to the use of copyrighted materials by University Members.
4. The Provost and Vice-President, Academic, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

Policy

5. 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 suspected breaches of this Policy.
 - 5.1. In the case of Faculty Members and Staff Members, the applicable disciplinary procedures may be applied to determine if a breach of this Policy has occurred.
 - 5.2. In the case of Students, the Policy on Code of Student Conduct may be applied to determine if a breach of this Policy has occurred.
6. Faculty Members are responsible for taking reasonable steps to ensure effective implementation of this Policy and to encourage continued compliance with this Policy.

Monitoring and Review


7. This Policy will be reviewed as necessary and at least every five years. The Policy Owner, or successor thereof, is responsible for monitoring and reviewing this Policy.

Relevant Legislation

8. Copyright Act of Canada

Related Policy Instruments

9. Policy on Academic Integrity and Honesty
Policy on Intellectual Property
Policy on Code of Student Conduct
Policy on Ethical Conduct
Procedure to Investigate and Resolve Disputes

 UNIVERSITY OF FREDERICTON	Policy on Course Cancellation and Course Schedule Policy Number: ACD009
Category: Approving Authority: Policy Owner: Approval Date: Revised Date: Next Review Date: Supersedes (all):	Academic Board of Directors on the recommendation of the Academic Council Provost and Vice-President, Academic 202503 202503 203003 AU-10 Policy on Course Cancellation and Course Schedule, A-12 Policy on Course Cancellation and Course Schedule

Purpose

1. The purpose of this Policy is to set out a standard for scheduling Courses and publishing a schedule of Courses, as well as establishing the authority for canceling a Course or suspending intake of new Students into a Program.

Definitions

2. For the purposes of this Policy, the definitions in the Glossary of Terms apply.

Scope and Authority

3. This Policy applies to the scheduling and cancellation of all Courses, as well as suspension of Student intakes for all Programs, at the University.
4. The Provost and Vice-President, Academic, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

Policy

5. Course Cancellations and Student Intake Suspensions

- 5.1. The cancellation of any Course session, or suspension of new Student intake for a Program, shall be only under the consent of the:
 - Provost and Vice-President, Academic, on recommendation of the Dean of Programs;
 - Scheduling Manager.
- 5.2. Such cancellations or suspensions should be considered only in emergency or exceptional situations.
- 5.3. The University reserves the right to cancel any Course or suspend Student intake into any Program without prior notice to Students.

6. Course Schedule

- 6.1. Courses are scheduled by the Scheduling Manager on a demand basis. A Course schedule is made available to all Students on the online campus.

7. Length of Term

- 7.1. Each program has established a defined length of Term that applies to all Courses in the Program. Term lengths are established in accordance with Policy on Institutional Review and Policy on Program Review.

Monitoring and Review

8. This Policy will be reviewed as necessary and at least every five years. The Policy Owner, or successor thereof, is responsible for monitoring and reviewing this Policy.

Relevant Legislation

9. This section intentionally left blank.

Related Policy Instruments

10. Policy on Program Review
Policy on Institutional Review
Policy on Storm and Facility Closure



Category:	Academic
Approving Authority:	Board of Directors on the recommendation of the Academic Council
Policy Owner:	Provost and Vice-President, Academic
Approval Date:	202503
Revised Date:	202503
Next Review Date:	203003
Supersedes (all):	AU-16 Policy on Transfer and Credit Evaluation, A-22 Policy on Transfer and Credit Evaluation

Purpose

1. The purpose of this Policy is to establish a consistent standard and process for the evaluation and award of Transfer Credit at the University.

Definitions

2. For the purposes of this Policy, the definitions in the Glossary of Terms apply. The following definitions also apply:

“Transfer Credit” means academic credit granted for work completed at an institution other than the University.

Scope and Authority

3. This Policy applies to Applicants and Students of the University.
4. The Provost and Vice-President, Academic, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

Policy

5. Applicants may apply to the Registrar to request consideration of Transfer Credit from another institution. Credit is subject to the University's residency requirements and to Program-specific requirements.
6. Transcripts that have been evaluated will be sent to a Student following their admissions acceptance letter. Transfer credit assessments will be considered final one year after the date of admission to the University, after which, no further requests for transfer credit will be accepted.
7. The University understands the importance of promoting Student mobility across Canada, and the high quality and standards of all educational institutions in North America. The University will courses completed at the following institutions for Transfer Credit:
 - 7.1. Government Approved/Government Recognized Universities;
 - 7.2. Institutions recognized by the Association of Universities and Colleges of Canada;
 - 7.3. Universities and Colleges accredited by an official regional accreditation organization within the United States; or

7.4. Credits approved by higher education agencies/institutions from the host country.

7.5. No Regional Accreditation:

Course work from an institution which is not governmentally approved/recognized or accredited will not be recognized for transfer purposes. However, Applicants may request a review on a case-by-case basis.

8. Role of the Registrar in Determining Transfer Credit

8.1. Upon the request of the Applicant, the University will review each course taken at another institution and make an initial determination of whether or not a course is transferable.

9. Role of the Registrar

9.1. A final determination of the applicability of Transfer Credit hours transferred to a Program at the University will be decided by the Registrar. The applicability of transferred credit will be evaluated on a course-by-course basis.

9.2. The assessment of Transfer Credit involves consideration of accreditation, comparability of course work, and applicability of that course work to the University Program. In some cases, Applicants may be asked to provide such materials as a school catalogue, course descriptions, syllabi, class assignments, or textbooks to ensure proper evaluation.

10. Transcripts

10.1. Transfer credits will appear as 'TC' on the University of Fredericton transcript and will not be used to calculate GPA. 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.

11. Transfer Credits Allowance

11.1. Transfer Credit up to 50% may be granted and evaluations are facilitated to ensure maximum learning credit when possible. 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 Applicant is deemed admissible and has been presented with an offer of admission;
- the Applicant has achieved a passing grade of 60% in their 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 Applicant will register, or the credits can be counted as electives for the Program; 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.

12. Internal Transfer Credits (University of Fredericton Programs)

12.1. Credit transfers between University of Fredericton programs of similar content and rigour are facilitated for maximum learning credit. The Applicant must indicate they are seeking transfer credits upon application.

12.2. Specifically, Students who have successfully completed the Certificate in Health, Safety, and Environmental Systems will receive block transfer toward the Associate Degree in Occupational Health and Safety. The block transfer credits are:

- OHS 100 Introduction to OHS
- OHS 105 Organizational Behaviour for OHS
- OHS 115 Incident Investigation and Response
- OHS 120 Safety Training: An Introduction to the Fundamental Principles
- OHS 125 Safety Management Systems
- OHS 130 Hazard Identification, Risk Assessment, and Controls
- OHS 135 Law and Ethics
- OHS 140 Industrial/Occupational Hygiene
- OHS 150 Environmental Management
- OHS 1000 Guided Practicum

Monitoring and Review

13. This Policy will be reviewed as necessary and at least every five years. The Policy Owner, or successor thereof, is responsible for monitoring and reviewing this Policy.

Relevant Legislation

14. This section intentionally left blank.

Related Policy Instruments

15. Policy on Admission Selection, Recruitment and Liaison



Category:	Academic
Approving Authority:	Board of Directors on the recommendation of the Academic Council
Policy Owner:	Provost and Vice-President, Academic
Approval Date:	202503
Revised Date:	202503
Next Review Date:	203003
Supersedes (all):	AU-12 Policy on Grading, A-17 Policy on Grading, A-04 Policy on Academic Probation and Dismissal, AU-05 Policy on Academic Probation and Dismissal, AU-17 Policy on Tuition and Collection, A-24 Policy on Tuition and Collection

Purpose

1. The purpose of this Policy is to ensure:
 - a) that grading practices throughout the University reflect appropriate academic standards;
 - b) that the evaluation of Student performance is made in a fair and objective manner against these academic standards;
 - c) 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.
 - d) And to set out standards for Program completion, academic progression, probation and dismissal from an academic Program.

Definitions

2. For the purposes of this Policy, the definitions in the Glossary of Terms apply.

Scope and Authority

3. The Policy applies to all Faculty Members and Staff Members, and all individuals and committees evaluating Student performance.
4. The Provost and Vice-President, Academic, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

Policy

5. Grades

- 5.1. Grades are a measure of the performance of a Student in an individual Course. Each Student shall be judged on the basis of how well they have command of the course materials.
- 5.2. A grade assigned in a course is not an assessment of standing within a Program of studies. The requirements for credit and standing are set out in the academic regulations for the program of studies.

5.3. Grades for each Course shall be assigned with reference to these following five meanings:

- a) Exceeding Expectations
- b) Meeting Expectations
- c) Meeting Minimum Expectations
- d) Probation Level
- e) Failure to Meet Minimum Standards

6. Grade Scales

6.1. Once a judgement on the performance of the Student has been made, the following grade scales are to be used:

- a) the refined letter grade scale A+, A, A-, B+, B, B-, C+, C, F
- b) the numerical scale of grades, consisting of all integers from 0 to 100

7. Graduate Program 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	98-100	Exceeding Expectations
A	4.0	94-97	
A-	3.7	90-93	
B+	3.3	87-89	Meeting Expectations
B	3.0	84-86	
B-	2.7	80-83	Meeting Minimum Expectations
C+	2.3	76-79	Probation Level
C	2.0	70-75	Probation Level
F	0.0	0-69	Failure to Meet Minimum Standards

7.1. Standards for Graduate Program Completion:

- a) To graduate from the EMBA degree program, Students must complete 45 credit hours with a minimum grade point average of 3.0.
- b) To graduate from the MBA degree program, Students must complete 58 credit hours with a minimum grade point average of 3.0.
All Course Work, including tests, projects, assignments, other deliverables, and group peer evaluations must be completed in order to graduate from the Program.

7.2. Academic Progression in Graduate Programs

- a) In order to maintain good academic standing, Students must maintain a Cumulative Grade Point Average of 3.0 for all Courses taken at the University.

7.3. Academic Probation in Graduate Programs

- a) Should a Student's CGPA fall below a 3.0, the University will place the Student on Academic Probation and provide formal notification. This serves as a warning that the Student's academic performance must improve, or they may be required to withdraw from the Program.
- b) Students are required to repeat any "Probation Level" courses to obtain a CGPA of 3.0 for graduation.
- c) A Student who receives a grade of "F" on a Course must repeat that Course within the next two Terms within the EMBA or MBA Program.
- d) A Student who receives a second grade of "F" on any Course, even if the first grade of "F" has been rectified by repeating the Course, will be removed from the Program.
- e) When removed from the Program, a Student is not permitted to register for any Graduate Courses at the University for a 12-month period.

8. Undergraduate Programs:

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	Exceeding Expectations
A	4.0	85-89	
A-	3.7	80-84	
B+	3.3	77-79	Meeting Expectations
B	3.0	73-76	
B-	2.7	70-72	Meeting Minimum Expectations
C+	2.3	65-69	
C	2.0	60-64	
C-	1.7	55-59	Probation Level
D	1.3	50-54	
F	0.0	0-49	Failure

8.1. Standards for Undergraduate Program Completion:

- a) To graduate from the Program and earn a Credential, Students must maintain a minimum CGPA in their Program as set out in the following table:

Minimum Grade Point Average by Program:	GPA	Percentage
Bachelor Degree	2.0	60
Associate Degree	2.0	60
Diploma:		
Disability Management	N/A	70
Safety Health and Environmental Management (SHEM)	N/A	70
Certificate:		
Disability Management	N/A	60
Ergonomics / Advanced	N/A	70
Health, Safety, and Environmental Systems (COHSES)	N/A	60

8.2. Undergraduate Academic Progression

- a) In order to maintain good academic standing, Students must maintain a Cumulative Grade Point Average of 2.0 for all Courses taken at the University.

8.3. Undergraduate Academic Probation

- a) Students whose cumulative GPA falls below the required threshold at the end of a grading period will be placed on academic probation and notified formally.
- b) They must enrol in at least one academic course per term and have a maximum of three (3) academic terms to improve their GPA.
- c) Failure to meet the GPA requirement within this period or failure to enrol in the required minimum coursework will result in removal from the program.
- d) Students removed from the program may reapply after 12 months

8.4. Course Repetition and Program Removal

- a) Students who receive a grade of 'F' must retake the course at the next available offering. The failing grade will be replaced by the new grade on the transcript.
- b) If a student receives a second 'F' in the same course, they will be removed from the program for a period of 6 to 12 months.

9. Transcript Notations:

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

10. Grades vs. Scores

- 10.1. Grades should always be based on the approved grade scales. However, Students may find that on any one evaluation, they may receive a numerical or letter grade that reflects the score achieved on the test or assignment.

11. Grade Reporting

- 11.1. Grades will be assigned according to the numerical scale of grades referred to in the grade scale within this Policy.
- 11.2. 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 applicable, for all Courses;
 - course weight values;
 - transfer credits granted;
 - a comprehensive guide explaining all grades and symbols used on the transcript.

12. Grading Procedures

- 12.1. To ensure that the evaluation method in every Course reflects appropriate academic standards and fairness to Students, regulations governing classroom procedures must be consistent with the practices below.
- 12.2. 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.
- 12.3. As early as possible in each course, the Course Instructor shall make available to the class a Course Syllabus including the methods by which Student performance shall be evaluated. This should include the types of Course Work and the relative weight of each piece of Course Work in relation to the overall score, and the timing of each major evaluation.

- a) After the evaluation methods have been made known, the Course Instructor may not change them or their relative weight without the consent of at least a simple majority of the Students enrolled in the Course. Any changes shall be reported to the University administration.
- b) Student performance in a Course shall be assessed on more than one occasion. No one piece of Course Work should have a value of more than 50% of the grade. Exemptions may be determined by the University administration.
- c) Commentary on assessed Coursework and time for discussion shall be made available to Students.

13. Procedures in the Event of Disruptions

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

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

13.2. Procedures

- a) The Provost and Vice-President, Academic 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 Council regarding the implementation of the procedures and changes to the status of the Programs.
- b) Course Instructors responsible for disrupted Courses shall determine, as the disruption proceeds, whether any changes to procedures are needed to complete the Course.
- c) Changes to the procedures should, where possible, be discussed with Students to determine the extent of impact such change might pose concerning the conveniences of Students and the fulfillment of Course and/or lesson objectives.
- d) The Course Instructor, after the class discussion, will provide the Provost and Vice-President, Academic with a description of the procedural changes being employed and the ancillary impacts anticipated.
- e) Students must be kept informed of changes to procedures. This may be done by circulating the changes in the message forum, telephone, and/or email.
- f) Where a declared disruption occurs in a specific Course after the last date to drop courses for the academic Term, Students who do not wish to complete the course(s) during that Term may, prior to the last day of classes, withdraw without academic penalty. Such Students shall receive a full refund of the tuition fee for the Course.
- g) 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 Work, or provision of make-up tests shall be made and reasonable alternative access to material covered should be provided.
- h) A Student who considers that a disruption has unreasonably affected their grade in a Course may appeal the grade following the procedures as set out in the University's

Policy on Grade Review and Appeals. If the appeal is approved, the Student's original grade will be replaced accordingly.

14. Conflict of Interest

- 14.1.** Where the Course Instructor 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 Provost and Vice-President, Academic who shall take steps to ensure fairness and objectivity.

Monitoring and Review


- 15.** This Policy will be reviewed as necessary and at least every five years. The Policy Owner, or successor thereof, is responsible for monitoring and reviewing this Policy.

Relevant Legislation

- 16.** This section intentionally left blank.

Related Policy Instruments

- 17.** Policy on Registration, Student Classification, and Change of Status
Policy on Grade Review and Appeals

 UNIVERSITY OF FREDERICTON	Policy on Program Review Policy Number: ACD012
Category: Approving Authority: Policy Owner: Approval Date: Revised Date: Next Review Date: Supersedes (all):	Academic Board of Directors on the recommendation of the Academic Council Provost and Vice-President, Academic 202503 202503 203003 A-18 Policy on Program Review

Purpose

1. The purpose of this Policy is to establish the process for Program reviews.

Program reviews ensure that:

- a) All academic Programs reflect current developments and remain relevant to both current and future labour market needs
- b) All academic Programs meet the quality assurance standards set by the Department of Post-Secondary Education, Training and Labour and relevant accreditation bodies.
- c) Opportunities for improvement and further development are identified, reviewed, and executed.
- d) Stakeholders, including Faculty Members, Students, and industry representatives, have an opportunity to provide feedback on the quality of Programs.

Definitions

2. For the purposes of this Policy, the definitions in the Glossary of Terms apply. The following definition also applies:

“Program Review” means a comprehensive, multi-stakeholder evaluation of an academic program conducted at least every five years.

Scope and Authority

3. This Policy applies to all academic Programs offered by the University of Fredericton.
4. The Provost and Vice-President, Academic, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

Policy

5. All University of Fredericton academic Programs are expected to reflect high academic standards. This will be accomplished through Program reviews. These reviews facilitate improvements to Program quality and effectiveness, providing a basis for Program planning and development that is consistent with the University of Fredericton’s strategic objectives and mission statement.
 - 5.1. The Programs offered by the University of Fredericton will be the subject of a comprehensive, multi-stakeholder Program review at least every five years.

- 5.2. The Program review will be carried out by the Assistant
 - 5.3. Academic Quality and Strategic Enhancement in consultation with the relevant program committees, the Program Chair, the Dean of Programs, Faculty Members, and administration.
 - 5.4. Each Program review will involve input from external reviewers who are not regular University Member and who have not been employed by the University for at least five years.
 - 5.5. A review will normally be completed within eight calendar months.
 - 5.6. The results of the institutional review will be delivered to the University's Academic Council and Board of Directors for consideration.
 - 5.7. Program reviews must be carried out in a cost-effective and timely manner and demonstrate that they contribute to the quality of the Program.
6. The timelines referenced here for Program review are in some cases shorter than is typical, but the University believes that accountability in the delivery of education requires a bias toward action.

7. Responsibilities

- 7.1. The Provost and Vice-President, Academic is responsible for:
 - a) Ensuring the completion of Program reviews within five (5) year cycles.
 - b) Submitting results to the Academic Council and Board of Directors, and providing appropriate documentation to the Department of Post-Secondary Education, Training and Labour.
- 7.2. Assistant Provost for Academic Quality and Strategic Enhancement
 - a) Maintaining the schedule for Program reviews.
 - b) Supporting the Dean of Programs through the review process.
- 7.3. The Dean of Programs is responsible for:
 - a) The commissioning of qualified external reviewers to assess and report on the quality of the academic Program, Student experiences, and Program learning outcomes.
- 1.2. The Program Chair is responsible for:
 - a) Developing the internal Self-Study in accordance with established procedures and timelines.
 - b) Ensuring inclusion and input from stakeholders, including but not limited to Faculty Members, Staff Members, Students, and Professional Advisory Committee members (PAC).
- 7.4. The Registrar is responsible for:
 - a) Maintaining the public website with the results of reviews.

8. Exceptions and Contingencies

- 8.1. In exceptional circumstances, such as the introduction of new programs or during extraordinary events, deviations from the standard review cycle may be permitted. Any such exceptions must be documented and approved by the Provost and Vice-President, Academic.

9. Compliance and Enforcement

- 9.1. Compliance with this Policy is mandatory for all academic programs. The Assistant Provost for Academic Quality and Strategic Enhancement will monitor adherence to the review cycle, and any instances of non-compliance will be reported to the Provost and Vice-President, Academic.

10. Associated Documents

- 10.1. In association with this Policy and in accordance with the standards and criteria outlined by the Maritime Provinces Higher Education Commission (MPHEC), the University will:
- a) Develop a Self-Study.
 - b) Conduct a review by a panel of external experts, with recommendations outlined in the report.
 - c) Formulate a program response and Summary Report outlining the University's response to the external reviewers and actions to address recommendations with estimated timelines. The Summary Report will be made publicly available on the University's website.
 - d) Issue follow-up reports to the appropriate governance entities outlining progress on addressing recommendations.

Monitoring and Review

11. This Policy will be reviewed as necessary and at least every five years. The Policy Owner, or successor thereof, is responsible to monitor and review this Policy.

Relevant Legislation

12. This section intentionally left blank.

Related Policy Instruments

13. Policy Framework



**UNIVERSITY OF
FREDERICTON**

Policy on Registration, Student Classification, and Change of Status

Policy Number: ACD013

Category:	Academic
Approving Authority:	Board of Directors on the recommendation of the Academic Council
Policy Owner:	Provost and Vice-President, Academic
Approval Date:	202503
Revised Date:	202503
Next Review Date:	203003
Supersedes (all):	AU-03 Policy on the Classification of Students, AU-14 Policy on Registration, A-20 Policy on Registration, A-28 Policy on Classification of Students, AU-19 Policy On Withdrawal, on-Leave and Re-Admission, A-26 Policy on Withdrawal, On-Leave, On-Hold and Re-Admission

Purpose

1. The purpose of this Policy is to establish a process and consistent terminology to define and change Student status on the Official Student Record and Transcript.

Definitions

2. For the purposes of this Policy, the definitions in the Glossary of Terms apply.

Scope and Authority

3. This Policy applies to all Students at the University, and Faculty Members and Staff Members determining an individual's status and classification of all Students at the University.
4. The Provost and Vice-President, Academic, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

Policy

5. Classification Standards

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

- 5.1. A **regular/active Student** has met the requirements for admission, or the minimum average requirements for continuation in their program of studies, and is actively enrolled.
- 5.2. 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
- 5.3. A **visiting Student** is one who registers and takes Courses for credit for the purpose of transferring the credit to the university at which they were previously registered. The visiting Student will pay regular tuition and library fees.
- 5.4. 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. An audit Student is not 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.
- 5.5. An **academic probation** Student has shown unsatisfactory progress at the conclusion of the previous term by not attaining the appropriate grade point average.
- 5.6. 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.
- 5.7. An **on-leave Student** is one who has chosen to leave the Program for up to twelve (12) months.
- 5.8. A **deferred-start** occurs when an Applicant has been accepted to their program of choice, but has requested a deferred start date within one year. Following one year, should the Applicant not indicate to that they will begin their Program, the application will be destroyed.
- 5.9. A **withdrawn-Student** Student has withdrawn voluntarily from a course or program. The status of the Student is noted as Withdrawn on the transcript.
- 5.10. A **withdrawn-forced** Student has been forced to withdraw from the program.
- Withdrawn-forced – Academic: applies to a Student with inadequate academic progress, or dismissal for violation of academic policies.
 - Withdrawn - non-contact: applies to a Student who has failed to register for courses for three consecutive terms and has been contacted in writing and on the telephone by the University, but has been unresponsive.
 - Withdrawn - financial: applies to a Student who has not paid for their course and may not continue in the program.
- The status of the Student is noted as Withdrawn Forced on the transcript.
- 5.11. 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. The status of the Student is noted as Withdrawn Forced on the transcript.

6. Requirements for Registered status

- 6.1. The status of being in the registered status in an academic Term as a Student shall be achieved by meeting criteria determined by the University from time to time, and shall require that an individual:
- satisfy the academic requirements for enrolment in a chosen Program,
 - be enrolled in a Program for credit,

- 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, or
- has been granted and designated as a non-degree enrollee.

7. Interpretation Guidelines

- 7.1.** The decision of whether and when a Student is registered shall be made by the Registrar, or designate, and governed by this Policy.
- 7.2.** 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 an individual's registration, a question arises as to whether the individual has the qualifications to be enrolled, the individual shall be deemed to be registered until a decision is rendered.
 - 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:
 - other significant payments to the University made within the current Term;
 - significant participation in the Program in which the Student is enrolled.
- 7.3.** In each case where the University exercises discretion as contemplated in Section 7 hereof, a note of the decision and the basis therefore shall be made in the Student's file.

8. Procedures for changing Student Status

8.1. Course Withdrawal Process

- a)** Official withdrawal occurs when a Student has submitted a Course Withdrawal Form before 60% of the course has elapsed (week 5 of an 8-week course). A grade of "W" will appear on the Student's record or transcript, indicating that the Student has officially withdrawn from a Course, but will not be included in calculating the Student's CGPA.
- b)** If the Course Withdrawal Form is not submitted and Course Work 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 Student's CGPA.
- c)** Refunds will be applied in accordance with the Policy on Tuition Payment, Refunds and Collection.

8.2. On-Hold Process

- a)** A Student may ask Student Services to go 'on-hold' status up to a maximum of three Terms. A Student must complete the On-Hold Form to confirm their Student status prior to going on hold.
- b)** Students do not pay tuition fees for the on-hold period.
- c)** Repayment of certain scholarships may be required (repayment amounts are calculated in accordance with the Policy on Tuition Payment, Refunds and Collection. On-Hold status may also have an effect on other types of funding (i.e. student loan).

8.3. On-Leave Process

- a) 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 Program) or temporary financial difficulties.
- b) When a Student goes On-leave, a notation is placed on their file. 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.
- A Student must complete the On-Leave Form to confirm their Student status prior to going on leave.
- Requests for on-leave status must normally be received six weeks prior to the term in which the Student wishes to become on-leave. In exceptional, sudden, situations where six weeks' notice cannot be provided, a request must be made as soon as possible. Such requests will be considered on a case-by-case basis.
- 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 for up to one year in duration.
- 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 on-leave period.
- Repayment of certain scholarships may be required (repayment amounts are calculated in accordance with the Policy on Tuition Payment, Refunds and Collection. On-leave status may also have an effect on other types of funding (i.e. student loan).
- Following the one year of leave, the Student may be required to submit an updated resume if their employment has changed.

8.4. Voluntary Program Withdrawal Process

- a) It is important that Students inform Student Services of their decision to withdraw from the Program. Once a Student has withdrawn from their 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.
- b) Voluntary withdrawal may require the repayment of certain loans (i.e. student loan).
- c) Once the withdrawal has been approved and processed, any eligible refund will be authorized according to the published Policy on Tuition Payment, Refunds and Collection.

8.5. Readmission Process

- a) If a Former Student in good financial and academic standing (i.e., in "withdrawn-Student" status) wishes to resume their studies, they can connect with the University administration to determine next steps.
- b) 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).

- c) 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.

Monitoring and Review

- 9. This Policy will be reviewed as necessary and at least every five years. The Policy Owner, or successor thereof, is responsible for monitoring and reviewing this Policy.

Relevant Legislation

- 10. This section intentionally left blank.

Related Policy Instruments

- 11. Policy on Academic Progression, Probation and Grading
Policy on Tuition Payment, Refunds, and Collection



Category:	Academic
Approving Authority:	Board of Directors on the recommendation of the Academic Council
Policy Owner:	Provost and Vice-President, Academic
Approval Date:	202503
Revised Date:	202503
Next Review Date:	203003
Supersedes (all):	AU-21 Policy on Accommodating Students with Disabilities, A-30 Policy on Accommodating Students with Disabilities

Purpose

1. The purpose of this Policy is to promote and support Accessible Education and Accessible Learning for Students at the University of Fredericton.

Definitions

2. For the purposes of this Policy, the definitions in the Glossary of Terms apply. The following definitions also apply:

“Academic Accommodations” mean specific measures to permit Students with disability-related functional limitations to participate in academic activities fully and actively.

“Academic Consideration” means the consideration afforded a Student, outside of an Accommodation Plan, in limited and temporary circumstances to accommodate a Student request.

“Accessible Education” means the conscious design of devices, services, products, or environments to create barrier-free access for Students with disabilities. This includes the process of designing courses and developing a teaching style to meet the needs of people from a variety of backgrounds, abilities and learning styles.

“Accessible Learning” means Student learning that is facilitated by the provision of Academic Accommodations.

“Accommodation Plan” means a written document recording an individual Student’s Academic Accommodations.

“Disability” means:

As defined by the New Brunswick Human Rights Act, Section 10(1):

1. any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
2. a condition of mental impairment or a developmental disability,

3. a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
4. a mental disorder, or
5. an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

“Duty to Accommodate” means a procedural duty informed by the principles of respect for dignity, individualization, integration and full participation, to assess the Academic Accommodations needed by a Student to allow the Student to fully participate in academic activities, and a substantive duty to provide the Academic Accommodations needed by the Student.

“Duty to Inquire” means the duty to ask whether there may be a relationship between an undisclosed disability and a Student’s behaviour or performance. The objective of making an inquiry is to determine whether the Student has needs arising from a disability and to offer accommodation. The duty to inquire is an exception to the general requirement that Students seeking accommodation are to notify the institution of their need for accommodation and arises out of a recognition that the functional limitations associated with some disabilities may interfere with or limit a Student’s ability to request accommodation.

“Essential Academic Requirements” means the core and essential skills and knowledge a Student must acquire and demonstrate to fulfil the learning outcomes of a course or program.

“Interim Accommodation” means temporary Academic Accommodations provided for a reasonable period while developing an Accommodation Plan or waiting for information necessary to develop an Accommodation Plan.

“Medical Documentation” means documents that meet the following:

1. are from a registered health care practitioner qualified to diagnose and assess functional limitations arising from a disability
2. are not outdated
3. are based on a thorough and professionally appropriate assessment by the health care practitioner, and
4. that provide the necessary information to allow the assessment of Student accommodation needs (at a minimum the documents must verify a Student’s disability, the impact of the disability and/or functional limitations arising from the disability).

“Reasonable Accommodation” means Academic Accommodation that does not lower academic requirements or compromise the skills or knowledge necessary to be admitted to or graduate from a program, or to take and/or pass a class, course or program.

“Retroactive Accommodation” means Accommodation requested after a scheduled course assessment has taken place where the request arises because the Student’s performance on the assessment has been materially and negatively affected by the Student’s disability-related functional limitations.

“Temporary Accommodation(s)” means Reasonable Accommodations for Students with functional limitations arising from a Disability that is time limited.

“Undue Hardship” means a threshold that, if met, would excuse the University from fulfilling its duty to accommodate. Undue Hardship can be demonstrated only by reference to cost, outside sources of funding, if any, and health and safety requirements, if any. The onus of proving undue hardship based on objective evidence is the University’s.

Scope and Authority

3. This Policy applies to Students of the University and Faculty Members and Staff Members with responsibilities for putting Academic Accommodations into place.
4. The Provost and Vice-President, Academic, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

Policy

5. The University commits to providing Accessible Education and Accessible Learning to Students.

6. Responsibilities of Student

Students will:

- 6.1. complete the Accommodation Request Form and submit it to Student Services upon enrolment or upon discovery of a Disability.
- 6.2. provide appropriate Medical Documentation to support a request for Accommodation.
- 6.3. ensure that Accommodations requested are specific to the functional limitations arising from the Disability, i.e. extra time required on examinations.

7. Roles and Responsibilities of the University

The University will:

- 7.1. maintain confidentiality and privacy of Student personal information as required by applicable law.
- 7.2. communicate, consult, and collaborate with Course Instructors about the accommodation and support needs of Students.
- 7.3. provide documentation detailing required accommodation to each of a Student's Course Instructors at the beginning of each Term.
- 7.4. advocate on behalf of Students with identified disabilities set out on an Accommodation Request Form.
- 7.5. ensure that the University has the information it needs to provide appropriate Accommodation.
- 7.6. provide information, education, and support to Faculty Members and Staff Members to educate them on the needs of Students with Disabilities.

8. Roles and Responsibilities of Course Instructors

Course Instructors will:

- 8.1. comply with the University's "duty to accommodate" under the New Brunswick Human Rights Act.
- 8.2. review and honour accommodation requests provided by the University for individual Students.
- 8.3. consult and collaborate with Student Services Staff Members about individual Student Accommodations and support needs, whenever necessary.

9. Conflict Resolution

- 9.1.** Student Concerns: If after working with their Course Instructor, a Student (either personally or through their parent/guardian) has a concern with an Accommodation Plan or with the implementation of the Plan, the Student may write to the Registrar, which will ensure the matter is promptly reviewed and who will try to effect a resolution with the Student and any Course Instructor or other Employee involved.
- 9.2.** Failing a resolution of a Student concern, a Student may initiate an Appeal process per the University Policy on Appeals. If the Appeal process does not address the concern, the Student may file a complaint under the *Human Rights Policy and Procedures*.

Monitoring and Review


- 10.** This Policy will be reviewed as necessary and at least every five years. The Policy Owner, or successor thereof, is responsible for monitoring and reviewing this Policy.

Relevant Legislation

- 11.** Human Rights Act

Related Policy Instruments

- 12.** This section intentionally left blank.

 UNIVERSITY OF FREDERICTON	Policy on Tuition Payment, Refunds, and Collection Policy Number: ACD015
Category: Approving Authority: Policy Owner: Approval Date: Revised Date: Next Review Date: Supersedes (all):	Academic Board of Directors on the recommendation of the Academic Council Provost and Vice-President, Academic 202503 202503 203003 A-24 Policy on Tuition and Collection, A-19 Policy on Refunds, AU-17 Policy on Tuition and Collection, AU-13 Policy on Refunds

Purpose

1. The purpose of this Policy is to establish conditions to regulate the payment and refund of tuition and fees.

Definitions

2. For the purposes of this Policy, the definitions in the Glossary of Terms apply.

Scope and Authority

3. This Policy applies to all fees and charges payable to the University by Students and Former Students for the provision of services.
4. The Provost and Vice-President, Academic, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

Policy

5. Students may arrange for payment of tuition by installment (lump sum) or course-at-a-time. Tuition fees are payable in Canadian dollars.

6. Responsibility

- 6.1. It is the responsibility of the Student to keep their 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 Courses or require withdrawal from the Course if satisfactory arrangements to clear outstanding debts are not made.
- 6.2. If a Student withdraws from a Program, the withdrawal date will be the date from which the Student notifies Student Services in writing (email) of their intention to withdraw by submitting a completed Withdrawal Form. An assessment and tuition adjustment will be made for Students who withdraw from a Program of study. This may result in a revised invoice requiring payment or a refund, as set out in Sections 12 to 14 regarding refunds.

7. Tuition and Fees

- 7.1. Tuition and fees are due on or before the start date of the Term. 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.

8. Sponsored Students Terms and Conditions

- 8.1. Students whose tuition and fees are to be paid by an employer, agency, student loan 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 into the Term.

9. General Payment Information

- 9.1. Payments can be made by credit card by contacting Financial Services.
- 9.2. Payment options are cheque, money order, Visa, or MasterCard.
- 9.3. Cheques and money orders must be made payable to the University of Fredericton and forwarded to the University address published on the University website (ufred.ca). For payment by cheque or money order, the Student's name, program and course code must be noted on the cheque.
- 9.4. NSF cheques will be assessed a handling fee of \$25 per occurrence.
- 9.5. 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 start date of the Term.
- 9.6. A receipt will be automatically generated and emailed to the email address on file for payments received.

10. Late Fees

- 10.1. Failure to pay tuition will result in a late fee of \$25 charged to the Student's account. Tuition is considered late if it has not been paid by the end of the University's working hours on the first day of the Term. The late fee will be automatically applied to the Student's account. Additional late charges of \$25 will be applied every 30 days.
- 10.2. In exceptional circumstances where a Student registers late for a Course, days are counted starting from the date of registration, not the first day of the Term.

11. Delinquent Account Penalties

- 11.1. 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. Access to the online campus may also be deactivated as a 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.

12. Refunds of Tuition

- 12.1.** 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 Policy on Tuition Payment, Refunds, and Collection is set to allow Students to receive a prorated refund of their tuition fee when they withdraw from a Course before a set date in the Term.
- 12.2.** Ceasing to attend lectures or notifying the instructor without submitting a Withdrawal Form does not constitute an official withdrawal.

13. Refund Parameters and Conditions

- 13.1.** A Withdrawal Form must be completed and submitted to Student Services in order to officially withdraw from a Course or Program. The date the form is received is considered the withdrawal date. Ceasing to attend lectures or notifying the Course Instructor without submitting a Withdrawal Form does not constitute an official withdrawal.
- 13.2.** This Policy establishes a deadline to withdraw with a full refund (less a \$75 administration fee) as well as a deadline to withdraw with a partial refund (50% of tuition less a \$75 administration fee). The date of the deadline differs depending on the Program and the length of the Term.
- 13.3.** The Withdrawal Form must be received by Student Services prior to Sunday at 11:59pm Eastern time.
- 13.4.** In the case of a Program withdrawal where a Student has pre-paid for additional Courses beyond the currently enrolled Course, a full refund of tuition related to future Courses will be made without any additional administrative fee.
- 13.5.** Any payment of refunds to the Student will be made in the manner in which it was paid. Any portion of the tuition paid by a scholarship will be returned to the scholarship provider.
- 13.6.** 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.
- 13.7.** In the cases of a Student's death during a Course, a full refund will be granted to the Student's estate.
- 13.8.** Refunds will not be processed for Students under 'withdrawn' status.

14. Withdrawal Deadlines and Refund Calculations

The table below establishes the deadlines to withdraw for various Term lengths and Programs. The deadline to withdraw is Sunday at 11:59 pm Eastern Time before the designated week. The withdrawal form must be received by this time to obtain the indicated percentage of tuition refunded.

- 14.1.** The following refund schedule applies to the Executive Master of Business Administration Program (7-week courses) and instructor-led certificate and diploma Programs.

Week of Term	Percentage of Tuition Refunded
Week 1 & 2	100% refund \$75 Administration fee
Week 3	50% refund \$75 Administration fee
Week 4 to end of term	No refund will be issued

- 14.2.** The following refund schedule applies to the Master of Business Administration Program (11-week courses)

Week of Term	Percentage of Tuition Refunded
Week 1 & 2	100% refund \$75 Administration fee
Week 3 & 4	50% refund \$75 Administration fee
Week 5 to end of term	No refund will be issued

- 14.3.** The following refund schedule applies to the undergraduate Programs.

Week of Term	Percentage of Tuition Refunded
Week 1	50% refund \$75 Administration fee
Week 2	No refund will be issued

- 14.4.** Refunds will not be issued for:
- self-paced courses/programs
 - ancillary fees

Monitoring and Review


- 15.** This Policy will be reviewed as necessary and at least every five years. The Policy Owner, or successor thereof, is responsible for monitoring and reviewing this Policy.

Relevant Legislation

- 16.** This section intentionally left blank.

Related Policy Instruments

- 17.** Policy on Registration, Student Classification, and Change of Status

 UNIVERSITY OF FREDERICTON	Policy on Intellectual Property Policy Number: ACD016
Category: Approving Authority: Policy Owner: Approval Date: Revised Date: Next Review Date: Supersedes (all):	Academic Board of Directors on the recommendation of the Academic Council Provost and Vice-President, Academic 202503 202503 203003 A-25 Policy on Intellectual Property, AU-18 Policy on Intellectual Property

Purpose

1. The purpose of this Policy is to set out the University's approach to sharing, protecting and commercializing Intellectual Property.

Definitions

2. For the purposes of this Policy, the definitions in the Glossary of Terms apply. The following definitions also apply:

"Commercialization" or "Commercialize" means a complex of activities with the goal of financial return.

"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.

Scope and Authority

3. This Policy applies to all Intellectual Property written or created by a Faculty Member, Staff Member, Student, volunteer, contractor, fee-for-service individual, or Student participating in paid work activity at the University, in the course of University-related activities and/or through the use of University Resources.
4. The Provost and Vice-President, Academic, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

Policy

5. The University's primary mission is to create, preserve, and extend knowledge that will benefit individuals, organizations, institutions, and the general society.
6. Intellectual Property is the product generated by a cooperative relationship between the University and Faculty Members, Staff Members, Students, volunteers, contractors, fee-for-service individuals, or Students participating in paid work activity at the University, which is derived from the creative energies of the individuals and fostered by the academic community and University environment, including resources provided by the University.

7. 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.
8. Intellectual property developed by Staff Members in the course of their assigned duties and responsibilities is the property of the University.
9. Intellectual property developed by a Student in the course of their Program at the University remains the property of the Student, with the following exceptions:
 - 9.1. Students who participate in the required Capstone or Integration Project coursework under the auspices of the University and who, in the conduct of that Course Work, 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.
 - 9.2. Students who participate in research projects (other than the Capstone or Integration Project Course Work) under the auspices of the University, and in the course of those projects, conceive or develop potentially patentable inventions, discoveries, or creations shall share that intellectual property with the University.
10. No University Faculty Member, Staff Member, Student, volunteer, contractor, fee-for-service individual, or Student participating in paid work activity at 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 individuals at the University, including intellectual property in which the University and the member have a joint interest and ownership, without the approval of the Provost and Vice-President, Academic and the agreement of other such members.
 - 10.1. Requests for deviations from this Policy provision (10) in the context of individual Research Agreements, Contracts or professional service agreements shall be submitted to the Provost and Vice-President, Academic for approval.
11. Institutional Support: The University will provide Faculty Members, Staff Members, Students, volunteers, contractors, fee-for-service individuals, and Students participating in paid work activity at the University with support through which Intellectual Property potentials may be assessed, royalties negotiated, and benefits realized.

Monitoring and Review


12. This Policy will be reviewed as necessary and at least every five years. The Policy Owner, or successor thereof, is responsible for monitoring and reviewing this Policy.

Relevant Legislation

13. This section intentionally left blank.

Related Policy Instruments

14. Policy on Research Contracting

 UNIVERSITY OF FREDERICTON	Policy on Course Extensions Policy Number: ACD017
Category: Approving Authority: Policy Owner: Approval Date: Revised Date: Next Review Date: Supersedes (all):	Academic Board of Directors on the recommendation of the Academic Council Provost and Vice-President, Academic 202503 202503 203003 AU-20 Policy on Course Extensions, A-27 Policy on Course Extensions

Purpose

1. The purpose of this Policy is to set out a fair and consistent process for Students to request an extension to deadlines for completion of Coursework in a Course.

Definitions

2. For the purposes of this Policy, the definitions in the Glossary of Terms apply.

Scope and Authority

3. This Policy applies to Students and Course Instructors.
4. The Provost and Vice-President, Academic, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

Policy

5. Courses are structured in a scheduled format with deadlines for the completion of Coursework and grade submission by Course Instructors for all Courses taught in each of the University's 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, request consideration for an extension to modify the deadline and complete Coursework after the dates established by the Course Instructor.

6. Petitions for Extensions to Complete Coursework

- 6.1. The authority to grant an extension for the deadline for completion of Coursework in a Course is the Course Instructor. If a Student requires an extension beyond the deadline in a Course, or following the end date of a Course, the Student is required to petition the Course Instructor for the extension.
- 6.2. The deadline for requesting an initial extension is the deadline for completion of Coursework.
- 6.3. A Student who has been granted an extension who is unable to complete the required Coursework in the extension period specified by the Course Instructor may apply to the Program

Chair 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.

- 6.4.** If the extension is outside of the Term dates, a Student on extension may continue into their next Term while completing the requirements for a Course in the previous Term.

7. Grounds for Extensions

- 7.1.** Legitimate reasons for an extension can be academic or non-academic in nature and a request for extension should be accompanied by supporting documentation. In order to ensure as much uniformity and fairness as possible in the granting of extensions (or continuations of extensions), the Course Instructor and the Program Chair (in case that continuation of the extension is needed) for the course must be reasonably certain that:

- a) the reasons for the delay are both serious and substantiated. The Student will provide a statement detailing the reasons;
- b) the Student would not be granted an unfair academic advantage over fellow Students in the Course;
- c) Where the extenuating circumstances for the delay is Section(s) 7.2 a), b) or c) below, a medical note is provided;
- d) the Student would not be placing in jeopardy the normal and satisfactory completion of new Coursework; and
- e) the Student has a reasonable chance of completing outstanding requirements within the time to be allotted.

- 7.2.** Some examples of extenuating circumstances would be:

- a) Serious injury (e.g. broken bones, concussion, hospitalization); Short-term physical or mental illness (e.g. stomach flu, COVID, pneumonia);
- b) Medical treatment (e.g. surgery or other procedure);
- c) Bereavement (e.g. death of family member or close friend);
- d) Serious injury or illness of family member;
- e) Court Dates;
- f) Emergency event (e.g. evacuations due to fire, flood, or other event); or
- g) Serving in emergency or Reserve Forces (e.g. Firefighter sent to another location to fight fires).

- 7.3.** Extenuating Circumstances do NOT include:

- a) Busy season at work;
- b) Custody schedules;
- c) Family events (wedding, vacations, etc.);
- d) Competing commitments (volunteering, extra-curricular activities); or
- e) Chronic technological difficulties (lack of internet access, persistent computer hardware/software failure).

8. Time Limits for Extensions

- 8.1.** If the Course Instructor grants an extension, it may not run beyond one week following the end date of the Course.
- 8.2.** If deemed necessary, the Program Chair 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 one week (total of two weeks following the end date of the Course).

9. Grade-Reporting Procedures

- 9.1.** The Course Instructor will assign the temporary grade report of 'IN' ('Incomplete') to a Student who has been granted an extension, pending receipt and Grading of the Coursework. The final grade report will take the form either of a regular grade or of the non-grade report 'IN' ('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 'IN' will be replaced by "F." This will be a permanent transcript entry.

10. Extension Notification

- 10.1.** Course Instructors are to notify the Program Chair if an extension has been granted no later than the original deadlines for submitting grades for the relevant Courses. In case of continuations, the Program Chair is to notify the Course Instructor and 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.

Monitoring and Review


- 11.** This Policy will be reviewed as necessary and at least every five years. The Policy Owner, or successor thereof, is responsible for monitoring and reviewing this Policy.

Relevant Legislation

- 12.** This section intentionally left blank.

Related Policy Instruments

- 13.** Policy on Appeals
Policy on Academic Progression, Probation and Grading

 UNIVERSITY OF FREDERICTON	Policy on Appeals Policy Number: ACD018
Category: Approving Authority: Policy Owner: Approval Date: Revised Date: Next Review Date: Supersedes (all):	Academic Board of Directors on the recommendation of the Academic Council Provost and Vice-President, Academic 202503 202503 203003 AU-04 Policy on Academic Appeals, A-01 Policy on Academic Appeals

Purpose

1. The purpose of this Policy is to provide a route for appeal of Decisions affecting Appellants where sufficient Grounds may exist.

Definitions

2. For the purposes of this Policy, the definitions in the Glossary of Terms apply. The following definitions also apply:

“Appeal Panel” or **“Appeal Officer”** means one or more individuals appointed to decide an Appeal, as specified by the Policy under which the original Decision was made.

“Appellant” means a Respondent that has submitted a notice of appeal under this Policy.

Scope and Authority

3. This Policy applies to requests for review of Decisions affecting Appellants.
4. The Provost and Vice-President, Academic, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

Policy

5. An Appeal will be heard by an Appeal Panel, consisting of one or more individuals, or by an Appeal Officer, as specified by the Policy under which the Decision was made.
 - 5.1. The Board, through the approval of Terms of Reference, will specify the composition and authority of the Appeal Panel for Academic matters. However, membership of the Appeal Panel will be selected by the Provost and Vice-President, Academic. Where the Provost and Vice-President, Academic was the Delegated Decision-Maker or a party to the Decision under Appeal, the President will establish the Panel and select the membership.
 - 5.2. The Policy under which the Decision was made will specify either the composition of the Appeal Panel or the appointment of an Appeal Officer for non-academic matters.
6. A Decision may be appealed only when an Appellant is able to establish that there are Grounds for the Appeal. Dissatisfaction with the outcome of the Decision or University policy or failure by an individual to abide by published deadlines is not sufficient Grounds for Appeal.

7. Appellant Status during an Appeal

- 7.1.** The Delegated Decision-Maker will determine if the penalty imposed will stay in effect until the completion of the Appeal proceedings. Where the Delegated Decision-Maker believes there are compelling reasons for the penalty imposed to stay in effect, they must communicate their decision to the Registrar and the Appeal Panel within five (5) working days of being notified of the Appeal.
- 7.2.** Where the Delegated Decision-Maker determines that the penalty imposed will stay in effect until the completion of the Appeal proceedings, the Delegated Decision-Maker must provide written reasons supporting this decision.
- 7.3.** Where the Delegated Decision-Maker determines that the penalty imposed will be held in abeyance until the completion of the Appeal proceedings, the Appellant may elect to proceed with their studies in the manner they see fit at their own risk, including but not limited to financial risk.
- 7.4.** Official transcripts will not be issued until the completion of the Appeal proceedings.

8. Initiating an Appeal

- 8.1.** A notice of appeal must be submitted in writing and must set out the specific Grounds on which the appeal is being made and provide a summary of evidence in support of these Grounds within ten (10) Working Days of the date of the Decision.
- 8.2.** Where the Appellant is a Student, the notice of appeal will be submitted to the Provost and Vice-President, Academic who will appoint an Appeal Panel, including one member appointed as Chair, to conduct a written hearing or manage an oral hearing.
- 8.3.** Where the Appellant is a Staff Member or Faculty Member, the notice of appeal will be submitted to the President, who will appoint an Appeal Panel, including one member appointed as Chair, to conduct a written hearing or manage an oral hearing.
- 8.4.** If, after considering the written submissions, the Appeal Panel finds that the case does not meet the Grounds for appeal set out in this Policy or that the appeal submission was received after the deadline for starting an appeal has passed and there has not been an approved request for an extension of time, the Appeal Panel will dismiss the Appeal within five (5) Working Days of receipt of the Appeal. Otherwise, an appeal hearing will be conducted in writing unless the Appeal Panel determines that an Oral Hearing is necessary.

9. Written Appeal Hearing

- 9.1.** The Appeal Panel will provide a copy of the notice of appeal and any new supporting evidence to the Delegated Decision-Maker.
- 9.2.** The Delegated Decision-Maker will have ten (10) Working Days to provide the Appeal Panel with a written response to the Appeal. A copy of the written response will be provided to the Appellant.
- 9.3.** The Appellant will have ten (10) Working Days to provide the Appeal Panel with a final written response. A copy of this response will be provided to the Delegated Decision-Maker.
- 9.4.** The Appeal Panel will normally issue a written decision to the Appellant and the Delegated Decision-Maker within ten (10) Working Days of their receipt of the Appellant's final written response. The decision will provide the reasons in support of the decision.
- 9.5.** The time limits specified under these procedures may be extended by the Appeal Panel at the request of the Appellant or the Delegated Decision-Maker, if reasonable Grounds are shown for the extension.

10. Oral Appeal Hearing

- 10.1.** If an Appeal is to proceed to an oral hearing, the Chair of the Appeal Panel will canvass the Appeal Panel Members to ascertain their availability and will then convene a date for the hearing.

11. Notice of Hearing

- 11.1.** The Appeal Panel shall give the Appellant, Appeal Panel, and Delegated Decision-Maker at least thirty (30) calendar days' notice of the hearing. The notice shall include: the date, time, place, and purpose of the hearing.

12. Hearing Procedure

- 12.1.** No less than ten (10) Working Days prior to the hearing, the Appellant will deliver to the Appeal Panel by email:
- a)** Any written submissions or documents not already included in the Appeal Submission;
 - b)** A list of persons attending as witnesses and a brief summary of each witness's intended evidence.
- 12.2.** No less than five (5) working days prior to the hearing, the responding Delegated Decision-Maker, will deliver to the Appeal Panel by email.
- a)** Any written submissions or documents not already included in the Responding Submission;
 - b)** A list of persons attending as witnesses and a brief summary of each witness's intended evidence.
- 12.3.** The Chair of the Appeal Panel will share submissions with the Appellant, the responding Delegated Decision-Maker and the members of the Appeal Panel.
- 12.4.** Appeal hearings are to be conducted in private. The Chair of the Appeal Panel may decide who may or may not be present at any stage of oral presentation, with the exception that the Appellant, the responding Decision-Maker, and their respective advisor or counsel cannot be excluded.
- 12.5.** The hearing shall be conducted by the Chair. At the commencement of the Hearing, the Chair will identify the parties and the members of the Appeal Panel.
- 12.6.** The Appellant or a representative will briefly describe the case to be presented, and provide factual support for the case through documentary evidence and testimony of the Appellant and any witnesses, if relevant.
- 12.7.** Where facts important to the decision of the Appeal are in dispute, the responding Decision-Maker may ask permission and, if appropriate, the Panel Chair may grant permission for the cross-examination of some or all witnesses. Where permission is granted, questioning of the Appellant and their witnesses by the responding Decision-Maker occurs at the close of each person's testimony.
- 12.8.** The responding Delegated Decision-Maker or a representative will briefly reply to the Appellant's case and provide facts in opposition to the case through documentary evidence and the testimony of witnesses, if relevant.
- 12.9.** Where facts important to the decision of the Appeal are in dispute, the Appellant may ask permission and, if appropriate, the Panel Chair may grant permission for the cross-examination

of some or all witnesses. Where permission is granted, questioning of the responding Delegated Decision-Maker and their witnesses by the Appellant occurs at the close of each person's testimony.

- 12.10. The Appellant and their Witnesses have the right to offer testimony or other evidence in reply to the issues raised in the responding Delegated Decision-Maker's case.
- 12.11. The Appeal Panel may ask questions at the conclusion of each person's statement or testimony or at the conclusion of the Appellant's or responding Delegated Decision-Maker's case. The Appeal Panel may also request copies of such documents mentioned in testimony as the Appeal Panel, at its discretion, sees fit.
- 12.12. Following the presentation of the Appellant's and the responding Delegated Decision-Maker's cases, each of the Appellant and the responding Delegated Decision-Maker may make brief closing statements to summarize the main points of their respective positions.
- 12.13. Following the foregoing steps, the parties will withdraw, and the Appeal Panel will move in-camera for its deliberations.

13. Outcome of a Hearing and Decision of the Appeal Panel

- 13.1. Where an Appeal proceeds to a Hearing, the Decision of the Appeal Panel.
- 13.2. The Decision will be in writing and will include the name(s) of the Appeal Panel and all who appeared, a summary of the issues on the Appeal, the decision, and reasons in support of the decision. Decisions are to be sent to the parties as soon as possible, normally within twenty (20) Working Days after the completion of the hearing.
- 13.3. In deciding an Appeal, the Appeal Panel may do one of the following:
 - a) Dismiss the Appeal and re-affirm the Decision under Appeal;
 - b) Accept the Appeal and overturn the Decision under Appeal;
 - c) Accept the Appeal and remit the matter back to the Delegated Decision-Maker with directions or recommendations; or
 - d) Accept the Appeal and implement the remedy deemed necessary and reasonable in the circumstances by the Appeal Panel.
- 13.4. Where an Appeal is accepted, the remedy determined by the Appeal Panel is not limited or restricted by or to the remedy or redress requested by the Appellant.
- 13.5. The Appeal Panel will notify the Delegated Decision-Maker and the Registrar of the outcome of the Appeal.

14. Time Limits

- 14.1. The time limits specified under these procedures may be extended by the Appeal Panel at the request of the Appellant or responding Delegated Decision-Maker, if reasonable Grounds are shown for the extension.

15. Amendments to the Procedures

- 15.1. To the extent that a procedural issue is not dealt with in these Procedures, or there is a request to amend these Procedures, the Chair shall have the power to issue procedural directions about the disposition of the individual Appeal in which the procedural issue has arisen.

Monitoring and Review


16. This Policy will be reviewed as necessary and at least every five years. The Policy Owner, or successor thereof, is responsible for monitoring and reviewing this Policy.

Relevant Legislation

17. This section intentionally left blank.

Related Policy Instruments

18. Policy on Fair Processes
Policy on Academic Integrity and Honesty
Policy on Ethical Conduct
Policy on Code of Student Conduct
Procedure to Investigate and Resolve Disputes

 UNIVERSITY OF FREDERICTON	Academic Appeal Panel - Terms of Reference Policy Number: ACD018-T
Category: Approving Authority: Policy Owner: Approval Date: Revised Date: Next Review Date: Supersedes (all):	Academic Board of Directors on the recommendation of the Academic Council Provost and Vice-President, Academic 202503 202503 203003 N/A

1. Purpose

The Academic Appeal Panel ("Panel") is an adjudicative body of Academic Council responsible for conducting and determining the outcome of appeals from Students arising from academic matters in accordance with the University's Policy on Appeals and Policy on Fair Processes.

2. Meetings

A Panel will be formed as needed throughout the year to consider appeals arising from academic matters. The Panel will conduct only non-public meetings, as it considers matters of a personal nature concerning individuals.

3. Establishment

A Panel will be established as needed, with membership to be selected by the Provost and Vice-President, Academic. Where the Provost and Vice-President, Academic was the Delegated Decision-Maker or a party to the Decision under Appeal, the President will establish the Panel and select the membership.

4. Membership

This Panel will normally be comprised of one (1) member and will hear appeals in writing in accordance with the University's Appeals Policy.

Where, at the discretion of the Provost and Vice-President, Academic, the nature of the Appeal is such that the principles of Administrative Fairness require an oral hearing to resolve, a panel of three (3) members will be selected.

5. Reporting

Decisions of the Panel, which are exceptions to established academic policy or the decision of the Delegated Decision-Maker, will be reported to the Academic Council.