



*Policy Manual*

**Policy Classification**

**Series**      **Category**  
[A](#)            **Academic**

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**Academic**

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## Glossary of Terms

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

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

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

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

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

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

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

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

**Term** – A period of time associated to the length of a course. This may apply to both synchronous and asynchronous programs. Currently established terms are in five (5), seven (7), and eleven (11) week increments.

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

**Withdrawn Student** - A student who has withdrawn voluntarily from a course or program.

**Withdrawn-forced Student** – A student who has been forced to withdraw from the program because of inadequate academic progress, or dismissal for violation of academic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

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## **1.0 Policy on Academic Appeals**

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

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

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

### **1.2 What happens when a grade is appealed.**

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

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

### **1.3 How to appeal a grade.**

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

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

### **1.4 Type of appeal.**

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

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

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

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

### **1.5 Process duration.**

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

### **1.6 Grade appeal fees.**

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

### **1.7 Results.**

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

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

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

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

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

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## **2.0 Policy on Academic Freedom**

The University of Fredericton's Academic Board approves the following policies with regard to academic freedom and responsibility:

- 2.1 Faculty members are entitled to freedom in the exercise of their various instructional responsibilities, such as mentoring students, conducting seminars and workshops, leading cluster meetings, etc., that contribute to the students' academic and professional maturity. However, it is understood that this freedom applies only to the product of the faculty member's scholarship. The Board does not endorse the introduction of personal opinions unsupported by scholarship or controversial views that have no relation to the subject, into any aspect of the faculty/student relationship.
- 2.2 The University of Fredericton faculty members are citizens, members of a learned profession, and representatives of the University. When they speak as citizens, they should be free of concern or censorship, but their special position within the community imposes special obligations. As persons of learning, and as representatives of the University, they should remember that the public may judge their profession and the University of Fredericton by their utterances. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not spokespersons for the University of Fredericton.
- 2.3 A faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties. Research under the aegis of the University of Fredericton for pecuniary gain and/or under conditions that would limit or prohibit communication of the results should be undertaken only with the prior agreement of the institute.

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Approval Date: 070402

Approved By: Academic Board

### **3.0 Policy on Academic Honesty**

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

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

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

#### **3.1 Summary of Offences**

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

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

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

- Submitting work prepared in whole or in part by another person and representing that work as one's own;
- Offering for sale essays or other assignments, in whole or in part, with the expectation that these works will be submitted by a student for appraisal;
- Preparing work in whole or in part, with the expectation that this work will be submitted by a student for appraisal.

### **3.2 Impersonation**

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

### **3.3 Plagiarism**

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

### **3.4 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:

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

### **3.5 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.

### **3.6 Abuse of Confidentiality**

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

### **3.7 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.

### **3.8 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.

### **3.9 Aiding and abetting**

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

### **3.10 Summary of Penalties for Academic Misconduct:**

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

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

### **3.11 Administrative Authority and Actions**

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

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

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

### **3.12 Factors Considered When Imposing Academic Penalties:**

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

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

Basic considerations include:

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

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

### **3.13 Procedures Governing Breach of Academic Honesty**

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

#### **3.13.1 Purpose**

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

#### **3.13.2 Jurisdiction**

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

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

### 3.13.3 Investigating Potential Academic Misconduct

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

- on assignments, term papers, essays, theses and dissertations, etc., the matter shall be reported to the appropriate course faculty member;
- on non-course work, the person discovering the potential breach of academic honesty, shall retain possession of the suspect material and provide a written report, together with any confiscated material, to the Dean's Office;
- in an examination, the invigilator in cases of suspected impersonation, shall ask the student concerned to remain after the examination and shall request appropriate identification or shall otherwise attempt to identify the student. In other cases of suspected breach of academic honesty the invigilator shall confiscate any suspect material. In all cases, the student will be allowed to complete the examination. The invigilator, if other than the course faculty member, shall give a full report, together with any confiscated material, to the course faculty member; and
- for research not conducted as part of a course, major research papers/projects, comprehensive examinations, theses and dissertations, person(s) suspecting potential academic dishonesty shall report the matter to the student's faculty member and, as appropriate, the Dean's Office.

### **3.14 Initiating an Investigation of Potential Academic Misconduct:**

When a faculty member directing a course, or having or sharing responsibility for a student's research, examination, or independent/directed study, becomes aware of a possible violation of academic honesty, it is the responsibility of the faculty member to forthwith notify the Dean's Office.

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

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

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

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

### **3.15 Exploratory Meeting at the Unit Level:**

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

The exploratory meeting will result in one of the following:

- 3.15.1 It is agreed by all parties that no breach of academic honesty occurred. No records of the matter shall be retained.
- 3.15.2 Agreement is reached that the apparent breach of academic honesty was unintentional or the result of student error. In such cases, informal remedial steps may be taken (such as requiring that the student—re-write an assignment, exam or essay or complete an academic honesty assignment) so that the student may correct the mistake and avoid its recurrence.

If the student wishes to admit to a breach of academic honesty, a document signed by the student and the faculty member which includes the admission, a summary of the matter and a joint submission as to penalty shall be forwarded to the Dean's Office which deals with allegations of breach of academic honesty. In such cases, the agreed-upon penalty shall not exceed failure in the course. The responsible faculty member receiving such a joint submission will normally impose the penalty suggested, but if it is of the opinion that some other penalty would be more appropriate, it shall arrange for a hearing of the matter, to which the student and faculty member will be invited.

If the student wishes to admit to a breach of academic honesty but no agreement is reached on recommended penalty, a document signed by the student and the faculty member, which includes the admission, a summary of the matter and individual submissions by the student and faculty member as to penalty shall be forwarded to the Dean's Office, which shall arrange a hearing of the matter, to which the student and faculty member will be invited.

- 3.15.3 If the student elects not to attend the meeting, and if those present find sufficient grounds to proceed with a charge of breach of academic honesty, a summary of the matter shall be recorded for the Dean's Office, whom shall arrange a hearing of the matter, to which the student and the faculty member will be invited.
- 3.15.4 If it is decided that sufficient grounds exist to proceed with a formal charge of academic misconduct and the student does not admit to this alleged breach of academic honesty, a formal charge shall be prepared and submitted to the Dean's Office. The charge shall contain a full, but concise, statement of the facts as perceived by the complainant and be accompanied by all available supporting evidence.

### **3.16 Formal Hearing at the Faculty Level:**

The Dean's Office shall give each party a written copy of the charge, a copy of the materials submitted by the faculty member which includes a summary of the evidence, a copy of the procedures to be followed

and not less than twenty-one (21) calendar days' written notice of the time and location of the hearing. If the student wishes to file a written response to the charge, it must be received within fourteen (14) calendar days of the date on which the charge was sent to the student. The Dean's Office will send a copy of the student's response to the charge to the faculty member. Both parties must inform the Dean's Office of their intention to call witnesses and file names of these witnesses at least seven (7) calendar days prior to the hearing.

Prior to the hearing, if a student acknowledges the accuracy of the charges, the student may waive the right to a hearing by submitting a written statement that both admits guilt and waives the right to a hearing.

In this statement, the student may make submissions as to the appropriate penalty and give reasons. If the faculty member submitting the charge concurs with the penalty recommendation of the student, a jointly signed submission will be forwarded to the Dean's Office. In such cases, the agreed-upon penalty shall not exceed failure in the course. Should the Dean's Office find that some other penalty would be more appropriate, it shall arrange for a hearing of the matter, to which the student and faculty member will be invited.

If the faculty member and student do not agree on a recommended penalty, individual submissions as to which penalty would be appropriate shall be made by the student and faculty member to the Dean's Office, which shall arrange a hearing of the matter, to which the student and faculty member will be invited.

Under normal situations the individuals in attendance at a formal hearing may include: the Dean's Office, a three-member assessment panel (appointed by the Dean's Office), a recording secretary, the case presenter, the student, each party's representative(s) / advisor(s) (who may be lawyers), and the witnesses may be present (physically or via appropriate technologies) at a hearing. . Witnesses shall be present at the hearing only while testifying. Exceptions to this policy may be made at the discretion of the Dean's Office. The Dean's Office shall arrange for a recording secretary to take notes of the hearing. A record prepared from these notes will constitute the official record of the proceedings. Parties may, if they wish, arrange for their own written record of the hearing to be taken. The Dean's Office has full authority to assure an orderly and expeditious hearing. Any person who disrupts a hearing, or who fails to adhere to the rulings of the hearing may be required to leave.

The assessment panel shall consider the facts and circumstances of the case and determine whether there has been a breach of academic honesty.

If a student fails to appear at a hearing after proper notice, the hearing may proceed, a decision may be made and sanctions may be imposed, unless the student can establish in advance of the hearing and to the satisfaction of the committee, that there are circumstances beyond her or his control which make an appearance impossible or unfairly burdensome.

Parties must be allowed a full and fair opportunity to present their evidence and to respond to the evidence presented against them. Parties are allowed to cross-examine each other's witnesses in matters related to the charge. The assessment panel has the discretion to make rulings as to admissibility of evidence or the suitability of cross-examination. The assessment panel is not bound by formal rules of evidence applicable in courts of law.

When the parties have presented all available relevant evidence and witnesses, each party may present a final argument. Following this the parties shall be excused without further discussion. The assessment panel shall then enter into closed session to determine whether a breach of academic honesty has

occurred. A finding of academic misconduct supported by a majority of assessment panel members shall be binding.

If the assessment panel does not render a finding of academic misconduct, all records of the charge and hearing will be held by the Dean's Office until such time as appeals procedures are exhausted or abandoned. Thereafter, a record consisting of the complaint and the decision letter will be placed in a secured confidential file retained in the Dean's Office.

Following a finding of academic misconduct, the assessment panel shall next allow both parties to make a presentation as to suitable penalty. At this point the assessment panel may be made aware of other academic offences in the student's file. The assessment panel will again enter into closed session and decide upon the sanction. A decision by the majority of the assessment panel to impose a particular penalty shall be binding. A record of the offence, the proceedings and the finding will be retained in the Dean's Office, regardless of the severity of the penalty, and be held for a time consistent with the University's records retention guidelines. This record is for internal academic purposes only. A note shall be placed on the Student Information System to bar withdrawal from the course.

### **3.17 Order of Faculty Hearings on Academic Honesty:**

The following indicates the order in which a faculty member or the assessment panel should proceed when hearing a charge of breach of academic honesty. The faculty member or assessment panel may alter the order in the interests of fairness or in cases where multiple students are charged with related offences.

The Dean's Office shall:

- introduce the parties and/or members of the assessment panel;
- identify the nature of the case and evidence before the committee.

The presenter's case:

- briefly describe the case to be presented, in an opening statement;
- present support for the charge through oral testimony of complainant and witnesses, and through documentary evidence;
- the student (or his/her representative) may ask questions of each of the presenter's witnesses at the close of that person's testimony;
- assessment panel members normally ask questions at the end of each person's testimony but may interrupt if clarity is required.

The student's case:

- the student (or his/her representative) shall briefly reply and indicate main arguments in an opening statement;
- present support for his/her case through oral testimony provided by himself/herself and witnesses as well as documentary evidence;
- the presenter may ask questions of each of the student's witnesses at the close of that person's testimony;
- assessment panel members normally ask questions at the end of each person's testimony but may interrupt if clarity is required.

The presenter shall be allowed to present testimony or other evidence in reply to new issues raised in the student's case which were not raised in the original presentation.

At any time the assessment panel may require other witnesses or the production of other written or documentary evidence and may, if it sees fit, request that the Dean's Office adjourn the hearing after allowing both parties the opportunity to speak to the adjournment.

Following the presentation of evidence, the parties are entitled to make closing arguments and to summarize briefly the main points of their cases, but no new evidence may be introduced. This will proceed in the following order: the student (or his/her representative) followed by the presenter.

The assessment panel will move into closed sessions for deliberations and decision. If there is a finding of academic misconduct, the assessment panel will then consider submissions as to an appropriate penalty, then return to closed sessions and decide on the appropriate penalty

The written decision of the assessment panel shall include:

- the names of the assessment panel members and all who appeared;
- a summary of the cases of the parties;
- the assessment panel's findings of fact, decision and reasons;
- the route of appeal

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#### **4.0 Policy on Academic Probation and Dismissal**

In order to maintain good academic standing, every student must maintain a cumulative grade point average (GPA) of 3.0 for all courses taken at the University. The University will place a student whose cumulative grade point average falls below a 3.0 on academic probation.

Notes:

- A student who receives two ‘Probation Level’ grades will be placed on Academic Probation. Students on Academic Probation are only permitted to take one course per term.
- A student with more than two ‘Probation Level’ grades will be required to repeat one of the courses in which a ‘Probation Level’ grade was received.
- A student who receives an “F” grade will be required to repeat the course before pursuing other course offerings within the EMBA or MBA program.
- A student who has received a second “F” grade, even if the first “F” has been rectified via course repetition, will be required to leave the program.

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## 5.0 Policy on Academic Staff Involvement in Scholarship and/or Research

The University of Fredericton’s Academic Board approves the following policies with regard to academic staff involvement:

### 5.1 Preamble

Faculty members are entitled to freedom in the exercise of their various instructional responsibilities, such as mentoring students, conducting seminars and workshops, leading cluster meetings, etc., that contribute to the students' academic and professional maturity. However, it is understood that this freedom applies only to the product of the faculty member's scholarship. The Board does not endorse the introduction of personal opinions unsupported by scholarship and controversial views that have no relation to the subject into any aspect of the faculty/student relationship.

- 5.1.2 The University of Fredericton faculty members are citizens, members of a learned profession, and representatives of the University. When they speak as citizens, they should be free of concern or censorship, but their special position within the community imposes special obligations. As persons of learning and as representatives of the University, they should remember that the public may judge their profession and the University of Fredericton by their utterances. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not spokespersons for the University of Fredericton.
- 5.1.3 A faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties. Research under the aegis of the University of Fredericton for pecuniary gain and/or under conditions that would limit or prohibit communication of the results should be undertaken only with the prior agreement of the institute.

### 5.2 Supportive Provisions

Because of the University of Fredericton’s teaching-focused mission, its on-line delivery system, and the non-tenure/non-resident nature of its faculty structure, the University of Fredericton must take a relatively unique approach to the support for research and professional development. Recognizing that large scale and/or complex research efforts are often best accomplished within organizations designed to facilitate and manage research projects, the University of Fredericton must direct selective support toward faculty-proposed, short-term applied, or case-based research projects.

The proposed mechanisms and processes to be established for research and/or professional development activities will include:

- 5.2.1 Dedicated line items within the University of Fredericton budget for research and professional development. Research financing will be generated by an elective set-

aside in a faculty member's contract with a guaranteed matching of funds from the University of Fredericton.

- 5.2.2 Faculty eligibility for research or professional development support after completion of a minimum of eight courses under contracts containing the set-aside elective. The set-aside (without the University of Fredericton match) is refundable to the faculty member if requested.
- 5.2.3 Formal processes for submitting research proposals or professional development proposals subject to review and feedback from peers and university administration.

<b>Policy Classification:</b>	<a href="#">A</a>
<b>Policy Number:</b>	06

Approval Date: 070402  
Approved By: Academic Board  
Rescinded and Replaced by AD 06 on 140831

## **6.0 Policy on Academic Staff**

The University of Fredericton's Academic Board approves the following policies with regard to the contracting of Academic Staff:

### **6.1 Preamble**

The University of Fredericton is committed to equitable employment policies based solely upon faculty qualifications and abilities. Accordingly, the University of Fredericton does not discriminate between candidates for faculty positions on the basis of sex, race, color, religion, age, disability, or national or ethnic origin, or discriminate on the basis of sexual orientation.

### **6.2 Filling Faculty Positions**

Faculty position openings are announced on the University of Fredericton website, with recruitment additionally conducted on an as needed basis through advertisements and/or announcements in national/international newspapers, the Chronicle of Higher Education, and academic association media sources.

### **6.3 Faculty Ranks**

The University of Fredericton distinguishes two levels of faculty designations: faculty member and teaching assistants.

### **6.4 Faculty**

Faculty members should possess an earned Ph.D. or equivalent degree, from an accredited university in an academic or professional field directly related to the course for which he/she has applied.

The University of Fredericton understands that for some courses, especially technology based courses it may be necessary to waive the requirement for a Ph.D. In these cases, faculty hired must demonstrate that they have a Masters-level degree from an accredited university, appropriate Professional Association/Trade Certifications, as well as current, relevant industry experience.

### **6.5 Teaching Assistants**

Teaching Assistants must be in possession of a Masters-level degree from an accredited university in an academic field directly related to the course for which he/she has applied. Preference will be given to candidates who are currently engaged in Doctoral studies at an accredited university.

### **6.6 Selection and Contracting**

- 6.6.1 Selection of Faculty: The Dean's Office will compile applications received for faculty position vacancies and submit them to the Academic Board for an initial review process resulting in the identification of a leading candidate or a prioritized short-list of position

candidates meeting the aforementioned criteria. The Academic Board will convey its notice of conditional approval for a candidate or prioritized list of candidates to the Dean's Office. The conditional approval authorizes the Dean's Office to initiate negotiations for contracting a selected candidate(s) after a satisfactory background check is conducted to substantiate claims and/or verify credentials and other information provided by the candidate(s).

6.6.2 Faculty Contracting: The Dean's Office institutes contracting procedures for faculty services.

6.6.3 Selection of Teaching Assistants: The Dean's Office and the course faculty will screen submitted applications for teaching assistant positions from individuals meeting the aforementioned criteria. The faculty member is granted the opportunity to select any qualified candidate(s) of his or her choosing.

6.6.4 Teaching Assistant Contracting: The Dean's Office institutes contracting procedures for faculty services.

## **6.7 Appointments and Terms of Employment**

The University of Fredericton faculty members are contracted on a course-by-course basis. The contract issued to faculty is valid for the duration of the course for which the contract is issued. The University of Fredericton does not offer tenured or tenure track appointments.

## **6.8 Notice of Termination and Re-contracting**

The re-contracting of persons previously holding a contract appointment is not automatic at the University of Fredericton. All faculty contracts contain a standard termination date and an intervention clause, which permits the Dean's Office, on behalf of the University of Fredericton, to cancel any contract for non-performance and/or non-compliance. Re-contracting of faculty constitutes a new and separate contract, and is initiated only for persons who have demonstrated satisfactory performance under previous University of Fredericton teaching contracts.

### **6.8.1 Termination for Cause**

A contracted faculty member may be terminated for cause at any time for the following reasons:

- Felony conviction
- Discovery of fraudulent credentials
- Failure to perform duties and services in accordance with contract provisions
- Violation of University policy

Purported or perceived violations by a member of the academic staff will be reported to the Dean's Office. The Dean's Office will formally (citing the appropriate policy, contract, and/or documented reference) inform the accused of his or her violation, and request a written response from which judgement and institutional response can be drawn.

## **6.9 Evaluation of Faculty**

Student evaluation of courses and faculty shall be administered for both formative (i.e., for faculty self-improvement) and summative (i.e., for re-contracting) purposes.

The instrument to be used shall consist of a generic University form whose use for summative purposes is compulsory for every course. Faculty wishing to evaluate such courses may do so using their form of input.

The completed instrument shall be collected, tabulated, and available to the faculty member by or under the supervision of the Dean's Office.

The faculty member may write an analysis or rejoinder pertaining to the summary report results as a record for review by the Dean's Office and the Academic Board, and component within their contract file.

### **6.19 Support**

The University shall provide faculty members with support services which will aid them in the improvement of teaching skills.

<b>Policy Classification:</b>	<a href="#">A</a>
<b>Policy Number:</b>	07

Approval Date: 070402  
Approved By: Academic Board

## **7.0 Policy on Access to Student Academic Records**

### **7.1 Preamble**

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

### **7.2 For the purposes of this policy**

- 7.2.1 "Student" means any person registered at the University in a program that leads to a degree at the University, or in a program designated as a program of post-secondary study at the University by the Academic Board, or other University body, having delegated authority. On the date of an enquiry or request relevant to this policy, persons who have been registered within a period of two (2) calendar years shall be included in the provisions which relate to "students."
- 7.2.2 "Alumnus/alumna" means any person who has received a degree from the University, or any person who has completed one year of studies as determined by the Academic Board, towards such a degree, and is no longer registered at the University.
- 7.2.3 "Former student" means any person who is not a student, or an alumnus/alumna, who has been registered at the University in a program as defined in Section 7.2(a) , and is no longer registered at the University.

### **7.3 Definition of the official student academic records**

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

The "official student academic record" shall contain:

- (a) (i) Personal information which is required in the administration of official student academic records such as name and residence.
- (ii) Registration and enrolment information.
- (iii) Results for each course and academic period.
- (b) (i) Narrative evaluations of a student's academic performance subsequent to his or her admission, used to judge his or her progress through an academic program.
- (ii) Basis for a student's admission such as the application for admission and supporting documents.
- (iii) Results of petitions and appeals filed by a student.
- (iv) Medical information relevant to a student's academic performance which has been furnished at the request, or with the consent of, the student concerned.
- (v) Letters of reference which may or may not have been provided on the understanding that they shall be maintained in confidence.
- (vi) Personal and biographical information such as address and telephone number.

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

### **7.4 Access to official student academic records**

#### **7.4.1 Access by a student**

- (i) A student may examine and have copies made of his or her official student academic record as defined in Section 7.3 above.
- (ii) A student's request to examine a part of his or her official student academic record shall be made in writing and shall be complied with by the responsible authorities within the University. Such compliance shall occur within thirty (30) days of receipt of the request.

(iii) A student has the right to challenge the accuracy of his or her official student academic record, with the exception of the material specifically excluded in Section 7.4(a) (i) and to have his or her official student academic record supplemented with comments so long as the sources of such comments are identified, and the official student academic record remains securely within the custody of the University. Reference to such comments does not appear on reports such as transcripts or statements of results.

(iv) It is assumed that all documents relating to petitions and appeals (Section 7.3(b) (iii)) and not provided on the understanding that they shall be maintained in confidence will be retained within a division, and when needed by a student, will be made freely available.

#### 7.4.2 Access by alumni and former students

(i) An alumnus/alumna or a former student may examine and have copies made of the portion of his or her official student academic record as defined in Section 7.3(a) above.

(ii) A request from an alumnus/alumna or a former student to examine the portion of the official student academic record as defined in Section 7.3(a) shall be made in writing and shall be complied with by the responsible authorities within a division. Such compliance shall occur within thirty (30) days of receipt of the request.

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

#### 7.4.3 Access by University Staff and members of board

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

Access to medical information as defined in Section 7.3(b) (iv) shall be granted to members of the teaching and administrative staff only with the prior expressed or implied consent of the student and, if applicable, in the case of a medical assessment, the originator (physician, etc.) of such.

#### 7.4.4 Access by others

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

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

(ii) Any other information contained in the official student academic record (including any comments generated under Section 7.4(a) (iii) but with the exception of the material specifically excluded in Section 7.4(a) (i)), shall be released to other persons and agencies only with the student's prior expressed written consent, or on the presentation of a court order, or in accordance with the requirements of professional licensing or certification bodies, or otherwise under

compulsion of law. Requests granted to any persons or agencies outside the University for access to a student's academic record shall be kept on file. The release of the information concerning alumni and former students contained in the portions of the academic record as defined in Section 7.3(a) (i) shall also be governed by the above provisions. Transcripts of a student's academic record are issued to institutions and individuals only when authorized by a student.

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

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

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

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

## **7.5 Refusal of access**

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

## **7.6 Custody and retention of official student academic records**

7.6.1 Those portions of the official student academic record as defined in Section 7.3(a) shall be maintained permanently. Each academic department's records shall specify the document, form, or medium in which these records will be maintained.

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

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

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

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

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

<b>Policy Classification:</b>	<a href="#">A</a>
<b>Policy Number:</b>	08

Approval Date: 070402

Approved By: Academic Board

## **8.0 Policy on Admission Selection, Recruitment and Liaison**

### **8.1 Preamble**

- a. These Policies and Principles apply to the recruitment and selection of students for admission to all programs of study at the University which lead to a degree.
- b. These Policies and Principles supplement, but do not replace, specific requirements for admission that are determined for each degree program. No specific requirement, however, may be inconsistent with, or breach, these Policies and Principles.
- c. These Policies and Principles govern the conduct of all persons who officially represent the University in liaison with prospective students.
- d. These Policies and Principles constitute a commitment on the part of the University towards secondary schools and other post-secondary institutions to share fully the responsibility for working in the best interests of education and society generally, and of students individually.

### **8.2 Statement of Policies and Principles for Degree Program Selection**

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

### **8.3 Statement Regarding Non-Degree Enrolment**

Non-Degree Enrolment is permitted to anyone confirming their successful completion of a bachelor degree (or equivalent) from a recognized/approved degree granting university or college, to take courses and earn credit at the University of Fredericton without applying to the University or enrolling in its formal degree programs. Almost any class found on the Course Schedule is available for Non-Degree Enrolment. Enrolment as a non-degree student requires prior written approval from the Dean's Office and is on a standby basis. Students taking courses via Non-Degree Enrolment study with the University of Fredericton faculty members alongside regular degree program students and earn full course credit.

### **8.4 Statement of Principles for Student Recruitment and Liaison**

- a. The requirements for admission will be stated clearly and definitively.
- b. The dates concerning application, notification, and candidates' replies will be stated clearly.

- c. Whenever waiting lists are employed, they will be reasonable in terms of length and applicants' qualifications.
- d. In representing the University, all publications and presentations prepared by it will make honest portrayals and avoid negative comments about other institutions.
- e. The University will make announcements of admissions decisions promptly.

### **8.5 Admissions:**

Applications may be submitted online (application form, cover letter, and resume), by fax, or regular mail to the University. Application deadlines must be followed to ensure entry into the programs.

Mailing Address:

371 Queen Street, Suite 400  
Fredericton New Brunswick E3B 1B1 Canada  
Toll Free: 877-454-6232  
Fax: 506-455-1675

To inquire about the status of your Application for Admission  
Telephone: 506-454-6232

### **8.6 Language Requirement**

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

### **8.7 Procedures for Admission to the Degree Programs**

- a. The application deadline is one month before the Online Orientation start date. Applications received after these deadlines will be considered on an individual basis. If an application cannot be processed due to time constraints, it will be considered for the next available term.
- b. Applicants who have completed courses at another post-secondary educational institution must request an official transcript be sent to the University.

### **8.8 Requirements for Admission to Graduate Programs**

- a. An undergraduate degree with a B average.
- b. EMBA applicants should have five years of full-time work experience, including two years of management experience. MBA applicants should have one year of work experience.

Required application documents:

- application form
- official transcript from undergraduate degree
- current detailed resume and cover letter
- two strong recommendations

<b>Policy Classification:</b>	<a href="#">A</a>
<b>Policy Number:</b>	09

Approval Date: 070402  
Approved By: Academic Board

## **9.0 Attendance Policy**

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

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

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

<b>Policy Classification:</b>	<a href="#">A</a>
<b>Policy Number:</b>	10

Approval Date: 070402  
Approved By: Academic Board

## **10.0 Policy on Code of Student Conduct**

### **10.1 Statement of Principle**

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

### **10.2 Jurisdiction**

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

### **10.3 Misconduct**

#### 10.3.1 Disruptive or Dangerous Behaviours

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

#### 10.3.2 Damage, Destruction and Theft

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

#### 10.3.3 Fraud and Misuse

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

#### 10.3.4 Violation of University Policies

No student shall disregard the University's policies.

#### 10.3.5 Misuse of Disciplinary Procedures

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

### **10.4 Penalties**

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

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

### **10.5 Determination of Penalties**

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

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

### **10.6 Appeals**

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

<b>Policy Classification:</b>	<a href="#">A</a>
<b>Policy Number:</b>	11

Approval Date: 070402  
Approved By: Academic Board

## **11.0 Copyright Policy**

### **11.1 Purpose**

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

### **11.2 Policy Compliance Application and Responsibilities**

This policy addresses the use of copyrighted materials.

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

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

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

<b>Policy Classification:</b>	<a href="#">A</a>
<b>Policy Number:</b>	12

Approval Date: 070402  
Approved By: Academic Board

## **12.0 Policy on Course Cancellation, Course Schedule and Term Durations**

### **12.1 Course Cancellations**

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

- the Dean's Office, or
- Student Services (with documented reasons for the cancellation)

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

### **12.2 Course Schedule**

Courses are scheduled on a student-demand basis.

### **12.3 Length of Term**

- 12.3.1 EMBA program courses are seven weeks in duration, typically with a short break between terms (with the exception of the June and October/November terms). There are six academic terms per year.
- 12.3.2 MBA program courses are eleven weeks in duration with breaks of varying length between terms. There are four academic terms per year.

<b>Policy Classification:</b>	<a href="#">A</a>
<b>Policy Number:</b>	13

Approval Date: 070402

Approved By: Academic Board

### **13.0 Policy and Procedures on Disruptive and/or Harassing Behaviour**

#### **13.1 Preamble**

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

#### **13.2 Procedures**

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

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

- 13.2.1 If, in the opinion of the faculty member, the progress of the course is disrupted by a student(s), the faculty member should first indicate to the student(s) that the behaviour is disruptive and shall normally provide an opportunity for the individual(s) to conform to the expected standards in that course. It is presumed that, in the great majority of instances, the matter would be resolved in this initial, informal manner.
- 13.2.2 Where the disruption continues in that course, then or at a later time, the faculty member shall normally ask the student(s) to leave the course.
- 13.2.3 Where a student(s) has been asked to leave the course, the faculty member shall routinely notify the Dean's Office of the incident in writing.
- 13.2.4 The Dean's Office, on receipt of the notice, shall forward a copy to the student(s) involved with a covering letter stating that the notice shall remain on file in the Dean's Office until the student(s) named, graduate from the University. The student(s) shall also be informed that, if the statements in the notice are disputed, the student(s) may submit written comments to the Dean's Office on the faculty member's account of the matter. The Dean's Office shall forward a copy of any written comments to the faculty member.
- 13.2.5 If, after a student(s) has been asked or instructed to leave the course, the disruption continues or is repeated, or the student(s) otherwise disrupts the expected professional relationship of student and faculty member, the faculty member may request the Dean's Office (in writing) to review the matter and resolve the problem in an appropriate fashion. The faculty member may propose a resolution which seems appropriate in his/her view.
- 13.2.6 In conducting that review, the Dean's Office shall discuss the matter with the student(s) involved, inform the student(s) of the faculty member's proposed resolution (where such a proposal has been made), and invite the student(s) to respond. The Dean's Office shall then resolve the problem in the manner which seems most appropriate, in his/her view, given the circumstances. Examples of resolutions include: changing the project group to which the student(s) is assigned, permitting the student to continue to complete the course with an undertaking to conform with the expected standards of behaviours, prohibiting the student from attending further or specific tutorial and/or lectures (provided alternate arrangements are

made for the student[s]), but not proceeding to seek suspension from the course. These suggested resolutions are not intended to constitute an exhaustive list, given that the particular circumstances could vary considerably from case to case. Further, the resolutions could be applied in combination, or additional conditions attached, depending on the circumstances. The Dean's Office shall inform the student(s) in writing of his/her decision, with copies to the faculty member.

- 13.2.7 It is expected that the procedures above would be the appropriate route for dealing with many instances of disruptive student behaviour. However, where the faculty member considers that the disruptive behaviours constitutes a serious threat to him/herself and/or to the other students in the course, the faculty member shall request the Dean's Office (in writing) to review the matter and resolve the problem expeditiously and in an appropriate fashion. The faculty member may propose a resolution which seems appropriate in his/her view.

<b>Policy Classification:</b>	<b>A</b>
<b>Policy Number:</b>	14

Approval Date: 070402  
Approved By: Academic Board

#### **14.0 Policy on Ethical Conduct and Responsibility**

The University of Fredericton's Academic Board approves the following policies with regard to ethical conduct and responsibility:

- 14.1 Faculty, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subjects is to seek and to state the truth as they see it. To this end, they devote their energies to developing and improving their scholarly competence. They accept their obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although subsidiary interests may be followed, these interests must never seriously hamper or compromise freedom of inquiry.
- 14.2 As teachers, faculty members should encourage the free pursuit of learning in their students, hold before them the best scholarly standards of their disciplines, demonstrate respect for the student as an individual, and adhere to their proper roles as intellectual guides and counsellors. Faculty members should make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect the student's true merit. They should respect the confidential nature of the relationship between faculty and student, as well as protect the student's academic freedom.
- 14.3 As a colleague, the faculty member has obligations that derive from common membership in the community of scholars. He or she respects and defends the free inquiry of his or her associates. In the exchange of criticism and ideas, the faculty member should exhibit due respect for the opinions of others. He or she acknowledges academic debts and strives to be objective in his or her professional judgment of colleagues. Faculty members should accept their individual share of faculty responsibility for the governance of the university.
- 14.4 As a member of the institution, each faculty member should seek above all to be an effective teacher and scholar. Although he or she observes the standards and regulations of the university, provided they do not contravene academic freedom, he or she maintains the right to criticize and seek revision. Faculty members should prudently determine the amount and character of the work he or she does outside the university with due regard to his or her paramount responsibilities within it.
- 14.5 As a member of the community, faculty members have the rights and obligations of any citizen. He or she measures the urgency of these obligations in the light of responsibilities to the subject, students, profession and to the university. When speaking or acting as a private person, the faculty members should avoid creating the impression that he or she is speaking or acting for the university. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the faculty member has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

<b>Policy Classification:</b>	<a href="#">A</a>
<b>Policy Number:</b>	15

Approval Date: 070402  
Approved By: Academic Board

### **15.0 Policy on Examination Re-Writes**

Students may choose to repeat **one** final examination (proctored or take home) in the program. All students (whether they have passed or failed the final examination) qualify for the re-write option. Students must request the exam re-write within 30 days of the original examination date.

Re-write examinations replace the original final examination, whether the result is higher, lower, or the same. The original final examination grade will be kept in the students file, but will not be reflected on the student's transcript.

<b>Policy Classification:</b>	<a href="#">A</a>
<b>Policy Number:</b>	16

Approval Date: 070402  
Approved By: Academic Board

## **16.0 Policy on Examinations and Examination Deferral**

### **16.1 General**

Online or proctored final examinations will be conducted in most courses. Examinations (online and/or proctored) will be scheduled in a manner that all members of a class will be undergoing the process on the same date and time period.

**Proctored Examinations:** The University will communicate with the student to coordinate the examination location. Students will be required to produce picture ID. Exam results will be posted to the Student Records section under secure login. There is a \$75 fee for each proctored examination.

### **16.2 Examination Deferral**

Applications for supplemental examinations must be made in writing, and may be submitted via mail, fax or email. The University will confirm receipt of each application via email within one business day of receipt. It is the student's responsibility to ensure their application has been received by the University. The University reserves the right to refuse an application on grounds not considered acceptable.

The examination will be administered in the same manner as the original examination (online, proctored or take home). The format of the exam questions may vary in length, number and type, however, the level of difficulty will be the same. Whenever possible, the same professor that taught the course will create and grade the supplemental examination.

### **16.3 Deferral and Re-write Examination Fees**

The required fee covers the administration, coordination, and creation of a separate examination. The fee is \$250 CDN per exam, per student.

Students are only required to pay the \$75 examination fee once for each examination. For example:

Deferral: \$75 examination fee, plus \$250 deferral fee

Re-write: \$250 re-write fee (note the \$75 examination fee is paid only once, for the original exam and does not apply to the re-write examination)

### **16.4 General Requirements for Granting Deferral**

Students may apply to the University for permission to write a deferred examination on the basis of documented extenuating circumstances. Applications for deferred examinations must be received by the University at least 30 days before the final examination date. Permission to write early examinations is almost never granted. Deferred examinations take the place of the final examination which the student was unable to write, and must be taken within the following academic term.

A student who is scheduled to write three examinations in one 24 hour period during the formal examination period may apply to the University to write one of the examinations at another time during

the examination period. The associated deferral fee will be waived for this type of deferral.

Students who, by reason of illness or compassionate grounds, were unable to write final examinations at the specified time may apply to the University for a Supplemental Final Examination. Applications supported by health certificates or other evidence must be received by the University within five business days after the final examination date. Students who become ill and withdraw for this reason during a final examination, or who feel that their performance was affected seriously by illness, even if they do not withdraw, must notify the faculty member or proctor before leaving the examination room.

Reason: Medical/Compassionate grounds

Deadline: Within five (5) days after the original examination date.

Reason: All other reasons

Deadline: Within thirty (30) days before the original examination date.

<b>Policy Classification:</b>	<a href="#">A</a>
<b>Policy Number:</b>	17

Approval Date: 070402  
Approved By: Academic Board

## **17.0 Grading Policy**

### **17.1 Purpose**

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

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

### **17.2 Application of Policy**

The Policy applies to all individuals and committees taking part in the evaluation of student performance in degree credit courses (hereafter referred to as courses).

### **17.3 Distribution of Policy**

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

### **17.4 Part 1: Grades**

Grades are a measure of the performance of a student in individual courses. Each student shall be judged on the basis of how well he or she has command of the course materials.

17.4.1 A grade assigned in a course is not an assessment of standing within a program of studies. To determine the requirements for credit and standing in a program of studies, the academic regulations of the division in which the program is offered, should be consulted.

17.4.2 Grades for each course shall be assigned with reference to the following meanings:

- Exceeding Expectations
- Meeting Expectations
- Probation Level
- Failure to Meet Minimum Standards

### **17.5 Grade Scales**

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

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

## 17.5 Grading System

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

Grade	Grade Point Average (GPA)	Explanation
A+	4.3	Exceeding Expectations
A	4.0	
A-	3.7	
B+	3.3	Meeting Expectations
B	3.0	
B-	2.7	Meeting Minimum Expectations
C+	2.3	Probation Level
C	2.0	Probation Level
F	0.0	Failure to meet minimum standards

Note:

- To graduate from the EMBA degree program, students must complete 45 credit hours with a minimum grade point average of 3.0.
- To graduate from the MBA degree program, students must complete 58 credit hours with a minimum grade point average of 3.0.
- All tests, projects, assignments, other deliverables, and group peer evaluations, must be completed in order to graduate from the program.
- A student who has more than two “Probation Level” grades will be required to repeat one of the courses in which a “Probation Level” grade was received.
- A student who receives an “F” grade will be required to repeat the course at the next available course offering.
- A student who has received a second “F” grade, even if the first “F” has been rectified via course repetition, will be required to leave the program.

## 17.6 Grades vs. Scores

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. The cumulative scores may not be directly identified with the final grade.

## 17.7 Grade Reporting

Grades will be assigned according to the numerical scale of grades referred to in 17.3 above, and converted to the refined letter grade scale of 17.3 above.

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

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

## **17.8 Grading Procedures**

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

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

## **17.9 Procedures in the Event of Disruptions**

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

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

17.8.1.a Procedures

- The Dean's Office shall declare when a disruption of the academic program has occurred, shall take appropriate steps to inform the University community-at-large of the changes to be implemented, and will report to the Academic Board regarding the implementation of the procedures and changes to the status of the academic programs.
- Faculty members responsible for courses that are disrupted shall determine, as the disruption proceeds, whether any changes to procedures are needed to complete the course.
- Changes to the procedures should, where possible, be discussed with students to determine the extent of impact such change might pose with respect to the conveniences of students and the fulfillment of course and/or lesson objectives.
- The faculty member, after the class discussion, will provide the Dean's Office with a description of the procedural changes being employed and the ancillary impacts anticipated.

- Students must be kept informed of changes to procedures. This may be done by circulating the changes in the message forum, by telephone, and/or email.
- Where a declared disruption occurs in a specific course after the last date to drop courses for the academic session, students who do not wish to complete the course(s) during that session may, prior to the last day of classes, withdraw without academic penalty. Such students shall receive a full refund of the course tuition fee.
- Where students have not attended classes that are meeting, they nonetheless remain responsible for the course work and meeting course requirements. However, where possible, reasonable extension of deadlines for the course requirements, or provision of make-up tests shall be made and reasonable alternative access to material covered should be provided.
- A student who considers that a disruption has unreasonably affected his or her grade in a course may appeal the grade following the procedures as set out in the appeal process (A10 - Academic Appeals). If the appeal is approved, the student's original grade will be replaced accordingly.

### **17.10 Grade Review**

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

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

### **17.11 Conflict of Interest**

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

<b>Policy Classification:</b>	<a href="#">A</a>
<b>Policy Number:</b>	18

Approval Date: 070402  
Approved By: Academic Board

## **18.0 Program Review Policy**

### **18.1 Overview**

- The MBA and EMBA programs offered by the University of Fredericton will be the subject of a comprehensive program review at least once every five years.
- The program review will be conducted by the Dean's Office in consultation with the Academic Board, the International Council, the Program Committee, faculty, students, and administration.
- Part of each program review will involve input from reviewers who are not regular employees of the University.
- A program review will normally be completed within eight calendar months.
- The results of the program review will be delivered to the Board of Directors of the University for their consideration.
- Program reviews must be carried out in a cost effective and timely manner, and demonstrate that they contribute to the quality of the program.
- 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.

### **18.2 Purpose of Program Review**

All University of Fredericton educational programs are expected to reflect high academic standards. This will be ensured through periodic review. Reviews help improve program quality and effectiveness, providing a basis for program planning and development in a fashion that is consistent with the University of Fredericton's strategic objectives and mission statement.

Program reviews not only inform those directly responsible for the academic delivery of the program, they also inform the entire University of Fredericton community, affecting planning activities across the organization. Ultimately, program reviews provide a learning experience for the entire University of Fredericton community, contributing to the positive socialization and integration of all members of that community, and assurances of accountability to the public at large.

### **18.3 Components of Program Review**

- a. A self-study undertaken by faculty members and administrators;
- b. An assessment conducted by a panel consisting of experts external to the institution;
- c. A report of the expert panel assessing institutional quality and recommending any changes needed to strengthen that quality;
- d. An institutional response to the recommendations in the report;
- e. A summary of the conclusions of the evaluation made publicly available.

<b>Policy Classification:</b>	<a href="#">A</a>
<b>Policy Number:</b>	19

Approval Date: 070402  
Approved By: Academic Board  
Proposed Revisions: November 7, 2017

## 19.0 Refund Policy

### 19.1 Purpose

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

#### Note:

- A [Withdrawal Form](#) must be completed and submitted to Student Services in order to officially withdraw from a course or program.
- Refunds for tuition will be applied based on the academic calendar (see 19.3 for calculations).
- Any payment of refunds to the student will be made in the manner in which it was paid.

### 19.2 Policy Parameters and Conditions

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

### 19.3 Refund Calculations

The table below illustrates how the refund rules apply.

**Important:** In order to obtain the refund outlined below, the deadline for withdrawal is Sunday at 11:59pm Eastern time, at which time the Withdraw Form is to be received by Student Services.

Programs: Executive Master of Business Administration Program (7-week courses), UFred instructor-led certificate and diploma programs.

<b>Week of Term</b>	<b>Percentage of Tuition Refunded</b>
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

Program: Master of Business Administration Program (11-week courses)

<b>Week of Term</b>	<b>Percentage of Tuition Refunded</b>
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

Program: Certificate in Health, Safety, and Environment Processes (CHSEP)

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

Other: Refunds will not be issued for self-paced courses/programs.

<b>Policy Classification:</b>	<a href="#">A</a>
<b>Policy Number:</b>	20

Approval Date: 070402  
Approved By: Academic Board

## **20.0 Registration Policy**

### **20.1 Requirements**

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

- satisfy the academic requirements for enrolment in a chosen program,
- be enrolled in an academic program 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, and
- has been granted and designated as a non-degree enrolee by the Dean's Office.

### **20.2 Interpretation Guidelines**

20.2.1 The decision of whether and when a student is registered shall be made by the University and governed by the Registration Policy (20.0).

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

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

### **20.3 Procedure**

In each case where the University exercises discretion as contemplated in Section 20.2 hereof, a note of the decision and the basis therefore shall be made in the student's file.

<b>Policy Classification:</b>	<a href="#">A</a>
<b>Policy Number:</b>	21

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### **21.0 Transcript Protection and Issuance Policy**

1. Official transcripts are issued by the Registrar's Office only upon the written request of the student. They are issued to the student personally or to whomever the student designates. An official transcript bears the signature of the Dean and the official seal of the University.
2. Official transcripts are electronically secured and produced in hardcopy form only upon the request of the student.
3. An unofficial transcript, or copy of the student's academic record, does not bear the Registrar's signature, nor is it printed on security paper.
3. Unofficial copies of the student's academic record are issued in the form of:
  - a. Statements of results issued to students at the end of term.
  - b. Unofficial transcripts issued to students with their advance registration materials and at convocation.
  - c. Unofficial transcripts issued to Faculties, Departments or advisors as appropriate for consideration for admission, academic standing and promotion, and for the academic advisement of students.
  - d. Unofficial copies may be issued at the student's request to other offices or individuals in the University.

### **21.1 Transcript Requests**

Transcript request application forms and transcript fee payment instructions may be accessed on the University website.

<b>Policy Classification:</b>	<a href="#">A</a>
<b>Policy Number:</b>	22

Approval Date: 070402  
Approved By: Academic Board

## **22.0 Policy of Transfer and Credit Evaluation**

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

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

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

### **No Regional Accreditation**

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

### **Role of University Registration Office in Determining Transfer Credit**

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

### **Role of the Dean's Office**

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

### **Transcripts**

The University transcripts separate transfer course work from University of Fredericton course work. The transfer credit will appear as 'TC' on the transcript. The transfer GPA does not appear on the official University of Fredericton transcript. The transfer GPA will appear on the transcript evaluation received at the time of acceptance to the university.

### **Maximum Credits Accepted**

The University of Fredericton will apply, to a specific degree, no more than 50% total credits from an accredited institution.

<b>Policy Classification:</b>	<a href="#">A</a>
<b>Policy Number:</b>	23

Approval Date: 070402  
Approved By: Academic Board

## **23.0 Policy on Transferability of University Credits across Canada**

### **23.1 Statement of Principle**

The University understands the importance of promoting student mobility across Canada at the university level, and the high quality and standards of all universities in Canada, therefore:

- given the evolving characteristics of the Canadian university student body where students are generally older, more mobile, and more likely to be forced by work-related, or personal reasons, to register in more than one university to complete their education; and
- given the need to reassure students that the process of transferring to another university in Canada will not result in undue additional costs, or in the need to repeat essentially equivalent previous learning experiences;

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

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

<b>Policy Classification:</b>	<a href="#">A</a>
<b>Policy Number:</b>	24

Approval Date: 070402  
Revision: 140303  
Approved By: Academic Board

## **24.0 Tuition and Collection**

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

### **24.1 Scope**

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

### **24.2 Responsibility**

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

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

### **24.3 Tuition**

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

### **24.4 Sponsored Students Terms and Conditions**

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

### **24.5 General Payment Information**

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

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

Fredericton NB E3B 1B1. For payment by cheque or money order, the student's name, program and course code must be noted on the cheque.

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

#### **24.6 Late Fees**

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

#### **24.7 Delinquent Account Penalties**

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

Policy Classification:	<a href="#">A</a>
Policy Number:	25

Approval Date: Approved  
Approved By: Academic Board

## 25.0 Policy on Intellectual Property

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

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

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

### 25.1 Policy Purpose and Scope

To specify the proprietary rights of intellectual property created or developed in association with the University of Fredericton. This policy does not replace clauses in collective agreements, but may provide guidance for such clauses where they do not exist.

### 25.2 Definitions

- 25.2.1 "Commercialization" or "Commercialize" means a complex of activities with the goal of financial return.
- 25.2.2 "Copyright" means the rights described in the Copyright Act (Canada), as amended from time to time.
- 25.2.3 "Direct Costs" means the reasonable costs and fees (including, but not limited to, legal fees and agents' fees) associated with the acquisition, management, and Commercialization of Other Intellectual Property (including costs of evaluating it), obtaining and maintaining intellectual property protection, preventing unauthorized use or infringement, prototype development funds, negotiating and implementing licenses, or other agreements with third parties.
- 25.2.4 "Intellectual Property" includes the rights relating to literary, artistic, technical, and scientific works (including computer software), inventions in all fields of human endeavor, 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.
- 25.2.5 "Moral Rights" means the rights described in the Copyright Act (Canada), as amended from time to time.

- 25.2.6 "Net Revenue" means the amount received with respect to the University Member's contribution to Other Intellectual Property from Commercialization of the Other Intellectual Property (by the University Member if Commercialized by the University Member, or by the University if Commercialized by the University), less Direct Costs (which may be amortized to correspond with the recognition of gross revenue) incurred in Commercialization, and includes but is not limited to, proceeds from: royalties, profit-sharing, lump sum payments, and sale of equity shares in connection with Other Intellectual Property.
- 25.2.7 "Software" means any set of instructions that is expressed, fixed, embodied, or stored in any manner that can be used directly or indirectly in a computer to bring about a specific result.
- 25.2.8 "University Member" includes current full-time and part-time employees, contracted faculty members, and registered/enrolled (degree and non-degree programme) students of the University of Fredericton.
- 25.2.9 "University Resources" means the University's physical structures, research services, capital equipment, technical services, technologies, funds and human resources. University services include the administration of funds and support received by the University in the form of grants, contracts, or other support provided by the University or external sponsors.

### **25.3 Policy Directives and Exceptions**

- 25.3.1 This Policy applies to all Intellectual Property written or created by a University Member in the course of University-related activities and/or through the use of University Resources.
- 25.3.2 Intellectual property developed by employees in the course of their assigned duties and responsibilities is the property of the University.
- 25.3.3 Intellectual property developed by students in the course of their academic programme at the University of Fredericton remains the property of the students, with the following exceptions:
- 25.3.3a Students who participate in the required Capstone or Integration Project coursework under the auspices of the University of Fredericton and who, in the conduct of that coursework, are performing formally arranged projects for hosting sponsors (private or public individuals, businesses, corporations, organizations) shall relinquish proprietary rights of developed, discovered, or created intellectual property to the hosting sponsor.
- 25.3.3b Students who participate in research projects (other than the Capstone or Integration Project coursework) under the auspices of the University of Fredericton, and in the course of those projects, conceive or develop potentially patentable inventions, discoveries, or creations shall share that intellectual property with the University.
- 25.3.4 No member of the University may enter into a contract or other type of agreement with a third party that affects the intellectual property of the University or of other members, including intellectual property in which the University and the member have a joint

interest and ownership, without the approval of the Vice President, Academic of the University of Fredericton and the agreement of other such members.

25.3.4a Requests for deviations from this policy provision (4.3) in the context of individual research or professional service contracts shall be submitted to the Vice President, Academic of the University of Fredericton for approval.

25.3.5 Institutional Support: The University will provide Members a service through which intellectual property potentials may be assessed, royalties negotiated, and benefits realized.

Policy Classification:	<a href="#">A</a>
Policy Number:	26

Approval Date: 070402  
 Approved By: Academic Board  
 Amendment Approval: 150913

## 26.0 Withdrawal, On-Leave, On-Hold, Readmission Policy

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

### 26.1 Course Withdrawal (Graduate Programs):

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

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

MBA Program – 11-week courses  
 (60% of coursework = 7<sup>th</sup> week in an MBA course)

EMBA Program – 7-week courses  
 (60% of coursework = 5<sup>th</sup> week in an EMBA course)

PMBA Program – 5-week courses  
 (60% of coursework = 4<sup>th</sup> week in a PMBA course)

Refunds will be applied as per the Refund Policy (see 19.0).

### 26.2 On-Hold

A student may ask Student Services to go 'on-hold' status up to a maximum of three terms. See Policy A28 Classification of Students.

### 26.3 On-Leave

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

- Requests for on-leave status must be received six weeks prior to the term in which the student wishes to become on-leave (with the exception of a sudden situation).
- Students in their first term of study are not permitted to be on-leave.

- On-leave status, once received and processed, is effective the start of the term in which the request was made.
- Requests for on-leave status can be approved up to one year.
- If more than one year (and without active communication), the student’s status will become “withdrawn-student.”
- Students do not pay tuition fees for the leave period.
- Repayment of certain scholarships may be required (repayment amounts are calculated based on the University’s tuition refund policy. See section 19.0). This may also have an effect on other types of funding (i.e. student loan).

#### **26.4 Voluntary Program Withdrawal**

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

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

When the withdrawal has been approved and processed, any eligible refund will be authorized according to the published Refund Policy in the Policy and Procedures Manual on the University website (see section 19.0).

#### **26.5 Readmission**

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

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

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

Policy Classification:	<a href="#">A</a>
Policy Number:	27

Approval Date: 150913  
Approved By: Academic Board

## **27.0 Policy on Course Extensions**

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

### **27.1 Petitions for Extensions to Complete Coursework**

The authority to grant an extension for the completion of work in a course beyond the original deadline rests with the faculty member for the course. If a student requires an extension beyond the deadline in a course, or following the course end date, the student is required to petition the faculty member for the course for the extension.

The deadline for requesting an initial extension is the deadline for completion of coursework.

A student on extension who is unable to complete the required coursework in the extension period specified by the faculty member for the course may apply to the Dean's Office for a continuation of the extension (subject to the time limits and deadlines for extensions, set out below). The student must, however, make such a request before the expiry date of the extension period in place.

### **27.2 Grounds for Extensions**

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

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

### **27.3 Time Limits for Extensions**

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

The Dean's Office may grant a continuation of an extension that is already in place, provided that it does not extend the total period of the extension beyond an additional two weeks (total four weeks).

## **27. Grade-Reporting Procedures**

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

### **27.5 Extension Notification**

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

### **27.6 Exclusions**

- a. All students currently on extension for course completion (with exception to those relating to the following subsection (27.6 (b))) are considered grandfathered for the period of sixty (60) days from the effective date of this policy.
- b. All students who have undertaken the former IP "Independent Study" option under the previously catalogued MBA course codes of MBA 690 or MBA 699; or under the previously catalogued EMBA course codes of EMBA 790 or 898 prior to the effective date of this policy; are considered grandfathered in terms the following extension requirements delineated in this policy, and therefore are deemed competent to perform their duties and responsibilities associated with their Integration Project.

Policy Classification:	<a href="#">A</a>
Policy Number:	28

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## 28.0 Classification of Students

- 28.1 A **regular/active** student has met the requirements for admission, or the minimum average requirements for continuation in his or her program of studies, and is actively enrolled.
- 28.2 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
- 28.3 A **visiting** student is one who registers and takes courses for credit for the purpose of transferring the credit to the university at which he or she was previously registered. Visiting students must have written permission from the home university in order to register for courses.
- 28.4 A **non-degree** student is taking courses for credit but not proceeding to a degree at this University.
- 28.5 An **audit** student is considered a passive student and attends a course but does not receive any grade or credit for the course towards a degree. Such a student will not be allowed to recite in class, submit assignments, or write examinations and may not be graded in any way, but will be required to pay half the regular fees for the course.
- 28.6 An **academic probation** student has shown unsatisfactory progress at the conclusion of the previous term by not attaining at least a 2.7 GPA. Academic probation is removed if a student demonstrates satisfactory progress by obtaining three non-probationary grades. Normally, a student will be required to withdraw from a program if performance is not satisfactory at the conclusion of the academic probationary period of three terms.
- 28.7 An **on hold** student has put their program on hold, up to a maximum of three (3) consecutive terms. Following three terms, the student may resume their studies or go on leave from the program. Students are responsible to contact Student Services to confirm their student status prior to going on hold.
- 28.8 An **on leave** student is one who has chosen to leave the program for up to twelve (12) months. A notation is placed on their file, however, no academic or financial penalties will apply. Students are required to complete and submit an “on-leave” form prior to taking their leave of absence. Following the one year of leave, the student is required to submit an updated resume.
- 28.9 A **deferred-start** student has been accepted to their program of choice, but has requested a deferred start date within one year. Following one year, should the student not indicate to Student Services that they will begin their program, the student status will be withdrawn-forced (see below).

- 28.10 A **withdrawn** student has withdrawn voluntarily from a course or program. A 'W' is placed on the student transcript.
- 28.11 A **withdrawn-forced** student has been forced to withdraw from the program because of inadequate academic progress, or dismissal for violation of academic policies. Also, a student who has failed to register for courses for three consecutive terms and have been contacted in writing and on the telephone but has been unresponsive, will be withdrawn from the program. A 'WF' is placed on the student file and transcript. Students wanting to enrol to the program following a withdrawn-forced status may only do so after one year on leave.

Policy Classification:	<a href="#">A</a>
Policy Number:	29

Approval Date: 150913  
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## **29.0 Pre-MBA Admission, Registration and Progression (Sandermoen School of Business EMBA Program)**

### **29.1 Preamble**

An applicant considered for Pre-MBA courses may not meet the basic admission requirements for admission to the Sandermoen School of Business Executive Master of Business Administration degree program. Pre-MBA courses are five weeks in duration and are asynchronous in delivery. The courses are (but not limited to) business communications, accounting and economics.

Visiting Students are permitted to enrol in the Pre-MBA courses of their choice.

### **29.2 Admission**

The Pre-MBA courses are recommended to the applicant as a requirement for application for admission to the Executive MBA degree program. Applicants may be advised to register for one or more Pre-MBA courses.

Visiting Students must complete an online application form to be admitted to the Pre-MBA courses.

### **29.3 Registration and Progression**

Students are enrolled in one course at a time and are advised of the start date of the course, and are notified of the course duration. Students may complete the course anytime within the five (5) weeks and extensions are not permitted. Following completion of the coursework, the student would be issued a pass/fail grade.

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 Sandermoen 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.

Upon successful completion of the required Pre-MBA courses, the student may continue their application for admission to the Sandermoen School of Business Executive MBA program.

Visiting Students may obtain a record of their grades upon request, by completing the Transcript Request Form.

Policy Classification:	<a href="#">A</a>
Policy Number:	30

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### **30.0 Policy on Accommodating Students with Disabilities**

#### **30.1 Preamble**

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

#### **30.2 Accommodations Defined**

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

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

#### **30.3 Common Accommodations**

- Test and Examination Accommodations: extra time

#### **30.4 Responsibilities of Student**

- Students are required to complete the Accommodation Request Form and submit it to Student Services upon enrolment or discovery.
- Students are responsible to provide appropriate testimony of their disability (i.e. doctor’s letter).

#### **30.5 Roles and Responsibilities of the University**

- Maintain confidentiality of student information. University staff will not disclose a student's disability or diagnosis.
- Communicate, consult, and collaborate with instructors about the accommodation and support needs of students.
- Provide documentation detailing the accommodation to each student's instructors at the beginning of each term.
- Advocate on behalf of students with disabilities.
- Provide information, education, and support to faculty and staff about disabilities and disability-related topics.

#### **30.6 Roles and Responsibilities of Instructors**

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