



# ACADEMIC CALENDAR

## 2023-2024 edition

### Part II: Academic Regulations

# 10 ACADEMIC REGULATIONS

The following regulations apply to students in all undergraduate degree or certificate programs. Students are responsible for knowing and adhering to these regulations as well as to the regulations pertaining to their particular programs.

## 10.1 COMMUNICATION

- a) Email is an official means of communication for academic and administrative purposes at Mount Allison.
- b) An email address assigned to a student by the university is the only email address used by Mount Allison for communication with students for academic and administrative purposes.
- c) Students are responsible for frequently checking the

### 10.3.5 Normal Course Loads and Overloads (Fall and Winter terms)

- a) Full-time students are expected to register for the equivalent of 30 credits in the Fall and Winter terms, normally 15 credits per term. Students in any program may add ensemble credits in Music to a normal course load.
- b) Full-time students are permitted to take up to six credits through self-directed distance learning as part of a normal course load.
- c) Students are permitted to take up to three credits through A

#### 10.4.4 Late Course Withdrawal After the End of the Withdrawal Period

a) A student who wishes t

and are encouraged to use strategies that reduce opportunities for academic misconduct.

- d) Any member of the University who has reason to believe that academic misconduct has occurred has a responsibility to report the matter promptly to the instructor of the course or, if the allegation does not involve a specific course or courses, to the appropriate Academic Dean. A teaching assistant or exam invigilator shall report to the instructor of the course who will investigate and report the incident as per the Academic Integrity Policy, Appendix A, 7.2.1.
- e) Authority to deal with academic matters under the Academic Integrity Policy rests with the Academic Dean assigned with this responsibility as the Academic Integrity Officer (AIO) by the Provost and VP Academic and Research.
- f) All allegations of academic misconduct will be reported to the Academic Dean (AIO). It is the responsibility of the Academic Dean (AIO) to conduct the appropriate follow-up to ensure the implementation of educative action, academic penalties, or sanctions, if applicable.
- g) Decisions taken by the Academic Dean (AIO) may be appealed to the Academic Appeals Committee.

### 10.6.2 Academic Misconduct

Examples of academic misconduct include but are not limited to the following:

- a) plagiarism or misrepresenting someone else's work, whether ideas, words, creative works, published or unpublished, as your own
- b) submitting work you've already received academic credit for, or that you are already submitting for another course, without written permission from your instructor(s)
- c) falsifying results in lab experiments, field exercises, or other assignments
- d) copying someone else's work on assignments, tests, or exams
- e) use of unauthorized aid or assistance in tests or exams
- f) collaborating on assignments that were designated by the instructor as individual work
- g) impersonating another student, or knowingly allowing someone to impersonate you, in an assignment, test, or exam
- h) using someone else's computer account or using your computer account for unauthorized purposes
- i) interfering with or damaging someone e

ii) Academic Penalties (may be imposed by Instructors), such as:

- lower grade or failure on the assignment, test, or exam
- failure in the course

iii) Academic Sanctions (may be imposed by the Academic Dean (AIO)\* or Academic Appeals Committee)

- rescinding of an offer of admission
- disciplinary probation, suspension\*, dismissal\* or expulsion\* which will be recorded on the transcript
- revocation of degree\*, diploma\*, certificate or course credit\*

c) Disciplinary probation, suspension, dismissal and expulsion will be recorded on students' transcripts. Except in cases of expulsion, one year after the expiry of the sanction the student may make a written request to the Registrar to have the notation of the offence removed from the transcript.

\*decision requires consultation with the Academic Integrity Committee

NOTES:

- "Being an accessory" equates to "committing the offence".
- Disciplinary suspension refers to a term up to 2 years, disciplinary dismissal is for 3 years, expulsion is permanent.
- Disciplinary suspension or dismissal for academic misconduct means complete withdrawal from the University for the specified period. This means that students may not attend classes, do presentations or submit tests, essays or assignments of any sort

examination cannot be written by that time, the student's academic standing will not be assessed until final grades have been submitted.

- e) Students who do not clear their deferred status by the start of classes in the Fall term will receive a non pro-rated final grade and academic standing will be assessed based on these results.

### 10.8.5 Extended Deadlines for Completion of Course Work

- a) If illness or compassionate reasons prevent a student from submitting all course work by the prescribed deadlines, the Registrar (or direct delegate) and the instructor may agree to extend the deadline(s) for completion of the work for up to four weeks beyond the original deadline(s).
- b) If a granted extension prevents an instructor from submitting a final grade, a notation of 'INC' will be recorded on the transcript with a credit value of '0.0'.
- c) If no grade is submitted by the specified extended deadline, the notation of 'INC' will be converted to an 'F'. Exceptio

Other  
Notations Descriptor  
AU Audit  
Course in p

GPA Equivalent  
excluded from the  
GPA  
excluded from the  
GPA





### 10.9.17 Academic Dismissal

- a) Students who incur a second academic suspension are dismissed for three years.
- b) During dismissal, they may not register for any courses offered by Mount Allison, nor receive credit at Mount Allison for courses taken elsewhere during the dismissal period.
- c) Students may apply for re-admission at the end of the period of Academic Dismissal.
- d) The terms of Academic Dismissal are effective until such time as the student applies for and is offered re-admission to the University.
- e) To seek re-admission following a period of Dismissal, students should complete a *Former Student Application* form and the *Supplementary Questionnaire*, available on the Mount Allison University website. These should be received by the Registrar's Office at least two months prior to the academic term for which the student is applying for re-admission and, if applying for re-admission to the study term commencing in September, no later than June 15.
- f) Students returning after dismissal will be re-admitted on Academic Probation and special conditions may apply. If they fail to maintain a Session GPA of 1.5, they will be refused further registration at Mount Allison.

### 10.9.18 Pr

- c) The total of credits earned through any form of Advanced Standing (Calendar section 3.9), through Transfer Credits (Calendar sections 3.10 and 10.5), and through Challenge for Credit (Calendar section 3.11) may not be greater than 60.
- d) No more than six credits transferred at the 3/4000 level may be used to fulfill 3/4000 level requirements.
- e) An Academic Dean must approve any exceptions to 10.10.2 a) ii., 10.10.2 a) iii., or 10.10.2 d).

### 10.10.3 Degree with Distinction Requirements

- a) The degrees of Bachelor of Arts, Bachelor of Science, Bachelor of Commerce, Bachelor of Fine Arts, and Bachelor of Music will be awarded with Distinction at the discretion of the Senate.
- b) To be considered for Distinction, a student should have achieved a Cumulative Grade Point Average (CGPA) of approximately 3.7 in all work undertaken at the University.

### 10.10.4 Honours GPA and Overall GPA Requirements

- a) A degree with First Class Honours requires attainment of a 3.7 Grade Point Average in the prescribed Honours work
- b) A degree with Honours requires attainment of a 3.0 Grade Point Average in the prescribed Honours work.
- c) When a thesis is part of the program, a minimum grade of B is required in all cases.
- d) In addition, an overall Grade Point Average of approximately 3.0 must be earned by all

#### 10.11.4 Academic Costumes

- a) Successful degree and/or certificate candidates who come to Convocation must wear proper academic costumes.
- b) Those who do not attend the ceremony will receive their diplomas in absentia. The diplomas will be mailed out after Convocation.

#### 10.11.5 Authorized Hoods

The following hoods are authorized for holders of Mount Allison degrees:

- a) Bachelor of Arts: a hood of black stuff edged with garnet and silk and with front of loop bordered with gold silk.
- b) Bachelor of Science: a hood of black stuff edged on the inside with old gold silk.
- c) Bachelor of Music: a hood of black stuff edged on the inside with rooa

M. Colin Grant Book Prize  
Grant Thornton Accounting Prize  
Marie Hammond-Callaghan Women's Prize in History  
Frances Louise H

d) A fee is charged.

## 10.14 NOTIFICATION OF DISCLOSURE OF PERSONAL INFORMATION

### 10.14.1 Statistics Canada

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education. It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at postsecondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand 'outcomes'. In order to conduct such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada, student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity.

The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The inf

