

Section Five: Regulations

A. Residence Discipline	274
B. Course Regulations	274
C. Evaluation and Grading	276
D. Academic Standing	279
E. Academic Misconduct	281
F. Withdrawal from University	283
G. Appeal Procedures	283
H. Scholarship Renewal Policy for Study Abroad	285

A. Residence Discipline

Community living requires the establishment of guidelines by which members of the community may live in mutual respect for one another. Breaches of these guidelines can lead to disciplinary action.

Discipline for the violation of residence guidelines is under the direction of the Residence Managers. Disciplinary sanctions imposed upon residents may include: community service; cash bonds (which are returned to students after a stipulated period of acceptable behaviour); fines; ban orders from residences; or expulsion from residence. Criminal offences may be turned over to police.

A damage deposit of \$250.00 is required of new students upon first coming into residence. This deposit is subject to charges for damages to the University property while students are in residence. Damages attributed to an entire house as well as damages attributed to an individual may be charged against this fee. Damage charges in excess of \$250.00 will be billed to the student responsible for the damage. The unexpended portion will be refunded, upon request, within one year of withdrawal from residence. For all other information please see the St. Thomas University *Residence Guide*.

B. Course Regulations

All academic decisions affecting a student's work in course shall be made by the individual faculty member teaching that course, subject to the concurrence of the Vice-President (Academic).

The following general regulations apply with regard to class attendance, withdrawal from course, dismissal from course, and repeating a course.

Class Attendance and Class Cancellation

1. Class Attendance

Regular attendance is expected of students at all classes. In general, the responsibility for meeting this obligation rests with the student. It is the responsibility of students to notify their instructors when they expect to be, or have been, absent from class for any justifiable reason.

Students should notify the Registrar's Office if they have to leave campus for serious medical or compassionate reasons. In these cases, notice is sent to the professors. Students should consult the written course outline provided by the instructor at the beginning of each course for the specific details of the attendance requirements in the course.

It is the prerogative of the instructor to determine when a student's scholastic standing in any course is being affected adversely by repeated absences.

Students may use laptops and related electronic note takers responsibly within the classroom for taking notes. Laptops and other electronic devices are not to be used in class for activities unrelated to the class.

2. Class Cancellation

Courses at St. Thomas University are scheduled to provide students with approximately

150 minutes of instructional time per week. Instructional time includes, but is not limited to, the following: lectures, discussions, seminars, tutorials, laboratory sessions, library instruction, field trips, audiovisual and multimedia presentations, computer-assisted learning, and any other organized learning activity with the instructor available.

As students have a right to expect that full instructional time will be provided, scheduled class meetings will be maintained throughout the academic year. Class cancellations or shortened classroom periods should only result from legitimate personal or professional reasons.

The decision to cancel classes for inclement weather will be made by the University. The University administration will undertake to notify faculty and students of this decision. If a class must be cancelled because of an unexpected occurrence such as the illness of the instructor, the instructor will notify the Vice-President (Academic)'s secretary who will attempt to notify the students by posting the class cancellation on www.stu.ca. The instructor will also notify the Department Chair.

If an instructor may reasonably foresee his or her absence from a scheduled class, the prior approval of the Vice-President (Academic) is required. These requests will be in writing, with a copy to the Department Chair, and should include the dates of the instructor's planned absence, the reasons for the instructor's absence, the alternative activities which will take place during the absence or, if a class or classes are to be cancelled, the make-up activities which have been planned for the students. It is the instructor's responsibility to inform the students of these class cancellations and the alternative and/or make-up instructional activities which have been planned.

In the event that the sum of all class cancellations for a particular course exceeds five hours in one semester, it is expected that the Department Chair will meet with the instructor involved to review the situation and to plan alternative and/or make up instructional activities for the students enrolled in the course.

3. Written Assignments

Written assignments that have not been returned during regular class periods will normally be kept by the professor for one semester following the completion of a course. Students who wish to pick up their written work should arrange to come for it during a professor's regular office hours.

Exit from Aquinas Programme

Students who wish to exit from the Aquinas programme at Christmas may petition the instructors to have credit awarded for the work done in Semester 1. The petition must be received by December 21.

The instructors will make a decision to award 0, 3, 6, or 9 credit hours for the work performed to that point. The decision shall be communicated to the student by the first day of classes in Semester 2.

In the case of 3 credit-hour courses, students will receive credit for any courses passed and a final grade will be assigned by the instructor. In the case of 6 credit-hour courses, any credits conferred shall appear on the transcript either as general credit in the

designated discipline (with no grade) or as "unassigned arts" credit (with no grade).

A student who wishes to appeal a decision as to the number of credit hours to be awarded shall lodge that appeal with the Vice-President (Academic) by March 1. The appeal will be heard by the Aquinas programme Committee.

Withdrawal from Course

A student may withdraw from a course, with no academic penalty, by withdrawing before the deadline as outlined by the Registrar's Office. In order to withdraw from a first or second-semester course without academic penalty, such withdrawal must be completed within eight weeks after the first day of lectures in each semester. In order to withdraw from a full-year course without academic penalty, such withdrawal must be completed within two weeks of the beginning of second semester courses.

The academic penalty for withdrawal after these dates, except for substantial medical or compassionate reasons, will be to have WF (valued at 0 grade points) recorded on the student's transcript of marks.

Dismissal from Course

A student may be required to withdraw from a course for repeated absences. No action to dismiss may be taken without due warning. A letter of warning is to be issued by the instructor with a copy to the Registrar's Office.

No final decision to dismiss may be taken without consultation with the Vice-President (Academic). Notice of dismissal from a course must be in writing.

Repeating Courses

Students require the permission of the Department Chair in order to register for a course already taken. Where the first course was completed with a passing grade, no further credit toward the student's programme is granted upon successful completion of the repeated course. The new grade does not replace the old grade on the student's transcript of marks.

There may be circumstances where the student will be denied permission to retake a course. The student's appeal of this decision is to the Senate Committee on Admissions and Academic Standing (see H. Appeal Procedures).

C. Evaluation and Grading

The method of evaluation of students in a course and the actual grading of a student's performance are essentially the responsibility of the course instructor, subject to the following regulations.

Evaluation of Students' Performance

1. Method of Evaluation

For every course offered at St. Thomas the professor is to provide to the students at the beginning of the course the following written information: (1) method of evaluation; (2) course requirements and value towards the final grade. Because competent, sensitive,

and accurate use of language has always been, and continues to be, the hallmark of an educated person, it is St. Thomas University's policy that in the evaluation of any piece of writing, submitted in any course in the University, form as well as content (insofar as they can be separated) will be considered. Students should expect to do a substantial amount of writing in any course, and expect as well to have papers which are clearly below acceptable levels of literacy returned for revision.

2. Scheduling Essays and Class Tests

A minimum notice of six weeks on the part of the professor is required for any major essay or term paper. No class test or examination (oral, written or "take-home") is to be held during the last fifteen days prior to the first day of regular examinations without the permission of the Registrar's Office. The petition for any such test shall be given in writing to the Registrar.

3. Final Examinations

The value assigned to the final examination will normally not exceed sixty percent of the final grade. A professor may change this percentage for a given course with the approval of the Chair of the Department.

4. Scheduling Final Examinations

Examinations are held each year in December and April. The examination schedule is determined by formula and announced in advance of the start of classes. In December, Christmas examinations are held in six-credit hour courses, and final examinations are held in first-semester, 3 credit-hour courses. In April, final examinations are held in 6 credit hour courses and second-semester, 3 credit hour courses. No student is required to write more than two examinations in a twenty-four hour period. The student may request that an examination be moved to a date set aside for those make-up examinations after the established examination period. Such requests shall be directed to the Registrar's Office. The Registrar's Office will determine which examination will be moved. The date and time set for the return of completed take-home examinations shall normally coincide with the scheduled examination timetable.

5. Special Examinations

Special examinations for reasons of proven illness or compassion and, in extraordinary cases as approved by Senate, will be provided. The Registrar's Office will notify the professor and request an appropriate alternative evaluation arrangement.

Grading System

1. Grade Point Average

In calculating the grade point average, a letter grade in a 3 credit-hour course is assigned only half the grade points that are assigned to the same letter grade in a six credit-hour course.

The "annual grade point average" is used to determine the academic standing of each full-time student. This average is calculated on all courses taken during the academic year. (September - April) Mid-term results in 6 credit-hour courses are not recorded on the student's transcript.

Students should note that the final grades of repeated courses will be counted in the

annual GPA but the course credit will be counted only once towards the minimum number of credits required for a degree.

A student accepted as a transfer student from another university may be given credit towards a degree for acceptable previous courses, but the annual GPA will be based only on courses taken at St. Thomas University.

2. *Grade Point Average: Part-Time Students*

For part-time students, the grade point average (GPA) used to determine academic standing is calculated on the basis of each 30 credit hours attempted, rather than the annual GPA calculated for full-time students.

3. *Letter Grades*

A candidate's final standing in a course is indicated by the following letter grades:

Grade	Grade Point	Short Definition	Detailed Definition
A+	4.3	(Exceptionally) excellent	Demonstrating an exceptional knowledge of subject matter, the literature, and concepts and/or techniques. In addition, it may include: outstanding powers of analysis, criticism, articulation, and demonstrated originality. A performance qualitatively better than that expected of a student who does the assignment or course well.
A	4.0	Excellent	
A-	3.7	(Nearly) excellent	
B+	3.3	(Very) good	Demonstrating considerable knowledge of subject matter, concepts, techniques, as well as considerable ability to analyze, criticize, and articulate; performance in an assignment or course which can be called "well done."
B	3.0	Good	
B-	2.7	(Fairly) good	
C+	2.3	(Better than) adequate	Demonstrating a reasonable understanding of the subject matter, concepts, and techniques; performance in an assignment or course which, while not particularly good, is adequate to satisfy general University requirements and to indicate that the student has learned something useful.
C	2.0	Adequate, satisfactory	
C-	1.7	(Barely) adequate	
D	1.0	Minimally acceptable	Marginal performance, demonstrating a low level of understanding and ability in an assignment or course; less than adequate to satisfy general University requirements, but sufficient to earn a credit.

F	o.o	Unacceptable	Wholly below University requirements.
WF		Withdrawn with failure	Failing grade awarded to student who withdraws from a course after the deadline.

4. *Incomplete Grade*

An incomplete (INC) is a temporary notation and as such will not remain on the student's academic record beyond the date set for completion of the course work. Since academic decisions concerning such matters as scholarships and academic standing are made within a reasonable time after the end of term, it is necessary that final grades be recorded on the student's academic records prior to those decisions being made.

Students are expected to complete all course work by the deadlines prescribed by the instructor. There may be special circumstances (e.g. a serious illness of the student or the death of a close relative) in which the instructor has agreed to allow late work to be submitted by the student. In these approved cases, the instructor will submit a temporary notation of INC in place of a final grade.

In all cases where the temporary notation of INC has been submitted, the incomplete or late work must be completed by the student by the following deadlines:

First semester courses	February 1
Second semester and full courses	June 1
Interession (May-June) courses	August 1
Summer School (July-August)	October 1
Special schedule courses	No later than one month after the completion of the course

Within one month of the above dates, the instructor must submit a final grade in place of the temporary notation of INC. Unless the final grade is submitted by these deadlines, the Registrar's Office will record a grade of F in place of the INC. This F will have a 0 grade point and will be used in computing the student's G.P.A. Beyond these deadlines, the Registrar's Office will not accept or record any grade changes (other than those due to appeals or errors).

If there are exceptional circumstances, the student may petition for an exemption by following the procedures outlined in the calendar under Section G. Appeal Procedures.

Electronic devices such as laptops, cell phones and blackberries shall not be taken into examination rooms except in special cases with the prior permission of the instructor. Instructors who invigilate examinations shall ensure that all unused examination booklets are removed from examination rooms and securely stored.

D. Academic Standing

The annual grade point average (GPA) of students determines their academic standing. There are four types of academic standing: good standing, academic probation, deferred

dismissal and academic dismissal.

1. *Good Academic Standing*

In order to maintain good academic standing full-time students must earn a minimum annual GPA of 2.0 in each year of their programme. Part-time students must earn a minimum GPA of 2.0 on each block of 30 credit hours attempted.

2. *Academic Probation*

Academic probation follows upon notice of unsatisfactory academic performance and is a warning to the student that improvement is required in order to avoid academic dismissal. Students placed on academic probation shall have their participation in extracurricular university activities restricted in such a manner as the Registrar may determine. A student whose annual GPA falls below 2.0 but above 1.5 is placed on academic probation. A student who has been placed on academic probation and whose annual GPA in any subsequent year falls below 2.0 will be required to withdraw from the University.

Students accepted under the Learning for Success option whose annual GPA falls below 2.0 after year one will be required to withdraw from the University. A student who is required to withdraw from the University is eligible to apply for readmission subject to the regulations below.

3. *Deferred Dismissal*

Students will be placed in deferred dismissal standing under two circumstances:

- A student in good academic standing in the previous academic year whose current annual GPA is 1.0 through 1.5 inclusive
- A student on academic probation during the current academic year whose annual GPA is 1.8 or 1.9

Students must obtain a minimum GPA of at least 2.0, in the academic year of their deferred dismissal standing, in order to continue in good standing the next academic year.

4. *Academic Dismissal*

There are two circumstances in which students may be required to withdraw from the University because of unsatisfactory academic performance:

- A student whose annual GPA falls below 1.0 in any year will be required to withdraw from the University.
- A student who has been placed on academic probation and whose annual GPA in any subsequent year falls below 2.0 will be required to withdraw from the University. A student who is required to withdraw from the University is eligible to apply for readmission subject to the regulations below.

5. *Application for Readmission*

Students required to withdraw from the University as a result of obtaining an annual GPA of less than 1.0 will be required to spend at least one year away from the University before being eligible to apply for readmission. Students who had been on academic probation and were required to withdraw from the University as a result of their annual GPA falling below 2.0 in a subsequent year, will normally be required to spend at least one year away from the University before being eligible to apply for readmission. Any student who has been required to withdraw a second time will normally be required to spend at

least two years away from the University before being eligible to apply for readmission. Students who seek readmission after having been asked to withdraw must apply in writing to the Admissions Office. Such applications are subject to the guidelines of the Senate Admissions and Academic Standing Committee. In cases of readmission, special conditions for entry, course load and GPA performance may be required. Students who have been required to withdraw from the University will not be granted credit for any courses taken while required to be away from the University.

E. Academic Misconduct

Plagiarism and cheating are unacceptable and may result in a range of penalties including suspension or expulsion from the University.

Plagiarism is “to use another person's ideas or expressions in your writing without acknowledging the source” (*The Modern Language Association Handbook for Writers of Research Papers*, J. Gibaldi, 1999, p. 30).

Some examples of plagiarism are:

1. Presenting another person's ideas, words, or other intellectual property, including material found on the Internet, as one's own.
2. Writing an essay, report or assignment, or a portion thereof, for someone else to submit as their own work.
3. Submitting an essay, report, or assignment when a major portion has been previously submitted or is being submitted for another course at St. Thomas or any other university without the express permission of both instructors.

A student who is in doubt as to what constitutes plagiarism should discuss the matter with the professor concerned before submitting the assignment.

Cheating: During an examination, test, or any other written assignment used to judge student performance, the following actions are examples of cheating:

1. The use of unauthorized material such as books, notes, or electronic devices.
2. Obtaining by improper means examinations, tests, or similar materials.
3. Using or distributing to others examinations, tests, or similar materials obtained by improper means.
4. Discussing with another student tests or examination questions that have been obtained by improper means.
5. Either writing a test or examination for another student or having another student write a test or examination.
6. Either using answers provided by another student or providing answers to another student.
7. Copying answers from another student during examinations or tests.

Procedures in Cases of Cheating or Plagiarism

1. (a) As soon as a professor believes that academic misconduct has occurred, the

professor will contact the student via e-mail and Canada Post, and ask for a meeting, noting the date and time **the letters are sent. A copy of the letter will be sent to the Registrar's Office for inclusion in the student's file.** In the letter to the student, the professor will state the problem and specify that a response is required **via e-mail or Canada Post** within 14 days. At the meeting, the professor and student will discuss the evidence of misconduct. After the meeting, the professor will reach a decision and inform the student within 7 days.

(b) If within 14 days of initial contact, the student has not replied, then an admission of guilt will be presumed and a penalty will be imposed (**see guidelines under item 2 below**). **The Department Chair** will inform the student in writing of the decision and penalty, and also of the right to appeal this decision to the Senate Student Academic Grievance Committee. **A copy of the letter will be sent to the Registrar's Office for inclusion in the student's file. In the letter, the Department Chair will indicate that appeals must be initiated within 2 months from the date the letter was sent.**

2. If the student agrees with the professor's decision that academic misconduct has occurred, then:

(a) the student will be asked to sign the Student Statement on Academic Misconduct. The professor will submit the completed form to the department chair. The professor and chair will agree on a course-based penalty for the infraction up to and including a failing grade in the course. The department chair will then contact the Registrar's Office to ascertain whether a previous offence has occurred.

(b) If a previous instance of academic misconduct had occurred, then the Vice President (Academic) will be notified in writing and may impose a university-based sanction up to and including expulsion, which would be in addition to the penalty imposed by the professor and department chair.

(c) If no previous violation has been recorded, then the agreed upon penalty will be communicated to the student in writing within one week. **A copy of the letter will be sent to the Registrar's Office for inclusion in the student's file.**

3 (a) If the student disagrees with the professor's decision that academic misconduct has occurred, then the student can appeal the decision **in writing** to the Senate Student Academic Grievance Committee.

(b) If the student disagrees with the outcome of the professor and department chair's deliberations concerning the penalty for academic misconduct, then the student can appeal the decision in writing to the Senate Student Academic Grievance Committee.

4. The Senate Student Academic Grievance Committee shall:

- solicit and consider relevant material from the student, the department chair and the professor, and other material as deemed necessary;
- reach a decision concerning the appeal of the professor's decision or the penalty imposed; and
- communicate its decision **in writing** to the department chair, the professor, the

student, and the Registrar's Office for inclusion in the student's file.

In a case where the department's decision concerning guilt has been upheld, then the matter will be referred back to the professor and department chair to determine a penalty, as described in 2a.

5. In cases where the student is required to withdraw due to academic misconduct, the Chair of the Department in which the offense occurred may apply to the Senate Admissions and Academic Standing Committee to have the notation *Required to Withdraw Due to Academic Misconduct* added to the student's academic transcript. The committee will decide whether the notation is warranted and will make a recommendation to the Vice President (Academic), who will make the final decision. After a minimum of two years, the student may appeal to the Senate Admissions and Academic Standing Committee to have the notation removed. The committee will decide and make a recommendation to the Vice President (Academic), who will make the final decision. If the appeal is denied, the student may re-appeal after a period of 12 months.
6. In all cases of alleged academic misconduct or academic grievance concerning the department chair, the Vice-President (Academic) shall appoint an individual to act as department chair under these procedures.
7. The Academic Grievance Procedures, as outlined in the University Calendar, allow for the student to appeal the decision of the Senate Student Academic Grievance Committee to the Senate.
8. If, after all relevant appeals have been exhausted, the student is found guilty of academic misconduct, then the chair of the Senate Student Academic Grievance Committee will communicate in writing the offence and penalty to the Registrar's Office for inclusion in the student's file.

F. Withdrawal From University

Students who choose to withdraw officially from University should contact the Registrar's Office. The student will be assisted in notifying the various offices of the University, including Residence, Financial Services, and the professors. The effective date of withdrawal is the date on which the Registrar accepts the withdrawal. A student who withdraws may be entitled to a partial refund of tuition fees.

G. Appeal Procedures

In any academic appeal procedure, the University is committed to the principles of natural justice. The officers and committees of the University will hear the appeal in a fair and impartial manner, with due respect for the parties' rights and sensitivities. Students may, in special circumstances, wish to appeal for an exemption from an academic regulation, or appeal a final grade or other academic decision. Students may seek the resolution of any academic matter through the academic grievance procedure.

Exemptions

General Procedure

Any petitions from students who seek exemption from the academic regulations of the University are to be submitted to the Registrar's Office. The Senate Committee on Admissions and Academic Standing advises the Registrar's Office on these petitions. Students seeking an exemption for substantial medical or compassionate reasons should discuss the matter first with the Registrar's Office.

Appeal of Final Grade in Course

A student may apply for a review of the final grade in any course, as follows:

1. The student shall apply in writing to the Registrar's Office no later than two months after receipt of the final grade.
2. The Registrar's Office shall ask the professor to review the final grade. The review shall involve the final examination, if any, and the student's class record, wherever possible.
3. If the student chooses to appeal the professor's review of the final grade, the Registrar's Office shall submit the matter to the Chair of the Department. This review will involve consultation with the professor, if available, and may involve consultation with other professor(s) appointed by the Chair.
4. If the student chooses to appeal the Chair's review, the matter shall be referred to the Senate Student Academic Grievance Committee which will review all its aspects.
NOTE: When the grievance concerns the Chair, the Vice-President (Academic) shall act as Chair.

Academic Grievance Procedures

Any student has the right to appeal to the Senate on any academic matter. The appeal is to be made in writing to the Secretary of the Senate (currently the Registrar).

The normal sequence of procedures for students to follow in an academic grievance is:

1. to discuss the matter with the professor concerned (if any); if no satisfactory agreement is reached;
2. to discuss the matter with the Chair of the Department concerned (if any); if no solution is reached,
3. to discuss the matter with the Academic Vice-President; if no solution is reached,
4. to appeal to the Senate Student Grievance Committee which will review the matter in all its aspects; and finally, if the matter remains unresolved,
5. to appeal the decision of the Student Academic Grievance Committee to the Senate.

The Executive Secretary of the Student Academic Grievance Committee (currently the Registrar) can advise students further on these procedures. In addition, upon written request, the Registrar can act on behalf of the student at any stage in the grievance procedure.

H. Scholarship Renewal Policy for Study Abroad

Scholarship Renewal Policy for Students Participating in a St. Thomas University Exchange Programme

Students who study at another university as a participant in an official St. Thomas University exchange programme, while paying tuition fees to St. Thomas University, may hold their renewable scholarships during the exchange programme study period, provided they have met all the normal requirements for scholarship renewal.

Students who successfully complete 30 credit hours during the academic year in which they are on exchange will be considered, by the Registrar's Office, for the renewal of their scholarships. The decision to renew the scholarship will be based on course-work taken during the academic year (September to April) in which the exchange programme study period took place. Students who complete fewer than 30 credit hours during their exchange programme year of study are not eligible for renewal of their scholarships.

Scholarship Renewal Policy for Students Participating in an External International Study Opportunity

Students who choose to pursue an international study opportunity while paying fees to another institution will be ineligible to hold their renewable scholarships during the period in which they study abroad. On return to St. Thomas, students may apply to the Registrar's Office for the reinstatement of their scholarships as follows:

- (a) If students have been away from the university for a full academic year (September to April), their eligibility for scholarship reinstatement will be considered based on course work (minimum of 30 credit hours) completed during the academic year prior to the study abroad year.
- (b) If students have studied abroad for one term (September to December or January to April) during an academic year, their eligibility for scholarship reinstatement will be considered based on their grade point average on the most recent 30 credit hours completed at St. Thomas.

Students who seek exemption from these regulations may appeal, in writing, to the Senate Admissions and Academic Standing Committee.