

SECTION 5: GENERAL ACADEMIC REGULATIONS

5.1 Selecting courses

Requirements for programs of study are listed in the faculty sections of this calendar. Students should become familiar with the program requirements and plan their programs accordingly. Academic advice is available to those who experience difficulty when selecting courses. Not all courses are offered in any one term or academic year. Elective offerings may vary from semester to semester.

5.2 Course changes and voluntary withdrawal

Students may add courses within the first two weeks of each semester. Students may withdraw from any or all courses within four weeks of the start of semester without academic consequences. Between four weeks and 48 teaching days (approximately 75 per cent through a semester), a “W” will be placed on the student’s record indicating withdrawal. The “W” will not affect the grade point average (GPA). However, a large number of “W” grades may affect the way a transcript is viewed by graduate schools or potential employers. Courses may not be dropped after the 48th day. Withdrawal deadlines are not the same as the refund deadlines. Students should consult the academic schedule in this calendar when considering withdrawal.

Withdrawal from a course can have implications for your academic program or your full-time status. A dropped course does not count toward degree requirements and cannot be used to satisfy prerequisites for further courses. In addition, the course you drop may not be available in the next semester or session. Please consider all course changes carefully or consult an advisor.

Students are reminded that non-attendance in a course is not equivalent to withdrawal.

Students who cease to attend a course but do not formally withdraw will be academically and financially responsible for that course.

5.3 Auditing courses

Students may audit a course provided they obtain the permission of the course instructor(s). They are not permitted to write examinations or receive any form of evaluation. They must register formally as auditors with the Registrar’s office and pay the full course fee. However, audited courses will not appear on a student’s transcript.

5.4 Letters of permission

To benefit from a full array of course selection, a UOIT student may wish to take a course at another institution. A letter of permission ensures that the courses to be taken at the host institution will be recognized for credit at UOIT and are applicable to the student’s program of study. This allows the student to attend the host institution without formal admission. If the student is in clear academic standing and has the necessary prerequisite courses, they may be granted a letter of permission for the course. Students must complete the letter of permission request form and submit a course outline to the Registrar’s office allowing a minimum three week processing time. Students are responsible for having copies of the final transcript from the host institution forwarded to the UOIT Registrar’s office for award of transfer credit. The minimum mark a student must achieve to have the course transferred is 60 per cent. The grade obtained is not included in the student’s GPA at UOIT.

UOIT students must apply for a letter of permission before taking a course elsewhere.

Failure to do so could result in revocation of admission.

5.5 Repeating courses

Students will be allowed to repeat courses in which they have received a grade of D or lower. Students will need to make arrangements with the Registrar’s office to repeat a course. All instances of a course will appear on the academic transcript. The highest grade will be taken into account in the grade point average.

5.6 Prerequisites/corequisites

Some courses have prerequisites or corequisites. Where a prerequisite is specified, the prerequisite must be taken prior to the course in question. Where a corequisite is specified, the corequisite must be taken at the same time or prior to the course in question. Prerequisites and corequisites may be waived with the permission of the faculty. Any student who requests such a waiver is responsible to ensure that he/she is adequately prepared to proceed with the level of study required in the course. Inadequate preparation is not a basis for appeal of a final grade in a course for which a student requested a waiver of prerequisite or corequisite.

5.7 Full-time/part-time status

Each program has associated with it a number of credit hours that constitute a full course load. In many programs, this number is 15 per semester or 30 per academic year. Students are considered full-time when they take 60 per cent or more of the full course load. For example, a student in a program with a full course load of 15 credit hours per semester will be considered full-time if they are taking nine credit hours or more. Full-time status may have an impact on such things as student aid and awards eligibility, fees, income tax credits, athletic eligibility and other areas.

5.8 Grading

Final grades for all courses will be submitted to the Registrar's office on a letter grade scale. Credit will be granted only for those courses completed with a grade of D or better. Faculties may require higher grades in some courses to meet degree requirements. See the faculty sections of this calendar for more information. The following descriptions outline the quality of work associated with each letter grade. Percentage-to-grade equivalencies are included as a guideline for conversion.

A failing grade of WF may be assigned if a student is administratively withdrawn for non-attendance.

Courses designated for pass/fail grading will be assigned a grade of PAS or FAL. For such courses, only failing grades will be included in the calculation of the grade point average.

If a student's grade is not available when final grades are approved at the end of a term, special designation will be temporarily added to his/her record. If a deferred examination has been granted, a grade of DEF will be assigned. If a portion of the work required for the course is incomplete, a grade of INC may be recorded. These grades may satisfy prerequisites for further courses on a temporary basis, but not beyond the end of the subsequent term after which these grades revert to F.

Grade	Percentage	Grade Points	Description
A+	90-100	4.3	Excellent. Strong evidence of originality and independence of thought; good organization; capacity to analyze and synthesize; superior grasp of subject matter with sound critical evaluations; evidence of extensive knowledge base; an outstanding ability to communicate.
A	85-89	4.0	
A-	80-84	3.7	
B+	77-79	3.3	Good. Substantial knowledge of subject matter; some evidence of organization and analytic ability; a moderate degree of originality and independence of thought; reasonable understanding of relevant issues; evidence of familiarity with literature; an ability to communicate clearly and fluently.
B	73-76	3.0	
B-	70-72	2.7	
C+	67-69	2.3	Adequate. Student is profiting from his/her university experience; an acceptable understanding of the subject matter; ability to develop solutions to simple problems in the material; some ability to organize and analyze ideas; an ability to communicate adequately.
C	60-66	2.0	
D	50-59	1.0	Marginal. Some evidence that critical and analytic skills have been developed; rudimentary knowledge of the subject matter; significant weakness in the ability to communicate.
F	0-49	0.0	Inadequate. Little evidence of even superficial understanding of subject matter; weakness in critical and analytic skills; limited or irrelevant use of literature; failure to complete required work; an inability to communicate.

5.9 Academic standing

Academic standing is calculated and recorded on academic transcripts at the end of each semester for every full-time student. Academic standing regulations are applied to part-time students after completion of nine credit hours.

Academic standing is determined by the semester and cumulative grade point averages and the student's academic standing in the previous semester. The minimum cumulative grade point average required for graduation is 2.00.

Clear Standing	Students are required to maintain a minimum cumulative grade point average of 2.00 to remain in clear standing
Academic Warning	Students in clear standing and first semester students whose cumulative grade point average falls between 1.50 and 1.99 will receive a letter of warning and will be encouraged to contact an academic advisor.
Probation	<p>Students will be placed on probation if their cumulative grade point average falls between 1.00 and 1.49 or if they receive a second consecutive warning. Students on probation will be required to contact an academic advisor. The academic advisor will approve the student's schedule for the following semester with a view of raising the cumulative GPA to 2.00 within two semesters. Students failing to consult an advisor or failing to register for the approved schedule will be deregistered.</p> <p>Students on probation may continue their studies as long as they continue to achieve a semester grade point average of 2.00. Students placed on probation remain on probation until their cumulative grade point average is 2.00 or higher.</p>
Suspension	<p>Students will be suspended if their cumulative grade point average falls below 1.00 or if they fail to fulfill the conditions of probation.</p> <p>Following a period of at least one semester, a suspended student may apply for readmission to the university through the Registrar's office. This application will be considered at the discretion of the dean of the faculty to which the application is made. The student may be asked to agree to conditions for reinstatement.</p>
Dismissal	<p>Any student readmitted after a period of suspension will be readmitted on probation. A student who fails to comply with the conditions of his reinstatement or whose performance would result in suspension for a second time will be dismissed.</p> <p>A student who exceeds the prescribed time limit for completion of a degree program will not be permitted to continue in that program, and hence will be dismissed.</p>

5.10 Grade changes

After grades have been officially approved and released, any grade changes must be submitted in writing to the registrar. Grade changes may result from the submission of course work, the writing of a deferred examination, clerical errors, or an approved examination re-read. All grade changes must be approved by the course instructor and the dean or his/her designate.

5.11 Grade re-appraisals and appeals

Matters concerning term work normally fall within the authority of the instructor. If a student has a concern regarding course work, the student should make an appointment, as soon as possible, with the instructor so that any issues can be resolved quickly and informally. Students unable to comply with given deadlines must contact their instructor prior to the deadline if an extension to the deadline is requested. All term work must be submitted by the last day of classes, unless an earlier date has been specified. Instructors may grant extensions beyond their own deadlines or beyond the last day of classes up to the last day of the examination period provided that a student presents reasons of illness, etc., with appropriate documentation. Extensions beyond the last day of the examination period can only be granted by academic appeal.

5.11.1 Requesting a grade re-appraisal

In the event that a student wishes a grade on a piece of tangible work to be re-appraised, he or she should, in the first instance, bring the disputed piece of work directly to the course instructor to seek informal resolution. If this course of action does not satisfy the student, he or she may seek a final grade appeal.

5.11.2 Final grade appeals

Students may, with sufficient academic grounds, request that a final grade in a course be appealed (which will comprise only the review of specific pieces of tangible but not oral work). Grounds not related to academic merit are not relevant for grade appeals. In such cases, students are advised to follow the procedures set out under 5.11.3.

Students are normally expected to contact the course director first to discuss the grade received and to request that their tangible work be reviewed. Students should be aware that a request for a grade appeal may result in the original grade being raised, lowered or confirmed. The deadline for submitting grade appeals is three weeks after the release of final grade reports in any term.

If the condition of sufficient academic grounds has been met, the student shall lodge a request with the Registrar's office, who will contact the relevant dean and collect fees incurred for the appeal. Students must specify the rationale for their appeal by making clear the component of the final grade upon which they seek appeal. The dean will be responsible for ensuring that the work is re-appraised by an appropriate faculty member, ensuring anonymity of both the student and the re-appraiser, and for communicating the result of the appeal (including the re-appraiser's comments) and the route of appeal to both the student and the course director. The re-appraiser will be given the nature of the assignment and the rationale for the original grade. It is expected that every effort will be made to render the decision within 30 days of the reviewer having received the work.

In the event that a student is still not satisfied with the final grade or the course director is not available to review the work, a student may submit, in writing, a formal request for a grade appeal to the Academic Appeals Committee. Such appeals can only be considered on the grounds of procedural irregularity. Appeals must be submitted within 15 working days of notification of the decision. At the discretion of the committee, the student and/or the faculty member may be invited to meet with the committee to present their case(s) orally. The committee's decision will be taken in camera and it is expected that parties will be informed of the decision in writing within 20 working days of the filing of the appeal.

5.11.3 Other academic appeals

Students are normally expected to contact the course director first to discuss an academic complaint. If the concern is not resolved, the student may subsequently approach the dean.

All formal decisions of deans may be appealed to the Academic Appeals Committee.

The student and instructor will both be given 10 working days to gather new evidence, if required, and to submit a letter of appeal to the Academic Appeals Committee. Under normal circumstances, a final grade will not be reported before an appeal is decided, nor will official transcripts be issued.

Appeals must contain:

- The specific faculty decision which is being appealed;
- The form of redress requested;
- The specific grounds on which the appeal is made;
- A summary of the evidence in support of these grounds;
- The text of the faculty decision being appealed; and
- The text of the relevant procedural regulations (if any) allegedly violated or otherwise deemed applicable to the case.

Appeals to the Academic Appeals Committee for waivers of academic regulations will be permitted only on the grounds of:

- New evidence, i.e., evidence relevant to the decision made at the faculty level but through no fault of the appellant not presented at that level. Generally speaking, events or performance subsequent to the faculty decision are not to be construed as new evidence; or
- Evidence of procedural irregularity in the faculty's consideration of the case.

5.12 Dean's Honours List and the President's List

Students in clear standing with a semester GPA of 3.5 to 3.79 on at least 80 per cent of a full course load at the end of a semester will receive the designation Dean's Honours List on their transcripts. Students in clear standing with a semester GPA of 3.8 or higher on at least 80 per cent of a full course load will receive the designation President's List on their transcripts.

5.13 Documents and student files

Documents submitted to the Registrar's office become the property of the university and are protected under provincial privacy legislation. Original copies of documents are kept on file at the Registrar's office and may not be returned to the student.

Official student academic records deemed to have archival value and preserved in the university archives shall be made available to researchers authorized by the university 75 years after the student ceased to be registered.

5.14 Curriculum substitution

Students wishing to substitute one course for another in a set of program requirements may request permission to do so from the dean of the faculty or his/her designate. Requests are referred to the appropriate Faculty Council for decision.

5.15 Academic conduct

Faculty members and students share an important responsibility to maintain the integrity of the teaching and learning relationship. This relationship is characterized by honesty, fairness and mutual respect for the aims and principles of the pursuit of education. Academic misconduct impeded the activities of the university community and is punishable by appropriate disciplinary action.

The university and its members have the responsibility of providing an environment that does not facilitate the inadvertent commission of academic misconduct. Students and faculty should be made aware of the actions that constitute academic misconduct, the procedures for launching and resolving complaints, and the penalties for commission of acts of misconduct. A lack of familiarity with the university's policy on academic conduct on the part of a student does not constitute a defense against its application.

5.15.1 Academic Misconduct

Academic misconduct includes, but is not limited to:

1. Unreasonable infringement on the freedom of other members of the academic community (e.g., disrupting classes or examinations, harassing, intimidating, or threatening others).
2. Violation of safety regulations in a laboratory or other setting.
3. Cheating on examinations, assignments, reports, or other work used to evaluate student performance. Cheating includes, among other things, copying from another student's work or allowing one's own work to be copied, submitting another person's work as one's own, fabrication of data, consultation with an unauthorized person during an examination, use of unauthorized aids, or submitting work prepared in collaboration with other member(s) of a class, when collaborative work on a project has not been authorized by the instructor.
4. Impersonating another student or allowing oneself to be impersonated for purposes of taking examinations, or carrying out laboratory or other assignments.
5. Plagiarism, which is the act of presenting the ideas, words, or other intellectual property of another as one's own, including images, designs, processes, computer software, digital, audio and video files, internet resources and other works without appropriate attribution or credit. The use of other people's work must be properly acknowledged and referenced in all written material.
6. Obtaining by improper means examination papers, tests, or similar materials; use or distribution of such materials to others.
7. Falsifying academic records, including tests and examinations, or submitting false credentials for purpose of gaining admission to a program or course, or for any other purpose.
8. Misrepresentation of facts, whether written or oral, which may have an effect on academic evaluation. This includes making fraudulent health claims, obtaining medical or other certificates under false pretences, or altering certificates for the purpose of misrepresentation.

9. Submission of work when a major portion has been previously submitted or is being submitted for another course, without the express permission of all instructors involved.

5.15.2 Professional unsuitability

Students in programs leading to professional certification must demonstrate behaviour appropriate to practice in those professions. Where a dean determines that behaviour inconsistent with the norms and expectations of the profession has been exhibited by a student, that student may be immediately withdrawn from the program by the dean or subject to one or more of the sanctions described below. A student demonstrating professional unsuitability may be immediately suspended from any practicum, field work or similar activity at the discretion of the dean pending a final decision.

5.15.3 Sanctions

If a student is deemed to have committed academic misconduct or that they are alleged to have demonstrated behaviour inconsistent with professional suitability, one or more of the following disciplinary sanctions may be imposed. The severity of the sanction will be determined by the nature of the offence and the student's past record of conduct. Students found guilty of successive acts of misconduct will receive increasingly severe sanctions, not limited to the following.

1. Resubmission of the piece of academic work in respect of which the misconduct was committed, for evaluation.
2. A written reprimand, warning the student that the behaviour was unacceptable and that further misconduct will lead to additional sanctions. A copy of the reprimand will be placed in the student's file, but no notation will appear on the academic record.
3. Submission of a failing grade in an examination, test, assignment or course.
4. Disciplinary probation for the remainder of the student's registration in his/her current program of study. A note to this effect will be placed in the student's file, and a notation may appear on his/her academic record. Any further offence will lead to a more severe sanction.
5. Expunging of grades or revoking of degrees.
6. Restraining orders or monetary restitution where appropriate in the case of threats, harassment, or damage to property.
7. Suspension from attendance in a course, a program, a faculty, or the university, for a period not less than one term (fall or winter) and not exceeding three years as deemed appropriate. While suspended, a student may not register, and loses the right to attend lectures, write examinations, and receive payment from university sources. Courses taken elsewhere during the period of suspension are not eligible for transfer credit. Notice of suspension will be placed in the student's file and will appear on his/her academic record. The conditions of suspension will specify the length of time such notice will remain on the student's academic record.
8. Permanent expulsion from the university. A note to this effect will be placed in the student's file and will remain on his/her academic record.
9. Such other sanctions as deemed appropriate.

5.15.4 Launching and resolving complaints

With respect to all accusations of academic misconduct or professional unsuitability, students are presumed innocent until the contrary has been established. Decisions regarding the commission of academic misconduct or professional unsuitability are based on the balance of probabilities. A record of all allegations of misconduct, along with details of the resolution, will be entered into the central academic records kept by the Registrar's office.

Faculty, staff, or students who have reason to believe that an academic offence has been committed should report the matter promptly to the dean of the faculty responsible for the course in which the offence was committed. Alleged non-course related offences should be reported to the dean of the faculty in which the student is enrolled.

5.15.5 Complaints resolved by the course instructor

In the following circumstances, the course instructor may choose to deal with allegations of academic misconduct:

- The offence relates to a piece of academic work representing 25 per cent or less of the final grade in the course;
- The student has committed no other academic offence before; and
- The student admits to having committed the offence; and
- The student consents to the sanction proposed by the course instructor.

In such circumstances, the sanction proposed by the course instructor will consist of resubmission of a piece of academic work, a written reprimand, or submission of a failing grade for the piece of work. The course instructor may also choose to deal with these cases personally or to refer them to the course dean for action. The student may also elect to have the matter referred to the course dean. Before acting, the course instructor must check with the Registrar's office to see whether any record of any previous academic offence(s) had been deposited in the student's file. For a first lesser academic offence, the course instructor is responsible for notifying the student of the offence and securing the student's written acknowledgement that they had committed the offence, that they agree to the sanction, and that they agree that no appeal may be taken from this sanction. Upon notification, the student will have five working days in which to respond to the allegation. The course instructor shall notify the Registrar's office of the offence. This material will be placed in the student's file for future reference but no notation will appear on the academic record. Lesser academic offences resolved by agreement between the course instructor and the student may not be appealed.

If no response is received within the time period, the instructor will refer the matter to the dean for formal or informal resolution.

5.15.6 Complaints resolved by the dean

If a complaint of academic misconduct cannot be resolved by a course instructor, or if the course instructor or the student refers the complaint to the course dean, the dean shall be responsible for addressing the complaint. All allegations of professional unsuitability must be addressed by the home dean.

The dean must decide promptly whether an attempt should be made to resolve the matter informally; otherwise, the dean should follow the procedures for formal resolution. In either case, a student will not be permitted to withdraw from the course in which the offence was alleged to have been committed until the matter is resolved and sanction imposed. In cases where the resolution may result in the expunging of grades, the revoking of degrees, or in the student being suspended or expelled, the deans of both the faculty responsible for the course in which the offence was committed and the faculty in which the student is enrolled must consult and agree on the sanctions coming from the offence. If the deans cannot agree on the sanctions, the final resolution will rest with the provost.

5.15.7 Procedures for informal resolution

The dean must inform the student that he/she has been accused of academic misconduct or that they have demonstrated behaviour inconsistent with professional suitability. The student will have five working days in which to respond to these allegations.

If the alleged offender responds with an admission of guilt and agrees to the terms of a resolution as set out by the dean, the matter will be considered closed. The terms of the resolution should be detailed in writing and signed by both the dean and the student involved. If no response is received within the time period, the dean may implement the proposed sanction.

5.15.8 Procedures for formal resolution

When an attempt at informal resolution fails or is deemed inappropriate, the dean must inform the student, in writing, of the allegations, the possible sanctions and a copy of the pertinent policy statement. The student will be given five working days to prepare a response. The dean will then meet with the student to hear the response. Both the dean and the student are entitled to be accompanied by up to two advisors at this meeting, provided 48 hours advanced notice is given of the identity of the advisors.

The dean shall then conduct a thorough investigation of the allegations and response, to be concluded within 10 further working days. The dean will notify the parties of the decision in writing. A copy of the decision will be provided on a need-to-know basis to administrative units (e.g., other faculties, the registrar).

5.15.9 Transcript notations and appeal process

Transcript notations for academic misconduct will include the following range of notations: grade of F assigned for [course number] for academic misconduct; suspended for academic misconduct for [dates of suspension]; suspended for professional unsuitability; and permanently expelled for academic misconduct. Transcript notations will normally be recorded on the Academic Transcript for a minimum of two years.

A student may apply to the Academic Appeals Committee to have the notice of suspension and/or transcript notation expunged from his/her academic record after a minimum of two years from the last offence. If the appeal is granted, the Registrar's office will be notified to remove the notation. Transcript notations for students who are suspended for professional unsuitability or permanently expelled for academic misconduct will remain on their academic record and cannot be appealed.

5.15.10 Appeals

Formal decisions of deans relating to academic misconduct or professional unsuitability may be appealed. The student will be given 10 working days to gather new evidence and to submit a letter of appeal to the academic appeals committee. Under normal circumstances, disciplinary penalties will not be imposed before an appeal is decided, nor will official transcripts be issued. Formal registration may be revoked. A student may apply to the dean for continued attendance in classes and related activities while the appeal is being heard. In order for such a request to be granted, the dean must be satisfied that there would be no detrimental effect of such continued attendance. If the appeal is granted, formal registration will be reinstated or the matter remitted back to the dean or provost for reconsideration as appropriate.

5.16 Residency requirements

At least half of a student's courses must be from among UOIT course offerings in order to meet the residency requirements for graduation. In exceptional circumstances, with sufficient advance notice, or in the case of special agreements with other universities, a dean may reduce this requirement to 25 per cent. Such cases are reported to Academic Council for information.

5.17 Conferral of degrees

Degrees will be deemed conferred at the time of Academic Council approval, and notation of the degrees awarded will be entered on the students' records. All students who are awarded a degree are eligible to attend the session of Convocation that immediately follows the date of conferral.

5.18 Graduation with distinction

At the time of graduation, students who have achieved a cumulative GPA of 3.5 to 3.79 on the courses required for the degree will have the words "with distinction" added to the degree parchment and to the degree notation on the transcript. Students who achieve a cumulative GPA of 3.8 or higher on the courses required for the degree will have the words "with highest distinction" added to the degree parchment and to the degree notation on the transcript.

5.19 Graduation notwithstanding a deficiency

In exceptional circumstances, a dean may recommend to Academic Council that a student receive a degree or other qualification notwithstanding the fact that the student has not completed all normal academic requirements. Deans will advise the registrar of such candidates for graduation, and the registrar will bring forward the following motion to Academic Council: "The following students are recommended to Academic Council for graduation notwithstanding a deficiency in their academic history."

5.20 Dual degrees

Students in clear standing after one year of academic studies may apply to the Registrar's office to complete two degrees simultaneously.

5.21 Time limits

Generally, students must complete a degree program within a number of years equal to twice the length of time it would take to complete the program on a full load basis. Students taking the one-year Bachelor of Education program must complete the program within three years. Students unable

to complete the degree within the time limit must apply for an extension of the degree program to ensure continued eligibility to graduate. Applications for extension will be considered at the discretion of the dean and will normally be granted only in exceptional circumstances.

5.22 Second degrees

Students holding a UOIT degree may pursue a second degree in another area. In addition to meeting all requirements of that degree, at least one additional year of study is required to qualify.

5.23 Other academic policies

This policy covers academic matters, including academic standing, other than merit-based grade appeals (see section 5.11). If the concern is not resolved, the student may subsequently approach the dean.

Students are expected to refer to the following important documents:

- Information Technology Acceptable Use Policy; and
- Policy on Student Conduct and Disciplinary Procedures in Non-Academic Matters.

Students should also familiarize themselves with the following academic policies, which are available at www.uoit.ca:

- Course evaluations;
- Responsibilities of academic staff with regard to students;
- Technology and web-centric teaching and learning; and
- Use of turnitin.com's plagiarism detection system.

5.24 Final examination policy

This policy provides guidelines for the scheduling and administration of final examinations, as well as the submission, approval, and release of final grades.

Definitions

Final examination – Final examinations as referenced in this document should be interpreted in the ordinary sense of the word; usually covering all, or a very substantial portion of, the material dealt with in one academic term.

Non-comprehensive final examination – An examination held after the end of lectures, covering only the last unit of work completed in a course. These examinations are not administered by the Registrar's office, but they are subject to the rules of scheduling, proctoring, grade submission, and other miscellaneous regulations set out in sections 1, 3, 4, and 5 of this section.

Purpose

To enable university faculty and staff to meet their responsibilities regarding the preparation and administration of a final examination through a common final examination schedule;

- To facilitate the timely submission, approval, and release of final grades;
- To outline appropriate cases for deferred, supplementary, and re-read of examinations; and
- To provide procedures for dealing with violation of examination protocol and emergency situations.

5.24.1 Scheduling

5.24.1.1 Study Break

No final examinations, tests, or lectures may be administered in the period after the last day of lectures and before the start of the final examination period. In addition, students may not be required to submit term papers, reports, or other assigned materials during this period.

5.24.1.2 Generating the Schedule

When submitting the list of course offerings each term, academic units will indicate to the Registrar's office whether a final exam is to be administered in each course section. All final examinations will be scheduled after the last day to add courses in a given term. Scheduling will be conducted in such a way as to optimize the time between each examination for each student.

Courses with multiple sections writing a common examination will be given priority in scheduling to ensure availability of space and to allow instructors sufficient time to grade all papers prior to the deadline for grade submission.

The final examination timetable will be published no later than six weeks prior to the first day of the final examination period.

5.24.1.3 Examination Time Slots

The final examination period will consist of ten days. Four examination periods per day, Monday through Saturday, will be provided: 8 a.m. to 11 a.m., 12 p.m. to 3 p.m., 3:30 p.m. to 6:30 p.m., and 7 p.m. to 10 p.m.

Courses in which lectures are held during the evening will normally be scheduled for examination in the evening.

5.24.1.4 Deferral

Students, who through religious obligations, are unable to write a final examination when scheduled, will be permitted to write a deferred examination. These students are required to give three weeks notice to the faculty concerned and to document the religious obligations involved. Every effort must be made to accommodate those students who, through religious obligations, are unable to write examinations at the time scheduled.

Faculties may grant deferred examinations on medical or compassionate grounds where sufficient documentation exists. A request for deferral on medical or compassionate grounds, along with supporting documentation, must be provided to the faculty within five working days after the scheduled writing of the examination.

Faculties may also grant a deferred examination to a student who is scheduled to write three examinations within a 24 hour period. In this case, the exam in the middle of the three is the one that will be considered for deferral. Scheduling is conducted in such a way as to minimize the instance of consecutive examinations for students.

If a technical difficulty prevents the writing of a computer-based examination, the faculty may arrange for a deferred examination for all students in the class.

All deferred examinations will be scheduled no later than the end of the first week of classes in the following semester.

5.24.1.5 Time Conflicts

In the event that a student is unavoidably scheduled to write two examinations at the same time and is not eligible for deferral, provision should be made with the Registrar's office to write both examinations consecutively in a secure location.

5.24.2 Administration

5.24.2.1 Copying and Distribution

When submitting original course offering information, academic units will indicate for each course section whether an examination is to be administered by the Registrar's office, or by the academic unit itself. The Registrar's Office will be responsible for the copying and distribution of final examinations in any course section in which the faculty has elected final examination administration by the Registrar's office.

Faculties that opted for administration by the Registrar's office must deliver final exam master copies to the Registrar's office no later than ten working days prior to the start of the final examination period. A standard cover page is available from the Registrar's office and should be attached to the master copy of the question paper. This cover page will include all pertinent information including the course name, number, and section, the number of pages in the examination paper, and the materials permitted to be used during the examination. The Registrar's office will assume no responsibility for the printing of examination papers not submitted by the above-noted deadline.

If the final examination is to be administered online, at least 15 per cent of the examinations should be available in paper format in case of technical difficulties.

The cost of reprinting examination papers to correct errors and/or omissions will be the responsibility of the faculty concerned.

5.24.2.2 Centre for Students with Disabilities

The Centre for Students with Disabilities works with faculty members to provide alternative exam accommodations for students with disabilities. Common alternative accommodations include extended exam time, oral evaluation, scribing, test clarification, private location, alternative exam format, or adaptive technologies. Students must work with faculty members and the Centre to identify their specific needs well in advance of the scheduled exam time.

Faculties will be advised by the Centre for Students with Disabilities of those students who have registered with that office for a written final examination. Final examinations for these students must be submitted by the faculty to the Registrar's office three working days prior to the scheduled date of the final examination. Faculty can obtain completed examinations from the Registrar's office on the following day.

5.24.3 Proctoring

5.24.3.1 Assigning Proctors

The faculty will assign individuals to proctor and preside at the examination. Course instructors should normally proctor their own final examinations. If this is not possible, the faculty should assign an alternate who has adequate knowledge of the subject matter being tested.

There should be at least one proctor assigned for every 50 students or part thereof, and at least one male and one female proctor should be present at all times.

5.24.3.2 Time

Course instructors and proctors must arrive at the examination room at least 30 minutes prior to the start of the examination. Students will be permitted to enter the examination room 10 minutes prior to the start of the examination.

If the start of the examination is delayed, the examination will proceed with additional time allowed to compensate for the late start. Students will not be permitted to leave the examination room for the first hour of examinations that are three hours in duration. Students will not be permitted into the examination room after the first hour of an examination. Students arriving after the start of the examination will be permitted to write the exam, but no additional time beyond that given to all students will be granted.

A student may, with the permission of the course instructor or proctor, leave the examination room briefly only if accompanied by a proctor.

No student will be permitted to hand in a paper and leave the examination room within the last 15 minutes of the examination time. All students will remain seated and no student will be permitted to leave the room after this time until all papers have been collected.

5.24.3.3 Identification

Students must present their student ID card at each examination. If a student fails to produce their student ID card, they must go to the Registrar's office by the end of the next working day to complete a signature verification card. Upon entering the examination room, each student must complete and sign an information card bearing his/her name and student number, the course number and section, and the name of the course instructor. Information cards will be collected at the start of the examination. Students will also endorse each answer booklet before writing an examination.

5.24.3.4 Materials

Permissible materials should be communicated clearly to students prior to the last day of lectures for the term. Only those items authorized for use in the examination are to be brought into the examination room. Any jackets, hats, bags, knapsacks, etc., are to be left at the front of the examination room and may be picked up at the end of the examination. This includes information regarding the use of textbooks, lecture notes, etc. If calculators or other instruments are allowed, instructors should exercise care in specifying the exact type of instrument permitted. For reasons of security, students should be discouraged from bringing their laptops into the examination room if they are not required for their examination. If students do bring their laptops into the examination room, they should be directed to store them under their chairs. Students should also place their wallets under their chairs.

Any other electronic devices, unless explicitly permitted by the course instructor, are not permitted into the examination room.

The university is not responsible for lost or stolen items brought into examination rooms.

5.24.3.5 Violation of examination protocol

Where there are reasonable grounds to believe a violation of exam protocol has occurred, the course instructor or proctor has the authority to:

- Remove any materials or devices not authorized for use in the examination and keep such materials until the student has completed the examination;
- Search through personal belongings to remove evidence of the violation. This must be done in the presence of the student and another proctor;
- Ask the student to produce evidence of the violation where the course instructor or proctor believes that he/she has hidden it on his/her person – Under no circumstances should the alleged offender be touched;
- Ask the student to move to a seat that is more easily monitored; and
- Remove answer books and replace them with new ones.

In all cases, a student should be permitted to finish writing the examination. At the conclusion of the examination, the course instructor or proctor must make a note of the time and details of the alleged offence, including any refusal to cooperate. The course instructor or proctor should explain to the student that the status of his/her examination is in question and set it aside. All evidence should be gathered and turned over to the course instructor. The course instructor and/or proctor must file a complaint of academic dishonesty.

5.24.3.6 Emergency procedures

The Registrar's office will have someone on call to provide assistance in the case of work disturbances, power failures, etc. The course instructor has the authority to extend the examination time to compensate for time lost up to 30 minutes.

If an emergency requires students to leave the examination room, all examination materials will be considered void. All answer booklets will be destroyed without grading. The examination will be rescheduled within the first week of the following term and a new examination script will be prepared.

5.24.4 Grade submission

5.24.4.1 Deadlines

All final grades must be submitted to the Registrar's office within five days of the end of the final examination period.

5.24.4.2 Submission

Faculty members will have access via MyCampus to class lists for those courses for which they were the assigned instructor. All course grades must be entered in this manner.

The faculty will have access via MyCampus to class lists for those courses administered by his/her faculty. Once instructors have entered the grades, the dean will review the grades and/or grade distributions and approve them as entered. This approval will lock the grades so that no further changes can be made. The locking process will result in the submission of final grades to the Registrar's office.

5.24.4.3 Release of grades

Final grades will normally be released to students via MyCampus on the evening of the fifth day following the end of the final examination period.

5.24.4.4 Grade changes

After a final grade has been released, any changes must be made in writing to the Registrar's office. Changes must bear the signature of the course instructor and the dean of the faculty, and must indicate the reason for the change.

5.24.5 Miscellaneous

5.24.5.1 Student access to final examination scripts

Final examination scripts are the property of the university. However, a student has the right to view his/her final examination script and grade. The supervision of the viewing of the examination script is the responsibility of the faculty. A student who wishes to view a final examination script should submit a request in writing to the faculty in which the exam was administered. Unless a clerical error has occurred, an instructor may not make changes to the final grade awarded in a course as a result of such a viewing. If, after viewing the final examination script, the student wishes to dispute the final grade awarded, he/she should submit a grade appeal to the Registrar's office.

5.24.5.2 Supplementary examinations

Students requesting supplementary examinations will be asked to consult the faculty.