

Section Five: Regulations

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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 rules is under the direction of the Director of Student Affairs. Disciplinary sanctions imposed upon residents may include: 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 \$100.00 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 \$100.00 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.

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.

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. 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.

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 be between forty and sixty percent of the final grade. A professor may change these percentages 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.

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	0.0	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
Intersession (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 H.1 Exemptions.

D. Academic Standing

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

3. *Academic Dismissal*

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

- a. A student whose annual gpa falls to 1.5 or below in any year will be required to

withdraw from the University.

- b. 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.

4. *Application for Readmission*

Students required to withdraw from the University as a result of obtaining an annual GPA of 1.5 or less 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 or cheating is unacceptable and may result in suspension or expulsion from the University.

Cheating: During an examination, test, or any other written assignment used to judge student performance, the following actions constitute academic misconduct:

1. The use of unauthorized material such as books or notes.
2. Discussing test or examination questions with another student.
3. Writing a test or examination for another student.*
4. Using answers provided by another student.*
5. Obtaining by improper means examinations, tests, or similar materials or using or distributing such materials to others.

* The student providing answers or writing the test for another is also guilty of academic misconduct.

Plagiarism: The following actions also constitute academic misconduct:

1. Presenting the ideas, words, or other intellectual property of another as one's own in written assignments, or helping a student to do this.
2. 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.
3. Knowingly providing materials to support plagiarism.

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

Procedures in Cases of Cheating or Plagiarism

1. All cases of suspected academic misconduct shall be reported to the relevant department Chair. The Department Chair will contact the Vice-President (Academic) to determine whether the student has been reported for previous incidents of misconduct.
2. The Department Chair shall attempt to resolve the matter with the agreement of the professor and the student. In the case of misunderstanding, the Chair and professor shall agree to note the incident and proceed no further. The Vice-President (Academic) shall be informed in writing.
3. In a case of academic misconduct which the Department Chair is unable to resolve, the matter shall be referred in writing by the Department Chairs to the Senate Admissions and Academic Standing Committee which will determine whether or not academic misconduct has occurred and, if so, what penalty should be recommended.
4. During the consideration of a charge of academic misconduct the normal course withdrawal procedures and deadlines are suspended.
5. When a case is referred to the Admissions and Academic Standing Committee, the Committee Chair shall advise the student to respond to the charge in writing within one week of its referral to the committee.
6. The Senate Admissions and Academic Standing Committee shall:
 - solicit and consider relevant material from the student, the Department Chair and the faculty member and other material as deemed necessary;
 - reach a decision concerning the charge;
 - recommend to the Vice-President (Academic) a penalty, where indicated.
7. Upon receiving a report, recommendations and associated materials, the Vice-President (Academic) shall review the case and decide the penalty.
8. The range of penalties may include one or more of the following:
 - a redoing of the assigned work
 - a failing grade in the specific examination or assignment
 - a failing final grade in the course
 - suspension from the University
 - expulsion from the University.
9. The student or the professor may appeal the decision of the Vice-President (Academic) through the academic grievance procedures, beginning at stage 4.
10. Under all academic grievance procedures, when the grievance concerns the Departmental Chair, the Vice-President (Academic) shall appoint an individual to act as Department Chair under these procedures.

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's Office 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 solu-

tion 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, he can act on behalf of the student at any stage in the grievance procedure.