



# ACADEMIC CALENDAR 2024-2025 edition

## Part II: Academic Regulations

# 10 ACADEMIC REGULATIONS

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

## 10.1 COMMUNICATION

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

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

- a) Full-time students are expected to register for the equivalent of 30 credits in the Fall and Winter terms, normally 15 credits per term. Students in any program may add ensemble credits in Music to a normal course load.
- b) Full-time students are permitted to take up to six credits through self-directed distance learning as part of a normal course load.
- c) Students are permitted to take up to three credits through A-Term courses offered in the Fall term.
- d) Students with first-year standing are not permitted to register for more than 15 credits per term. Under exceptional circumstances first-year students may be permitted to overload in the Winter term if they achieve a TGPA of at least 3.5 in the F



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

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

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

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

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

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

c) D

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

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

### 10.8.5 Extended Deadlines for Completion of Course Work

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

### 10.8.6 Special Examinations

- a) A student with fourth-year standing may apply for a special examination if the following conditions apply:
- the student has failed a course three times,
  - that course is required for a degree program, and
  - there is no acceptable alternative to allow fulfillment of degree requirements
- b) Application for a special examination must be made in writing by using the form available on the Mount Allison University website.
- c) A fee is charged for each special examination. This fee will be refunded if the application is not approved.
- d) Applications for special examination must be approved by the Registrar, following consultation with the student, the instructor, and the Academic Dean.
- e) The result of a special examination will be recorded with a grade of 'Pass' or 'Fail' unless the Registrar, in consultation with the instructor, determines that a letter grade would be more appropriate.

## 10.9 EVALUATIONS OF STUDENT PERFORMANCE

### 10.9.1 Grading Policies for Courses

- a) In the first week of classes at the beginning of each academic term instructors shall provide each student in their courses with written information indicating the policy concerning assignments, tests, final examination, practical and laboratory work, class participation and attendance. The same information shall also be provided to the Department Head and the appropriate Academic Dean.
- b) In all courses, work worth at least 20% of the final grade will normally be evaluated and returned to students before the end of the eighth week of term for Fall and Winter 3 credit courses and before the end of the second week of the Winter term for full year 1, 3, and 6 credit courses. For A-Term and Spring/Summer term courses work worth at least 20% of the final grade will normally be evaluated and returned to students before the course is no more

than 60% completed. Exemptions from the policy must be authorized by the appropriate Academic Dean.

### 10.9.2 Reporting of Grades

- a) Course work must be completed prior to the deadline for submission of the final grades.
- b) Faculty members may not provide final grades or final exam grades to students in any form prior to the release of grades by the Registrar's Office. The Registrar's Office reports results to students following each examination period if all accounts with the University have been paid.
- c) Faculty members must submit final grades to the Registrar's Office according to the following deadlines:
- Fall Term: Normally before the University closes for the December holiday. With permission of an Academic Dean an extension may be granted to the day before the start of Winter Term classes.
  - Winter Term: For all students whose names appear on the prospective May graduation list, four calendar days after the last day of the April examination period. For all other students normally 30 April. For non-graduating students, with permission of an Academic Dean an extension may be granted to the day before the start of Spring/Summer Term classes.
  - For all other courses: Within seven calendar days of the final exam or the submission of final written work for the course.

### 10.9.3 Letter Grades and their Meanings

Letter grades are assigned. These grades, with descriptors and Grade Point Average equivalents as applicable, are as follows:

Letter Grade	Descriptor	GPA Equivalent
A+	Outstanding	4.3
A	Excellent	4.0
A-	Very Good	3.7
B+	Good	3.3
B	Good	3.0
B-	Good	2.7
C+	Satisfactory	2.3
C	Satisfactory	2.0
C-	Satisfactory	1.7
D+	Conditional (non-continuing) Pass	1.3
D	Conditional (non-continuing) Pass	1.0
D-	Conditional (non-continuing) Pass	0.7
F	Failure	0.0
Transfer Credits		
P	Pass, may be used to fulfill prerequisite requirements	GPA Equivalent excluded from the GPA
CP	Conditional Pass - may not be used to fulfill prerequisite requirements (Also used for Aegrotat Pass)	GPA Equivalent excluded from the GPA

Other Notations	Descriptor	GPA Equivalent
AU	Audit	excluded from the GPA
CIP	Course in progress	excluded from the GPA
	Continuing, full year course, final grade recorded	





## 10.9.17 Academic Dismissal

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

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

### 10.10.3 Degree with Distinction Requirements

- a) The degrees of

#### 10.11.4 Academic Costumes

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

#### 10.11.5 Authorized Hoods

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

- a) Bachelor of Arts: a hood of black stuff edged with garnet and silk and with front of loop bordered with gold silk.
- b) Bachelor of Science: a hood of black stuff edged on the inside with old gold silk.
- c) Bachelor of Music: a hood of black stuff edged on the inside with royal blue silk.
- d) Bachelor of Fine Arts: a hood of black stuff edged on the inside with green silk, and orange ornamentation.
- e) Bachelor of Commerce: a hood of black stuff edged on the inside  
w

Graham Memorial Prize  
M. Colin Grant Book Prize  
Grant Thornton Accounting Prize  
Marie Hammond-Callaghan Women's Prize in History  
Frances Louise Hickey Prize  
Charlie Hunter Award  
James Robert Inch Memorial Prize  
I.O.D.E. (NB Chapter) Prize  
Curtis and Lyle Jarvis Memorial Prize  
Allison H. Johnson Prize in Philosophy  
KPMG Accounting Prize  
Henry D. Larsen Prize  
Gil Latter Prizes  
Hibbert C. Laurence Prize  
Alden Leard Memorial Prize  
Reverend Stephen Lisson Prize in Philosophy  
Jack MacAleese Memorial Prize  
Bruce I. MacDonald Prize in Physical Geography  
Cath

d) A fee is charged.

## 10.14 NOTIFICATION OF DISCLOSURE OF PERSONAL INFORMATION

### 10.14.1 Statistics Canada

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education. It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at postsecondary institutions. The increased emphasis on accountability for public investment means that it is also

