

# University Regulations

## Academic Integrity

### 1. Preamble

- 1.1 Bishop's University is committed to excellence in scholarship. All members of the University community have a responsibility to ensure that the highest standards of integrity in scholarly research are understood and practiced.
- 1.2 The University takes a serious view of any form of academic dishonesty, such as plagiarism; submission of work for which credit has already been received; cheating; impersonating another student; falsification or fabrication of data; acquisition of confidential materials, e.g. examination papers; misrepresentation of facts; altering transcripts or other official documents.

### 2. Plagiarism

- 2.1 Plagiarism is a kind of academic dishonesty in which an individual uses the work of another without appropriate acknowledgement. Plagiarism includes but is not limited to the following practices:
  - Using another's work without acknowledgement
  - Copying material without quotation marks
  - Paraphrasing too closely the exact words of the originating author
  - Submitting as one's own work written in whole or in part by another individual
- 2.2 The following practices related to plagiarism are also prohibited:
  - Helping another student plagiarize
  - Submitting in whole or in part work for which the student has received credit in another course, unless the permission of the instructor has been obtained
  - Submitting any statement of fact known to be false or providing a fabricated reference to a source.

### 3. Procedure in alleged cases of academic dishonesty:

- 3.1 The instructor will meet with the student and reach a decision concerning the matter. In the event that a sanction beyond a warning is required, the Dean will be informed.
- 3.2 In a repeated or particularly serious case, or if the student disputes the decision of the instructor, the Dean will be informed. If necessary, the Dean will meet with the student and the instructor. Another member of the University community may accompany the student. The Dean will make the final decision in the case, including the assignment of a penalty, if any. If the decision is that the student is guilty of academic dishonesty, the Dean will inform the student in writing, and send a copy of this letter to the instructor and to the Registrar. The student may appeal the decision to the Academic Review Committee. See Academic Reviews and Appeals, below.

### 4. Penalties

The normal penalty for a first offence is a zero grade in the component of the course in which the dishonesty occurred. However, in a case of particular seriousness, or in the case of a repeated offence, penalties may include a zero grade in the course, suspension for one semester or longer, or expulsion from the University.

### 5. Transcript note

A student who is dismissed from the University for a certain time for academic disciplinary reasons may in the last semester before graduation petition the Academic Standing Committee in writing to have the notation "suspended for academic disciplinary reasons" removed from his or her transcript.

The decision to remove would be based primarily on the academic performance of the student upon his or her return to the University; it would not be granted automatically.

## **Academic Reviews and Appeals**

### **Academic Review**

A student's academic progress or standing is evaluated in conformity with Departmental, Divisional, School or Senate regulations governing courses, programs, examinations, and degrees.

Unless prohibited by a specific committee policy, a student may request a review of any academic decision or a re-evaluation of any course component(s), including examinations, subject to the following guidelines.

(NB: Students may seek the advice of the University Ombudsman at any stage in this process)

If the issue pertains to a specific course, the student shall first discuss the issue with the course instructor. This must be done as soon as possible, and no later than one month after the beginning of the next regular term of the University following the academic decision.

If the issue cannot be directly resolved between the faculty member and the student, the student may take the matter to the Dean of the Division in which the course was offered within thirty days of the initial meeting with the faculty member. If the matter does not concern a specific course, the student must appeal directly to the Dean in charge of the Division or School in which he or she is enrolled.

If the Dean decides that the issue has no merit the student may either accept that decision or appeal to the Academic Review Committee.

If the Dean determines that the issue has merit, he or she will proceed, within two weeks, to seek a resolution informally through discussion with the student, the faculty member, and/or the Chair of the Department in question. If the issue cannot be thus resolved by the Dean, he or she may impose a solution. In the case of a dispute over a grade, the Dean may authorize the re-evaluation of any course component(s) by an impartial examiner (Fee: \$55.00, reimbursed if the re-evaluation results in a higher mark). In certain situations, the Dean may recommend that the student appeal to the Academic Review Committee. In the case of a re-evaluation of a course component, the grade assigned by the reviewing examiner shall become the official grade for that component and the final course grade adjusted accordingly.

In this context, any decision of a Dean may be appealed to the ARC by the student, given clear grounds for such an appeal.

For cases in which the informal resolution process and the intervention of the Dean is inconclusive or there exists a need for a more formal review of an academic matter, Senate has established two committees, the Academic Review Committee (ARC) and the Academic Appeals Committee (AAC) to deal with the formal review of all academic matters. The University Senate delegates to these Committees the authority to render decisions on all academic matters as well as the authority to implement additional procedures consistent with those set out below.

The function of the Academic Review Committee is to hear complaints against any academic decision taken in the University by a faculty member, a Department Chairperson, a Dean or the Vice-Principal, and to adjudicate all infractions of University academic policy referred to it by any member of the University community. The function of the Academic Appeals Committee is to hear appeals against decisions made by the ARC (see below for the specific grounds for appeal). Normally, the decision of the AAC is final and binding on all parties. However, in particularly serious cases, further appeal to the Visitor may be possible (see R.O.R.s, 2.2).

### **The Academic Review Committee**

The Academic Review Committee (ARC) shall consist of five voting members: two faculty members, who shall be members of Senate and chosen by the Senate Nominating Committee, two students who shall be members of Senate and chosen by the Senate Nominating Committee, and one academic officer of the University, (Dean or Vice-Principal) who shall be named by the Chair of Senate (the Principal). Three alternate members shall also be selected by the Senate Nominating Committee; two students and one faculty member. The ARC shall elect annually a chairperson whose name will be communicated to the Secretary of Senate.

*Note: For eligibility rules concerning members who may sit on the ARC as well as further procedures regarding the Committee quorum, procedures in committee, documents, onus and standard of proof, please refer to Appendix I, below.*

- (i) The Committee year extends from May 1st through April 30th of the following calendar year. The Committee shall remain constituted for the entire year.
- (ii) Faculty members shall serve a term of two years, renewable once, after which they must step down for at least one full year. Student members shall serve a term of one year, renewable once. Senate shall make provisions (through its Nominating Committee) for timely replacement of members whose terms are expiring.
- (iii) The Committee is authorized by Senate to select which alternate members will replace regular members who must leave the Committee before the end of their term or who are unavailable during the summer months.

## **Powers**

The Academic Review Committee shall have the following powers:

- (i) review any academic decision taken by a faculty member, a Department Chairperson, a Dean or the Vice-Principal.
- (ii) review any infraction of University academic policy including all matters governed by Department, Division, School and Senate regulations.
- (iii) review any complaint regarding interference with the University's academic operation.

*Note 1: The ARC does not have jurisdiction over the following areas: admission to the University, re-admission, probation and academic standing issues, including "must withdraw" decisions, and scholarship decisions. These areas are the purview of the Academic Standing/Admissions Policy (ASAP) Committee.*

*Note 2: Before the ARC will accept jurisdiction for decisions concerning grades, there is a separate procedure for the review of marks obtained in final exams and in other components of a course. This procedure must be followed first.*

## **Making a Request to the Committee**

The Academic Review Committee will consider a request for review only after:

- (i) the receipt by the Committee Chairperson of a written and signed notice of request filed within thirty days of the time that the most recent academic decision concerning the matter in dispute has been communicated in writing to the student. Requests for review must include: a complete specification of the wrong to be corrected, the specific grounds for the request for review and the remedy sought. In the case of a request to review a general policy or regulation, the written, signed notice may be made at any time. In all cases, requests for review of any academic decision must be initiated before the marks deadline of the semester following the completion of the course in question.
- (ii) before proceeding with a request for review of any matter, the ARC Chairperson will request a written assurance from the Dean and Ombudsman that all reasonable efforts have been made to solve the dispute at an earlier level.
- (iii) Within seven working days of receipt of the notice of request for review, the Chairperson will acknowledge the same in writing to the complainant(s).
- (iv) Within ten working days, the Chairperson shall convene an initial meeting of the ARC and give a five day notice to all parties of the date of the initial meeting.

## **Disposition of the Committee Decision**

- (i) Decisions shall be made by simple vote of the Committee; three positive votes are necessary to carry any decision. The tally of all votes shall be recorded in the minutes.
- (ii) During the course of a review, no changes shall be made to any mark or grade in question, nor to any student's current status, nor to his/her eligibility for a given program.

- (iii) The Academic Review Committee shall render a decision on a review within sixty calendar days of receipt of the request for review.
- (iv) The Chairperson of the Committee will report its decision to the complainant, the defendant, the Chair of Senate (the Principal), and the appropriate Dean within five days of the rendering of the decision.
- (v) If the decision is not taken to appeal (see below), the appropriate Dean will be responsible for the implementation of the final decision. At least thirty days will be allowed for the implementation of the decision by the individual University office involved.

### **Academic Appeals**

The Academic Appeals Committee (AAC) shall consist of three members: one faculty member who is not a member of Senate named by Faculty Council, one student who is not a member of Senate named by the SRC, and one Academic Officer of the Senate (Dean or Vice-Principal) named by the Principal. Two alternate members shall also be named, one faculty member and one student. The regulations for the term of office, length of the Committee year, election of the chairperson, eligibility, extension of term, and replacement of members, shall be the same as those for the ARC (see above).

Where an appeal of the decision of the ARC has been submitted, the Senate shall either:

- (i) receive and accept the report of the ARC
- (ii) receive the report of the ARC and refer the case to the AAC.

In both cases debate on Senate's decision must be held in camera, and any member of Senate who is a party to the case must excuse him- or herself from the discussion. The content of the debate shall be confidential and Senate shall limit itself to discussion of material contained in the report of the ARC and the request for appeal. Members of Senate who are also members of the ARC shall abstain from voting.

### **Filing an Appeal**

- (i) An appeal against a decision of the ARC must be filed with the Chairperson of the AAC within thirty days of the decision rendered by the ARC.
- (ii) The appeal may be from either complainant or defendant but in either case shall be written and signed and state specifically the grounds for appeal, the remedy sought and include all of the documents (written and oral) used by the ARC to achieve its decision.
- (iii) Unless there is compelling need for further clarity, no new documents will be considered by the ACC that were not before the ARC.
- (iv) Before proceeding to hear an appeal, the chair of the AAC will, within seven working days of the request for an appeal, acknowledge the request for appeal, notify both parties and within ten working days convene a meeting of the AAC. Five days notice will be given to both parties of the date of the first meeting of the AAC.

### **Grounds For Appeal**

The Academic Appeals Committee has the power to hear an appeal from a decision of the ARC for the following reasons:

- (i) errors of fact in information used by the ARC which could affect the decision rendered,
- (ii) new evidence not available to a party at the time of the decision of the ARC was made,
- (iii) errors of interpretation of any University academic policy or regulation,
- (iv) serious procedural error,
- (v) action by the ARC beyond its jurisdiction.

## **Procedures**

- (i) The regulations with respect to: procedures in Committee, documents, onus and standard of proof set out in Appendix I for the ARC, will apply mutatis mutandis for the Academic Appeals Committee.
- (ii) The AAC will hear testimony from the Chairperson of the ARC where significant procedural error is alleged as the grounds for appeal.
- (iii) The AAC will have access to all recorded testimony, documents and minutes of the ARC.

## **Decisions**

- (i) Decisions shall be by simple vote of the Committee; at least two positive votes are necessary to carry any decision. The tally of all votes shall be recorded in the minutes.
- (ii) The AAC may decide to return the case to the ARC for further review. Alternatively, it may uphold the decision of the ARC or fashion any other remedy as it sees fit.
- (iii) The AAC shall render a decision on the request for appeal within three months of the request for appeal.
- (iv) The Chair of the AAC will report its decision to the complainant, the defendant, to the Chair of Senate (the Principal) and to the appropriate Dean(s) within five working days of the rendering of the decision.
- (v) The decision of the AAC will be final and binding on all parties.

## **Appendix I: Rules and Procedures**

### **1. Eligibility.**

The eligibility of students, Faculty members, Deans and the Vice-Principal who sit on either the ARC or on the AAC is restricted as follows:

- (i) individual members cannot sit on both Committees,
- (ii) no individual member of either committee can serve if they are involved in the case as plaintiff, defendant or witness,
- (ii) no individual member can serve on either committee who has been found guilty of an academic offence,
- (iv) no individual member can serve on either Committee who is in a position of bias or conflict of interest (financial gain, kinship relation, close personal relationship),
- (v) all student members who serve on either Committee must be in good academic standing in their program at the time they are elected to the Committee concerned.

### **2. Quorum**

A quorum shall consist of two student members and two faculty members and one academic officer of the University (or the alternate). Every effort shall be made to assume that a consistent quorum of members follows each case to its conclusion. The Committee is authorised to extend the terms of members for this purpose. The Committee shall elect annually a Chairperson whose name will be communicated to the Secretary of Senate. Senate shall make provision for a Committee secretary who will record the minutes of all meetings. The Secretary shall not participate in the discussions and shall not have a vote.

### **3. Examples of matters that can be reviewed by the ARC:**

- (i) all matters of academic integrity after a decision by the appropriate Dean has been rendered,
- (ii) program eligibility, program transfer, program requirements,
- (iii) requirements for the degree,
- (iv) credit for studies elsewhere,
- (v) deferred status for exams or course components,
- (vi) requests for supplemental exams,

- (vii) a mark or a grade in a course, final standing in a course after the procedures for external re-reading of exams or course components have been completed,
- (viii) grading practices after a decision by the appropriate Dean has been rendered,
- (ix) any infraction of Department, Division or Senate regulations,
- (x) any complaint regarding interference with the academic operation of the University.

#### **4. Procedures in Committee**

- (i) The Committee shall conduct its meetings in camera.
- (ii) Both complainant and defendant(s) have the right to be accompanied by a representative of their choice; this representative shall be any full-time member of the University community.
- (iii) The University, if it so decides, may appoint a legal advisor to assist the Committee. Such an advisor shall be considered a neutral observer in the proceedings of the Committee and shall not vote.
- (iv) Both complainant and defendant have the right to make representation in the manner decided by the Committee.
- (v) The parties to the dispute shall be interviewed separately by the Committee in the first instance at which time they may make oral representations and refer to the relevant evidence (see documents below). This procedure does not preclude a face-to-face meeting if all parties agree.
- (vi) General minutes shall be taken of the meeting and the testimony of witnesses and of all motions of the Committee. Copies of the minutes will be provided to all parties.
- (vii) All oral testimony given by witnesses will be recorded on audio tapes which will be made available to the complainant and the defendant and to which they may respond in writing within five days of receiving a copy of the tape.
- (viii) All written and oral testimony, evidence and minutes of the Committee are confidential to the Committee and to the parties involved in the dispute. Deliberations of the Committee are confidential to the Committee.

Each Committee shall establish its own modus operandi, however, the following sequence is a general guideline:

- (i) introduction of the complainant, defendant, members of the Committee,
- (ii) review of documentation,
- (iii) rulings on documentation or further evidence necessary,
- (iv) statement by the complainant, questions from members of the Committee,
- (v) statement by the defendant, questions from members of the Committee,
- (vi) re-calling of the complainant and defendant for clarification of information only by members of the Committee.

#### **5. Documents**

- (i) Copies of all documents submitted by each party will be made available to members of the Committee, to the complainant and to the defendant one week before the hearing date.
- (ii) University records such as transcripts, student files, office correspondence as well as all Departmental, Divisional and Senate regulations are automatically evidence before the Committee.
- (iii) All documents provided by either party will become evidence for the Committee unless one party objects on the grounds that such documents are forged or false or made with malicious intent. Such documents may become evidence before the Committee only after the Committee receives written confirmation of their authenticity by the original author. The Committee reserves the right to accept or reject all documents.
- (iv) The Committee will request written evidence and testimony from all parties to the dispute as well as from the appropriate Dean and from the Ombudsperson.

- (v) The Committee shall reserve the right to invite and receive written and/or oral evidence from any other party, to request and receive any other document it deems may assist in its deliberations and all such evidence shall be made available to the parties in the dispute.
- (vi) In the case of new documents brought to the Committee during the hearing, both parties and all members of the Committee will have the right to review such documents before proceeding with the case.
- (vii) Following the Committee's final decision in the case, all documents, including the written evidence submitted by the parties to the dispute and the taped oral testimony, will be retrieved by the Chair, and together with the minutes, shall be deposited with the Office of the Vice-Principal and shall be made available to the parties in the dispute,
- (viii) The Vice-Principal's assistant will number all documents, arrange them in chronological order and provide for their safe-keeping until such time as a further appeal is sought (see AAC below) or for a period of one year, whichever is applicable.

## **6. Onus**

- i) The onus is on the complainant to demonstrate that the ruling or decision in question is inappropriate or unreasonable. The exception shall be in cases of academic dishonesty where the onus is on the faculty member (or the University) to demonstrate that an academic offence has been committed.
- ii) In cases regarding the waiving of Departmental, Divisional or Senate regulations, where the grounds for such a request are either medical, compassionate or other extenuating circumstances as decided by the Dean of the Division concerned, the onus is on the complainant to demonstrate that following the particular regulation in question was impossible. In such cases, documents attesting to the status of the student must be provided in a timely manner, must be specific and must demonstrate that such grounds do in fact exist.

## **7. Standard of Proof**

Unlike the standard of proof commonly used in criminal cases and usually known as "proof beyond a reasonable doubt", the standard of proof to be used by the Committee will be the "balance of probabilities" or "preponderance of evidence". By this is meant "more likely than not" in the sense that an unbiased observer, having reviewed all the evidence and having heard all sides of the story, should be able to say: "the fair decision in this case is 'X' more likely than not".

In alleged cases of academic dishonesty or in other cases which call into question the very nature and operation of the University, the balance of probabilities, when used as the standard of proof, needs to be at the higher end of the scale and must be based on clear and compelling evidence.

## **Ombudsman**

The major role of the Ombudsman is to receive complaints from members of the University community who believe that they have suffered some form of injustice, particularly of an academic nature. After examining the factual basis of these complaints and determining that all normal avenues of recourse and appeal have been exhausted, the Ombudsman investigates these complaints and facilitates their solution either using existing procedures, both informal and formal, or by recommending changes to the existing procedures. The Office of the Ombudsman operates independently of all other offices in the University and may make recommendations in specific cases or recommendations pertaining to the changing of any rule, policy, regulation or procedure which he/she deems appropriate. The objectives of these recommendations will be either to solve an individual problem or to improve the overall operation of the University. The Ombudsman must investigate all sides of a particular problem, must maintain a neutral stance throughout the investigation and must strive to achieve solutions which are as fair and just as possible given the circumstances involved. At the end of an inquiry, the Ombudsman will explain the nature of the chosen solution to those who initiated the complaint or, where the complaint has been found to be not justified, explain to the individual or groups involved the reasons for not continuing the investigation. From time to time, the Ombudsman may also act as a mediator between individuals or groups of individuals in the University community who have been unable to resolve a conflict, particularly where no procedure exists for the resolution of such matters.

Please see the University website for further information and the complete text of the terms of reference for the Ombudsman.

## **Selection of Courses**

Students are responsible for ensuring that their selection of courses conforms with the general requirements of university programs, the general and academic regulations of the University, and the specific requirements of the specialization of their choice. In planning their annual course choices, students are urged to consult with the appropriate department Chair and Dean.

The programs have been designed to permit the most effective study in a discipline or subject by the majority of students. Nevertheless, changes may be appropriate for particular students because of specific objectives, background, etc. Students who wish to alter their program must consult the chairperson of the department and the Dean concerned, preferably before registration. It should be noted that constraints are imposed on possible changes in programs by the timetable of courses.

A 90-credit program can normally be completed in 3 years of full-time study. A 120-credit program can normally be completed in 4 years of full-time study.

## **Confidentiality of Student Information**

In conformity with Article 65 of the Quebec legislation concerning access to public documents and confidentiality of personal information, Bishop's University informs its students that all personal information collected in the course of admission and registration of a student will be kept confidential, except where specific permission is given to release it.

Students are obliged to provide information which is requested by the administrative offices of the University. The University may only request information which is essential to its operation; refusal to provide this information may lead to denial by the University of services to the student.

In signing the application form, all students agree that the information contained in it, and in their student file, may be made available to those administrators charged with management of their academic and financial affairs while they are at Bishop's University. No information will be released to other persons without express permission of the individual concerned, except in circumstances involving the safety and security of the individual or a breach of the law.

Any student may consult his or her file during regular office hours, and may request that any errors found in the file be corrected. If necessary, a formal request for correction may be made in writing to the Registrar.

## **Discipline**

Students are expected to conduct themselves in all places and at all times in a manner appropriate to members of a university. Failure to do so may result in disciplinary action. In accepting admission to the University, a student is agreeing to abide by, and be subject to, its regulations. The Charter of Student Rights and Responsibilities provides a framework for such a commitment. The University reserves the right to suspend or dismiss any student for misconduct or for serious infractions of university regulations. Such action will result in the loss of course work for the semester in which the suspension or dismissal is imposed.

Matters of discipline are adjudicated by the Committee on Student Conduct which is chaired alternately by the Dean of Student Affairs and the Director of Residences and Conference Services depending on whether the issue is judged to be primarily residential in nature or of a broader import. The committee comprises, in addition, six students representing both on and off campus constituencies. The Committee on Student Conduct is empowered to take note of and to judge matters of student conduct, excluding academic issues referred to it by any member of the University. All recommendations are forwarded to the presiding chairperson for consideration and final decision. Exceptions to this are limited to recommendations for suspension or expulsion from the University which are forwarded directly to the Principal. In addition, a Joint Disciplinary Council composed of a balanced set of delegates from each of the Bishop's and Champlain College communities is mandated to deal with situations which involve students of both institutions.

## **Policy on Harassment**

Living in a University environment entails respect for the welfare and dignity of others. Harassment of any kind is intolerable, and we share the responsibility of promoting a climate of education, support and understanding. The University has developed policies and procedures for dealing with sexual and other forms of harassment. The Committee administering this policy includes representatives of all constituents of the University; the policy document is posted on the Bishop's website, and can also be obtained from the Principal's Office.

## **Students' Responsibilities**

Students are required to abide by reasonable instructions given orally or in writing by any official of the University authorized to secure compliance with regulations, rules, practices and procedures. They should carry proper University identification (student card) at all times, and be prepared to show it at the request of any individual acting in an official capacity (such as University security officers, police officers or student residence staff).

Students have a responsibility to attend lectures and laboratories and to perform punctually all academic assignments in accordance with the standards prescribed by the departments concerned and announced by the instructors at the beginning of the year. Failure to fulfil these requirements may lead to debarment from examinations. Protracted absence from the University may involve debarment from courses.

Students are required to return promptly after holidays, and are requested not to make travel plans which will interfere with registration or examination schedules.

## **Professors' Responsibilities**

Before the Add/Drop deadline of each semester, teaching staff will provide in writing to students in each of their courses a course outline containing:

1. a list of the required textbooks, readings (or material) to be covered in the course;
2. a general outline of the topics to be covered;
3. a schedule of term assignments and tests;
4. a description of the evaluation procedures to be used.

Academic staff are required to establish and post office hours during which they are available for individual consultation with students.

The document "Policies regarding responsibilities of academic staff to students" is posted on the Bishop's website, and is also available from the Registrar's Office.

## **Students' Official Address**

In order to ensure timely and efficient communication with students, the University will use the following as the "official address" for students:

- a) during the regular (September through April) academic year, the student's on-campus mailbox;
- b) from May through August, the student's home address on file in the Records Office, unless the student has provided a temporary address for this period by informing the Records Office directly.
- c) at any time, the Bishop's University e-mail address will be deemed to be the "official" one for communications from the University to students, and students are responsible for ensuring that they are able to receive these communications.
- d) students are responsible for checking their campus mailbox and Bishop's e-mail at least once each week during the academic semester while in attendance at the University.

# REGULATIONS FOR BACHELOR'S DEGREES

## General Academic Requirements

### Bachelor of Arts, Sciences,

### Business Administration, Bachelor of Business and Science:

A degree may be earned by means of one of the following kinds of programs selected from among those offered in this Calendar:

1. Honours in an academic discipline. Honours programs entail a very high degree of concentration in a subject and require a high standard of academic performance. These programs are especially suitable for those who plan to proceed to graduate study. A major or minor in a second discipline may be combined with honours.
2. A major in an academic discipline or interdisciplinary subject. Major programs require less concentration in a subject than honours programs and provide greater scope in the selection of optional subjects. A major in one discipline may be combined with a minor in a second discipline, or with a second major where the requirements of both can be satisfied.
3. Honours or major in a group of disciplines encompassed by a division of the University (e.g. Natural Sciences). This type of program is designed to permit maximum flexibility of study within a division while ensuring, at the same time, a useful level of concentration in one or two disciplines. A divisional major may be combined with a minor, or in some cases a major, in a discipline outside of that division.
4. Minors in two academic disciplines. This type of program involves the least concentration in any one subject. Degrees consisting of double or triple minors will be granted as Bachelor of Arts degrees. To graduate with a double or triple minor, students must normally complete all the requirements for each minor program as stipulated in the Academic Calendar. However, in cases where there are common course requirements, for a double minor, a maximum of 6 credits may be double-counted (i.e. applied to both minors); for a triple minor a maximum of 9 credits may be double-counted (i.e. applied jointly to the three minors).

In each case, courses must be completed in addition to those required by the selected honours, major or minor combination in order to fill the minimum credit requirement indicated in a letter of admission or in a letter indicating a credit requirement change necessitated by a program change.

Successful completion of a program is determined by the Department and the Dean, in accordance with the Academic Calendar regulations in effect either when the student enters a program or in the student's graduating year.

Students with a failing cumulative average (ie. below 50%) will not be eligible to graduate from the University.

## Additional requirements:

1. Three credits are added to each student's academic program to meet the EWP 099 writing proficiency requirement, ie. 90 credit programs are designated as 93 credits, 120 as 123. Please refer to the Writing Proficiency program section of this calendar for details. All students must satisfy this requirement in order to be eligible to graduate.
2. The credit requirement indicated in a letter of admission, or in a letter indicating a credit requirement change necessitated by a program change, is the minimum requirement. A completed program must include all required courses/labs of the selected honours/major/minor program(s) as described in the relevant Academic Calendar, which may exceed the minimum.
3. In the event of an academic program change, the student must notify the Records Office by completing and returning the correct form. The Academic Calendar in effect at the time of the program change will determine the program requirements.

4. A student may not be required to follow more than 12 course credits, excluding lab credits, in any one discipline during the first 30-credit program year. This will permit the choice of a major or honours program from at least two fields of study.
5. A student transferring to Bishop's from another college or university must successfully complete a minimum of at least 30 earned credits at Bishop's, plus program requirements as determined by the department(s) concerned, in order to be eligible for a Bishop's degree. This total must normally include at least one half of the total number of credits needed to satisfy the requirements of the chosen honours/major/minor program(s).
6. 50% of degree credits must be obtained from Bishop's University (i.e. 120 credit program = 60 credits at Bishop's University, 90 credit program = 45 credits at Bishop's University). A recognized student exchange counts as credits completed at Bishop's University.
7. Following admission to Bishop's University, a student may normally complete no more than two semesters, or attempt (pass or fail) more than 30 credits, not including laboratory credits, at other universities during the completion of a Bishop's degree.
8. At least 21 of the final 30 credits of a Bishop's degree program must be completed at Bishop's, leaving a maximum of 9 credits which may be completed elsewhere on a letter of permission. Exception: students participating in a recognized Bishop's Exchange program.

Under exceptional circumstances, a total of 12 credits could be taken elsewhere on a letter of permission approved by the Academic Standing Committee, through the appropriate Dean.

## **General Academic Requirements**

### **Bachelor of Education**

1. A B.Ed. degree may be earned by the successful completion of the approved courses and the practica required by the degree program.
2. Following admission to the B.Ed. program, all course requirements for the program must be completed at Bishop's.
3. Upon successful completion of the Bachelor of Education, graduates are recommended to the Ministère de l'Éducation du Loisir et du Sport of the province of Quebec for the appropriate "brevet d'enseignement".

### **Second Bachelor Degrees**

A second Bachelor's degree is possible for those already possessing a Bachelor's degree.

1. The second degree program shall require the completion at Bishop's of at least 30 credits plus such additional credits as may be required to meet program requirements. Completion of courses elsewhere on a letter of permission is normally not permitted. However, candidates for a second Bachelor's degree who wish to participate in a recognized Bishop's University exchange program may be permitted to do so at the discretion of the appropriate Divisional Dean.
2. At least one half of the total number of credits needed to satisfy the requirements of the chosen honours/major/minor concentration must normally be completed at Bishop's.  
Candidates for a second Bachelor's degree may not register in a divisional major program or in a program of two or more minors.
4. Candidates holding a pass Bachelor's degree from Bishop's or elsewhere, may be admitted as candidates for the Honours Bachelor's degree in the same area of concentration as that of the first degree, or in another area of concentration.
5. Candidates for second Bachelor's degrees are not eligible for scholarship consideration in the Bishop's University Scholarship program.

## **Selection of Courses**

1. Students should plan their programs each semester so as to include courses which are prerequisites for courses to be taken in subsequent semesters/years. Some courses are given only in alternate years. Certain combinations of courses may be rendered impossible by the arrangement of the timetable.
2. A course for which credit is earned in any semester may be repeated once to improve the grade. No additional credit will be awarded. The initial course registration and mark will remain on the student's academic transcript, with the notation "RNC — repeat no credit" appearing beside it. The mark received in the second registration for the course will be used in the calculation of the student's average (including cumulative average) and credits awarded, regardless of whether it is the higher or lower mark. Repeated courses will not retroactively affect academic standing.
3. A student who has failed a course twice will be allowed to reregister for that course only with the instructor's permission, after a review of the student's program by the department concerned. Appeals to the decision will be processed through the regular appeals procedure. The present double failure rule as it applies to courses offered by the Business Division and Economics department remains in force. (See Programs and Courses, Business Administration)
4. Students who contemplate entering graduate school upon graduation should consult with the graduate school in order to ensure that they are meeting the prerequisites of the graduate program they propose to enter.

## **Credit for Studies Completed Elsewhere**

### **Transfer students:**

#### **Bachelor of Education**

Students may be eligible for advanced credits for the Major or minor in education for courses which meet the teachable subject course requirements and/or for courses which have educational content and which meet program requirements.

#### **Bachelor of Arts, Sciences, Business Administration, Business and Science**

1. Students admitted to Bishop's following completion of a minimum of one semester at another university or college may be eligible for advanced credit granted at the discretion of the appropriate Divisional Dean. The student must present complete official transcripts and course descriptions for evaluation. Transfer credit is awarded subject to the regulations governing credit for studies completed elsewhere and subject to further review should the student change programs.
2. Students from completed CAAT (Ontario) programs in General Arts and Sciences or Business Administration may be eligible for advance credit against a four year Bishop's program, granted at the discretion of the appropriate Divisional Dean. Bilateral agreements are in place with specific CAAT programs regarding transfer credit. Please consult the Admissions Office for detailed information. Although exemption may be possible, no credit will be awarded for incomplete programs.
3. Permanent resident students who have completed studies outside North America must obtain an "Attestation des équivalences" for those studies from the Quebec Ministry of Immigration. No evaluation will be made without the Attestation.
4. Students must successfully complete a minimum of at least 30 earned credits at Bishop's, plus requirements of the program as determined by the department(s) concerned, in order to be eligible for a Bishop's degree. This total must normally include at least one half of the total number of credits needed to satisfy the requirements of the chosen honours/major/minor program(s).
5. 50% of degree credits must be obtained from Bishop's University (i.e. 120 credit program = 60 credits at Bishop's University, 90 credit program = 45 credits at Bishop's University). A recognized student exchange counts as credits completed at Bishop's University.

6. Teachers holding the Quebec Class II Permanent Diploma, or letter of equivalent standing, may be granted 30 advance credits in a B.A. program.
7. Teachers holding Quebec Interim Class II Certificates, and teachers holding qualifications from other provinces, may receive credit for certain courses on the basis of their individual records.
8. Each university retains the right to accept or to refuse freely the registration of a student from another university.

### **Certificate programs**

A maximum of 9 credits completed at another university may be transferred to a Certificate program at Bishop's.

### **Bishop's students:**

1. Following admission to Bishop's University, a student may normally complete no more than two semesters, or attempt (pass or fail) more than 30 credits, not including laboratory credits, at other universities during the completion of a Bishop's degree. Exception: Students in the Graduate Studies programs in Education may only complete a maximum of 9 credits at another recognized institution.

At least 21 of the final 30 credits of a Bishop's degree must be completed at Bishop's, leaving a maximum of 9 credits which may be completed elsewhere on a letter of permission. Exception: students participating in a recognized Bishop's exchange program.

Under exceptional circumstances, a total of 12 credits could be taken elsewhere on a letter of permission approved by the appropriate Dean.

- a) Students wishing to follow studies in another institution for credit at Bishop's must be enrolled as degree candidates at Bishop's.
- b) Advance permission and advance approval of all aspects of the study must be secured on the appropriate form from the Chairperson of the department in which they are concentrating their studies and from the appropriate Divisional Dean. The credit transfer request form is available from the Records Office and, once completed, is placed in the student's file.
- c) It is the responsibility of the student to ensure that an official copy of the transcript for the course(s) completed at another university is forwarded directly to the Records Office at Bishop's upon completion of the course(s). Transcripts will automatically be sent for students studying at other Quebec universities who registered through the CREPUQ website for Quebec inter-university credit transfer.
- d) Courses successfully completed elsewhere may only be applied as credit towards a Bishop's University degree. The grades obtained in such course(s) are not included in the calculation of a student's cumulative average and can not affect a student's academic standing.
- e) Any student who has been required to withdraw from the University may not complete courses elsewhere on a letter of permission.
- f) Courses completed elsewhere without prior permission being obtained through the appropriate procedures outlined in this Calendar normally will not be accepted for credit towards a degree at Bishop's University.
- g) Students returning to Bishop's following the completion of studies at another institution on a letter of permission must provide the Admissions Office with:
  - i) a written statement of their intention to return to the University prior to the beginning of the semester in which they intend to return.
  - ii) an official transcript of the results of these studies.
- h) The academic regulations of the University, including those concerning probation and must withdraw status, apply to all Bishop's students. This includes those studying elsewhere on a letter of permission as well as those studying on the Bishop's campus.

2. Under special reciprocal agreements concluded between Bishop's University and all other Quebec universities, students in a degree program at Bishop's wishing to enroll in courses at another Quebec institution (to a maximum of 30 credits), must initiate their request through CREPUQ's website for Quebec inter-university credit transfer. Credits so earned will be recognized towards a degree at Bishop's if the courses/credits are approved by the academic department or division concerned.

Students wishing to profit from this reciprocal agreement must:

- a) ensure that the Bishop's timetable permits the desired external courses to be taken;
  - b) obtain the Preliminary Credit Transfer Request Form from the Records Office. This form must be authorized by the Departmental Chairperson, appropriate Dean, and the Registrar at Bishop's. Before a student's request for credit transfer is processed, it is necessary that any outstanding accounts receivable be paid, as well as the tuition for the courses to be taken at another Quebec university.
  - c) enter the request via the internet through the CREPUQ website ([www.crepuq.qc.ca](http://www.crepuq.qc.ca)) by clicking on the button Autorisation d'études hors établissement. All required information must be entered. The system will process the request automatically, through the designated department advisors and Registrar's Offices at both institutions.
3. Each university retains the right to accept or to refuse freely the registration of a student from another university.

### **Interrupted Studies**

Candidates for an undergraduate degree who have for any reason allowed twelve months or more to elapse without earning any credits at Bishop's University towards their degree must reapply for admission to the University. If permitted to resume their studies, they will be required to adhere to the calendar regulations in effect at the time the degree program is resumed.

If studies have been interrupted for 10 years or more, the assessment of credits to be applied to the student's current program will be made by the Dean in consultation with the Department. The Dean's decision may be appealed to the Academic Standing Committee. General elective courses will not normally be considered as subject to decay of credits.

### **Writing Proficiency Program**

All students enrolled in B.A., B.Sc., B.B.A., B.C.S. or B.Ed. programs are required to satisfy the writing proficiency requirement by passing either the course EWP 099 or the EWP 099 exemption credit examination before graduation. Please refer to the Writing Proficiency section under "Programs and Courses" for details.

### **Applying to Graduate**

1. Candidates for degrees and certificates who expect to complete the requirements for a degree in a particular year must submit an Application to Graduate, along with the \$65 graduation fee, to the Records Office prior to March 1st for the Spring Convocation. The \$65 graduation fee covers charges related to the production and mailing of diplomas and is assessed whether or not a student plans to attend the Convocation ceremony.
2. Students who complete their degree requirements in the Summer session or the Fall semester can request a letter from the Registrar certifying that their degree requirements have been satisfied, and that their diploma will be granted at the next Convocation.
3. Students who achieve degrees with first class (80% or over) academic standing have the notation "with distinction" recorded on their transcripts and in the Convocation program. Students should check the individual Division or School sections in this Calendar for an explanation of the method used to calculate first class degrees.

4. Students with a failing cumulative average (i.e. below 50%) will not be eligible to graduate from the University. (see Additional Graduation Requirement in Business Administration.)

### **Requirements for the Bachelor of Arts Degree of the Thomas More Institute**

Students of the Thomas More Institute who have a Quebec collegial diploma (D.E.C.), are required to complete successfully 15 university level courses (90 credits), as specified in the information booklet of the institute. Students 23 years of age or over who do not have a collegial diploma must complete 3 university threshold courses, in addition to the above requirement, for a total of 18 university-level courses (108 credits).

Details of the program and courses may be obtained from:

**Thomas More Institute**  
3405 Atwater Avenue  
Montreal, Quebec, H3H 1Y2  
Telephone: 514-935-9585

## **REGULATIONS FOR CERTIFICATE PROGRAMS**

Certificates may be completed on a full-time or a part-time basis.

### **Admission requirements**

Students must make a formal application for admission to Certificate programs on the special form for this purpose available at the Admission's Office.

Applicants for admission to Certificate programs must fulfill the same admission requirements as applicants to a Bachelor's degree in the same discipline. (see Admission requirements — Degree Studies).

### **Academic standing — probation and must withdraw**

Students in the Certificate programs must meet the Academic Standing criteria for part-time students as outlined in the Academic Calendar. Students in the Certificate in Business Administration must also fulfill the requirements for maintaining good standing in Business.

### **Transfer between Certificate and Degree programs**

Students may make application for transfer from a Certificate to a Degree OR from a Degree to a Certificate program in the same or another discipline. The regulations governing Academic Program Changes will apply.

A maximum of 21 credits may normally be transferred from a Degree to a Certificate program.

A maximum of 30 credits may normally be transferred from a Certificate to a Degree program. If a student has graduated from a Certificate program, the credits earned in the Certificate may not be used to satisfy the requirements of a minor in the same discipline.

### **Transfer of credit to Certificate programs**

A maximum of 9 credits which have not been counted towards any other degree or certificate program at any other university, may be transferred to a Certificate program at Bishop's, subject to the regulations governing transfer of credit from other institutions (see Credit for Studies Completed Elsewhere).

## **Completion of a Certificate program following completion of a Bachelor's degree**

Students who have completed a Bachelor's degree at Bishop's University may be admitted to a Bishop's Certificate program in a different area of study. All 30 credits required for the Certificate must be completed at Bishop's.

# **GENERAL ACADEMIC REGULATIONS**

1. Full-time or part-time status for each student in each semester will be determined by the student's course registration following the processing of all added and/or dropped courses. Withdrawal with permission from courses(s) does not alter this status.

2. The normal registration for a full-time student in any semester is 15 course credits; the minimum number is 12 credits, including lab credits. Students following fewer than 12 credits including lab credits per semester normally are considered part-time students.

Exception: A student requiring fewer than 12 credits to graduate in his or her final semester may petition the Registrar in writing to retain full-time status with less than 12 credits. Students in this situation will be required to pay the full student services fee.

3. The maximum course load for a full-time student is normally 18 credits per semester not including lab credits. (Both ESL courses and EWP 099 are included in the credit counts.) Subject to the general regulations set forth in the Calendar, students may be permitted to take an additional course (or courses) in excess of the requirements for a given semester with the written permission of the appropriate Dean. Students shall then have two choices:

- a) they may take the additional course as a regular subject for credit; or
- b) they may "audit" the additional course with the permission of the instructor, and participate in class discussions and activities, but may not write the examinations or receive credit for the course. Audit courses are subject to the normal fee structure of the University and are charged in the same manner as credit courses.

Note: In both cases (a) and (b), the student must register for the course in the usual manner and adhere to the applicable deadline dates for adding and dropping courses. The course entry will appear on the student's record if the course is not dropped by the deadline date.

4. A student may not be required to follow more than 12 course credits, excluding lab credits, in any one discipline during their first 30 credit program year. This will enable them to choose a major or honours program from at least two fields of study.

5. Students who receive permission to register as special full-time undergraduate or graduate (SFU, SPG or SPT) students may make such a registration for a maximum of two consecutive semesters. (see Academic Program Changes) Such students must make a choice of, and be formally admitted to, an alternate degree program by the deadline for registration (normally the Add/Drop deadline) of the third semester. Students who fail to do so will not be permitted to register on a full-time basis in that semester.

6. Part-time students who have been formally admitted to a degree program at Bishop's wishing to change to full-time status must make a written statement of their intention to make such a change to the Admissions Office prior to the beginning of the semester in which they wish to register full-time. This includes those students who may have attended the University on a full-time basis in a previous semester.

7. Full-time students wishing to change to part-time status must make a written statement of their intention to make such a change to the Admissions Office prior to the beginning of the semester in which they wish to register part-time.
8. Full-time students who do not register at the University for one semester or more for any reason (including those students studying elsewhere on a letter of permission) must make a written statement of their intention to return to the University to the Admissions Office prior to the beginning of the semester in which they intend to return.
9. Students in an undergraduate degree program who do not register at the University for 12 months or more must reapply for admission to the University (see Interrupted Studies or Academic Standing).
10. A university course taken by a student in order to fulfil the minimum requirements of a collegial program may reduce the specific requirements in a university program by that number of credits. It will not reduce the total number of credits required at the university level for a degree.
11. A course for which credit is earned in any semester may be repeated once to improve the grade. No additional credit will be awarded. The initial course registration and mark will remain on the student's academic transcript, with the notation "RNC — repeat no credit" appearing beside it. The mark received in the second registration for the course will be used in the calculation of the student's average (including cumulative average) and credits awarded, regardless of whether it is the higher or lower mark. Repeated courses will not retroactively affect academic standing.
12. A student who has failed a course twice will be allowed to register for that course only with the instructor's permission, after a review of the student's program by the department concerned. Appeals to the decision will be processed through the regular appeals procedure. The present double failure rule as it applies to courses offered by the Business Division and Economics department remains in force.

### **Language of Instruction**

The language of instruction of the institution is in English, and an English Writing Proficiency test is required for graduation. Nonetheless, students have the option to submit individual written work in either English or French, except where a knowledge or competency in a language is an object of the course. Students who wish to submit work in French must notify their instructor by the ADD/DROP date so that, if necessary, special arrangements can be made for the evaluation of their work.

### **Application of the extra degree credit courses to a student's program:**

1. ESL courses may be recorded on the academic transcript either as "EXT" (extra degree credit), or as credit courses.
2. Extra degree credit ESL courses (ESL 070, 071, 076, 080, 081, 082, 083, 084, 085) are not included in the calculation of a student's academic or cumulative average.
3. Both ESL and EWP 099 are included in the credit count to determine a student's full-time or part-time status. They are also included in the maximum 15 credit count for students on academic probation.  
EWP 099 is not included in the maximum 12 credit count for students who are placed on restrict status by the Writing Proficiency program. Extra degree credit ESL courses are not included in the 30 credit minimum required for scholarship students.

### **Spring and Summer Registration: Bishop's and Elsewhere**

1. A student is not normally allowed to pursue more than 15 credits total in Spring and Summer School at Bishop's University (a maximum of 9 credits in any one session) OR 12 credits in summer courses at another institution. In exceptional cases, students may petition the appropriate Dean for permission to enroll in up to 18 credits in the Bishop's Summer School.

2. Courses completed elsewhere during the summer session must comply with the regulations listed under “Credit for Studies Completed Elsewhere.”
3. 3 and 6-credit summer courses can be considered for transfer credit, subject to regular departmental approval, regardless of the course interval in which the course is offered.

## **COURSE CHANGES/ COURSE WITHDRAWALS**

### **Adding or Dropping Courses**

1. The deadline date for dropping and adding one-semester courses, including course section changes (and changes from credit to audit status or vice versa) is normally approximately 10 days from the first day of class (see Sessional Dates).
2. Course Adds and Drops are accepted provisionally until it can be verified that the change(s) comply with any restrictions required by the student’s academic or financial situation. Students will be informed as quickly as possible if a problem exists.
3. Students will be billed or refunded appropriately following the Add/Drop deadline should fees need to be adjusted.
4. Full-time or part-time status for each student in each semester will be determined by the student’s course registration following the processing of all added and/or dropped courses.

### **Withdrawing with Permission from Courses**

1. The deadline date for withdrawing with permission (“WP”) from one-semester courses is normally approximately seven weeks after the beginning of the term. For full-year courses, the deadline date is the same as the deadline date for dropping or adding winter semester courses.
2. Fees will not be refunded for “WP” courses.
3. A student’s full-time or part-time status in a semester will not be altered by “WP” courses.

### **General Information**

1. Summer School deadline dates are determined proportionately according to contact hours. (see Sessional Dates)
2. The onus for notifying the Registrar’s Office of withdrawal from the University and for completing the necessary forms rests solely with the student. Simply ceasing to attend classes or labs, even when the instructor is informed, does not constitute withdrawal and will result in a failing grade in the course as well as possible financial penalties. Students who leave the University without completing a withdrawal form will have each of the applicable courses recorded as a zero and will not be eligible for any refund of fees. Those students holding scholarships must be responsible for meeting their obligation in returning or repaying all funds received for that semester or that year.
3. Advance course registrations may be done via the Internet, using Bishop’s University Registration Navigator, for degree candidates with a valid personal identification number (PIN). At the start of the semester, printed forms for adding, dropping or changing course sections, and withdrawing with permission, are available at the Records Office, McGreer 225, and must be returned to that office by the appropriate deadline dates.

One form of each type is permitted per student, each allowing several revisions. Courses involved must be clearly indicated, giving course code, section and credit value. Each change must have the approval of the professor concerned and the appropriate departmental chairperson.

4. Students will not normally be permitted to add, drop, or withdraw with permission from courses after the stated deadlines unless permission to do so is obtained from the appropriate Dean.

5. Students will not be permitted to withdraw from the University (WU) after the WP deadline without permission from the appropriate Dean. The student may petition the Dean for this permission in exceptional cases only.

## **ACADEMIC PROGRAM CHANGES**

### **Business Division**

To be eligible for transfer into a B.B.A. or B.A. major Business program from a non-Business program, students must have successfully completed at least 30 credits at Bishop's and have achieved a minimum average of 65% based on all courses attempted. Students will also be required to meet with the Dean of Business for an interview. The number of student transfers is determined according to final enrolment figures and the quota for the Division's maximum enrolment.

Any student who twice receives a failing grade in a course offered by the Business Division will not be permitted to repeat the course again (see Regulations — Business programs). If this is a business course that is required in order to complete a B.B.A. or a B.A. major Business, the student will not be eligible to transfer to either of these programs.

### **Humanities and Natural Sciences Divisions**

Students may normally transfer into a program in the Divisions of Humanities or Natural Sciences, or their Departments, with a minimum cumulative average of at least 60% on all courses attempted at Bishop's.

Students with an average below 60% may be considered for registration in some courses in the proposed Division (Department) in order to allow them to show their potential for studies in that Division (Department). Such students will be classified as special full-time undergraduate (SFU) students.

### **Social Sciences Division**

Students may normally transfer into a program in the Division of Social Sciences or between programs within the Division provided they have a minimum cumulative average of 65% on at least 24 course credits completed at Bishop's, or, provided they have demonstrated an aptitude for the program by achieving an average of 65% in all program courses attempted (minimum of 12 credits). For the purpose of this regulation, the cumulative average and course averages used will be those existing at the time the program change request is made.

### **School of Education**

A student must obtain the formal permission of the School of Education to add a Major Educational Studies – Elementary, or Double Major in Educational and a teaching discipline– Secondary. Students will be admitted to these programs at the discretion of the School of Education.

### **General Information**

1. Students must normally have completed a minimum of one semester at the University before requesting a transfer.
2. In the event of an academic program change, the student must notify the Records Office by completing and returning the correct form with the appropriate signatures. The Academic Calendar in effect at the time of the program change will determine the program requirements. Application for program change must be made on the appropriate form available at the Records Office and be approved by the appropriate Dean and department Chair.
3. Program changes may necessitate re-evaluation of minimums and total credit requirements. A completed program must include all required courses/labs of the selected honours/major/minor program(s) as described in the appropriate Academic Calendar and in the letter indicating credit requirement changes.

4. Students who are permitted to register as special full-time undergraduate (SFU, SPG or SPT) students may make such a registration for a maximum of two consecutive semesters.

Such students must make a choice of, and be admitted to, an alternate degree program by the deadline for registration (normally the Add/Drop deadline) of the third semester. Students who fail to do so will not be permitted to register on a full-time basis in that semester.

5. The University realizes that there will be students who cannot continue their studies at Bishop's University as a result of their dismissal from one program and/or their ineligibility for transfer into any other program in the University.

## **EXAMINATIONS**

### **Regular Examinations**

1. Final examinations are held in December (for one-semester courses only), and in April. Other examinations may be held as required. Regular-load day courses (sections 01-04 inclusive) are normally scheduled during the day. Regular load evening courses (sections 05) may be scheduled during the day or evening. Continuing Education courses (sections 06-09) are normally scheduled on the evening the class is held.
2. Every instructor shall, in consultation with the students concerned, determine the procedures by which the final course grade will be arrived at for each course in his or her charge. These procedures shall be filed in the Vice-Principal's Office within the first two weeks of the course. The appropriate documents are open for examination by any registered student after being filed in the Vice-Principal's Office.
3. Department chairpersons, in consultation with other members of the department and the students involved, may be permitted to reschedule examinations in the courses offered by the department without having to obtain the written consent of all students registered in the courses, providing that 2/3 of the students agree and that the rescheduling would not introduce any further conflicts in the examination schedule.
4. Examinations (other than final examinations) and tests can only be set during the formal working hours of the University, namely Monday through Friday from 8:30 a.m. to 6:00 p.m. Evening classes, however, will be allowed to set examinations during their regular class time. Students shall not be required to miss classes in order to write a test, nor shall students be scheduled to write two tests at once. Should either of these two situations arise, the professors and students involved will take immediate steps to remedy the situation to the satisfaction of the students' Academic Dean. Tests outside of normal working hours, or in the case of evening classes, outside of regular class time, will require signatures of all students registered in the course.
5. No mid-term examinations totalling more than 10% of the final grade may be held during the last two weeks of lectures, with the exception of lab tests of 30% of the grade in lab courses of one credit.
6. Examinations in laboratory courses of one credit must take place on or before the last laboratory of the regular term and will not be scheduled in the final examination period.
7. Students writing final examinations in the exam hall must present their Bishop's ID card to prove identity; otherwise the student may be barred from the exam hall.

### **Guidelines for Examination Invigilators**

*Identification:* Students are required to identify themselves by displaying their Bishop's student card on their desk throughout the exam, and by initialling their name on the class list.

Students may not enter the exam room after the first half-hour of the exam period. Students may not leave the exam room before one-half hour has passed.

*Authority:* The invigilator has the authority to dismiss from the examination room any student without proper identification. The invigilator may ask a student to leave an examination if he/she has reasonable grounds to believe that a student is breaking or has broken, or is attempting to break a University exam regulation, e.g. cheating, impersonation, improper use of exam materials, or attempting to communicate with or convey information to other students in any way. The invigilator also has the authority to dismiss from the examination any student whose behaviour could cause a disturbance or could constitute a threat to the safety or security of others.

All such instances must be reported to the instructor of the course (if this is not the invigilator), and to the Dean of the Division to which the student belongs, using a form designed for this purpose and available from the Records Office

*Instructions:* At the start of the exam, the invigilator will refer to the Examination Regulations for Students (printed on the front of the exam books), and require the students to sign that they have understood them.

*Presence:* The invigilator must ensure that the examination room is not left unattended at any time during the examination. If possible, more than one invigilator should be present. If this is not possible, arrangements should be made for a regular check by a person able to conduct students to the washroom, convey messages, etc.

*Illness or Emergency:* If a student is unable to continue writing an examination due to severe stress or illness, the invigilator may allow the student to leave the exam room. The invigilator should make a note of the student's name and number and the circumstances, and report these to the Dean of the Division to which the student belongs.

*Disruption:* In the event of an emergency evacuation during an examination, the invigilator will instruct students to close their exam books and leave all materials on the desk before leaving the building. If the alarm is of short duration, the exam can be continued; otherwise students should be advised that the exam will be re-scheduled. In the event of a power failure, students will close all materials but remain in the room until it is determined whether or not the exam can be continued. If the exam resumes, the exam period should be extended to compensate for the lost time.

In the event of a major disruption (for example fire, flood, or a bomb threat), the exam would be terminated and rescheduled.

Invigilators may wish to carry a cell phone in case of emergency during the exam period.

## **Rereading of Submitted Work or Examinations**

In cases where the rereading of sessional examinations, supplemental examinations or papers is requested, the following procedure will be followed:

1. Only individual course components constituting at least one-third of a final grade in a course can be reread.
2. Written application for the rereading of examinations shall be made to the Dean no later than one month after the beginning of the next regular term of the University. Before an examination paper is reread by an external examiner, it must have been reread by the course instructor. The fee for rereading of examinations by external examiners is \$35 per course.
3. The appointment of the external examiner shall be approved by the departmental chairperson and the Dean. In the case where the departmental chairperson is the original examiner, then another departmental member shall act in the appointment of the external examiner. Where the Dean is the original examiner, then the appointment of the external examiner shall be made by the departmental chairperson and one other member of the department.
4. The external examiner shall be provided with:
  - a) all pertinent course materials including objectives of the course, outline of topics, distribution of marks, texts, case materials, reading lists, etc.

- b) a copy of the examination paper or essay, without the grade assigned to individual questions, or to the paper as a whole, by the original marker.
5. The grade assigned by the external examiner, whether lower or higher than the original examiner's grade, shall be the grade recorded for that component of the course.

If, as a result of the rereading of an examination, the student's mark is raised to at least a pass, the \$35 will be refunded by the University.

### **Supplemental Examinations**

1. The right to sit for a supplemental examination will be granted only at the discretion of the instructor.
2. A course passed after a supplemental examination shall be recorded as 50%, and a failing grade will be recorded as F.
3. In order to qualify to write a supplemental examination in any course, a student must obtain a final grade of at least 45% in that course, with the exception of science courses which require a final grade of at least 35%.
4. The supplemental examination shall be given not later than the last day of the semester immediately following the original examination.
5. The supplemental examination shall be arranged through the Records Office, using the appropriate form, in consultation with the instructor.
6. The fee to sit for a supplemental examination is \$25 if written on campus, or \$75 if written off campus.
7. The weight carried by a supplemental examination shall be that assigned to the final examination in that course, unless it is specified otherwise by the instructor in the course grading scheme submitted to the Office of the Vice-Principal.
8. In all cases, application forms to attempt supplemental examinations must be completed and returned to the Records Office, accompanied by the appropriate fee (see Fees, Miscellaneous) prior to the supplemental examination being written.
9. Supplemental examinations which would change the student's academic status (that is, from "must withdraw" to "on academic probation", or to remove "on academic probation" from the student's record) must be written by the add/drop deadline in order to change the status for that semester. Supplementals written following that date will change the status for the following semester.

### **Deferred Marks/Deferred Examinations**

1. A student may be granted the privilege of a deferred final mark for a course, either by writing a deferred examination, or by satisfying other written or oral requirements for the determination of the course mark on a deferred basis. The onus is on the student to petition the appropriate Dean for granting of deferred status in any course.
2. Normally, deferred status shall be requested in advance of the scheduled examination or deadline for other course requirements. However, should this not be possible, there will be a 10-day time limit after the date of the scheduled examination, or after the due date for the course requirement, for notification in writing to the Dean by the student of a request for deferred status.

Note: faculty members do not have the responsibility of requesting deferred exams or deadlines on behalf of students, nor do they have the authority to grant such status.

3. With respect to the documents which are to form the grounds for the request for deferred status, there will be a time limit of 30 days after the date of the scheduled examination, or the deadline for the course requirement, for receipt by the Dean of the official documents. Grounds for deferral may include medical, compassionate or such other grounds as may be approved by the appropriate Dean. Where the request is based on medical grounds, the documentation submitted from a physician or a hospital must include specific reasons to account for the absence of the student, and indicate that the student was incapable of attempting the examination or other work on the date(s) in question. The onus is on the student to supply all of the necessary documentation to the Dean.

4. Deferred final marks shall normally be submitted within thirty (30) days of the original deadline for the submission of marks for the course in question. The onus is on the student to contact the faculty member(s) to arrange for the completing of deferred exams or other course requirements. If no mark is received, a grade of “0” will be assigned to the course or course component in question. Final authority for the granting of deferred status, and any changes to this status, rests with the Dean.

### **General Regulations**

1. Final responsibility for grades assigned to any course work or examination rests with the professor or instructor teaching the course.
2. Application for aegrotat standing: a student unable to attempt a final examination or some other requirement for a course, for a valid medical reason, may petition for credit in that course on the basis of satisfactory completion of the remaining course requirements. Such a petition must be accompanied by a statement from a physician and shall be ruled upon by the appropriate Dean.
3. Late submission of grades will not be accepted unless deferment has been granted on medical or compassionate grounds. Deferment or the correction of errors will be the only reason for change of grades.
4. A mark on a transcript shall not be changed after the last day of the semester immediately following the semester in which the grade was achieved.
5. A department may set a comprehensive examination in its honours program at the end of the final semester.
6. Cases not covered by the above regulations may be referred by the student to the appropriate Dean.
7. Honours theses are to be evaluated according to a collegial principle. Specifically, a minimum of three members of a department, or two if the department has only two members, shall evaluate the thesis, their evaluations having equal weight.

### **Grading System for Undergraduate Studies**

#### **Bachelor of Arts, Bachelor of Science, Bachelor of Business Administration, Bachelor of Business and Science, Bachelor of Education, Special Nondegree Status**

Passing grade .....	50%–100%; P (pass)
Failing grade .....	0%–49%; F (failure)
80%–100% .....	(equivalent to A)
70%–79% .....	(equivalent to B)
60%–69% .....	(equivalent to C)
50%–59% .....	(equivalent to D)
0%–49% .....	Failure (F)

The notation “Academic Honour Roll” appears on the transcript of a full-time student who maintains an average of 80–100% for the complete academic year (Fall-Winter semesters).

### **Independent Study Courses**

In addition to conventional lecture and seminar courses in which study is directed mainly on a group basis, some departments offer independent study courses which employ individual tutorials as a format. These courses provide opportunities for responsible students of proven overall academic ability to pursue topics in which they have a special interest, in an area for which they have demonstrated aptitude, through independent reading or research. Independent Study courses are listed by subject, in numerical order with other courses. Admission is at the discretion of the instructors, department chairpersons and Deans. The usual course registration form or Add/Drop form is used to register for independent study courses and must be submitted to the Records Office by the appropriate deadline dates.

## **Guidelines on Independent Study Courses**

1. Independent Study courses may normally be taken only by majors and honours students in the area of their program. Minors students may be permitted to follow such a course only if it is required to complete the minor program. Exceptions may be made with the permission of the Dean concerned.
2. Independent study implies adequate direct supervision by a faculty member during one of the regular sessions, i.e. fall, winter or summer session. The faculty member should not be on leave of any kind.
3. Independent Study courses will be under the general supervision of departments rather than individual professors, and the departments must agree to proposed programs of study, marking schemes and grades awarded.

## **ACADEMIC STANDING**

### **B.A., B.Sc., B.B.A., B.C.S., B. Ed., Special students**

#### **Probation and Must Withdraw Status**

For full-time students, registered at the University for a minimum of 2 consecutive semesters, a cumulative average of 55% calculated at the end of each regular academic year (September through April) will be required to remain in good academic standing. (See sections on School of Business and School of Education for particular requirements of these programs.)

For part-time students, registered at the University for a total of 18 credits or more, a cumulative average of 55% calculated at the end of each regular academic year (September through April) will be required to remain in good academic standing.

For General Interest Students (SPU) a cumulative average of 55% calculated at the end of each semester (Fall, Winter) will be required to remain in good academic standing.

Students who do not achieve this standard will be subject to the following regulations:

1. Full-time, part-time and SPU students failing to achieve a 50% average will be required to withdraw from the University for 12 months beginning with Bishop's Summer School, after which they may apply to be considered for readmission. Please note: A student may be required to withdraw without first being placed on probation if their academic performance requires it.
2. Students with averages between 50% and 54% will be placed on academic probation. Full-time students will be required to raise their cumulative average to 55% by the end of the next regular academic year (September through April). Part-time students will be required to raise their cumulative average to 55% over the next 9 credits attempted.

Students on probation who fail to achieve the 55% in that period will be required to withdraw from the University for 12 months beginning with Bishop's Summer School, after which they may apply to be considered for readmission.

3. Students completing courses in the Bishop's Spring School, or supplemental or deferred examinations, will have their cumulative average recalculated on receipt of those final results. Their academic standing will be revised at that time should their new cumulative average require such a change.

Supplemental examinations must be written prior to the add/drop deadline to alter a student's academic standing in that semester.

4. These regulations are implemented by the Divisional Deans and the Academic Standing Committee and administered by the Director of Admissions.
5. Decisions of the Divisional Deans on academic probation, withdrawal from the University, and subsequent readmission, are binding. A student may request the Academic Standing Committee to reconsider an unfavourable decision, but such a request does not necessarily constitute a basis for provisional readmission. Only one request for reconsideration of a Dean's decision will be heard by the Committee in each case.

Students wishing to request reconsideration should contact the Admissions Office for additional information on the process by July 15th. Decisions will normally be made by the Academic Standing Committee in mid-August.

### **General information**

1. The specific regulations regarding maintenance of good standing in the programs of the Business Division and the School of Education are in effect in addition to the regulations above and following, where applicable (see Business or Education).
2. The cumulative average is calculated using all courses attempted at Bishop's including those in which a grade of "0" is received, with the exception of extra degree credit ESL courses, and courses from which students have withdrawn with permission. The courses are weighted according to their credit value.
3. Courses completed elsewhere are not included in the calculation of Bishop's University's cumulative average (see Credit for Studies Completed Elsewhere).
4. Should a student repeat a course at Bishop's in which a mark has already been received, the mark awarded in the second registration will be used in the calculation of the cumulative average and credits awarded, regardless of whether it is the higher or lower mark. Repeated courses will not affect academic standing, which is based on academic performance in a particular academic year.
5. Students with a failing cumulative average (i.e. below 50%) will not be eligible to graduate from the University (see Additional Graduation Requirement in Business Administration).
6. Students who have been asked to withdraw may not register for any course(s) at the University or complete courses elsewhere on a letter of permission.
7. Applications for readmission must be submitted in writing to the Admissions Office. Students who are readmitted will be admitted on probation.
8. A full-time student on academic probation may not be registered in more than 15 credits not including lab credits per semester. A part-time student on academic probation may not register in more than 9 credits not including lab credits until probation has been removed. Both ESL courses and EWP 099 are included in the credit count.
9. "Academic probation" and "must withdraw for academic reasons" will be recorded on the transcript of the students concerned.
10. Formal written notification from the Academic Standing Committee or the Director of Admissions is the only valid statement of a student's academic standing. Opinions expressed by or information provided by individuals are not binding unless confirmed in writing by the Committee or the Director of Admissions.
11. In cases of alleged procedural errors, incorrect information, or discrimination, an appeal may be made to the Student Appeals Committee.
12. Inquiries regarding any of the above should be addressed to the Admissions Office.

## **Regulations for Graduate Studies in Education**

### **The Degree of M.Ed. or M.A.**

To qualify for the degree of Master of Education or Master of Arts in Education, a candidate must be a graduate of this or another approved university, must be registered in the program for four semesters, or the equivalent, and must complete 45 credits of graduate level work in education, including a curriculum studies project, a monograph, a practicum, or a thesis.

Courses leading to these programs are offered during the summer and, in the evenings and on weekends during the Fall and Winter terms, both on the Bishop's campus and at off campus locations situated at selected school boards. The Master's programs are offered on a part-time basis.

## **General academic regulations**

1. Applicants may be admitted to one of the following: the Master of Arts in Education or the Master of Education program.
2. M.Ed./M.A. students who receive a grade lower than 70% have failed the course, and are not permitted to continue in the program without formal permission of the School of Education's Admissions Committee.
3. Students enrolled in either the M.Ed. or the M.A. who have not registered for any course during a period of more than 24 months are deemed to have withdrawn. They may reapply for admission to the Program, subject to the same procedures and conditions as new applicants.

## **Transfer credit**

A candidate for the Master of Arts in Education or the Master of Education degree may, with the permission of the Dean of the School of Education, complete up to three appropriate courses (9 graduate level credits) at another recognized institution. Candidates should obtain prior approval for such courses. Such courses may not be used to meet the requirements of core courses or projects, monographs, or theses.

# **Regulations for Graduate Studies in Science**

The Division of Natural Sciences and Mathematics of Bishop's University offers a Master of Science degree (M.Sc.) program in the Departments of Chemistry, Computer Science, Mathematics and Physics. Potential students are referred to the appropriate departmental section of this calendar for specific program information.

## **Admission**

1. Completed applications will be forwarded to the appropriate department for evaluation. Recommendations for admission to a degree program are made by the Department to the Dean. Final approval for admission is made by the Dean.
2. Advanced courses of instruction leading to the Master of Science degree are open to graduates of any university of recognized standing who have obtained at least a Bachelor's degree with honours with Class II standing, or its equivalent. An applicant who has followed a combined program, must have obtained at least a Class II standing in the subject of the Masters degree.
4. Applicants who do not satisfy these requirements may, with the permission of the department concerned and the Dean, be admitted to a qualifying semester(s) or year to bring their standing up to that of an honours B.Sc. degree.
5. Admission to graduate courses does not in itself imply candidacy for a graduate degree.
6. All information is processed through the Admissions Office.
7. These regulations for admission are minimum requirements. Additional requirements may be specified by departments, with the approval of the division.

## **General Regulations**

1. Apart from any qualifying semesters, the minimum period of registration for the M.Sc. shall be one academic year of full-time study including research, or its equivalent in part-time study. This requirement must be met regardless of the amount of graduate work previously completed in any other program or at any other university.

2. The maximum time allowed for the fulfillment of the requirements for graduation shall be four consecutive years, excluding any qualifying semesters, in the case of full-time students. Part-time students must also comply with a time restriction: the course-work required for qualifying semesters (if any), and the regular credit requirements of the program must be completed at the rate of not less than six credits per year in consecutive years.
3. Students must obtain a minimum of 65 percent in each required course. Courses may not be repeated more than once.
4. Each degree candidate will be assigned, by the department in which the thesis is to be submitted, to a supervisor who shall be a faculty member of the department, and who will be responsible for advising the candidate and directing his/her research. Co-supervisors may also be assigned with the Department's approval.
5. The course of study will be arranged by the supervisor. The subject of the thesis also requires approval by supervisor.
6. The responsibilities of the students include: informing themselves of program requirements and deadlines, working within these deadlines, communicating regularly with their supervisors; and submitting annual progress reports to their supervisors and the division.
7. Students may receive (limited) financial support from the University in the form of research assistantships, undergraduate marking, tutoring and/or laboratory demonstrating duties. Such support requires approval in writing from both the department and the Dean. Duties and remuneration will be clearly stated, and in no case shall duties exceed 10 hours per week on average.
8. All students in graduate courses or degree programs enjoy the protection of the University's policy and procedures on academic review and appeal (see p. 21–25 of the University Calendar), and on research ethics (see the Vice-Principal for documentation).
9. A passing grade is 65% or better or "P" for pass. A grade less than 65% or "F" is a failure.

## **Supervision**

1. It is the responsibility of the supervisor to monitor the progress of students throughout the graduate program, to ensure that all conditions of admission and requirements are fulfilled, to provide students with information on their program, their progress through it, and to advise them how to resolve problems which may arise during their program.
2. Thesis supervisors must be tenured or tenure-stream faculty or adjunct faculty. Sessional and contract faculty may co-supervise students with the department's approval. Emeritus Professors may co-supervise. In all cases, the department must ensure continuity of appropriate supervision of their graduate students.
3. Problems that cannot be resolved by discussion between the student and the supervisor shall be referred to the Dean.
4. Information concerning sources of financial support and policies on obtaining same should be sought from the Dean.
5. Students must receive guidance and constructive criticism concerning their progress on a regular basis through the program including regular meetings and/or e-mail communication with supervisors, attendance at research seminars, and appropriate responses to the student's annual progress report.
6. By April 15th of each year, M.Sc. candidates must submit to their supervisors a progress report covering both courses and research programs. This report must include the candidate's name, program and semester, a list of courses completed and their marks, a list of courses in which candidate is registered, and a list of courses yet to be taken. A statement concerning the research work must include the title of the thesis (or if this has not yet been decided, a general title of the project), a short outline of the work to its present state, including the amount of work done and the significant findings of the research, plus a statement of the work proposed for the future and a realistic estimate of the time required for its completion.

7. The supervisor will evaluate the annual progress report and grant a grade of “satisfactory” or “unsatisfactory”. Copies of this graded report will go to the department concerned and one to the division. The department may compel a student to withdraw from the M.Sc. degree program in the event of an “unsatisfactory” grade on an annual progress report. Students have the right to have this decision reviewed, first by the Dean and then by the Academic Review Committee.

### **Thesis Regulations**

1. All M.Sc. students must make a satisfactory oral presentation and defense of their thesis before graduating. Three copies of the thesis of a degree candidate must be submitted, with the approval of the supervisor, to the division at least two months in advance of the marks deadline of the semester in which it is to be defended.
2. The three copies of the thesis delivered to the division must be accompanied by a letter from the supervisor informing the division of the names of the two persons who have consented to act as examiners of the thesis (see Regulation 3). The secretary of the division shall forward one copy of the candidate’s thesis to each examiner with an appropriate covering letter.
3. The thesis shall be orally presented and defended before two examiners other than the supervisor, one of whom shall be an external examiner who is a specialist in the candidate’s field of interest. The examiners shall be selected by the supervisor and department concerned, subject to the approval of the Dean. A thesis will be accepted only following approval of its defence by both examiners. A thesis may be returned to the candidate for revision on the advice of one or both examiners, and subsequently re-defended (once only).
4. After the thesis has been defended and accepted, at least three copies shall be properly bound by the University at the candidate’s expense, one for deposit in the Library, one for the retention of the department concerned, and one for the supervisor. At the request of the candidate, a fourth copy maybe bound for his/her personal use.
5. Advice concerning the preparation and presentation of theses is to be provided by the supervisor and department concerned.
6. It is the responsibility of a supervisor to uphold and to transmit to students the highest professional standards of research and scholarship in the preparation of theses; to provide guidance in all phases of the student’s research; to meet with their students regularly; to provide prompt feedback on submitted work including drafts of the thesis; and to clarify expectations regarding collaborative work, authorship, publication and conference presentations which may result from the student’s research.