

# ACADEMIC REGULATIONS, POLICIES, AND PROGRAM REQUIREMENTS

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**1. INTRODUCTION**

All students are bound by the academic regulations contained in the most current Calendar, regardless of the Calendar they are following for program requirements.

A student may obtain further information about academic regulations from the School of Graduate Studies. **It is the responsibility of each student to be familiar with the Academic Regulations as outlined in this section and program specific sections of the Calendar.**

**2. ACADEMIC REGULATIONS**

**a. Grading**

An instructor bears full responsibility for evaluating the academic performance of students in graded courses.

An instructor must indicate at the beginning of each graded course, in writing, the detailed manner by which work will be assessed and the final grades derived and, **upon request**, communicate to students an estimation of their levels of performance by the end of the eighth week of the semester. An instructor may prescribe a variety of forms of evaluation, such as recitations and papers, mid-term examinations and a final examination.

Final grades are determined in accordance with the grading system described in this Calendar. All grades for courses are submitted to the Office of the Dean of the Faculty/School offering a course by the date set in the Calendar. Except when a 'Course Incomplete' has been approved by both the Instructor and the Dean, there is no provision, revision or evaluation of students' work after the final grade submission deadline for graded courses. There is no provision for the late submission of final grades. Grade changes can be submitted by the instructor up to two months following the grade submission deadline (ie., fall term grade submission deadline on December 1 - grade change permitted until February 28 of the following term). The 'I' designation must be converted by the instructor to a final grade within a maximum of one year.

**b. Grading System**

The University of Lethbridge and other Alberta universities use a common four-point grading system. All previous and the current University of Lethbridge grading systems are described in the table below.

Under all systems, graded courses are expressed as a Grade Point Average (GPA). For students whose grades are recorded under two or three systems, the GPA is determined in the same way. No attempt will be made at differential weighting of the three grading systems.

**c. Grade Point Average at the University of Lethbridge Record**

The current GPA is printed on the official transcript. The current GPA is calculated on all graded courses completed in a given term. The cumulative GPA is the average of all graded courses completed at the University of Lethbridge at a given level. The cumulative GPA is calculated but does not appear on the official transcript.

The GPA achieved by a student is determined by multiplying the grade points assigned to each grade by the weighting factor for the course. The total of all course grade points thus calculated is then divided by the total of the weighting factors for all courses.

*Example:*

	Grade	Grade Points	Weighting Factor	Total Grade Points
Art 5xxx	A	= 4.00	x 9.00	= 36.00
Management 5xxx	B	= 3.00	x 1.50	= 4.50
Education 5xxx	A-	= 3.70	x 3.00	= 11.10
			13.50	51.60

The total grade points divided by the total weighting factor = the GPA.

$$\frac{51.60}{13.50} = 3.82 \text{ (GPA)}$$

**Note:** For master's programs, the minimal pass for graded courses is 'B-' and failure is 'C+' or below. For Ph.D. programs, the minimal pass for graded courses is 'B' and failure is 'B-' or below. The following table appears on the back of official U of L transcripts.

UNIVERSITY OF LETHBRIDGE GRADING SYSTEMS					
Grading System effective May 1, 2002		Grade Points	Grading System prior to May 1, 2002		Grade Points
A+		4.00	A+		4.00
A	Excellent	4.00	A	Excellent	4.00
A-		3.70	A-		3.70
B+		3.30	B+		3.30
B	Good	3.00	B	Good	3.00
B-		2.70	B-		2.70
C+		2.30	C+		2.30
C	Satisfactory	2.00	C	Satisfactory	2.00
C-		1.70	C-		1.70
D+	Poor	1.30	D+		1.30
D	Minimal Pass	1.00	D	Poor	1.00
			D-		0.70
F	Failure	0	F	Failing	0

Note: WF Withdrawal Fail effective May 1, 1992 to April 30, 2010

1. Other types of GPA calculations:

Administrative units at the University may calculate a variety of averages in order to determine eligibility for scholarships and awards, academic standing, admission, graduation, etc. When making their calculations, units may include grades for courses transferred from another institution and grades associated with the Credit/Non-Credit designation. In addition, they may choose to exclude certain grades on both University of Lethbridge and transfer courses from the GPA calculations.

There are certain courses which are not included in the calculation of the current or cumulative GPA. These include courses transferred from another institution; the one attempt for a repeated course; and courses in which there are non-grade designations such as Credit/Non-Credit.

In the case of courses designated as Pass/Fail, a 'P' or 'Pass' is not included in the calculation of the current or cumulative GPA, but an 'F' or 'Fail' is included in the GPA calculation. See Section 2.e.

d. **Cr/NC - Credit/Non-Credit**

Initiated by: Student

Assigned by: Instructor

A student may elect to designate some courses as Credit/Non-Credit. This alternative is designed to encourage students to expand their academic interests by taking courses outside their field of major interest. Credit/Non-Credit is not available to Open Studies Students.

For completion of course requirements with a grade of 'B-' or higher, the grade earned appears on the transcript automatically. If a grade of 'C+' is earned, an 'NC' appears on the transcript.

The Credit/Non-Credit alternative may not be elected in courses constituting the student's degree - required courses in Education and specifically-required, non-Management courses.

No courses carrying a 'Credit' designation may be used to meet requirements where the Credit/Non-Credit designation is specifically prohibited in the Calendar. Faculties/Schools may allow substitutions for designated courses at their discretion.

**Note:** *Non-Credit (NC) designations are often counted by other institutions as equivalent to 'F' grades. Students planning to apply to other graduate or professional schools should consider this carefully before electing this option.*

A student may not use a Credit/Non-Credit designation to replace a grade earned previously.

e. **P - Pass/Fail Courses**

Certain courses are specified as Pass/Fail in the course descriptions. For such courses, students are awarded either the designation 'P' or the grade 'F'.

The designation 'P' indicates satisfactory completion of the objectives of a Pass/Fail course. When a student is awarded the designation 'P', the course is not included in computation of the GPA.

f. **Non-Grade Designations**

Non-grade designations are assigned by the Registrar and have no grade point designation attached to them.

**AI - Administrative Incomplete**

The designation of 'AI' is recorded when a final grade is not submitted by the final grade deadline. The 'AI' is replaced by the letter grade as soon as it is received. The 'AI' designation is temporary and must be replaced by a grade as soon as possible and cannot be changed to an Incomplete designation.

**AU - Audit**

Initiated by: Student

The non-grade AU designation is awarded in the case where a student has been granted permission to audit a course. The course appears on the transcript as 'AU'. Contact information is available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies).

**I - Incomplete**

Initiated by: Student

The designation of 'I' is awarded only in case of illness or other extenuating circumstances beyond the control of the student, which make it impossible to complete the required work by the close of a semester. The 'I' designation is awarded only on application to and approval of both the instructor and the appropriate Dean and such application is not considered until the last two weeks of classes. When the 'I' is approved, an appropriate deadline is determined for completion of outstanding work. A student who does not complete outstanding work by the assigned deadline will normally receive an 'F' in the course.

The 'I' designation must be converted by the instructor to a letter designation within a maximum of one year; if not so converted, it becomes an 'F'. Where circumstances continue to prevent the completion of the course by the deadline, the Faculty will contact the Registrar to ensure the 'I' designation remains.

**W - Withdrawal**

Initiated by: Student

A designation of 'W' may be recorded at any time after the Add/Drop period, up to last day of classes. The 'W' designation shall be awarded only upon formal application by the student or his/her agent to the Registrar in writing. Students are responsible for ensuring that the Registrar's Office receives the request for withdrawal by the relevant deadline.

**WC - Withdrawal with Cause**

Initiated by: Student

The designation 'WC' is recorded only in case of serious illness or other extenuating circumstances beyond the control of the student, which make continuation in a course impossible and where an 'Incomplete' designation is not in order. For admitted students, the 'WC' is recorded only upon final approval and submission to the Registrar's Office. For Open Studies Students, the 'WC' is recorded upon application to the Registrar's Office. Prior to readmission to the course, students who are granted a 'Withdrawal with Cause' may be requested to provide evidence that the conditions which led to the withdrawal (WC) have been identified and addressed. This evidence must be submitted to the Registrar's Office for placement in the student's official file.

### **X - Continuing**

Assigned by: Instructor

Used only for courses which may extend beyond one semester. Eligible courses are designated by the Faculty or School offering the course. Signifies that a grade will be awarded at the conclusion of the course and will replace the 'X' on the student's transcript.

### **X - Permanent**

Assigned by: Registrar's Office

Used for placeholder courses to indicate that the student is active in the program but is not taking courses in a given term or is taking credit courses at another institution, under the appropriate authorization.

## **3. ACADEMIC STANDINGS**

### **a. Required Withdrawal From the University**

Students may be required to withdraw on two academic grounds: (1) academic standing or (2) consecutive semesters on probation.

#### **I. Required Withdrawal - Academic Standing**

Students who have completed six courses and whose cumulative GPA, at the end of the spring semester, falls below the following indices are required to withdraw from the University

<b>Number of completed courses</b>	<b>GPA (includes transfer courses)</b>	<b>(U of L)</b>
6-10		1.50
11-20		1.70
21-30		1.85
31-40		2.00

Students should be aware that regulations pertaining to required withdrawal may vary depending on the Faculty/School. Students are referred to their respective relevant program office for details on these regulations.

### **b. Required Withdrawal From Program**

Where demand for access exceeds program/major capacity, Faculties/Schools reserve the right to set academic standards for continuation in a specific program or major. A student who is not eligible to continue in a program/major, but whose academic performance does not warrant required withdrawal from the Faculty/School or the University, is guaranteed a seat in a related program/major for which the student is qualified and which is offered by that relevant program office.

### **c. Repeat of a Course**

At the University of Lethbridge, a student may repeat a course previously taken once.

A grade may be improved by completing either the course or its equivalent.

- Students wanting to improve their grade in an Independent Study, Series or Topics course must repeat the section with the identical title.
  - Courses that are equivalent are denoted with an 'Equivalent' course element in the course description and include courses that have been renamed or renumbered, and Topics or Series courses that have been regularized.
1. If a student repeats a course, the grade for each attempt is recorded on the transcript.
  2. Students may not have grades and credit hours for more than one attempt calculated in the GPA. Students who have repeated a course must submit a *Repeated Course* form (available at the Registrar's Office).
  3. Then only the grade and credit hours for the most recent attempt are computed in the GPA.

A student may not use a Credit/Non-Credit designation to replace a previously earned grade.

### **d. Residence Requirements and Time Limits**

**The University of Lethbridge's residence requirements and time limits for completion of credentials are listed in the table on page 45.**

Please note the following for the last three columns of the table:

#### **Column A: Residence Requirement**

A student who is a candidate for a graduate degree must satisfy the minimum residence requirement through successful completion of the degree requirements as specified by the University of Lethbridge and described in the Graduate Calendar.

#### **Column B: Time Limit for Retention of Individual Course Credit**

Many courses have a defined 'shelf life.' A course may be used to meet program requirements for a specific number of years. After that point, credit for that course is not retained.

#### **Column C: Time Limit for Program Completion**

A student who is a candidate for a graduate degree must satisfy all program requirements within the time limit established by the School of Graduate Studies.

University of Lethbridge Residence Requirements and Time Limits

Faculty	Program	Number of Courses in Program	K. Residence Requirement (Minimum number of U of L courses required and, if applicable, when they must be completed in the program.)	L. Time Limit for Retention of Individual Course Credit (U of L and/or transfer credit.)	M. Time Limit for Program Completion
GRADUATE STUDIES	M.A.	3-6 courses (9.0-18.0 cr. hrs.) or equivalent	Full-time students - Minimum 12 months registration in the program (3 continuous semesters). Residency requirements for part-time students may be adjusted	Transfer credit must be completed within 7 years prior to admission	Full-time students - Maximum 24 months Part-time students - Maximum 48 months
	M.C.	Equivalent of 12 courses (36.0 cr. hrs.)	Minimum 10 courses (30.0 cr. hrs.)		A maximum 6 years
	M.Ed.	General or Educational Leadership- equivalent of 12 courses (36.0 cr. hrs.) Counselling Psychology- equivalent of 15 courses (45.0 cr. hrs.)	All majors - Minimum 8 courses (24.0 cr. hrs.)	All majors - Transfer credit must be completed within 5 years prior to admission	All majors - Within 5 years
	M.F.A.	Art - 48.0 cr. hrs. Theatre and Dramatic Arts - 36.0 cr. hrs. NewMedia - 42.0 cr. hrs.	All majors - Minimum 24 months full-time continuous registration	All majors - Transfer credit must be completed within 7 years prior to admission	A majors - Maximum 3 academic years
	M.Mus	54.0 cr. hrs.	Minimum 24 months full-time continuous registration	Transfer credit must be completed within 7 years prior to admission	Maximum 3 academic years
	M.N.	11 courses (33.0 cr. hrs.)	Minimum 24 months registration in the program	Transfer credit must be completed within 7 years prior to admission	Maximum 6 academic years
	M.Sc.	2-6 courses (6.0-18.0 cr. hrs.) or equivalent	Full-time students - Minimum 12 months registration in the program (3 continuous semesters). Residency requirements for part-time students may be adjusted	Transfer credit must be completed within 7 years prior to admission	Full-time students - Maximum 24 months Part-time students - Maximum 48 months
	M.Sc. (Management)	36.0 cr. hrs.	Full-time students - Minimum 12 months minimum registration in the program (3 continuous semesters). Residency requirements for part-time students may be adjusted	Transfer credit must be completed within 3 years prior to admission	Full-time students - Maximum 24 months Part-time students - Maximum 48 months
	Ph.D. (All majors excluding Education)	Up to 6 courses (18.0 cr. hrs.) or equivalent	Minimum 24 months full-time continuous registration at the U of L	No limit	Maximum 48 months full-time continuous registration at the U of L.
	Ph.D. (Education majors)	Learning, Teaching and Curriculum or Format and Distributive Leadership- minimum of 6 courses (18.0 cr. hrs.) Counselling Psychology- minimum of 10 courses (30.0 cr. hrs.)	Minimum 24 months full-time continuous registration at the U of L	No limit	Maximum 84 months full-time continuous registration at the U of L

#### 4. GRADE APPEAL POLICY

##### a. Definition

Grade appeals deal with claims that a student's course grade has been improperly determined. Student grade appeals will be directed to the School of Graduate Studies.

In this Policy, 'instructor' shall indicate instructor/supervisor, and 'Faculty' shall indicate the School of Graduate Studies.

##### b. Faculty and School Appeals

1. The student is not required to inform the instructor(s) of an intention to appeal, but, before initiating a grade appeal, the student must have discussed the grade and how it was determined with the instructor(s). If the Faculty is satisfied that the instructor(s) was not available for this discussion, the Dean shall allow the appeal to proceed without it.
2. All grade appeals must be initiated by completion of a *Grade Appeal Form*, which must be received and signed by the Dean by the following dates immediately following completion of the course: fall semester courses - February 7; spring semester courses - June 7; summer session courses - October 7.
3. The *Grade Appeal* form must explain why the student believes that the grade was improperly determined. The Dean's signature on the *Grade Appeal Form* indicates that the student has discussed the merits of the grade appeal with the Dean, who is also charged with explaining the procedures connected with the grade appeal.
4. The Dean shall immediately forward the appeal to the Faculty Grade Appeal Chair and send signed copies of the *Grade Appeal Form* to both the instructor(s) and the student.
5. The Chair shall immediately request both instructor(s) and student to submit any relevant documentation pertaining to the appeal, and indicate in writing the name of the faculty member or student agreeing to serve on the Grade Appeal Committee.
6. The instructor(s) and student must each submit relevant documentation and the names of those willing to serve on the Committee no later than 14 days after the Chair's request, after which period the Dean may act on behalf of either the instructor(s) or the student.
7. The Faculty Grade Appeal Committee shall reach a decision no later than 30 days following the striking of the Committee.
8. The Chair of the Faculty Grade Appeal Committee shall deposit the file relating to an appeal with the Dean within 10 days following an appeal decision by the Committee. The Dean shall immediately notify in writing the instructor(s) and student of the Committee's decision.

##### c. Appeals to General Faculties Council (GFC)

1. Either the student or the instructor(s) may appeal the decision of a Faculty Grade Appeal Committee to General Faculties Council. The appeal must be submitted to the Secretary of General Faculties

Council no later than 30 days after the decision of the Faculty Grade Appeal Committee has been mailed.

2. The General Faculties Council shall reach a decision regarding the appeal no later than 30 days after the date that the appeal was received by the Secretary of General Faculties Council.
3. The authority of General Faculties Council regarding grade appeals shall be delegated to the GFC Grade Appeal Committee, appointed by General Faculties Council. The GFC Grade Appeal Committee shall consist of two Faculty members, an alternate, and be chaired by the Provost & Vice-President (Academic). Members should be selected from two different Faculties with experience on Faculty Grade Appeal Committees. Appointments to the GFC Grade Appeal Committee shall be for three years, staggered to provide continuity. The GFC Grade Appeal Committee shall determine its own procedures.
4. The Chair of the GFC Grade Appeal Committee shall deposit the file relating to an appeal with the School of Graduate Studies, with a copy to the Secretary of General Faculties Council, within 10 days of the decision of the Committee regarding the appeal. The Secretary of General Faculties Council will communicate immediately in writing the decision of the Grade Appeal Committee to the student, instructor(s), Dean(s), Registrar and the Department

##### d. Committee Procedure

(Faculty Grade Appeal Committee and Grade Appeal Committee of General Faculties Council)

1. The Grade Appeal Committee shall determine its own procedures. That said, it is understood that the instructor(s) and the student shall have opportunity to make presentations to the Committee in writing, orally or both. Both the instructor(s) and the student shall have the right to cross examine any persons who have been asked by the Committee to speak. Written submissions shall be shared.
2. Decisions of a Grade Appeal Committee shall be made by a majority vote.
3. In the case of the Faculty Grade Appeal Committee, no member of the Committee shall act as an advocate for either the student or the instructor(s) or otherwise act as a representative of some factional interest. Should the Chair of the Committee believe that the deliberations of the Committee suffer from a lack of objectivity on the part of one or more of its members, the Chair shall so inform the Dean. Following such information from the Committee Chair, the Dean may withdraw responsibility for considering the appeal from this Committee. Where the Dean withdraws responsibility for considering an appeal from a Committee, the Dean shall, following consultation with the student and instructor(s), appoint two members to a new Faculty Grade Appeal Committee who, together with the Chair, shall assume responsibility for considering the appeal.

4. A Grade Appeal Committee is not restricted in its decision to finding either for or against the request of any appeal, but may award any letter grade or any available non-grade designation. This means the Faculty and GFC Grade Appeal Committees can adjust grades up or down, or change a grade designation to a non-grade designation. In the event that an 'Incomplete' is awarded, the Committee must prescribe the procedure by which the 'Incomplete' will be converted into a letter grade or non-grade designation.
5. A written report supporting any Faculty Grade Appeal Committee decision must be submitted in every case. The report of the Faculty Grade Appeal Committee shall include a summary of the Committee's rationale for the decision. Where the Committee's decision is not unanimous, the report may contain, but is not required to contain, a dissenting opinion.
6. After a grade appeal is completed, personal materials must be returned to the instructor(s) and student.
7. The decisions of the GFC Grade Appeal Committee shall be final.

## 5. STUDENT DISCIPLINE POLICY - ACADEMIC OFFENCES

### a. Introduction

The integrity of the University and of the degrees the University confers is dependent upon the honesty and soundness of the teacher-student relationship, as well as the integrity of the evaluation process. Conduct by any student that adversely affects this relationship or process represents an academic offence. The following describes the principal academic offences and procedures for their investigation and penalization. This policy pertains to such conduct where it involves any person registered in a University course (credit or non-credit).

### b. Plagiarism

No student shall represent the words, ideas, images or data of another person as his or her own. This regulation will affect any academic assignment or other component of any course or program of study, whether the plagiarized material constitutes a part or the entirety of the work submitted.

### c. Cheating

1. In the course of an examination, no student shall obtain or attempt to obtain information from another student or other unauthorized source, or give or attempt to give information to another student, or knowingly possess, use or attempt to use any unauthorized material.
2. No student shall represent or attempt to represent oneself as another or have or attempt to have oneself represented by another in the taking of an examination, preparation of a paper or other assessed activity.

### d. Duplication

No student shall submit in any course or program of study, without both the knowledge and approval of the person or persons to whom it is submitted, all or a substantial portion of any academic assignment for which credit has previously been obtained or which has been or

is being submitted in another course or program of study in the University or elsewhere. (This clause is not intended to prevent the integration of learning but, rather, to prevent duplication of credit for a body of work.)

### e. Confidential Materials

It is an offence knowingly to procure, distribute or receive any confidential academic material such as pending examinations or laboratory notebooks.

### f. Misrepresentation

It is an offence knowingly to misrepresent material facts to another for the purpose of obtaining academic advantage or credit. One example of this offence occurs whenever a student submits in any course or program of study any academic assignment containing a statement known by the student to be false or a fabricated reference to non-existent sources or documents.

### g. Other Offences

1. Any other conduct by a student which adversely affects the integrity of the instructor-student relationship and/or the evaluation process will be considered an academic offence.
2. Faculties and Schools may define and must publicize any other academic offences specific to a given program, together with attendant penalties. A statement of such offences and penalties must be approved by the General Faculties Council.

### h. Discipline Procedures

In this Policy, 'instructor' shall indicate instructor/supervisor.

Any member of the University community who believes that a student has violated academic regulations may initiate proceedings against the student.

1. An instructor who believes that a student has committed an academic offence should proceed according to **Section i. Procedures and Penalties** section below.
2. Any other person who believes that a student has committed an academic offence should communicate to the instructor of the affected course the particulars of the time and place and provide a brief summary of the alleged misconduct. Where the alleged academic offence does not involve a specific course, the allegation of misconduct should be directed to the School of Graduate Studies.

### i. Procedures and Penalties

1. The instructor must review the alleged offence with the student and shall advise the student to refer to the Discipline Policy.
2. Where the instructor has reason to believe that an offence has been committed, he/she must impose a written reprimand in which a summary of both the offence and additional penalty, if any, is included. Penalties in addition to a letter of reprimand in the file may be imposed. Such penalties are less severe than suspension or expulsion, insofar as the student's admission/registration status is maintained. In addition to the reprimand, the instructor may impose one or more of the following additional penalties:

- a. Additional work.
- b. Grade reduction in or rejection of the assignment.
- c. Grade reduction in the course.
- d. A grade of 'C+' in a master's level course or a grade of 'B-' in a doctoral level course. If a student is given a grade of 'C+' at the master's level or a 'B-' at the doctoral level, then the student is no longer registered in that offering of the course and no longer has classroom privileges. Should a student elect to appeal this penalty, the student will remain registered until the appeal is decided. See **Section j. below** for information regarding the appeal process.

The instructor shall forward a copy of the written reprimand to the Dean for inclusion in the student's file in the Registrar's Office. The Registrar shall inform the Dean if there is a previous reprimand in the student's file.

At the discretion of the Dean, a student with a previous academic offence on file may be subject to further disciplinary action. Such action will be progressive, aimed at correcting inappropriate academic behaviour and could include penalties ranging from a recommendation of a grade reduction to suspension or expulsion. The Dean may refer such a case to the GFC Discipline Committee when a penalty listed above has been applied. The Dean has the option of referring a case to the GFC Discipline Committee, even in cases where there is no appeal by the student.

#### **j. Appeals of an Instructor's Decision**

Within seven working days of receipt of the written statement described immediately above, the student may challenge either the accusation of having committed an offence or the penalty imposed by an instructor for an offence by submitting a written appeal to the Dean. The Dean shall review the case and either uphold the instructor's decision, reduce the penalty, or dismiss the case. The Dean shall inform the student and instructor in writing of this decision. If an allegation of an academic offence is dismissed, the written notice in the student's file shall be destroyed. The Dean's decision regarding the appeal of the instructor's decision shall be final.

#### **k. Severe Penalties - Suspension and Expulsion**

Severe penalties including suspension and expulsion may be imposed and result in a student losing his/her admission/registration status. See **Section I. Suspension/Expulsion below.**

#### **I. Suspension/Expulsion**

##### **1. Suspension**

Suspension requires a student to withdraw completely from the University for a specified period of time, to a maximum of three years. Upon expiry of the period of suspension, the student will be permitted to reapply to the program from which he or she was suspended, subject to the appropriate admission standards and requirements applicable at the time of reapplication.

##### **2. Expulsion**

Expulsion requires a student to withdraw completely from the University for an indefinite period of time.

The student shall not be permitted to return without the written approval of the Provost & Vice-President (Academic) in consultation with the School of Graduate Studies. Such approval shall not normally be given before the expiry of three years.

#### **3. Procedures**

- a. If the instructor considers that the case requires suspension or expulsion, he/she shall make such recommendation in writing to the Dean, outlining the particulars of the case, with a copy to the student. The instructor shall advise the student to seek advice from his/her relevant program office and/or the Registrar.
- b. If the Dean considers that suspension or expulsion is in order, he/she shall so notify the Discipline Committee in writing, with a copy to the student. The Discipline Committee shall hear the case and will have the authority to expel, suspend, implement a lesser penalty or dismiss the case.
- c. During the period from the time of any recommendation of suspension or expulsion until the point of a final decision, the student shall receive a grade of 'Incomplete' for the course in which the charge was laid. This includes the time until an appeal has been heard. A student shall be allowed to continue his/her program of study until a decision is finally rendered. There will be no loss of credit for courses taken during this period of time.
- d. In the event that the decision affects the graduation status of the student, the decision regarding the offence shall be rendered as soon as possible. Nonetheless, where delay in reaching the decision results in postponement of graduation, the University will not be held responsible unless the decision has been unreasonably withheld.

#### **m. Discipline Committee**

##### **1. Composition**

The Discipline Committee shall consist of the Provost & Vice-President (Academic) or designate as Chair, two faculty members appointed by the General Faculties Council and two student members nominated by the Graduate Students Association. One alternate faculty member and one alternate student member shall also be appointed and will be invited to serve in the event that Committee members are unable to do so.

##### **2. Quorum**

A quorum shall consist of four, to include the Chair plus a minimum of one faculty and one student member.

##### **3. Conflict-of-Interest**

To encourage impartiality, Committee members shall not serve during investigations of students with whom they have familial or other close associations. Faculty members shall not serve during investigations of students currently taking courses taught by that faculty member.

The Chair shall rule on the eligibility of Committee members in cases regarding potential conflict-of-interest.



#### 4. Procedures

The Discipline Committee shall set its own procedures for investigation, subject to the following guidelines:

- a. The Chair shall inform the student in writing of the academic regulation which is alleged to have been violated and the possibility of suspension or expulsion. The student shall be informed (by Registered Mail), at least 14 days prior to the date of the hearing, of the date, time and place of the hearing and notified that if the student does not appear, the Committee may hear the case in the student's absence.
- b. The student may be accompanied by an advisor, or represented by a designate, who may speak on the student's behalf and/or the student may submit a written statement.
- c. The Chair shall notify the Dean and the instructor who lodged the original complaint, of the date, time and place of the hearing, together with a copy of any written submission from the student and shall request the Dean's/ instructor's attendance at the hearing.
- d. The student, his/her advisor or designate and the Dean/instructor shall have the right to cross-examine any persons who have been asked by the Committee to speak and may call forward witnesses or other persons.
- e. The hearing shall be in camera. A confidential record of the hearing shall be kept.

#### 5. Decision of the Discipline Committee

At the conclusion of the hearing, the Discipline Committee shall decide by majority vote whether suspension, expulsion or a lesser penalty is warranted. The Committee shall take into consideration the disciplinary record of the student. The Discipline Committee shall prepare a brief summary of the evidence and arguments presented, the decision of the Committee and the rationale for the Committee's decision. This document shall be signed and delivered within seven days of the conclusion of the hearing to the University President, who shall communicate the same to the student.

If the student is to be suspended or expelled, the date of implementation shall be sent by Registered Mail. A copy of the Discipline Committee's report shall be placed in the student's file in the Registrar's Office and a copy shall be sent to the Dean. A notation concerning suspension or expulsion shall be placed on the student's transcript.

#### 6. Appeals of the Decision of the Discipline Committee

Within 30 days of receipt of the notice described immediately above, the student may appeal in writing to the Board of Governors a decision of the Discipline Committee. The Board of Governors decision regarding the case shall be final.

#### 6. STUDENT DISCIPLINE POLICY - NON-ACADEMIC OFFENCES

##### NOTE: Urgent Situations

Notwithstanding the information below, in the context of non-academic offences, any member of the University community who becomes aware of an urgent situation and has reasonable cause to believe that serious harm to individuals may result must immediately notify the Director, Security and Parking (telephone: 403-329-2345) or call 911.

##### a. Introduction

The integrity of the University Community depends upon student conduct which upholds the Principles of Student Citizenship (see p. 14). Basic principles of academic integrity include "honesty in learning, teaching, research, service; respect (for) . . . colleagues, instructors, and administration . . . responsible for upholding the integrity of scholarship and research." A more complete description of fundamental principles is found in Section B.2 on p. 14. The following describes the principal non-academic offences and procedures for their investigation and penalization. This policy pertains to such conduct where it involves any person registered in a University course (credit or non-credit).

##### b. Disruption

1. Students should maintain the freedoms of other members of the University community including freedom of thought, beliefs, opinion, expression, peaceful assembly and association. Behaviour contravening or limiting these freedoms constitutes disruption.
2. Student conduct which unduly interferes with instruction including scheduled lectures, seminars, tutorials or other instructional activities, or with course examinations or other evaluation procedures will also be considered a disruption.
3. Student conduct which unduly interferes with learning and studying in the University Library will be considered disruption.

##### c. Abuse, Harassment and Dangerous Activity

1. Abuse
  - a. A student shall not threaten or engage in physical abuse of any other member of the University community, his/her property, or his/her family. No member of the University community shall be placed in a situation of fear of physical abuse or fear of damage to his or her property. A student shall not knowingly incite others, by whatever means, to threaten by physical abuse or engage in physical abuse of individuals or groups of individuals within the University community.
  - b. A student shall not engage in verbal abuse of any other member of the University community. A student shall not knowingly incite others, by whatever means, to engage in verbal abuse of individuals or groups of individuals within the University community.

2. A student shall not harass or discriminate against any other member of the University community on the basis of age, race, colour, ethnicity, national origin, philosophical or religious affiliation or belief, sex, sexual orientation, marital status or physical disability.
3. Students formally representing the University of Lethbridge outside the University community and/or at a University-sponsored event may be subject to discipline under the Non-Academic Offences section of the Calendar.

**d. Misuse or Misappropriation of University Property, Equipment, Facilities or Services**

1. A student shall not convert, damage or destroy any University property, equipment, facility or service.
2. A student shall not deface the exterior or interior of any building, structure or facility of the University.
3. A student shall not misuse a facility by gaining unauthorized entry or by remaining in a facility without appropriate authority. Facilities include, but are not limited to: all University buildings, structures, parking lots, athletic playing fields and lands.
4. A student shall not misappropriate any University property, equipment, facility or service.

**e. Misrepresentation and Falsified Documents**

1. A student shall not submit, or cause to have submitted, false or misleading documents in support of any University activity.
2. A student shall not produce and/or use falsified University documents for any purpose.

**f. Other Offences**

Any other conduct by a student which adversely affects the safety of the University community and/or its members will be considered a non-academic offence.

**g. Initiation of Procedures**

1. Any member of the University community who believes a student has committed a non-academic offence may, by a signed statement, initiate proceedings against that student.
2. The complaint shall be a detailed written description of the incident and shall include the time, place and persons involved, as well as all relevant information concerning the incident. The complaint shall be referred as indicated immediately below and copied to others as required.
3. Referral
  - a. Actions that interfere with the teaching, learning and research functions of the University are to be referred to the Dean of the Faculty/School in which the course involved is offered. See **Section h. below**.
  - b. Actions which interfere with learning and research activities in the University Library are to be referred to the University Librarian. See **Section h. below**.
  - c. All other offences are to be referred to the Director, Security and Parking. See **Section i. below**.

**h. Procedures: Non-Academic Offences in Instructional Space, Research Facilities or Library**

1. When a student disrupts instructional activities, the instructor may exclude the student immediately from instructional space and/or from future scheduled instructional meetings of that course pending further actions by the School of Graduate Studies. When a student disrupts research activities, the instructor may exclude the student immediately from research areas pending further actions by the Dean. The instructor must immediately notify the Dean of the Faculty/School in which the course is offered or in which the research is being undertaken. Such notification must be by means of a signed statement as per **Section g.2 above**. Once the statement is received, the Dean will notify both the Director, Security and Parking and the Registrar and provide each of them with a copy of the signed statement.

When a student disrupts learning, research activities, or operations in the Library, Library staff may exclude the student immediately from the Library. Staff must immediately notify the University Librarian or designate, the Director, Security and Parking and the Registrar. Such notification will consist of a signed statement as per **Section g.2 above**.

**2. Actions**

The School of Graduate Studies or University Librarian will take the following actions:

- Meet with the student and advise the student to refer to the Non-Academic Offences section in the Calendar.
- Consult and coordinate with Security Services, Counselling Services and others as required.
- Place a letter of reprimand in the student's file in the Registrar's Office. The Registrar shall inform the Dean or University Librarian if the student has a previous reprimand in his/her file.

**3. Penalties**

Penalties in addition to a letter of reprimand in the file may be imposed. Such penalties are less severe than suspension or expulsion, insofar as the student's admission/registration status is maintained.

- a. By the Dean, exclusion from one or more courses for a defined number of meetings or to the end of the semester
- b. By the Dean, exclusion from all courses for a defined number of meetings or to the end of the semester
- c. By the University Librarian, reparations
- d. By the University Librarian, suspension of Library privileges
- e. By the University Librarian, exclusion from the Library

At the discretion of the Dean or University Librarian, a student with previous non-academic offences on file may be subject to further disciplinary action. Such action will be progressive, aimed at correcting inappropriate behaviour in the locations identified above and may include penalties ranging from a recommendation of simple exclusion to severe penalties such as suspension and expulsion.

#### 4. Appeal

Students may appeal either the charge of an offence or the penalty imposed or proposed by the Dean or University Librarian to the Associate Vice-President (Academic), within seven working days of receipt of a written indication of the offence and penalty. The Associate Vice-President (Academic) may dismiss the case, confirm the decision of the Dean or University Librarian or take additional action if appropriate. The student shall, in such case, be informed in writing and a copy of the notification shall be placed in the student's file in the Registrar's Office. The decision of the Associate Vice-President (Academic) shall be final.

#### 5. Severe Penalties - Suspension and Expulsion

Severe penalties including suspension and expulsion may be imposed and result in a student losing his/her admission/registration status. See **Section j. Suspension/Expulsion below.**

### i. Procedures: Non-Academic Offences Outside Instructional Space, Research Facilities or Library

1. When a student commits a non-academic offence outside instructional space, research facilities or the Library, any member of the University Community may initiate proceedings against that student. All offences committed outside the identified areas are to be referred to the Director, Security and Parking.

#### 2. Actions

The Director, Security and Parking will take the following actions:

- Meet with the student and advise the student to refer to the Non-Academic Offences section in the Calendar.
- Consult Counselling Services and others as required.
- Notify the School of Graduate Studies, where warranted.
- Place a letter of reprimand in the student's file in the Registrar's Office. The Registrar shall inform the Director, Security and Parking if the student has a previous reprimand in his/her file.

#### 3. Penalties

Penalties in addition to a letter of reprimand in the file may be imposed. Such penalties are less severe than suspension or expulsion, insofar as the student's admission/registration status is maintained. The Director, Security and Parking may impose the following penalties:

- a. Reparation
- b. Exclusion from defined areas of the campus
- c. Exclusion from campus
- d. Other limitations as required

At the discretion of the Director, Security and Parking, a student with previous non-academic offences on file may be subject to further disciplinary action. Such action will be progressive, aimed at correcting inappropriate behaviour in the locations identified in Section 6.i.1. and may include penalties ranging from a. to d. above to suspension and expulsion.

#### 4. Appeal

Students may appeal either the charge of an offence or the penalty imposed or proposed by the Director, Security and Parking to the Registrar, within seven working days of receipt of a written indication of the offence and penalty. The Registrar may dismiss the case, confirm the decision of the Director, Security and Parking or take additional action if appropriate. The student shall, in such case, be informed in writing and a copy of the notification shall be placed in the student's file in the Registrar's Office. The decision of the Registrar shall be final.

#### 5. Reparation

Once assessed by the University, reparation for repairs and/or replacement for physical damage shall be paid to the University.

#### 6. Severe Penalties - Suspension and Expulsion

Severe penalties including suspension and expulsion may be imposed and result in a student losing his/her admission/registration status. See **Section j. Suspension/Expulsion below.**

### j. Suspension/Expulsion

#### 1. Suspension

Suspension requires a student to withdraw completely from the University for a specified period of time, to a maximum of three years. Upon expiry of the period of suspension, the student will be permitted to reapply to the program from which he or she was suspended, subject to the appropriate admission standards applicable at the time of reapplication.

#### 2. Expulsion

Expulsion requires a student to withdraw completely from the University for an indefinite period of time. The student shall not be permitted to return without the written approval of the Provost & Vice-President (Academic) in consultation with the Registrar. Such approval shall not normally be given before the expiry of three years.

#### 3. Procedures Governing Suspension/Expulsion

- a. If the Dean or University Librarian considers that the case requires suspension/expulsion, he/she shall make such recommendation in writing to the Registrar, outlining the particulars of the case, with a copy to the student. Should the Director, Security and Parking consider that the case requires suspension/expulsion, he/she shall consult with the Dean of the program in which the student is registered and they shall jointly make such a recommendation.
- b. If the Registrar considers that suspension/expulsion is in order, the Registrar shall notify the Discipline Committee in writing, with a copy to the student. The Discipline Committee shall hear the case and will have the authority to expel, suspend, implement a lesser penalty or dismiss the case.

- c. During the period from the time of any recommendation of suspension or expulsion until the point of a final decision, a student shall be allowed to continue his/her program of study until a decision is finally rendered. There will be no loss of credit for courses taken during this period of time.
- d. In the event that a decision affects graduation, the decision shall be rendered as soon as possible. Nonetheless, where delay in reaching the decision results in postponement of graduation, the University will not be held responsible unless the decision has been unreasonably withheld.

See **Section 4.m. Discipline Committee on p. 48.**

**k. Referral to Civil Authorities**

The University reserves the right to notify or summon the appropriate civil authority in any individual matter regarding non-academic offences. The University President or designate is the sole official who may summon the civil authority in the name of the University.

**7. CAVEAT - AUTHORITY TO RESCIND REGISTRATION PRIVILEGES/PROHIBIT ACCESS TO UNIVERSITY PROPERTY**

- a. Until modified by resolution of the Board, the President shall have the power and authority in his/her capacity as President, and as representative of the Board of Governors, to rescind any student's registration in a course, an undergraduate studies program, or graduate studies program at the University of Lethbridge and prohibit the student from accessing University property at any time.
- b. The powers of the President to rescind a student's registration and prohibit access to University property may be exercised in any circumstance where the President in his/her sole discretion determines that:
  - 1. The individual represents a potential risk to the safety, security or well-being of members of the University community, including but not restricted to students, faculty and administration;
  - 2. The best interests of the University outweigh the inclusion of the individual at the University.
- c. The President shall not take such action without first consulting with the Provost & Vice-President (Academic) and the Vice-President (Administration). The Coordinator of Counselling Services and the Director, Security and Parking may also be consulted.
- d. Any decision made by the President to rescind a student's registration privileges and prohibit access to University property shall be final and without appeal to any body in the University of Lethbridge.
- e. Such students may be considered for Open Studies status or readmission only by the President, normally after the lapse of one year. Students must provide evidence that the issues leading to the rescinding of registration privileges/prohibition of access to University property have been addressed.

**8. APPEAL OF APPLICATION OF POLICY OTHER THAN GRADE OR STUDENT DISCIPLINE**

Students dissatisfied with the application of an academic policy or regulation to their own status, other than grade or student discipline, are entitled to a review by the Dean of the Faculty in which they are registered.

If still dissatisfied after this review, the student may address a written appeal to the Dean who renders the final decision on behalf of the Faculty. A student may appeal a decision on behalf of the Faculty to the General Faculties Council.

Students shall have one year from the date of application of an academic policy or regulation other than grade or student discipline to appeal.

**9. ASSESSMENT OF STUDENT LEARNING**

The University of Lethbridge is committed to providing fair and accurate assessment of student learning. Regular assessment provides an opportunity for students to gauge their understanding of course material, for instructors to determine what students have learned, and for the University to certify student achievement. Students must have sufficient and timely feedback from instructors to improve their performance and make informed decisions about withdrawal, registration in subsequent semesters, and how to allocate their time. Students are responsible for soliciting additional feedback about their performance if they wish to have more information.

This policy specifies the components required in course outlines, identifies expectations of students, provides procedures for the conduct and scheduling of formal learning assessments, reporting grades, and handling student work once assessment is complete. However, no policy can cover all eventualities. Faculties/Schools may adopt additional assessment policies and procedures for any program. It is understood that this policy must be interpreted humanely and sensitively, recognizing both the rights and the interests of students, and the quality and integrity of academic programs. Students should identify differences in their interpretation of policy with instructors in a timely fashion and cooperate to resolve them. If no resolution is forthcoming, the student may appeal the matter to the Dean of the Faculty offering the course following the procedure in **Section 7 Appeal of Application of Policy Other than Grade or Student Discipline p. 52.**

**a. Course Outline**

- 1. To allow students to make timely and informed decisions about registration, add/drop, and the allocation of their time during the semester, instructors must provide a course outline to all students no later than the first class meeting, and to all students who subsequently join the class. If an instructor wishes to incorporate student input in course design, a final outline must be provided to students as soon as possible after the first class.
- 2. The course outline includes the following essential elements:
  - a. The instructor's name and contact information, course number, section and title, and the department or Faculty.
  - b. Where, when and how students may seek assistance from the instructor.

- c. A list of required reading materials, supplies and expenses for events outside of regular classes and where the instructor requires the study of material that cannot be specified at the outset of the course, an explicit statement to that effect.
- d. Relative weights of all work used to determine a final grade. Where attendance or other forms of class participation are required, the criteria for these measures should be explicitly stated.
- e. How the final letter grade for the course will be determined if percentages are used.
- f. Due dates, approximate due dates or the approximate frequency of graded work.
- g. Penalties for late work.
- h. A reminder that students in the course are subject to the student discipline policy for academic and non-academic offenses in accordance with the Calendar.
- i. If instructors use a university-approved plagiarism detection service to determine the originality of student papers, notice must be provided in the course outline. Student work may be stored in the database of the service, and if students object to such storage, they must advise the instructor in sufficient time that other techniques may be used to confirm the integrity of written work.
- j. The essential elements of the course as specified in the course outline shall not be altered after the add/drop deadline. However, recognizing that teaching excellence requires a degree of flexibility and responsiveness to both students' needs and emergent circumstances, adjustments to the course outline may sometimes be necessary, provided that no student is disadvantaged by the change.

#### b. Expectations of Students

1. Students should be familiar with the academic regulations of the University.
2. Instructors may assume basic literacy, numeracy and computer literacy as prerequisites for University entrance. Instructors may assume that students have the knowledge or skills of any course listed as a prerequisite for the course in the current Calendar.
3. Students may be expected to apply what has been taught in the course to new situations, to analyse different examples, or to synthesize original responses to questions that remain within the realm of fairness, even though the particular applications, examples or circumstances may not have been explicitly addressed in course lectures or readings.
4. Students are expected to monitor their University email accounts and to use their University accounts whenever writing instructors concerning course work and course grades.
5. Instructors will make reasonable efforts to accommodate students formally representing the University on inter-varsity teams, in academic competitions, in artistic performances, etc. with respect to due dates, tests and examinations, provided sufficient notice is given. Students should

provide documentation of such activities identifying potential absences to instructors by the Add/Drop deadline where possible.

6. In extraordinary circumstances, such as bereavement, illness or injury, students may be accommodated with respect to due dates, tests and examinations. Under such circumstances, instructors may request documentation.
7. All tests and assignments are due on or before the last day of classes except those identified by the instructor as a final examination or equivalent.
8. Unless otherwise stated in the course outline, students not submitting term work, in-class tests or final examinations without valid reasons will receive a zero for that part of the course grade.
9. Instructors have a duty to accommodate students with disabilities that have been verified by the Accommodated Learning Centre.
  - a. The principle of equity requires that all students be afforded an equal opportunity to demonstrate what they know and can do; in the case of students with disabilities, this principle may require adopting alternative assessments, adapting existing assessments, or allowing students to bring items into an assessment which otherwise would be prohibited to ensure that these students are not unfairly disadvantaged.
  - b. Students who wish to arrange for modified assessments must have their disability verified by the Accommodated Learning Centre, which will then issue a letter to the appropriate Dean(s) and instructor(s) indicating the University's support for appropriate requests for special learning opportunities or assessment procedures.
  - c. The student is responsible for requesting accommodations from an instructor at least two weeks in advance of the evaluation date. Disagreements about the accommodation of any request between students with disabilities and instructors should be mediated first by the Accommodated Learning Centre; where that is not satisfactory, subsequent appeal may be made to the Dean for resolution.

#### c. Scheduling of Assessments

1. No examination (test, quiz, or combination of tests and quizzes) worth more than 20% of the final grade may be held in the last two weeks of class during the fall or spring semesters.
2. To ensure that students have the opportunity to correct, improve, adapt or build upon their understanding and skills, students' graded work must be made available to them before they are examined or reassessed on material directly dependent upon that work.
3. In-class tests and examinations may not exceed the allotted class time.

4. Final examinations may not normally exceed three hours. Any requests for an extended time period must be made to the Registrar. Any overlap with a subsequent exam may require that the longer exam be moved. Students must be able to take advantage of scheduled breaks between exam time slots.
5. Final examinations must be held on the date set by the Registrar. In the case of final examinations written in the testing centre, examinations may be opened on or after the first day of the scheduled examination period. Test centre examinations must be scheduled for completion no earlier than the day scheduled by the Registrar and no later than the last day of the final examination period.
6. Normally any work assigned during the instructional period must be called due by the last day of classes. Where a final project, performance, essay, take-home examination or other demonstration of learning replaces a scheduled final examination, the work may not normally be called due any sooner than the date and time of the final examination scheduled by the Registrar and no later than the last day of the final examination period. However, musical performance examinations may be scheduled after the last day of classes with consent of the student.
7. Students who cannot write final examinations for reasons beyond their control may request alternative scheduling from the Dean. Upon the Dean's approval, instructors will be authorized to arrange rescheduled final examinations. Instructors may only assign an Incomplete in the course with prior approval from the Dean's office (see **Section 2.a.2. on p. 43** for more information regarding the 'I - Incomplete' designation).
8. No student shall be expected to write three consecutive final examinations in 24 hours in the scheduled final examination period and, in such cases, it is the student's responsibility to request an accommodation from the Dean. The instructor associated with the second examination is the one who would normally be expected to accommodate the need for a rescheduled examination for such a student.

**d. Conduct of Examinations**

1. For examinations written outside the testing centre, the examination supervisor is responsible for the safe and secure conduct of an examination (test, quiz or scheduled final examination). While the examination supervisor is normally the instructor of the course, any member of academic staff, post-doctoral fellow, or graduate student with appropriate expertise may supervise an examination. Whenever possible, course instructors should be available to answer questions arising during the examination.
2. The supervisor may restrict admission to the examination site prior to the examination. If necessary, arrangements may be made with Security to restrict such admission.
3. The supervisor may require all students to sign in before the examination, to sign out after the examination, and to register with the supervisor the number of examination booklets used.

4. The supervisor may require students to deposit personal effects in a designated area.
5. The supervisor may also require all students to place University of Lethbridge identification cards on their desks for the duration of the examination. If the supervisor is not certain of a student's identity, the student must be allowed to write the examination. The student shall then be referred to the instructor or, where the instructor is the supervisor, the Dean for resolution.
6. The supervisor may articulate regulations for late entry to and early exit from the examination room.
7. The supervisor is responsible for dealing with impropriety or irregularity to insure fairness and rigor in the assessment process.
8. If students must leave the examination site for personal reasons, the supervisor shall take reasonable measures to ensure that no materials leave the site, that no restricted materials are brought back to the site, and that the student takes no action while away from the site that could undermine the integrity of the examination.
9. Supervisors may prescribe or restrict materials that may be taken to the examination site and used during the examination. No material aids including such items as mobile phones, computers or other digital devices may be brought into an examination without prior approval of the instructor.
10. In the event that it proves necessary to evacuate an examination room because of an emergency, supervisors will ask students to leave all examination materials behind and supervise the evacuation of the room.
11. Following the evacuation of an examination site, it is the supervisor's prerogative to resume the examination, if this can be done within a reasonable period of time after the evacuation. Extra time (equivalent to the time lost) shall be provided to complete the examination. If an examination cannot be resumed safely or fairly after an evacuation, all examination materials shall be collected, and the examination shall be rescheduled.
12. In the event that inclement weather or other conditions require that the University be closed, scheduled final examinations shall be rescheduled by the Registrar.

**e. Ownership, Confidentiality and Posting of Grades**

1. Students have the right to obtain and keep all graded work at the end of the appeal period. Instructors may retain questions.
2. All reasonable measures shall be taken to ensure confidentiality of both the student's work and the instructor's assessment. Under no circumstances shall any form of graded work be left in an unsupervised public place. Students who want someone else to pick up any form of graded work for them must authorize that person in writing. Students may provide a stamped, self-addressed envelope to the instructor for the return of graded work.

3. Instructors may not post grades unless all precautions are taken to protect student confidentiality. Neither names, nor University of Lethbridge student identification numbers, nor lists of identifiers which retain the original alphabetical order of names on a class list may be used for posting grades.
4. When graded term work cannot be returned in person, grades or comments may be posted on-line using university-approved learning management software. When this is not possible, grades and comments may be sent by e-mail provided that university e-mail addresses are used by both instructor and student.
5. Final course grades may not be e-mailed to students. Students should access final course grades using the Bridge.

**f. Handling of Materials after Student Assessment is Complete**

In accordance with Alberta's *Freedom of Information and Protection of Privacy (FOIP) Act*, any graded student work that remains unclaimed after the Grade Appeal Period must be retained for one year as follows:

1. Unclaimed material from the fall semester must be retained until December 31 of the following year and destroyed no later than January 31.
2. Unclaimed material from the spring semester must be retained until April 30 of the following year and destroyed no later than May 31.
3. Unclaimed material from the summer sessions must be retained until August 31 of the following year and destroyed no later than September 30.

**10. OTHER POLICIES**

**a. Art Placement Policy**

The University of Lethbridge encourages and nurtures creative expression and supports the display of student artwork on University campuses. Requests for the display of non-student art (including that of faculty members and others) will be considered on a case-by-case basis by the Art Placement Committee (APC) in consultation with the Art Gallery Director, as appropriate.

The full policy is available online at [www.uleth.ca/policy/art-placement](http://www.uleth.ca/policy/art-placement).

**b. Computer Use Policy**

Computer and network resources are critical resources at the University of Lethbridge. The purpose of this policy is to ensure the efficient operation and distribution of these resources. All use of the University's computer and network resources is governed by this policy. Aspects of this use may also be governed by other University policies, as well as Provincial and Federal law.

Users have a responsibility towards ensuring the secure and efficient operation of University computer and network resources. This responsibility includes refraining from prohibited activities and taking reasonable steps to prevent damage, security violations or access by unauthorized users.

The full policy is available online at [www.uleth.ca/policy/computer-use-policy](http://www.uleth.ca/policy/computer-use-policy).

**c. Confidentiality of Student Records Policy**

In choosing to pursue a post-secondary education, students must be aware that the record of their academic performance will be viewed and assessed by others. At the same time, the right to privacy asserts that individuals have a legitimate interest in controlling what information about themselves they will reveal to others and what uses may be made of this information. For its part the University has a legitimate interest in obtaining information necessary to carry out its functions and to fulfill its obligations to its students and to the agencies which have direct authority over it. This policy, therefore, is intended to reflect a reasonable balance between the obligations of the University for the welfare of the students and its responsibilities to society.

The full policy is available online at [www.uleth.ca/policy/confidentiality-student-records](http://www.uleth.ca/policy/confidentiality-student-records).

See also **Notices to Students Regarding the Collection of Personal Data (p. 12)** and **Student Records Retention Policy in Part 2 - Registration (p. 51)**.

**d. Library Access Policy**

The purpose of the University Library's resources and services is to further the academic mandate of the University by facilitating access to information in all formats for the purposes of study and research. The objective of the Access Policy is to provide equitable access to the resources and services of the University Library.

The full policy is available online at [www.uleth.ca/lib](http://www.uleth.ca/lib).

See also **Library in Part 16 - General Services**.

**e. Library Code of Conduct**

The University Library - as a central learning area and a shared, common resource - is committed to providing users with fair and equitable access to library materials, resources, and services in an environment that is:

- Safe, comfortable and clean
- Staffed by individuals who strive to respond to service requests with courtesy and respect
- A positive and productive place for academic pursuits

The full policy is available online at [www.uleth.ca/lib](http://www.uleth.ca/lib).

See also **Library in Part 16 - General Services**.

**f. Managing Unacceptable Behaviour by External Users of University Facilities**

This policy provides a process to deal with unacceptable behaviour of external users and to protect University property, services, faculty, staff, students and other users from such behaviour when it occurs.

External users are those individuals who are not faculty, staff, students, or those persons functioning in a volunteer capacity on behalf of the University of Lethbridge. Internal users are those individuals who are faculty, staff, students or those persons functioning in a volunteer capacity on behalf of the University. Unacceptable behaviour by internal users will be dealt with through their respective employment contracts or in the case of students, policies and procedures related to discipline.

Unacceptable behaviour includes, but is not necessarily limited to acts that:

- disturb the peace and tranquility of authorized users
- endanger the safety and security of others
- cause damage to private or public property
- impair the delivery of services on University buildings or lands
- have the potential to expose the University to liability or prosecution
- violate any University of Lethbridge policy applicable to external users

Such behaviour includes vandalism or other criminal offences that may also require University Security Services to solicit the assistance of the Lethbridge Police Services.

The full policy is available online at [www.uleth.ca/policy/managing-unacceptable-behaviour-external-users-university-facilities](http://www.uleth.ca/policy/managing-unacceptable-behaviour-external-users-university-facilities).

#### g. Personal Security Policy

The University of Lethbridge is committed to providing a living, learning and working environment that is free of threats to personal security and is supportive of productivity, academic achievement, and the dignity, self-esteem and fair treatment of all members of its community. The Personal Security Policy, developed by the University in consultation with employee and student groups, gives practical application to that commitment.

'Personal security' means freedom from violence, the threat of violence, harassment, hazing, abuse of supervisor's authority, verbal abuse and discrimination in contravention of the Alberta Human Rights, Citizenship and Multiculturalism Act.

The full policy is available online at [www.uleth.ca/policy/personal-security-policy](http://www.uleth.ca/policy/personal-security-policy).

#### h. Policy Against Hazing

The University of Lethbridge has a zero tolerance policy on hazing. Hazing activities of any type are inconsistent with the mission and vision of the University and are prohibited at all times. The purpose of this policy is to maintain a safe environment for University community members free from hazing. Hazing has historically been associated with, but is not limited to, obtaining acceptance or membership in an organization or a team. The University of Lethbridge's Policy Against Hazing applies to all University community members.

The full policy is available online at [www.uleth.ca/policy/policy-against-hazing](http://www.uleth.ca/policy/policy-against-hazing).

#### i. Revoking Degrees

The integrity of the degrees the University confers is dependent on the honesty and soundness of the teacher-student relationship, as well as the integrity of the evaluation process. The University has a responsibility to protect the integrity of the degrees it awards, both while the degree is being earned and after its conferral.

A degree is revoked if both the following conditions exist:

1. An academic offense is discovered after the degree is awarded; and
2. That offense, if detected, would have resulted in the degree not being awarded.

The full policy is available online at [www.uleth.ca/policy/revoking-degrees-policy](http://www.uleth.ca/policy/revoking-degrees-policy).

#### j. Student Behavioural Incident Policy and Protocol

As an institution of higher learning, the University is committed to openness of debate respecting differences of opinion, development of critical thinking, and evaluation of ideas and actions. The University recognizes that members of the University community have academic freedom to discuss controversial ideas. Nothing in this protocol shall be construed to limit freedom of speech. However, the privilege of academic freedom is accompanied by the responsibility to respect the individual rights of every person.

The University has a responsibility to protect and ensure the safety of all members of the University community. The establishment of this protocol ensures that the University can carry out this responsibility. This protocol is intended for all students (undergraduate and graduate) at the University of Lethbridge. The primary purpose of the protocol is to enable the University to intervene early and/or provide support to students displaying varying levels of distressed or disturbed behaviour which may result in disruption in or out of the classroom. The University will also take such measures as required to ensure the safety of members of the University community.

The full policy is available online at [www.uleth.ca/policy/behavioural-incident-policy-protocol-students](http://www.uleth.ca/policy/behavioural-incident-policy-protocol-students).

#### k. Student Housing Policy

Student housing accommodation at the University provides convenient living accommodation together with services and programs from which residents may secure additional educational, social and cultural advantages. The University is concerned not only with the physical environment within student housing, but also with activities which will provide an educational experience aimed at aiding the personal growth of each resident.

The full policy is available online at [www.uleth.ca/policy/student-housing](http://www.uleth.ca/policy/student-housing).

See also **Housing Services in Part 16 - General Services (p. 551)**.

#### l. Students With Disabilities Policy

The University of Lethbridge will take all reasonable measures short of undue hardship to promote full access to all services for students with disabilities in its post-secondary education programs (credit and non-credit) and community outreach components. For their part, students are encouraged to act responsibly by striving to be as self-reliant and as independent as possible, and by fully engaging in their academic endeavours.

The full policy is available online at [www.uleth.ca/policy/students-disabilities-policy](http://www.uleth.ca/policy/students-disabilities-policy).

See also **Accommodated Learning Centre in Part 16 - General Services (p. 547)**.

#### m. Taping of Lectures

Lectures and performances given by academic staff members and visiting speakers may be audio or video recorded by students provided prior approval has been granted by the instructor or performer. Permission to record is solely for the purpose of personal study by the student and does not convey any right to duplicate the recording.

#### n. Other Policies

For more information regarding these and other University policies, see [www.uleth.ca/policy](http://www.uleth.ca/policy).