

## Saint John College Pre-MBA Program Policies

### 1. Arrival and Starting Classes

Pre-MBA students are expected to arrive for Registration on the Tuesday following Labour Day. Students are required to attend Orientation from Wednesday to Friday of that week.

A student in the Pre-MBA Program who is unable to arrive for Orientation, but who has submitted the required official language score with his/her application, may request permission to arrive up to one week late. He/she must begin the program on the Monday of the second week of classes.

Any student arriving late will be required to catch up on any work covered in Week 1 of the program. It is the student's responsibility to find out about the work that has been missed. If a student arrives late during Week 1 and has missed a marked assignment, this assignment will not be counted towards his/her final grade. To register full-time in the Pre-MBA program, students must have a conditional acceptance to the Pre-MBA/MBA program at UNB Saint John.

### 2. Fees

#### A) Tuition and Insurance

Students in the *Pre-MBA program* are required to pay their program fees in full by the end of Week 1 (Friday). **A student will not be registered in courses until his/her student account balance is paid in full.**

#### B) Refund Policy

***SJC does not refund any portion of a student's program fees*** if he/she chooses to withdraw from Pre-MBA Program after the first week of classes. Students who choose to withdraw from the program during the first week will receive a full refund.

### 3. Placement

During Orientation, all Pre-MBA students will write the institutional *CAEL language* test. (<http://www.unb.ca/saintjohn/sjcollege/language.html>).

Students who have not submitted an official language score that meets the Pre-MBA requirement of IELTS 6.0, or equivalent must achieve a score of CAEL 50 to remain in the Pre-MBA program. Students who fail to achieve CAEL 50 will be redirected to the appropriate level of EAP, and will be required to request a deferral for Pre-MBA.

## 4. Attendance

### a) Absences

Students are expected to attend all classes, and to be on time.

### b) Notification of Absences

**Unless a student is severely ill, he or she must be in class.** Students who must miss a class due to illness are expected to inform the instructor by email before the class is scheduled to begin. It is the student's responsibility to make an appointment to meet with the instructor when he or she returns to class. In most cases, the student and the instructor will be able to resolve any issues related to the absence. If a resolution is not achieved, the student can meet with the Pre-MBA Program Coordinator.

### c) Missed Tests or Assignments

**If a student misses a test or an assignment, he/she will not be given a make-up test/assignment at a later date.** He/she will receive a mark of zero (0) on the missed test/assignment.

### d) Tardiness (arriving late for class)

If a student arrives late to three (3) classes, this is equal to being absent for a whole class and will count towards a student's overall attendance rating.

If a student leaves class and is absent for 15 minutes or more, he/she will be marked 'absent'. This will contribute towards the student's total number of absences.

Pre-MBA instructors will mark a student Tardy (late) if he or she has not arrived **at the scheduled start time for the class..** If a student arrives late for class, he or she will be permitted to enter the class, but the teacher will not interrupt his or her teaching to review what the student has missed.

If a student arrives 30 minutes late, then the student is marked as absent, but will still be permitted to enter the class. The instructor will not interrupt his or her teaching to review what the student has missed.

### e) Arriving Late for a Test or Marked Assignment

If a student arrives after the first 5 minutes of class on the day that a test or other marked assignment is scheduled, the student will be marked Tardy (late) but will be permitted to write the test/assignment. The student will not be given extra time to complete the test/assignment and the instructor will not review the instructions for the test/assignment for students who arrive late. This includes all final tests and assignments.

## 5. Winter Weather Policy

In Canada, winter weather can make it difficult to travel and get to work and school. Generally, Saint John College does not close because of snow storms or bad winter weather. Sometimes classes may begin later than normal, or a specific class may be canceled. As a result, it is important for students to check their emails BEFORE leaving home. If a class is cancelled, students will be notified by email.

## 6. Failure

The passing grade for each course in Pre-MBA is a B (3.0). Transcripts are prepared at the end of Module I and Module II. An overall CGPA of B (3.0) is required to pass the program, and to meet a condition of MBA acceptance.

### a) Appeals

If a student feels that he or she has not received a final grade equivalent to the work performed during his or her studies, he or she may appeal the final grade. **Appeals must be received within forty-eight (48) hours of the student receiving his or her final grade.** The following appeal process will be observed:

- The student makes an appointment to meet with the instructor to discuss the reason(s) why he or she is appealing the final grade.
- If the issue is not resolved, the student meets with the *Pre-MBA Program Coordinator* who will gather academic information regarding the student and will investigate the student's appeal. A decision will be reached and the *Pre-MBA Program Coordinator* will schedule a meeting to inform the student of the final decision regarding the grade.

## 7. Addressing Problems with a Course or its Teaching

Students may sometimes have concerns about a course, the way the course is taught, or the way they (the students) are evaluated. In a western academic context (universities and colleges in Canada and the United States, including Saint John College), it is important for students to first speak directly to their teacher about their concerns. Usually, this type of consultation between students and the instructor will solve the issue. If students do not first speak with their instructor about course concerns, the *Pre-MBA Program Coordinator* (or any other SJC employee) will encourage students to speak to the teacher first.

However, if the student discusses the problem with the instructor, and the student believes that the problem is not resolved, the following steps will be taken to resolve the conflict:

- The instructor or student will speak to the *Program Coordinator* about the issue;
- The student, the instructor, and the *Program Coordinator* will discuss the issue together and work toward finding a resolution that is mutually satisfying for both the student and the instructor. If a resolution cannot be reached, the *College's Associate Director* will be consulted and will make a final decision regarding the issue

## 8. English Language

Students are expected to speak English at all times at Saint John College: in class, in the hallways, and during SJC events.

### a) English in the Classroom

If a student consistently uses a language other than English during class, he or she may be asked to leave the classroom for the rest of the class and will be marked as absent. He or she may lose marks or miss assignments as a result. Instructors may not assist students with any work missed during such an absence. These absences could result in failure.

## 9. Cell Phones

It is unacceptable to use cell phones (mobile phones) during class time unless the instructor gives students permission to do so. Cell phones must be turned off and put away during class time and students must restrict cell phone use to break times. In addition, students should not leave the classroom to speak on the phone; doing so will result in a mark of 'absent' unless the student has good cause to do so. Saint John College instructors have the right to take cell phones away from students during class time if they feel that these phones are disrupting students' learning. Instructors will return students' cell phones at the end of the class.

### a) Cell phones and Electronic Devices Use During Tests/Assignments

Students are NOT permitted to use cell phones or other electronic devices during marked tests and assignments. If a teacher finds a student using a cell phone or other electronic device during a test/assignment, the instructor will take the student's assignment away immediately and the student will receive an automatic grade of zero (0) on the test/assignment.

## 10. Scents (Perfume, Lotions, etc.)

Many people in Canada are allergic or sensitive to strong smells such as those created by perfumes, lotions, make-up, and body odour and can start to feel sick when they are around these strong smells.

As such, UNB Saint John and Saint John College are **Scent-Aware** campuses. This means that students, teachers, and staff should try not to wear strong-smelling perfumes, lotions, etc. and should also be aware of good personal hygiene (for example, bathing regularly so that strong body odours do not become a problem) when they are at UNB Saint John or in the Saint John College buildings.

Students and staff of Saint John College are asked NOT to wear strong perfume or use strong-smelling lotions/creams or make-up when they come to SJC.

## 11. Taking a Leave from Studies

Saint John College's Pre-MBA Program was designed to be completed from September to April in two modules. If a situation arises that requires a student to take a leave from his/her studies, permission to leave must be given by the *Pre-MBA Program Coordinator* in consultation with instructors. In addition, the *Pre-MBA Program Coordinator* will inform the *UNB School of Graduate Studies* of the student's approved leave in writing. Both Pre-MBA modules must be completed; therefore, the leave will necessitate registering and completing the unfinished module a second time the following year. This will result in the deferral of the Pre-MBA module and the MBA start date. A deferral request must be made to the *MBA Admissions office*. If the leave is longer than two semesters, the student will be required to meet the language requirement again.

In the event of family emergencies, a student may need to return home for a period of time. The student is required to meet with the *Pre-MBA Program Coordinator* if such a situation arises. During this meeting, leaving and return dates will be set and information regarding instructor expectations for class work, missed assignments and/or tests will be discussed.

## 12. Academic Offenses

An objective of Saint John College is to teach students how to avoid plagiarism and cheating. Students will be introduced to and are expected to follow the University of New Brunswick's policies on plagiarism and cheating (<http://nocheating.unb.ca>).

### a) Plagiarism

Instances of plagiarism occurring in Saint John College will be dealt with by individual instructors. On drafts, instructors will explain where plagiarism has been noted in a student's work. The student will be given an opportunity to correct the offence in their final submission. Plagiarism in final submissions will result in a failing grade on the assignment.

### b) Cheating

Cheating is a very serious offence at Saint John College. If a student is caught cheating (ie. copying from other students or using 'crib notes') on assignments and/or tests, this will become part of his or her permanent record at Saint John College. There is a two-strike system in place:

- 1) For the first offense, the instructor will meet with the student and complete a copy of the *Academic Offence Form*. The student will receive a grade of 0 on the assignment/test. The student will be warned that if there is a second cheating incident, The Associate Director will be informed and the student may be required to withdraw. The instructor will give a copy of the *Academic Offence Form* to the *Pre-MBA Program Coordinator* to be placed in the student's official student file at SJC.
- 2) For the second offence, the teacher will fill out the *Academic Offence Form* with the student. Both the instructor and the student will then meet with the *Pre-MBA Program Coordinator* to discuss the student's behavior and his or her future at Saint John College. Copies of the offense form will be

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placed in the student's file at Saint John College. In some circumstances, a recommendation for the student's removal from the program may be necessary to consider. *The Associate Director* will review the issue with the instructor, *Pre-MBA Program Coordinator* and the student. *The Associate Director* will decide if withdrawal from the program is required, and the student will be informed. Copies of the *Academic Offence Form*, the *Written Request for Expulsion*, and the *Associate Director's* decision will be placed in the student's personal file at Saint John College.

*If you have any questions about these policies, please contact Lindsay Taylor Doiron, the Associate Director of Saint John College at [ltaylor1@unb.ca](mailto:ltaylor1@unb.ca) or by phone at 648-5935.*

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