UNIVERSITY OF NEW BRUNSWICK

ACADEMIC POLICY AND PROCEDURES COMMITTEE

REPORT to the SENATES

The Academic Policy and Procedures Committee met at 3:00 p.m. on Friday, February 3, 2006 via video-conference. In Fredericton the meeting was held in Room 126 of Marshall D’Avray Hall. On the Saint John campus the meeting was held in the McMurray Room.

1. **Enhanced Exam Security**

At its meeting on 6 December 2005, the Academic Policy & Procedures Committee met with Professor Robert McKellar to discuss his request that a committee review the academic regulations and make recommendations for revisions that would improve exam security. Following this discussion, the Committee asked the Registrars to make recommendations on ways to enhance exam security within a general policy document on examinations that is under development.

T. Buckley reported that he and D. Hinton will be polling Registrars from across Canada for best practices with respect to examinations and examination security. They hope to have a draft document prepared for consideration at the Committee’s next meeting.

2. **Revised Calendar of Academic Dates**

A copy of the revised Calendar of Academic Dates for 2006-2007 was circulated with the agenda and is attached to this report. T. Buckley noted that the dates for Spring Session 2007 on the Saint John campus will be added as soon as they are available.

The Committee discussed a number of issues including the timing of fee payment dates, the number of reading days in each term, and the need for Saturdays within the examination schedule. Following this discussion, the Committee supported a recommendation to amend the proposed draft Calendar of Academic Dates to allow an additional reading day before Fall term examinations in December 2006. This amendment will move the first day of examinations to Thursday, December 7 and the final date for examinations to Tuesday, December 19. Tuesday and Wednesday, December 5 and 6 will be designated as Reading Days.
2. **Revised Calendar of Academic Dates** (cont’d)

**RECOMMENDATION:** “That the Committee recommend to Senate the approval of the Proposed Calendar of Academic Dates for 2006-2007, as amended to have the first day of examinations in the Fall Term 2006 be Thursday, December 7 and the last date for final examinations in the Fall Term 2006 be Tuesday December 19 with Tuesday and Wednesday, December 5 and 6, designated as Reading Days.”

3. **Revised Regulations**

3.1. **Course Outlines and Plagiarism**

A number of revisions and updates have been proposed relating to course outlines and plagiarism as indicated in **bold** in the attached document. These revisions represent a combination of housekeeping items and codification of current practices. In addition, the revisions attempt to improve the overall consistency of the regulations.

The most significant change is the revised Item VIII, A, 3 which standardizes the provision of a course syllabus, which in addition to incorporating existing requirements for written notification of the basis for calculation of a final grade in the course and the nature of a final examination, if any, would contain a first page of general information provided by the Registrars’ Offices. This common first page would provide general information and refer students specifically to University regulations on academic offences including plagiarism.

During discussion, question was raised about the ability to change the course syllabus later in the term and what consultation with students might be required in the event that an instructor makes changes part way through a term. The Committee noted that the changes arose from Senate’s direction to deal with concerns regarding plagiarism. Existing regulations do not deal with potential changes to grading schemes or final examination format. The Secretary was asked to consider such a regulation. He suggested that as this is a new area of regulation there should be consultation with Faculty Councils.

**RECOMMENDATION:** “That Senate approve the proposed revisions to the academic regulations on Examination, Standing and Promotion, as presented.”
3. Revised Regulations (cont’d)

3.2. Proposed Reordering of Existing Calendar Regulations

S. Strople referred Committee members to the proposal for reordering a number of existing regulations currently found in section VI. F. titled “Other Regulations”. He indicated that each of these “other” regulations deal with matters under specific headings within the Calendar, and recommended that they be moved to the more specific section for clarity and readability.

As noted in the information circulated, the current F. 1. Deals with the last date to withdraw without academic penalty for non-standard courses. It has been suggested that this regulation be included with regulations on dropping courses in Section VI. D.

The current F. 2. Deals with how a student may, with the approval of a faculty advisor, specify that a course is “extra” to the program and should not be included in the student’s grade point average. It is recommended that this regulation be moved to Section VIII. F. Calculation of Grade Point Averages.

The regulation in F. 3. was included in the revisions proposed under Item 3.1 of this report.

It has been recommended that F. 4., an explanation of academic probation, be moved to Section VIII. G. under “Standing and Promotion Requirements”.

RECOMMENDATION: “That Senate approve the proposed reordering of academic regulations currently found in Section VI. F. titled Other Regulations, as follows:

1. MOVE existing F. 1. to Section VI. D. Dropping Courses as new v., and renumber the subsequent items

2. MOVE existing 2. to Section VIII. F. Calculation of Grade Point Averages and insert after paragraph 1.

3. MOVE existing 4. to Section VIII. G. Standing and Promotion Requirements and insert as new 1. b. after existing 1. a., and re-letter existing b. and c.”
4. Examination Issues

4.1. Establishing the Length of Examinations

As discussed at the Committee’s 6 December 2005 meeting, the Registrar’s Office has received a number of inquiries about the source of the University’s long-standing practices for final exams. The Committee had asked the Registrars to draft a policy for review at a future meeting. T. Buckley reported that, as with Item 1, Enhanced Exam Security, he and D. Hinton will be polling Registrars from across Canada for best practices. A draft policy document will be provided for the Committee’s consideration before the end of term.

4.2. Rationale for Revising the Method by Which Cumulative Grade Point Averages are Calculated

The Committee considered the recommendation from the Faculty of Science, Applied Science, and Engineering that the cumulative grade point average for a student in a BSc program on the Saint John campus be calculated using only the last two academic years (or assessment periods) of the student’s program. The rationale for this recommendation is outlined in the information attached to this report. The Faculty suggested that students perform successfully in the latter part of their program but who do poorly in their first two years may be disadvantaged with respect to eligibility for Honours designation or graduate admission and fellowships.

Members of the Committee questioned the suggestion that students are disadvantaged, noting that graduate schools look carefully at all available transcript information when assessing a student for admission. It also was noted that some programs allow students to take first year electives in their final year of study. In addition, the use of “cumulative” to refer to only the final two years was thought to be misleading.

Following further discussion, the Committee asked the Registrars to consider this matter in greater depth to see how the proposal could be aligned with our current assessment system and what practices are being followed at other institutions. The Committee did suggest that it would be preferable to make any such change as a University-wide initiative, rather than having grade point assessment calculations vary program by program.

The Committee also asked the Registrar’s to investigate the implications of the recommendation from the Faculty of Science, Applied Science & Engineering regarding counting courses toward both a Major and a Minor.
4. **Examination Issues** (cont’d)

4.3. **Enhanced Grade Information on the UNB Transcript**

In September 1995, the Fredericton Senate approved, in principle, the recording of the median grade for the course section in response to a request from the Faculty of Law. At that time, Senate requested that guidelines for the recording of the information be returned to Senate for consideration. The guidelines were approved in February 1996, but the policy was not implemented. As indicated in the information attached to this report, a satisfactory method for determining and displaying the median grade was not developed. Over the past year, the Registrar’s Advisory Committee has been working on implementation of such a policy.

The Committee reviewed the proposal to provide enhanced grade information on the UNB Transcript. This proposal would see the final grade for the course section recorded as a mean grade point average and the enrolment in the course section noted on the transcript. The additional information would be provided for undergraduate credit courses at the 1000 to 5000 level for courses with an enrolment of 10 or more students.

Referring to the original proposal from the Faculty of Law, M. Renner explained that a number of the required courses in Law have multiple sections of the same course. The proposal was brought forward at the request of students who wished to be compared to a group of peers who all performed for the same instructor at the same time.

The process could be done manually, but all other transcript processes are automated through the Datatel system. The Committee has been asked to consider recommending the inclusion of enhanced information on the transcript, subject to the technology being able to support the change. If the Senates support this change, the Registrar’s Office would like to include the matter in the current review of the Colleague student information system (Datatel).

During further discussion it was noted that, if a student’s grade was reviewed, the mean grade of the class could change after some transcripts had been issued. However, any such adjustments are likely to be minor.

**RECOMMENDATION:** “That Senate approve, in principle, the inclusion of enhanced grade information on the UNB transcript, as presented, subject to changes to the Colleague student information system to support inclusion of this information on the transcript.”
5. **Ability of Instructors to Access Class View of Student Photos**

As provided for under the Regulations on Confidentiality, Security, and Release of Student Academic Records, instructors have access to individual student photos for the period that a student is registered in the instructor’s course. T. Buckley indicated that he has been approached by faculty members with a request for access to student photos in a classlist format where photos of all students in a class would appear next to the students’ names on a single document. Students would retain the ability to request that the online version of their student identification photograph be suppressed. He asked the Committee for guidance with respect to this request.

Committee members from the Fredericton campus indicated that the Faculty of Law prepares a composite of student photos annually. It was noted that this document is made available in paper copy, rather than as an online document.

The Committee asked T. Buckley to prepare a proposal on this matter and make a recommendation to the Committee at a future meeting.

Stephen Strople,
Secretary

attachments
Attachment #1:

Re: Proposed 2006-2007 Academic Schedule

1. The following Senate guidelines are considered in the development of the schedule:
   a. That the approved target of 65 teaching days each term is a maximum.
   b. That the Christmas Holiday break should have a minimum of 14 days.
   c. That the Winter Term should not start before January 3 and not on a Friday. Where possible there should be at least one working day prior to the start of classes.
   d. That there should be a full-week mid-term break beginning the first Monday in March.
   e. That there be at least one reading day, including weekends and Easter, between the last day of classes and the beginning of examinations.
   f. That there should be one working day between the end of Fall Term examinations and the start of the Christmas Holiday period.
   g. That Winter Term examinations must end by April 30.

2. The final examination period requires a minimum of 11 days, to include two Saturdays.

3. The Fall Term includes 62 teaching days and the Winter Term 62 teaching days.

4. With regard to the policy on the last day to withdraw from term classes without academic penalty, UNB Senates approved a change in the date to “ten (10) calendar days after the last date to withdraw from Fall term courses with a pro-rated refund.” The proposed dates for withdrawing without academic penalty have been determined on the basis of 30 teaching days from the last date of the term registration period. This is in keeping with the time frame recommended by Senates without being specifically tied to the financial date. Based on this, the applicable dates are Thursday, November 2, 2006 and Friday, March 2, 2007.

5. The Academic Schedule for the Faculty of Law and the School of Graduate Studies are to be submitted separately by these academic units for approval.
6. Academic Calendar Issues:

a) Start and end dates for Fall Term

It should be noted that the Labour Day holiday again falls at the start of the first full week of September and will continue in this manner for the next few years. In developing the draft schedule, priority was given to ensuring the maximum number of teaching days possible, 62; the first week of the term should include Academic Orientation; the final examination period should end as early as possible before the Christmas holiday period.

The Senate Policy and Procedures Committee considered the implications of starting classes on the Thursday following Labour Day (September 7, 2006), as was the case in Fall Term 2004 and 2005, or on the Monday following Labour Day (September 11, 2006). The Committee recognized that the earlier start date would impact academic orientation while the later date would result in the examination period being extended to quite late in December. The Committee was of the view that the earlier start date was preferred and was swayed, in part, by comments from the student members. Accordingly, the proposed Fall Term academic schedule shows classes beginning Thursday, September 7, 2006 and ending Monday December 4, 2006 with the final examination period being Thursday, December 7 to Tuesday, December 19, 2006.

b) November 11

The Committee considered a recommendation that there be a Fall Term “break” from classes on November 10, 2006. It was noted that November 11 falls on the weekend and consequently there would be no break during the Fall Term other than the Thanksgiving weekend. A November “break” has not been included but the Committee would be very interested in reaction to this proposal. If such a break were to be implemented for Fall 2006, the end of term and end of final examinations dates would each move by one day.

c) Start of Winter Term

In developing the draft Winter Term schedule, consideration must be given to the tradition of starting classes the first Monday in January (which was a point of considerable discussion when the 2005-06 Academic Schedule was approved); the timing of the Easter holiday break in relation to the final examination period; the length of the time between the end of the Final Examination period and submission of the Graduation list for May Encaenia. Accordingly, it is proposed that the Winter Term commence on Monday, January 8 with the last day of classes being Thursday, April 12 and the last day of the examination period being Thursday, April 26. The University must be aware of the impact this final date may have on the preparations for the May graduation ceremonies. Final grades are to be submitted 5 working days
following the date of the final examination. The earliest we could then expect to have final grades submitted if the last day of final examinations is April 26 would be May 2. With graduation ceremonies and related Senate and Board of Governors meeting scheduled for the week of May 14, the final graduation list must be prepared no later than May 10. **It is critical that the deadline date for the submission of final grades be met.**

d) Winter Term Withdraw Data

It was noted that the final day for adding Winter Term courses would be Friday, January 19 and the final date for withdrawing from full-year courses without academic penalty would be Monday, January 22 if the recently approved Senate policy were applied as written. In order to minimize confusion, it is recommending that the single deadline date of January 19 apply. Further, Financial Services has requested that dates involving refunds should not be a Monday.

Respectfully,

David J. Hinton
Registrar
UNB Fredericton
djh/

Tom Buckley
Registrar
UNB Saint John
### UNB Academic Schedule
#### 2006-2007

#### SUMMER 2006

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Event</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>Saturday</td>
<td>Canada Day</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Monday</td>
<td>University Holiday</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Tuesday</td>
<td>UNB Fredericton Summer Session begins</td>
<td>CEL to confirm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Saturday</td>
<td>UNB Fredericton on-campus registration for new students</td>
<td>Registrar’s Office to confirm Confirmed</td>
</tr>
<tr>
<td>August</td>
<td>Monday</td>
<td>New Brunswick Day – University Holiday - no classes*</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Wednesday</td>
<td>UNB Fredericton Summer Session classes end</td>
<td>CEL to confirm</td>
</tr>
<tr>
<td>10-11</td>
<td>Thursday</td>
<td>UNB Fredericton Summer Session final examinations</td>
<td>CEL to confirm</td>
</tr>
<tr>
<td>FALL TERM 2006</td>
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<tr>
<td><strong>September</strong></td>
<td><strong>Sunday</strong></td>
<td>Residence open for new students</td>
<td>Residence Life to confirm</td>
</tr>
<tr>
<td>6</td>
<td>Wednesday</td>
<td>Residence open for continuing students</td>
<td>Confirmed</td>
</tr>
<tr>
<td>4</td>
<td>Monday</td>
<td>Labour Day – University Holiday – no classes*</td>
<td>Financial Services to advise</td>
</tr>
<tr>
<td>5-8</td>
<td>Tuesday – Friday</td>
<td>Academic Programming &amp; Orientation</td>
<td>Confirmed</td>
</tr>
<tr>
<td>7</td>
<td>Thursday</td>
<td>Start of classes for both Campuses</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Thursday</td>
<td>Last day for payment of University fees</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Wednesday</td>
<td>Last day for adding Fall Term and full-year courses. Fall Term and full-year courses dropped up to and including this date not shown on academic record.</td>
<td>Financial Services to advise</td>
</tr>
<tr>
<td>22</td>
<td>Friday</td>
<td>Last day to opt out of Student Union Health &amp; Dental plan. Last day to opt out of International Health Insurance.</td>
<td>Confirmed</td>
</tr>
<tr>
<td>October</td>
<td>Monday</td>
<td>Thanksgiving Day – University Holiday – no classes*</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Thursday</td>
<td>Fall Convocation – UNB Fredericton</td>
<td>University Secretariat</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Event</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>20 September</td>
<td>Friday</td>
<td>Fall Convocation – UNB Saint John</td>
<td></td>
</tr>
<tr>
<td>20 September</td>
<td>Friday</td>
<td>Last day to withdraw from Fall Term courses with pro-rated refund (see University Refund Policy, pg. C.X)</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>Thursday</td>
<td>Last day to withdraw from Fall Term courses without academic penalty. A grade of “W” (withdrawn) will be shown on the academic record.</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Monday</td>
<td>Last day in Fall Term to hold class tests (see Examination, Standing and Promotion regulations Part A. General, Item 7)</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>Monday</td>
<td>Last day of Fall Term classes</td>
<td></td>
</tr>
<tr>
<td>5 - 6</td>
<td>Tuesday &amp; Wednesday</td>
<td>Reading Days</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Thursday</td>
<td>Final examinations begin</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Tuesday</td>
<td>Final examinations end</td>
<td></td>
</tr>
</tbody>
</table>

Teaching Days for Fall Term 2006 – 62 days

**WINTER TERM 2007**

<table>
<thead>
<tr>
<th>January</th>
<th>Monday</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Monday</td>
<td>Start of classes for both campuses</td>
</tr>
<tr>
<td>19</td>
<td>Friday</td>
<td>Last day for payment of Winter term fees for new students. Last day for payment of University fees for full-time students paying Financial Services confirmed</td>
</tr>
<tr>
<td>Date</td>
<td>Day(s)</td>
<td>Event Description</td>
</tr>
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</tr>
<tr>
<td>19</td>
<td>Friday</td>
<td>Last day for adding Winter Term courses. Winter Term courses dropped up to and including this date not shown on academic transcript. Last day to withdraw from Full-year courses without academic penalty. A notation of “W” ( withdrawn) will be shown on the academic transcript.</td>
</tr>
<tr>
<td>February</td>
<td>Friday</td>
<td>Last day to withdraw from Winter Term courses with pro rated refund (see University Refund Policy, pg. C.X)</td>
</tr>
<tr>
<td>March</td>
<td>Friday</td>
<td>Last day to withdraw from Winter Term courses without academic penalty. A grade of “W” ( withdrawn) will be shown on the academic record.</td>
</tr>
<tr>
<td>5-9</td>
<td>Monday – Friday</td>
<td>Winter Term break – no classes</td>
</tr>
<tr>
<td>26</td>
<td>Monday</td>
<td>Academic advising and registration for continuing students begins for UNB Fredericton. Details to be announced by Faculties</td>
</tr>
<tr>
<td>27</td>
<td>Tuesday</td>
<td>Last day in Winter Term to hold class tests (see Examination, Standing and Promotion regulations Part A. General, Item 7)</td>
</tr>
<tr>
<td>April 9</td>
<td>Friday - Monday</td>
<td>Easter. University Holiday – no classes*</td>
</tr>
</tbody>
</table>
### Teaching Days for Winter Term 2007 – 62 days

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Thursday</td>
<td>Last day of Winter Term classes</td>
</tr>
<tr>
<td>13</td>
<td>Friday</td>
<td>Reading Day</td>
</tr>
<tr>
<td>14</td>
<td>Saturday</td>
<td>Final examinations begin</td>
</tr>
<tr>
<td>26</td>
<td>Thursday</td>
<td>Final examinations end</td>
</tr>
</tbody>
</table>

### INTERSESSION/SPRING 2007

<table>
<thead>
<tr>
<th>May-June</th>
<th>May 1</th>
<th>Spring Session at UNB Saint John begins</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>UNB Saint John to Confirm</td>
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</table>

<table>
<thead>
<tr>
<th>May 16-17</th>
<th>Tuesday</th>
<th>Intersession UNB Fredericton begins</th>
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<tbody>
<tr>
<td>16-17</td>
<td>Wednesday - Thursday</td>
<td>178th Encaenia - UNB Fredericton</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>18</th>
<th>Friday</th>
<th>33rd Spring Convocation - UNB Saint John</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Last day to opt out of International Health Insurance for Intersession or Spring Session</td>
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<td></td>
<td></td>
<td>Financial Services to advise</td>
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</tbody>
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<table>
<thead>
<tr>
<th>21</th>
<th>Monday</th>
<th>Victoria Day - University Holiday - no classes*</th>
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<tbody>
<tr>
<td>June 2</td>
<td>Saturday</td>
<td>UNB Fredericton on-campus registration for new students</td>
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<td>--------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UNB Fredericton Intersession classes end</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UNB Fredericton Intersession examination period</td>
</tr>
</tbody>
</table>

* Except for essential services, most university offices will be closed on the dates indicated as “University Holiday”. Essential functions, for example, Security, Heating Plant and the Residences will be staffed and operational. Emergency maintenance may be arranged through the Security Department. A few departments and facilities such as the libraries, compute labs, Financial Services, Registrar’s Offices may offer some services on certain holidays. Those wishing to use such services on a holiday are advised to check with the specific department about operations for that day.
Attachment # 2:

ACADEMIC POLICY AND PROCEDURES COMMITTEE
Course Outlines and Plagiarism – Proposed Revisions to University Regulations

Changes indicated in **bold**

VIII. EXAMINATION, STANDING AND PROMOTION

A. **General Information**

1. (Existing VI. F. 3. (a) MOVED as follows:) It is the function of the instructor to evaluate and assess a student’s work in a course and to award interim and final course grades.

2. (Existing VIII. A. 2. re-worded as follows:) The final standing of each student, in each course is assessed on the final examination, if one is held, and term work (essays, reports, assignments, tests (including lab and fieldwork tests), mid-course examinations, practicums or internships, attendance and participation requirements and any other work which contributes to the final grade).

3. (Existing VIII. A. 4., revised as follows:) Within two weeks of the first day of classes the instructor must provide the students attending the course **with a course syllabus** that includes:
   
   i a first page of general information applicable to all courses as provided by the Registrar and which refers students specifically to the University regulations on academic offences;

   ii a full explanation of the basis on which the final grade will be calculated, that is: the weighting of tests, examinations, assignments, practicums or internships, attendance and participation requirements, and any other work which contributes to the final grade.

   iii any additional content as the instructor shall determine.

The course syllabus shall be in writing distributed to the class in a regular class period. Email notification is satisfactory where email has been established as a common method of communication within the course. Notification on the Internet for courses taught electronically is satisfactory.

4. (Existing F. 3. (b) moved and revised as follows:) The decisions made by the instructor about the content of the course syllabus are not appealable. Decisions made by the instructor about the weighting of tests, examinations, assignments, practicums or internships, attendance and participation requirements, and any other work which contributes to the final grade are not subject to appeal unless demonstrably unfair in the circumstances.
5. (Existing F. 3. (c) moved as follows:) Regulations governing review or appeal of a grade assigned are found in the Review of Grades section of the Calendar regulations.

6. (Existing 1. as follows:) The method of examination in a course is determined by the instructor.

7. (Existing 3., re-ordered as follows:) Final examinations, if any, for fall term courses, and mid-course examinations, are held in December. Final examinations, if any, for winter term courses and for all-year courses (fall and winter term) are normally held in April.

8. (Existing 5. Revised as follows:) Instructors must notify students, preferably within the first two weeks of classes and by no later than the mid-point of a course, if the final examination is to be a take-home examination or one that is to be included in the University’s official examination schedule. Students must be informed if the final examination is an open or closed book format by the mid-point of the course. Such notification shall be in writing distributed to the class in a regular class period. Email notification is satisfactory where email has been established as a common method of communication within the course. Notification on the Internet for courses taught electronically is satisfactory.

9. (Existing 6. and subsequent sections through 15 renumbered accordingly).
Attachment #3:

ACADEMIC POLICY AND PROCEDURES COMMITTEE
Proposed Reordering of Existing Calendar Regulations

The following regulations as found in section VI. F. titled Other Regulations pertain to areas of regulations under discrete headings elsewhere in the regulation portion of the calendar. Accordingly it is proposed that the regulations be moved as indicated below.

F. Other Regulations

1. MOVE existing F. 1. to Section VI. D. Dropping Courses as new v., and renumber the subsequent items

2. MOVE existing 2. to Section VIII. F. Calculation of Grade Point Averages and insert after paragraph 1.

3. MOVE existing 4. to Section VIII. G. Standing and Promotion Requirements and insert as new 1. b. after existing 1. a., and re-letter existing b. and c.
TO: S. DeVarenne  
   Associate University Secretary  
FROM: Deborah MacLatchy  
   Dean, Faculty of Science, Applied Science & Engineering  
RE: Motions from the Faculty of Science, Applied Science & Engineering  
DATE: November 16, 2005

At its November 10, 2005 meeting, SASE Faculty Council passed the following motions:

1. "That all required courses in a minor may be credited toward the program regardless of whether they count toward the student's major program."

2. "That the cumulative grade point average for a student in a BSc program of the Faculty of Science, Applied Science and Engineering is to be calculated using only the last two academic years (or assessment periods) of the student's program."

   Note: This does not presently apply to programs such as BSc(Eng), BScCS, etc. and applies only to the BSc programs (e.g., majors in general science, mathematics, biology, etc.)

   The intention of this motion is to generate bi-campus discussion at appropriate Senate committees and Senate on the calculation of cumulative GPAs for students at UNB. Rationale, as prepared for SASE Faculty Council, is attached.

Attach.
ACADEMIC POLITY AND PROCEDURES COMMITTEE

Rationale for revising method by which cumulative grade point averages are calculated.

The cumulative grade point average (C.G.P.A.) is used to determine the student’s standing at graduation and also for entrance into Honours programs, some Majors, or particular courses.

Many students perform poorly during their first year of studies. Students that fail all their courses or do poorly in many courses and return to the same program at a later date carry those low grades throughout their studies. Students who change programs or universities have those low grades removed from the cumulative grade point average calculations. In Biology we have had the situation where a student performed poorly for one or two years, left the university for a number of years, returned at a later date and successfully completed an Honours program only to be technically ineligible to receive the Honours designation because their C.G.P.A. was below 3.0. Had that same student changed degree programs or come to us from another university to complete their final two years of study at UNB, there would have been no problem.

To some extent the problem is a mathematical one. In the following example, a B.A. student fails all courses in their first year and returns and consistently obtains a grade of “A” on all of their courses. The C.G.P.A. calculations are as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Grades in all courses per year</th>
<th>grade point calculation</th>
<th>grade point total</th>
<th>credit hour total</th>
<th>C.G.P.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>F</td>
<td>(30 x 0)</td>
<td>0</td>
<td>30</td>
<td>0.0</td>
</tr>
<tr>
<td>2</td>
<td>A</td>
<td>(0 + 30 x 4)</td>
<td>120</td>
<td>60</td>
<td>2.0</td>
</tr>
<tr>
<td>3</td>
<td>A</td>
<td>(120 + 120)</td>
<td>240</td>
<td>90</td>
<td>2.7</td>
</tr>
<tr>
<td>4</td>
<td>A</td>
<td>(240 + 120)</td>
<td>360</td>
<td>120</td>
<td>3.0</td>
</tr>
<tr>
<td>5</td>
<td>A</td>
<td>(360 + 120)</td>
<td>480</td>
<td>150</td>
<td>3.2</td>
</tr>
</tbody>
</table>

In this example, the straight “A” student graduates with second class standing and in their final year would not be technically eligible for entrance into an Honours program. A student with the same record that transfers to UNB for their final two years of study would graduate with a C.G.P.A. of 4.0.

I propose that this problem can be remedied by calculating the C.G.P.A. using only the two previous years of study (two assessment periods). This will provide a “rolling average” of the student’s C.G.P.A. and will reflect their performance for their recent (upper level) courses. This will also put these “late bloomers” on an equal footing with similar students that have changed their degree programs or transferred in from another university.

**Motion:** The cumulative grade point average is to be calculated using the last two academic years (or assessment periods) of the student’s program.

J. Terhune
ACADEMIC POLICY AND PROCEDURES COMMITTEE
Enhanced Grade Information on the UNB Transcript

January 13, 2006

To: Faculty Deans and Associate/Assistant Deans
From: David J. Hinton
Registrar, UNB Fredericton
RE: Enhanced Grade Information on the UNB Transcript
Cc: Stephen Strople, University Secretary
Tom Buckley, Registrar UNB Saint John
Jean Fisher, Associate Registrar UNB Fredericton
Lori Murray, ITS

Some time ago the Faculty of Law requested that the following information be recorded on the UNB transcript for LAW courses:

- The number of students registered in the course section
- The mean final grade for the course section

In researching the Faculty’s request, it was found that the UNB Fredericton Senate (September, 1995) had approved in principle the recording of the median grade for the course section. At that time, Senate requested that guidelines for the recording of the information be returned to Senate for consideration. The guidelines were approved by Senate in February, 1996. However, the policy was not implemented due, in part, to the fact that a satisfactory method for determining and displaying the median grade was not developed.

This past year the matter of enhanced grade information was reviewed by the Registrar’s Advisory Committee with a view to developing a policy that would be acceptable to all faculties. The attached document represents the current status of the proposed policy and procedures for enhanced grade information. It is recommended that the draft policy be considered again by the Registrar’s Advisory Committee in Fredericton and the appropriate committee in Saint John. Following their input, a final document will be sent to the Senate Academic Policy Committee for review and possible recommendation to Senates.

It should be noted that UNB has recently completed a preliminary review of the Colleague student information system with the assistance of a Datatel consulting team. It is expected that the review of the Colleague student information system, and the transcript module in particular, will continue over the next year. Implementation of enhanced grade information, if approved, will be included in the review.

Respectfully,
David J. Hinton
Registrar, UNB Fredericton
Djh
Enhanced Grade Information on the UNB Transcript
Proposed Policy and Guidelines

The UNB transcript shall include enhanced grade information in accord with the following guidelines:

1. The final grade for the course section will be recorded as a mean grade point average in accord with other grade point averages noted on the transcript.
   [Colleague has a grade point average calculation that needs to be reviewed in detail to determine if it meets UNB’s requirements.]

2. The enrolment in the course section will be recorded next to the mean final grade based on a minimum enrolment of 10 as at the start of the examination period in any term.

3. The mean grade and enrolment will be recorded for undergraduate credit courses at the 1000 to 5000-level.

4. The mean grade and enrolment will not be recorded for the following:
   - Any course at the 6000-level and higher (graduate level courses)
   [The School of Graduate Studies must review the draft policy and determine if it is to apply to graduate-level students.]
   - UNB courses designated at the “0” level (eg Math 0863)
   - Saint Thomas University courses that appear on the UNB transcript
   - Courses/sections where the official enrolment is less than 10

5. The mean grade and enrolment will be recorded for courses offered in any academic term: Fall, Winter, Intersession & Summer (UNB Fredericton), Spring (UNB Saint John)

6. The mean grade and enrolments for display will be determined on the basis of verified final course grades.

   Grade notations of “W”, “CR”, “NCR”, “INC”, “AUD” and “X” will not be included for the purposes of either the required enrolment count or the mean grade calculation.

   For students with one of the aforementioned grade notations, enhanced grade information will not be displayed on the transcript for that particular course.

   [Grade notations of “W” and “#” may be granted some time after the end of the term on the basis of appeal to the appropriate Senate committee. The impact of such grade changes will need to be addressed.]
7. Appropriate notice regarding the enhanced grade information will be included in the Transcript Key shown on the reverse of the official UNB transcript paper.

8. Reference to the UNB transcript includes the official UNB transcript (paper), the official student transcript (paper and web) and the internal “enhanced” student transcript.

9. The inclusion of enhanced grade information on the UNB transcript is not subject to appeal by students.

Additional notes:

The layout of the UNB transcript will have to be revised in order to accommodate the enhanced grade information with a view to not unduly adding to the length of the transcript in current portrait format.

Examples of the determination of the enhanced grade information:

- A course section includes 10 active registrations as at the start of final examinations, the section is considered eligible for determination of enhanced grade information. Subsequently, if the verified grades for the section included nine (9) letter grades and one (1) “INC grade notation, no enrolment or mean grade will be determined or displayed. At such time as the “INC” notation is replaced by an official grade, the enrolment and mean grade will be determined and displayed.

- For an eligible course section, 10 letter grades are submitted, the enrolment count and mean grade will be determined and displayed. Subsequently, if a student receives a late “W” or “#” notation on the basis of an appeal, the enrolment count and mean grade will be removed for all [subject to review]. However, if there were 11 or more grades submitted, the change in grade would not result in removal of the enhanced grade information except for the student receiving the revised grade.