UNIVERSITY OF NEW BRUNSWICK

ACADEMIC POLICY AND PROCEDURES COMMITTEE

REPORT to the SENATES

The Academic Policy and Procedures Committee met at 11:30 a.m. on Tuesday, December 6, 2005 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 Awareness and Education Regarding Plagiarism

At the 29 March 2005 meeting of the Fredericton Senate, a motion was approved mandating the inclusion of the definition of plagiarism (as defined in the University Calendar) as well as the potential academic consequences resulting from acts of plagiarism, in the course syllabi of all courses on the Fredericton campus. The Faculty of Arts on the Fredericton campus brought forward a second motion at the 17 May 2005 meetings of the Fredericton Senate proposing that, instead of reprinting Calendar plagiarism information in course syllabi, the calendar text could appear as a pop-up box when students sign in to register for courses. In response to the Faculty of Arts Motion, the Fredericton Senate referred the matter to the Academic Policy & Procedures Committee. The Committee has been asked to evaluate these two approaches and consider if one, or both, or some other mechanism would best serve as a way to improve education with respect to plagiarism. Both the Faculty of Arts Motion and the March 29 Fredericton Senate Motion and related Minutes are attached to this report.

Members of the Committee expressed concern regarding use of pop-up boxes for plagiarism regulations, suggesting that this may give students a false impression diminishing the seriousness of the offence. It was noted that there are a number of academic offences in addition to plagiarism and the importance of reviewing these concepts within the classroom was stressed. During further discussion, concern was also expressed about inclusion of the full text in course syllabi as changes to the regulations may be overlooked during repeated use of a course syllabus. It was suggested that the relevant section(s) in the Undergraduate Calendar be referenced instead. M. Mendelson noted that the Faculty of Business on the Saint John campus uses a standard course outline which includes a template of academic offences. It is a common practice for instructors in Business to review these offences within the classroom.

One of the student members of the Committee asked why faculty members could not be required to review academic regulations within class time. Members of the Committee explained that not all regulations would be relevant for all courses. Responsibility for ensuring students are aware of the regulations is shared between the institution and the students. Requiring faculty members to review the regulations could be mis-interpreted as shifting all of the responsibility to the institution.
1. Enhanced Awareness and Education Regarding Plagiarism (cont’d)

The Committee suggested that the University Secretary draft text that could be included in the course outline regulations to address this issue. The text would note that course outlines must refer to the relevant sections of the Undergraduate Calendar and that instructors are encouraged to discuss these regulations during class time in the regulations. In addition, a statement could be included at the beginning of the Undergraduate Calendar to indicate that students are responsible for being aware of regulations that would govern their program. The draft text will be circulated to the Committee for further discussion at its next meeting.

2. Confidentiality, Security and Release of Student Academic Records

At its November 2 meeting, the Committee discussed a request from the Associate Director of Residential Life on the UNB Fredericton campus that community coordinators and house dons be given on-line access to the student identification photos. This would require an amendment to the existing regulation on Confidentiality, Security and Release of Student Academic Records. Following discussion, the Committee requested that the Associate Director of Residence Life be asked to provide a detailed rationale for such access and guidelines for the use of on-line student identification photos by Residence personnel. In addition, K. Hamer suggested the text be amended so that the revised wording is applicable to both campuses.

Having received a written rationale (attached to this report), the Committee engaged in discussion of the issue, expressing concern that the current model for access would allow residence personnel access to photos of all students. It was noted that non-residence students regularly are visitors, and that residence personnel frequently need to identify students as part of their responsibilities in maintaining a safe residence environment. One member of the Committee noted that Graduate Students are often hired as Dons and/or Associate Dons and expressed concern that this would provide students with access to information on other students. It was clarified that the access would be associated with the position and not with student status. Those hired for these positions should be suitable for a position of trust in the same way that anyone hired as an instructor would be. The University also does hire Graduate Students as instructors.

There was lengthy discussion of the technical limitations of the software providing access to photos and whether the access for residence personnel could be limited to the house (s) for which they are responsible. During discussion, it was noted that there is significant traffic flow between the houses. It was also noted that the issue of allowing access is separate from the practical issues of implementation. In the event that the system is unable to provide limited access, no access should be given and Senate will consider the matter further.
2. **Confidentiality, Security and Release of Student Academic Records (cont’d)**

The majority of the Committee did not support a recommendation to allow access to all student photos to the Dons, Associate Dons and Residence Coordinators. However, the Committee did recommend allowing limited access to these residence personnel and the equivalent positions on the Saint John campus.

**RECOMMENDATION:** “That Senate amend the existing regulation on Confidentiality, Security and Release of Student Academic Records to allow Dons, Associate Dons and Residence Coordinators on the Fredericton campus and the Residence Academic Leader, Residence Life Coordinator and Manager of Residence and Conference Services on the Saint John campus secure on-line access to student identification photos for those students living in the houses for which these positions are responsible as follows:

The University routinely provides, through secure on-line access, a digitized image of the student identification photograph to individual instructors during the period the student is registered in the instructor’s course. The Deans or their designates, Associate and Assistant Deans where specifically authorized by the Dean, the Director of the College of Extended Learning, Directors of Student Services, the Director, Associate and Assistant Directors of Residential Life, and the University’s security personnel also will have access to such images. **Residence Community Coordinators and house dons of the residence administrative team on the Fredericton campus and the Residence Academic Leader, Residence Life Coordinator and Manager of Residence and Conference Services on the Saint John campus will have access to such images during the period that a student is living within a house or residence for which these positions are responsible.”

3. **Establishing the Length of Examinations**

The University has long-standing practices for final exams that include a maximum time of three hours for the final exam, allow a minimum of two hours between exam time slots, and a maximum of three exam time slots per day from Monday to Saturday. Instructors are not compelled to set exams for the full three hours, but they can not exceed this time limit. The Fredericton Registrar’s Office has received a number of inquiries about the source of this policy. D. Hinton reported that he was not able to find a supporting Senate policy and indicated that it has been suggested that the Registrars bring forward a policy for consideration by the Senates.

In response to questions, D. Hinton indicated that, in the absence of a Senate regulation, it can be difficult to enforce the policy when challenged. A student member of the Committee noted that some instructors have been preparing exams which can not reasonably be completed within the three hour time frame. They then allow students to stay beyond the scheduled time. This reduces the break between exams and may create an unfair situation for students with other commitments. The Committee asked the Registrars to draft a policy document for review at the next meeting.
4. **Rationale for Revising the Method by Which Cumulative Grade Point Averages are Calculated**

Discussion of the rationale for revising the method by which Cumulative Grade Point Averages are calculated was postponed to a future meeting due to time constraints.

5. **Enhanced Exam Security**

Professor Robert McKellar joined the meeting for discussion of his request that a committee review the academic regulations and make recommendations for revisions that would improve exam security. Referring to the explanation provided in writing to the Committee, Professor McKellar explained that the Department of Mathematics and Statistics was faced with four cases of alleged cheating during the April 2005 exam period. Two of these cases involved students bringing exam booklets into exams with material already written in them. He expressed concerns that it is too easy for students to do this and suggested that some method be used to distinguish the booklets used for each exam.

He also suggested that a policy be put in place that would see students required to leave backpacks or other extraneous material at the front of the examination room, rather than carrying it to their seats. A number of Committee members from Saint John indicated that this is a long-standing practice on that campus.

The Committee discussed ways to improve exam security with regard to exam booklets, noting practices from other institutions including use of coloured booklets and methods for controlling booklet distribution. The Committee asked the Registrars to include recommendations on this matter in the policy document on examinations discussed in Item 3. It was suggested that they research best practices at other institutions and include Professor McKellar in discussion of the recommendations with respect to security measures.

The Committee will consider this matter further once the draft policy document has been prepared.

6. **Draft Calendar of Academic Dates for 2006-2007**

A copy of the revised draft Calendar of Academic Dates for 2006-07 was circulated with the agenda and is attached to this report. T. Buckley noted that the Spring 2007 dates for the Saint John campus will be added as soon as they are available.

N. Oullette, a student member of the Committee, expressed concern that only one reading day has been allocated for the December exam period and again for the April exam period. D. Hinton indicated that the practice is to include more than one reading day when the schedule allows. The December scheduled could be amended to add an extra reading day, pushing the final day of exams to Tuesday, December 19. However, a similar extension is not possible for the April 2007 exam period.
6. **Draft Calendar of Academic Dates for 2006-2007** (cont’d)

   In response to further questions, D. Hinton indicated that the first day of classes in the fall term was set for Thursday, September 7 in consultation with representatives from Student Services involved in the preparation of the orientation schedule.

   The Committee ended discussion at this point as a class was scheduled to begin in the McMurray Room on the Saint John campus. The Committee will consider the draft Calendar of Academic Dates further at its next meeting.

   Stephen Strople,
   Secretary

attachments
Attachment # 1:  
Enhanced Awareness and Education Regarding Plagiarism

At 29 March 2005, the following ensued:

20.1 Motion Proposed by Student Senator Jeffrey Brewer

MOTION 20, 1 Brewer/Skinner “That Senate mandate the inclusion of the definition of plagiarism (as defined in the University Calendar) as well as the potential academic consequences resulting from acts of plagiarism, in the course syllabuses of all Undergraduate courses under the authority of the UNB Fredericton senate.”

J. Brewer gave the following three reasons for this motion:
1. To promote one of UNB’s core academic values – that of academic integrity;
2. To take a proactive step in ensuring that every undergraduate student at UNB is aware of our rules and regulations surrounding plagiarism;
3. To alleviate situations of ambiguity in Student Standings & Promotions meetings, where the student’s awareness of plagiarism and the rules and regulations surrounding it are in question.

J. Brewer also read a letter of support from Student Advocate, Wilfred Langmaid, who commended J. Brewer for his initiative and went on to say, “While Senate would know the best way to go about accomplishing this – and what they can and cannot mandate faculty to do – I would applaud anything in principle which would make student success more achievable. Reminding students of the policy on plagiarism on a course syllabus would seem to fit into that category.”

In discussion, several Senators commented on the benefit of such a reminder to students. It was suggested that the motion also include graduate courses.

A friendly amendment was accepted to eliminate the word “undergraduate” from the motion.

After considerable discussion concerning the wording, the problem of dealing with group work, the assurance that having been warned about plagiarism in writing the student could not plead ignorance, the cost of photocopying expanded course syllabuses, and ensuring that the instructor take the time to discuss plagiarism in class, an amendment to the original motion was proposed.

MOTION 20, 2 Sharp/Roy “That Motion 21, 1 be amended to change “mandate” to read “strongly recommend” and that a reference to the plagiarism section of the Calendar be inserted in the syllabus rather than a repetition of the calendar text.”

MOTION 20, 2 was DEFEATED

MOTION 20, 1 was CARRIED with the friendly amendment as previously noted.
At 17 May 2005 Senate, the following ensued:

3.1 Proposed Arts Council Motion on Plagiarism

On a point of procedure, Student Senator Lyle Skinner asked whether the proposed motion was intended to rescind what was passed at the last Senate meeting. M. Rimmer responded that the intent was only to enhance the motion, not change it. Senate was then reminded by the Chair that the Board had already approved the student motion and that other Faculty Councils have not had the opportunity to consider the Arts proposal. The Chair recommended that further discussion should take place in the Academic Policy and Procedures Committee. This Committee could review the motions, consult with the other Faculty Councils, and make a recommendation to Senate in Fall 2005. Until the APPC reports, the student motion approved at the 29 March meeting is in effect and the plagiarism section (IX.A) of the Calendar will have to be included in the Fall course syllabuses.

MOTION 3.1 Rimmer/Campbell “That the Senate Motion 20, 1 of 29 March 2005 on plagiarism and the proposed Arts Council Motion on plagiarism be referred to the Academic Policy and Procedures Committee for review and a recommendation after consultations with the Faculty Councils.” CARRIED

W. van den Hoonoard suggested that the APPC might look at the broader aspects of plagiarism and perhaps come up with a detailed plan to combat what has become a widespread problem. He also suggested that either the Registrar or the Secretary distribute exactly what should appear on the course syllabuses so that the wording is consistent across the University.

In response to a memorandum sent to Faculty Deans to consult with their Councils on the general issue of enhanced awareness and education regarding plagiarism, attached are the responses received to 24 October 2005.
Attachment #2: Fredericton Arts Faculty Council Motion on Plagiarism

PREAMBLE:
Re. the motion passed at Senate on March 29, 2005 (Agenda Item 20.1).
In order both to save paper and to ensure that the laudable goal of that motion is actually realized—namely that all UNB students read and understand the definition of plagiarism, and the penalties that plagiarism can incur—we propose the following motion.

MOTION: That the definition of plagiarism, and the penalties for deliberate plagiarism (from section IX.A from the University Calendar), be included on the registration system, on a pop-up screen that would appear before a student’s course registration could be finalized, and that would require each student to signal his or her understanding and acceptance of those regulations as a condition of registration.

Included for information: the calendar text that would have to go into each syllabus, if the March 29th Senate motion is implemented as it stands:
Plagiarism includes:
1. quoting verbatim or almost verbatim from a source (such as copyrighted material, notes, letters, business entries, computer materials, etc.) without acknowledgment;
2. adopting someone else's line of thought, argument, arrangement, or supporting evidence (such as, for example, statistics, bibliographies, etc.) without indicating such dependence;
3. submitting someone else's work, in whatever form (film, workbook, artwork, computer materials, etc.) without acknowledgment;
4. knowingly representing as one's own work any idea of another.

Penalties for Deliberate Plagiarism
In a case of deliberate plagiarism, the penalties are:
First Offence: If the student does not appeal, or if, on appeal, the Committee upholds the instructor's decision:
1. A notation will be placed on the student's transcript of academic record concerning the academic offence. The length of time the notation appears on the student's transcript of academic record is to be decided when the penalty is imposed and will depend on the severity of the offence.
2. The student may be required to submit a satisfactory and genuine piece of work to replace the one involving plagiarism. If the assignment is not resubmitted or is unsatisfactory, the student will receive a grade of F(zero) in the course. Note: If this penalty is assessed, the period of time allowed for the submission of the work will be determined by the Registrar in consultation with the faculty member making the charge, and, where appropriate, the Committee.
3. The student will receive a grade of F (zero) on the piece of work and, depending on the severity of the offence, may receive a grade of F for the course.
4. Other penalties as outlined in penalties for Other Academic Offences may be imposed.

Subsequent Offence: In cases where the Committee considers that the student has plagiarized again:
1. the student will receive a grade of F in the course and a notation of the academic offence will appear on the student's transcript of record. The length of time the notation appears on the student's transcript of academic record is to be decided when the penalty is imposed.
2. Other penalties as outlined in penalties for Other Academic Offences may be imposed.
Attachment # 3:  

Student Photo Access for  
UNBF Residence Dons, Associate Dons and Coordinators  
UNBSJ Residence Academic Leader, Residence Life Coordinator, Manager of R&CS  

CURRENT REGULATION  
Section B, Reg. II, Par. D(9) of U/G Calendar  
"The University routinely provides, through secure on-line access, a digitized image of the student identification photograph to individual instructors during the period the student is registered in the instructor’s course. The Deans or their designates, Associate and Assistant Deans where specifically authorized by the Dean, the Director of the College of Extended Learning, Directors of Student Services, the Director, Associate and Assistant Directors of Residential Life, and the University’s security personnel also will have access to such images. Students who object to such access to their student identification photograph should notify the Campus Registrar. “

UNBF RL&CS REQUEST  
UNBF RL&CS is requesting that our unit’s current access to student photos be enhanced to include Residence Dons, Associate Dons and Coordinators. Currently, our Director as well as Associate and Assistant Directors have such access. Our rationale for requesting the addition of Dons, Associate Dons and Coordinators is as follows:  

Dons and Associate Dons are faculty, staff or graduate students (usually teaching) who live in residence and are responsible for the overall wellbeing of their houses. The Don and Associate Don roles are identical with Associate Dons being found in larger houses to maintain a consistent Don: Student ratio (1 Don per 100 Students approx.). There currently are 14 Dons and 2 Associate Dons for 14 houses rising to 15 Dons when the new residence opens next fall.  

These positions are very similar to sessional lecturers in role (educational/developmental), constituency (defined group of students), commitment to students, and human resources status (part-time position with honorarium vs salary). Hence, we feel that it is appropriate and important to their roles for Dons and Associate Dons to have photo access for their houses, similar to sessional lecturers for their classes.  

Residence Coordinators (3) are full-time staff who serve students in three professional areas: Development & Conduct, Training & Leadership, and Administration. These Coordinators also share after hours emergency coverage. These positions were developed as part of a reorganization based on the 2004 RL&CS Review. That reorganization created professional Coordinators as a blending of the former (less senior) Community Coordinators and the former (more senior) Assistant Director – Res. Life.  

Albeit slightly less senior, these positions have replaced our former Assistant Director position and are similar to the Assistant Faculty Deans in managing a significant student-focussed portfolio, interacting regularly with students on sensitive issues, and facing the challenge of “knowing” a broad constituency (1,500 students). They also sometimes need to identify students quickly in after hours emergency situations. Hence, we feel that it is appropriate and important to their roles for Coordinators to have photo access for the Residence Community (all houses).  

UNBSJ R&CS REQUEST  
UNBSJ R&CS is requesting that its equivalent positions be included in this access, namely:  

- UNBSJ Residence Academic Leader similar to UNBF Don but serving all houses  
- UNBSJ Residence Life Coordinator similar to UNBF Coordinators and serving all houses  
- UNBSJ Manager of R&CS similar to UNBF Director of RL&CS for all houses
We trust that the above information meets the needs of your committee. We would be pleased to provide any additional information which might be desired. We thank you for your consideration of this request.

Respectfully submitted,

UNBF    Residential Life & Conference Services
UNBSJ    Residence & Conference Services

Dec. 01, 2005
Last April, the Department of Mathematics and Statistics had four cases of alleged cheating during exams. Two of these cases involved students bringing in exam booklets with material written in them. We feel that it is too easy for students to do this. Many universities use different coloured booklets for each exam slot for this reason. Another possibility is to have the booklets printed or stamped with distinguishing marks. It must also be made clear to students that knapsacks, etc., should not be taken to their desks. They must be left off to the side of the room.

Another case involved a student having scrap paper on top of some notes on his desk without permission. It must be made clear to students that this is an academic offence.

The last case involved consulting material in the washroom. Some faculty would like to see no washroom breaks. This seems a bit extreme. We're just going to have to be more vigilant. No more than one student should be allowed at a time. The student should be followed to the washroom when the exam is in one of the gyms.

We should have a standardized way of collecting signatures and checking ID's for exams in the gyms.
Attachment # 5:

November 17, 2005

To: Stephen Strople
   University Secretary

From: David J. Hinton
   Registrar, UNB Fredericton
   &
   Tom Buckley
   Registrar, UNB Saint John

Re: Academic Schedule 2006-2007

Please find attached a first draft of the Academic Schedule 2006-2007. Senate guidelines for the schedule as well as issues related to the proposed schedule are outlined.

Thank you for your consideration of this matter.

Regards,

David J. Hinton
Registrar
UNB Fredericton

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 Christmas examinations and the start of the Christmas Holiday period.
g. That Winter Term examinations must end by April 30.

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

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

10. 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.

11. 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.

Academic Calendar Issues:
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 Wednesday, December 6 to Monday, December 18, 2006.

The proposed schedule reflects the necessity of having an earlier start of NURS courses for the Faculty of Nursing, Fredericton, Moncton and Bathurst as was the case in Fall 2005.

The Committee considered a recommendation that there be a Fall Term “break” for 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.

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 April 12 and the last day of the examination period being 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. The Committee is aware that it is critical that the deadline date for the submission of final grades be met.

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, the Committee 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.

Regards,

David J. Hinton  
Registrar  
UNB Fredericton

Tom Buckley  
Registrar  
UNB Saint John

djh/
## UNB Academic Schedule
### 2006-2007

### SUMMER 2006

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Day</th>
<th>Event</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>1</td>
<td>Saturday</td>
<td>Canada Day</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Monday</td>
<td>University Holiday</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Tuesday</td>
<td>UNB Fredericton Summer Session begins</td>
<td>CEL to confirm</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Saturday</td>
<td>UNB Fredericton on-campus early registration for new students</td>
<td>Registrar’s Office to confirm</td>
</tr>
<tr>
<td>August</td>
<td>7</td>
<td>Monday</td>
<td>New Brunswick Day – University Holiday - no classes*</td>
<td>CEL to confirm</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Wednesday</td>
<td>UNB Fredericton Summer Session classes end</td>
<td>CEL to confirm</td>
</tr>
<tr>
<td></td>
<td>11-12</td>
<td>Thursday – Friday</td>
<td>UNB Fredericton Summer Session final examinations</td>
<td>CEL to confirm</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Event</td>
<td>Confirmation</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>-----------</td>
<td>----------------------------------------------------------------------</td>
<td>--------------</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>3</td>
<td><strong>Friday</strong> Residence open for new and returning students</td>
<td>Residence Life to confirm Confirmed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Saturday</td>
<td><strong>Saturday</strong> Residence open for new and returning students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Monday</td>
<td>Labour Day – University Holiday – no classes*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5-8</td>
<td>Tuesday -</td>
<td>Academic Programming &amp; Orientation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Friday</td>
<td><strong>Tuesday</strong> Start of NURS classes for 2nd, 3rd, and 4th year Nursing students, UNB Fredericton, Bathurst and Moncton</td>
<td>UNB F Faculty of Nursing to confirm</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Wednesday</td>
<td><strong>Wednesday</strong> Start of NURS classes for 1st Year Nursing students, UNB Fredericton, Bathurst and Moncton</td>
<td>UNB F Faculty of Nursing to confirm</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Thursday</td>
<td>Start of classes for both Campuses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Thursday</td>
<td>Last day for payment of University fees</td>
<td>Financial Services to advise Confirmed</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Wednesday</td>
<td><strong>Wednesday</strong> 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></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Friday</td>
<td><strong>Friday</strong> 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></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Friday</td>
<td><strong>Friday</strong> Last day to opt out of Student Union Health &amp; Dental plan. Last day to opt out of International Health Insurance.</td>
<td>Financial Services to advise Confirmed</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>9</td>
<td>Monday                Thanksgiving Day – University Holiday – no classes*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Thursday</td>
<td>Fall Convocation – UNB Fredericton</td>
<td>University Secretary to confirm</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Friday</td>
<td>Fall Convocation – UNB Saint John</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2023</td>
<td>Friday - 2</td>
<td><strong>Friday</strong> Last day to withdraw from Fall Term courses with pro rated refund (see University Refund Policy, pg. C.X)</td>
<td>Financial Services to confirm Confirmed as the 20th</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>2</td>
<td>Thursday   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>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Saturday</td>
<td>Remembrance Day – University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Event Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>-----------</td>
<td>-------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Wednesday</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>
<td></td>
</tr>
<tr>
<td>December</td>
<td>4</td>
<td>Monday</td>
<td>Last day of Fall Term classes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Tuesday</td>
<td>Reading Day</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Wednesday</td>
<td>Final examinations begin</td>
<td></td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>Monday</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>Month</th>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>1</td>
<td>Monday</td>
<td>New Year’s Day University Holiday</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Monday</td>
<td>Start of classes for both campuses</td>
</tr>
<tr>
<td></td>
<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 by installments. Last day to opt-out of Student Union Health and Dental Plan for those students who entered in January, 2007. Last day to opt-out of International Health Insurance for those students who enrolled in January, 2007.</td>
</tr>
<tr>
<td></td>
<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>23</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>2</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></td>
<td>5-9</td>
<td>Monday – Friday</td>
<td>Winter Term break – no classes</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Event</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>---------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Thursday</td>
<td>Last day in Winter Term to hold class tests (see Examination, Standing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>and Promotion regulations Part A. General, Item 7)</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Monday</td>
<td>Academic advising and registration for continuing students begins for</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>UNB Fredericton. Details to be announced by Faculties</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>6-9</td>
<td>Friday - Easter. University Holiday – no classes*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Thursday</td>
<td>Last day of Winter Term classes</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Friday</td>
<td>Reading Day</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Saturday</td>
<td>Final examinations begin</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Saturday</td>
<td>Final examinations end</td>
<td></td>
</tr>
</tbody>
</table>

Teaching Days for Winter Term 2007 – 62 days
### INTERSESSION/SPRING 2007
#### May - June

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1</td>
<td>Tuesday</td>
<td>Intersession UNB Fredericton begins</td>
<td>CEL to confirm</td>
</tr>
<tr>
<td>16-17</td>
<td>Wednesday-Thursday</td>
<td>177th Encaenia – UNB Fredericton</td>
<td>Financial Services to advise</td>
</tr>
<tr>
<td>18</td>
<td>Friday</td>
<td>33rd Spring Convocation – UNB Saint John</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to opt out of International Health Insurance for Intersession or Spring Session</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Financial Services to advise</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Monday</td>
<td>Victoria Day – University Holiday – no classes*</td>
<td></td>
</tr>
<tr>
<td>June 2</td>
<td>Saturday</td>
<td>UNB Fredericton on-campus early registration for new students</td>
<td>Registrar’s Office to confirm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UNB Fredericton Intersession classes end</td>
<td>CEL to advise</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UNB Fredericton Intersession examination period</td>
<td>CEL to advise</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. Physical Plant will have staff on call should they be needed. 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.