ACADEMIC POLICY AND PROCEDURES COMMITTEE

Wednesday, 11 January 2012, 1:00pm – 3:00pm
Oland Hall, Room 120 (Saint John) and
Sir Howard Douglas Hall, Room 102 (Fredericton)

AGENDA

1. Approval of Agenda and Minutes
   1.1 Minutes of 21 September 2011 (attached)

2. Business Arising from the Minutes

3. Calendar of Academic Dates (attached)
   3.1 Proposed Revisions to Intercession/Summer/Spring Terms
   3.2 Proposed Revisions to the Drop/Add Period
   3.3 Proposed Draft Calendar of Academic Dates for 2012-13
   3.4 Proposed Dates for Graduation Events 2013-2015


5. Proposed Revisions to the University-wide Academic Regulations
   5.1 Proposed Revisions to Section III (L) Review of Grades (attached)
   5.2 Proposed Revisions to Section IV. Right of Appeal (attached)
   5.3 Proposed Revisions to Section VIII. Academic Offences (attached)
   5.4 Proposed Revisions to Section X. Confidentiality, Security, and Release of Student Academic Records (attached)

6. Other Business

Sarah DeVarenne
Secretary
ACADEMIC POLICY & PROCEDURES COMMITTEE

MINUTES

The Academic Policy & Procedures Committee met at 10:00 am on Wednesday, 21 September 2011 via video-conference. In Fredericton, the meeting was held in Room 102 of Sir Howard Douglas Hall. On the Saint John campus the meeting was held in Oland Hall Room 120.

Present: L. Balcom, E. Biden, M. Bishop, C. Canitz, S. DeVarenne (Secretary), J. Dewar, R. Duchesne, L. Henderson, D. Hinton, B. MacDonald, R. MacKinnon (Chair), A. Secco

Also Present: B. LeBlanc, J. Redstone-Lewis (Recording Secretary)

Regrets: D. Fleming, H. Sterniczuk, E. Sumner

1. **Approval of Agenda and Minutes of 13 January 2011** (posted with agenda)

Two corrections to page 4 of the Minutes were noted: Item 3.1, paragraph 2, line 5 should read “normally include only details…” and Item 3.2, paragraph 4, line 5 should read “period, or a longer duration.”

**MOTION 1, 1** Canitz/Secco “That the Committee approve the agenda, as presented, and the Minutes of 13 January 2011, as amended.”

CARRIED

2. **Business Arising from the Minutes**

Members asked about the status of revisions to the University-wide Regulations to ensure they are in line with the provincial Right to Information and Protection of Privacy Act (RTIPPA). S. DeVarenne noted that J. Aiton, former University Records Management and Privacy Coordinator, has proposed minor changes to the regulation on confidentiality, security and release of student records which will be discussed under item 3.5. The new Records Management and Privacy Coordinator, Donna Curtis, and the Right to Information Coordinator, Gavin Moore, are currently developing a policy to comply with access to information legislation and are in the early stages of seeking feedback. A University policy on privacy was approved by the Board of Governors in December 2009. The University has not yet been advised of the date when universities will be brought under RTIPPA.

In response to a question with respect to the work of the Sub-Committee to Consider Development of Guidelines for Enforcement of the University Regulations on Course Syllabus, Examination and Evaluation of Course Work, D. Hinton and B. MacDonald indicated that the work of the Committee is now complete and further follow-up is not required.
3. **Proposed Revisions to the University-wide Academic Regulations**

### 3.1 Proposed Revisions to Section III (A-E): Examination, Standing, and Promotion (circulated with the agenda)

R. MacKinnon drew the Committee’s attention to the proposed revisions to University-wide academic regulations, Section III (A-E): Examination, Standing, and Promotion (pages 41-2, 2011-12 Undergraduate Calendar). Members noted that the verb tenses used on the first page should be written in present tense. It was also noted that paragraph 2 under point 8, which discusses dates of religious significance, should remain in the regulations. Members suggested one revision to the first sentence in that paragraph as follows: “recognizes that there may be dates...” should be changed to “recognizes that there are dates...”

There was discussion about the procedure for scheduling examinations off-campus in circumstances where a student is unable to write during the scheduled examination time. It was noted that on-campus examinations are usually arranged between the student and the instructor, while off-campus examinations are organized through the Registrar’s office. It was suggested that Section 3 on page 2 be revised to read as follows: “When a request to write a final examination at an alternate time is approved and will be written on campus, the student must contact the instructor in the course to determine a mutually agreeable time and place for the examination”.

Questions were raised about the process, should a student become ill during an examination. D. Hinton explained that students must seek medical assistance and provide documentation to the Registrar’s office. Once these documents have been vetted, the instructor is advised of the situation and asked not to mark the first exam, rather to hold and seal the exam and arrange, with the student, a mutually agreeable time and place to re-write.

Members offered to provide copies of their notes with typographical corrections to D. Hinton. A copy of the revised regulation, with amendments is attached to the Minutes.

**MOTION 3.1** Bishop/Hinton “That the Committee recommend to Senate approval of the proposed revisions to Section III (A-E): Examination, Standing, and Promotion, as amended.”

**CARRIED**

### 3.2 Proposed Revisions to Section III (L): Review of Grades (circulated with the agenda)

D. Hinton drew Committee members’ attention to the proposed revisions to Section III (L): Review of Grades (pages 44-5, 2011-12 Undergraduate Calendar). It was noted that the School of Graduate Studies recently revised its regulations and that the proposed revisions follow a similar template. He highlighted the changes to the section of review of final course grades, noting in particular revisions to procedures with regard to class action appeals. The process no longer involves a first review with the instructor, and instead moves directly to review by the appropriate committee.
3. Proposed Revisions to the University-wide Academic Regulations (cont’d)

3.2 Proposed Revisions to Section III (L): Review of Grades (cont’d)

Paragraph (b) defines an individual piece of work which could qualify for the review process as “term tests, computerized tests, examinations other than final examinations, term papers, essays reports, group projects and oral tests/examinations worth at least 20 per cent in the calculation of the final grade in the course”. Members noted that many courses have assignments worth 10 per cent of the final grade. D. Hinton responded that students would not be able to challenge the grade on an individual assignment but could ask for a review of the final grade. There also have been revisions made to the Committee structure for class action appeals based on the principals of natural justice. Previously, the instructor could sit as a member of the review committee. The proposed revisions call for the instructor(s) of the course to selected one member of the Committee.

In response to questions regarding the member of the review committee selected by the student, D. Hinton explained that the representative would be a faculty member from the student’s Faculty or Department. It was suggested that paragraph (d), section (i) should read: “one member selected by the student who is a member of the Faculty or Department”. It was also suggested that the wording of the paragraph in (d) that refers to class actions reflect that the students act collectively to select a member of the committee.

During further discussion about the class action process, members asked whether the grades of students who do not participate in the class action appeal would also be changed. It was noted that as the University does not normally publicize class action appeals, a number of students in the class may not be aware that an appeal has been launched. Members discussed the fairness of excluding students who had not participated in the appeal process, should a ruling determine that marking and/or assignments were demonstratively unfair. It was decided to revisit the issue at a future meeting.

3.3 Proposed Revisions to Section IV: Right of Appeal (circulated with the agenda)

D. Hinton drew the Committee’s attention to Section IV: Right of Appeal (pages 45-6, 2011-12 Undergraduate Calendar). Members noted that there were some typographical and grammatical errors in this section and that they would submit their copy edits to D. Hinton. It was also noted that the section refers to the Director of Student Life & Support Services in Saint John; the title has been changed to “Director of Student Services”. M. Bishop noted that he received positive feedback from the Senate Student Appeals Committee with respect to the revisions to this section and they have asked him to pass along their thanks to S. DeVarenne and D. Hinton for their effort.
3. **Proposed Revisions to the University-wide Academic Regulations** (cont’d)

3.4 **Proposed Revisions to Section VIII Academic Offences** (circulated with the agenda)

R. MacKinnon drew the Committee’s attention to Section VIII: Academic Offences (pages 48-9, 2011-12 Undergraduate Calendar) posted with the agenda. Members discussed the types of information that plagiarism policies would apply to and noted that providing a list of examples may be misleading. It was suggested that the list of material one could plagiarize from should be replaced with the following phrase: “any source regardless of format”.

Members considered the ‘Note’ under section A, which defines plagiarism for group projects and questioned the need for a definition that applies only to group work.

The Committee discussed the last sentence under point 1 of ‘Procedures’ and suggested that the sentence be re-formatted or broken up.

In response to a question, it was clarified that, in the case of a first genuine misunderstanding, the incident is reported to the Registrar’s Office; however, the matter does not go before an appeal committee, and no notation appears on the student’s transcript. Members discussed circumstances where there could be more than one instance of a genuine misunderstanding. For example, instances may occur at the same time in more than one course before the first instance is addressed with the student. It was suggested that areas of the regulation which describe the appeal process should refer to the incident of plagiarism as ‘alleged’ until the Appeals Committee makes a ruling. Members also questioned, based on the language in the regulation, whether the instructor determines plagiarism or the Committee makes the decision. It was suggested that the language in section 1 of the regulation be revised to provide additional clarity.

It was suggested that the wording of these sections be revised and brought back for further consideration at a future meeting. Members agreed to pass along their copy edits to D. Hinton.

3.5 **Proposed Revisions to Section X: Confidentiality, Security and Release of Student Records** (circulated with the agenda)

R. MacKinnon drew members’ attention to Section X: Confidentiality, Security and Release of Student Records (page 49-50, 2011-12 Undergraduate Calendar). Members noted that paragraph (b) made reference to Information Technology Services (ITS) having responsibility for the security and maintenance of student records. D. Hinton explained that the purpose of the proposed revision is to clarify the role of ITS in maintaining the electronic infrastructure that holds copies of student records. Further revisions to the regulation were suggested.

Members also suggested that the new Records Management and Privacy Coordinator be asked to review this section of the regulations. It was suggested that this section of the regulations be considered further at a future meeting. Members agreed to provide the D. Hinton with copy edits to this section of the regulations.
4. **Proposed Certificate/Diploma Format and New UNB Mark** (circulated with the agenda)

Discussion of this item was deferred until the Committee’s next meeting.

5. **Other Business**

There was none.

The meeting adjourned at 11:19 a.m.

Sarah DeVarenne,
Secretary

attachment
III Examinations, Standing and Promotion

B. Examination and Evaluation of Course work

Point 8 Course Syllabus, Examination and Evaluation of Course Work

13. Permission to write early examinations is granted only in the most exceptional circumstances. Students may apply to the Registrar's Office to write a final examination at an alternate time alternate deferred examination on the basis of documented extenuating circumstances (See Item C., Final Examinations to be written at an for Alternate Time Deferred Examinations). Students who, because of documented extenuating circumstances wish to write a final examination before the date of the examination on the official University schedule should request such an arrangement with the instructor of the course involved. Instructors have no obligation to permit a student to write an examination ahead of the scheduled date.

6. 14. The University recognizes that there may be religious dates of religious significance other than those identified in the UNB Calendar of Academic Dates. Students whose religious beliefs would prevent them from attending classes or writing tests or final examinations due to their observance of those dates, should contact their instructor(s) at the beginning of the term to request accommodation. Deadlines for assignments that fall on dates of religious observance must still be met unless alternate arrangements have been agreed to by the instructor and/or the Registrar, as the case may require. Instructors will make reasonable efforts to accommodate such requests. Instructors reserve the right to request verification of dates of religious observance.

III Examinations, Standing and Promotion

E. Deferred Examinations-Final Examinations Written at an Alternate Time for Alternate Exams

1. Students who by reason of illness or extenuating circumstances, are unable to write a final examination at the specified posted time may apply to the Registrar for permission to write a deferred examination final examination at an alternate time deferred examinations. A final examination written at an alternate time Alternate examinations takes the place of the regularly scheduled final examinations which the student was unable to write. Applications for such deferred examinations for a final examination at an alternate time, supported by health certificates or other evidence supporting documentation, must reach the Registrar within two weeks of the posted date of the final examinations which the student was unable to write.

2. Students who become ill and withdraw for this reason during a final examination, or who feel that their performance was affected seriously by illness, even if they do not withdraw, must, if they wish to be eligible to take a final examination at an alternate time (for a deferred final examination), notify their instructor or an invigilator before leaving the examination room. They should then go immediately to be examined medically. They may then apply to the Registrar within two weeks of the original date of the final examinations they were unable to write for a deferred examination at an alternate time (deferred final examination). Students who know that they will be unable to attend can apply before the originally posted date.

3. Application for a deferred examination on grounds not considered acceptable by the Registrar may be referred to the appropriate Senate Committee. The student must make such request to the Registrar within two weeks from the date of the Registrar's letter of notification of this decision.
4. Students are responsible for all charges incurred for deferred examinations written off-campus.

5. The designation Incomplete (INC) is recorded for courses in which deferred examinations are to be written. Refer to the regulations on Incompletes for a further explanation of “INC” grades.

6. Students who, because of documented extenuating circumstances, wish to write a final examination before the date of the examination on the official University schedule should request this such an arrangement through the Registrar’s Office. If the alternate examination is approved then the student should contact the professor and see if such an arrangement is possible, with the instructor of the course involved. Instructors have no obligation to permit a student to write an examination ahead of the scheduled date.

73. When a request to write a final examination at an alternate time is approved and will be written on campus, the student must contact the instructor in the course to determine the mutually agreeable time and place for the examination.

4. The designation Incomplete (INC) is recorded for the course in which approval has been granted for the final examination to be written at an alternate time. It is expected that the alternate examination will be written and a final grade submitted by the instructor to the Registrar’s Office within two months after the final date for classes in the course in question. This period may be extended upon the recommendation of the course instructor and with the approval of the Registrar. If the final grade is not received by the appropriate date the Registrar will assign a grade of “F” on the student’s record. Refer to the regulations on Incompletes for a further explanation of “INC” grades.

5. It is expected that such examinations will be written after the date and time of the regularly scheduled final examination. Students who, because of documented extenuating circumstances, wish to write the final examination before the date and time of the scheduled final examination should submit their request and supporting documentation to the Registrar. If the alternate examination is approved then the student should contact the professor, instructor, and see if an arrangement to write early is possible. Instructors have no obligation to permit a student to write an examination ahead of the scheduled date.

6. Normally examinations will be written on campus. Should students find it necessary to write the examination off campus, they are required to submit their request with supporting documentation to the Registrar. The request will be reviewed with the instructor and when if it is agreed that the final examination is to be written off campus, the student will be advised. All arrangements are made through the Registrar’s Office makes arrangements with the students for deferred examinations written off campus. Students are responsible for all charges incurred for final examinations written off-campus.

14. 78. In the rare circumstances wherein a student is scheduled to write three final examinations in one 24-hour period during the final examination period, the student may apply to the Registrar to write one of the examinations at another time during the examination period.

8. Application to take a final examination at an alternate time on grounds not considered acceptable by the Registrar may be referred to the appropriate Senate Committee. The student must make such request to the Registrar within two weeks from the date of the Registrar’s letter of notification of this decision.
To: Sarah DeVarenne  
University Secretary (Acting) 

From: David J. Hinton  
Registrar, UNB Fredericton 

Re: Academic Schedule 2012-13 

Please find attached the final version of the Academic Schedule 2012-13, which reflects the current guidelines for the development of the academic schedule. 

The proposed Academic Schedule includes recommendations for adjustments to the structure of Intersession/Summer and the duration of the registration or drop/add period at the start of the term. The recommendations as they appear in the Academic Schedule document are provided here for the consideration of the Senate Academic Policy & Procedures Committee. 

Revisions to Intersession/Summer/Spring Terms 

It is recommended that UNB adopt a single Summer Term (May – August) in place of the current Intersession/Summer Terms for UNB F and Spring Term for UNB SJ. The proposed change has been reviewed with a number of stakeholders, including the Registrar’s Advisory Committee on the Fredericton campus, Vice President’s Advisory Committee on the Saint John campus, the School of Graduate Studies, the College of Extended Learning, the Registrar’s Offices and Financial Services. The proposed change will ensure that the term format similar to the Fall and Winter terms. It will simply the registration in various programs that extend over the full period, including the internships for Renaissance College, Co-op academic terms, BN ASP, and will significantly improve registrations for graduate students, especially those in research programs. The proposed change will not impact course offerings as current course patters are not being modified. 

The 2012 and 2013 Spring Terms have been prepared accordingly.
Drop/Add Period at the Start of Term

The Registrar’s Advisory Committee has reviewed this matter and are recommending that the Drop/Add Period be changed. The Committee has recommend adjusting the add/drop date from 10 days to the second Friday of each term (which will in effect make it 7-8 days in terms that begin on a Wednesday or Thursday, as many do). Members believe this change will (1) help instructors with course management, including scheduling of in-class presentations and group projects; (2) improve students’ success rate in courses added close to or on the add/drop date, since they will have missed fewer classes than they often do under the current system; (3) allow waitlisted students to be admitted to classes earlier, with accompanying benefits as described under (1) and (2), above. It is also expected that the move to a consistent day in the term will reduce confusion for students. While the 10 day period itself is consistent, the end of the registration period can vary from term to term depending on the actual day/date that classes begin.

Accordingly, it is recommended that the regulation regarding the Drop/Add Period be changed:
FROM: …drop term or full-year courses up to two weeks [10 teaching days] following the commencement of classes and those courses will be deleted from the student’s record [transcript]

TO: …drop term or full-year courses up to the second Friday following the commencement of classes and those courses will be deleted from the student’s record [transcript]

If adopted, the Drop/Add period for Fall Term 2012 would extend from Thursday, September 6 to Friday September 14 (7 teaching days) rather than Wednesday, September 19 (10 teaching days).

The Drop/Add period for Winter Term 2013 would not change from the proposed Monday, January 7, 2013 to Friday January 18, 2013 (10 teaching days).

Thank you for your consideration of these matters.

Regards,

David J. Hinton
Registrar, UNB Fredericton
Re: Proposed 2012-13 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 10 days, to include two Saturdays. The proposed final examination periods for Fall and Winter Term are consistent with this requirement.

3. Calendar regulations allow students to “drop term or full-year courses up to two weeks [10 teaching days] following the commencement of classes and those courses will be deleted from the student’s record [transcript]” (General Course Regulations, Section D, i). This is generally referred to as the “Registration Period”. The 2012-13 Academic Schedule is consistent with this regulation.

4. The proposed dates for students to withdraw from courses without academic penalty have been determined on the basis of 30 teaching days from the last date of the term registration period. The last date to withdraw without academic penalty for Fall Term is Thursday, November 1st for Winter Term is Friday, March 1.

5. The Fall Term includes 64 teaching days and the Winter Term 62 teaching days.

6. The draft Academic Schedule for the Faculty of Education’s 11-month BEd program for the 2012-13 academic year is prepared by the Faculty. A preliminary draft is provided with this document based on the 2011-12 schedule and is for information only at this point. A final draft will be submitted by the Faculty of Education as soon as it has been prepared.
7. 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.

8. Academic Schedule Issues:

a) Drop/Add Period at the Start of Term

The Registrar’s Advisory Committee has reviewed this matter and are recommending that the Drop/Add Period be changed. The Committee has recommend adjusting the add/drop date from 10 days to the second Friday of each term (which will in effect make it 7-8 days in terms that begin on a Wednesday or Thursday, as many do). Members believe this change will (1) help instructors with course management, including scheduling of in-class presentations and group projects; (2) improve students' success rate in courses added close to or on the add/drop date, since they will have missed fewer classes than they often do under the current system; (3) allow waitlisted students to be admitted to classes earlier, with accompanying benefits as described under (1) and (2), above. It is also expected that the move to a consistent day in the term will reduce confusion for students. While the 10 day period itself is consistent, the end of the registration period can vary from term to term depending on the actual day/date that classes begin.

Accordingly, it is recommended that the regulation regarding the Drop/Add Period be changed:

FROM: …drop term or full-year courses up to two weeks [10 teaching days] following the commencement of classes and those courses will be deleted from the student’s record [transcript]

TO: …drop term or full-year courses up to the second Friday following the commencement of classes and those courses will be deleted from the student’s record [transcript]

If adopted, the Drop/Add period for Fall Term 2012 would extend from Thursday, September 6 to Friday September 14 (7 teaching days) rather than Wednesday, September 19 (10 teaching days).

The Drop/Add period for Winter Term 2013 would not change from the proposed Monday, January 7, 2013 to Friday January 18, 2013 (10 teaching days).

b) Start of Winter Term

It should be noted that January 1, 2012 falls on a Tuesday and will be a holiday. Calendar guidelines call for at least one work day prior to the start of Winter Term classes, which would be Thursday. It is recommended that classes begin on Monday, January 7, which would accommodate the late submission of final grades from Fall Term and give
faculty offices a reasonable class-free period to meet with students and assist them with their Winter Term registrations.

c) Winter Term Registration Period

In order to minimize confusion regarding registration and withdrawal dates in the first part of Winter Term, it is recommended that Friday, January 18 be the final day for adding Winter Term courses (registration period to be 10 teaching days) and the final date for withdrawing from full-year courses without academic penalty.

d) Winter Term Break

The Winter Term break is scheduled for the first full week of March: March 5-9. This is in keeping with the New Brunswick school break.

e) Dates for Graduation Events

Fall Convocations are to held on the Thursday/Friday in the week following the Thanksgiving holiday. Accordingly, the dates for the 2012 Fall Convocations are Thursday, October 18 for UNB Fredericton and Friday, October 19 for UNB Saint John.

The dates for 2012 Encaenia for UNB Fredericton and Spring Convocation for UNB Saint John are Wednesday/Thursday, May 29/30, 2012 and Friday, May 31, 2012 respectively.

f) Registration for New 1st Year Students UNB Fredericton for the 2012/13 academic year.

In keeping with current practice, the campus registration days for New 1st Year Students will be held on Saturday, June 2, 2012 and Saturday, July 7, 2012.

g) Revisions to Intersession/Summer/Spring Terms

It is recommended that UNB adopt a single Summer Term (May – August) in place of the current Intersession/Summer Terms for UNB F and Spring Term for UNB SJ. The proposed change has been reviewed with a number of stakeholders, including the Registrar’s Advisory Committee on the Fredericton campus, Vice President’s Advisory Committee on the Saint John campus, the School of Graduate Studies, the College of Extended Learning, the Registrar’s Offices and Financial Services. The proposed change will ensure that the term format similar to the Fall and Winter terms. It will simply the registration in various programs that extend over the full period, including the internships for Renaissance College, Co-op academic terms, BN ASP, and will significantly improve registrations for graduate students, especially those
in research programs. The proposed change will not impact course offerings as current course patterns are not being modified.

The 2012 and 2013 Spring Terms have been prepared accordingly.
### SUMMER TERM UNB F 2012

*Dates provided by CEL and approved with the 2011-12 Calendar of Academic Dates  
*Tuition fees and related dates to be set by Financial Services  
*Registration and related dates to be determined in accord with guidelines for Fall/Winter terms.*

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<td>Friday–Saturday</td>
<td>Final examinations for Full Session #2 and Mini Session #4</td>
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**SUMMER TERM UNB SJ 2012**

*Dates provided by UNB SJ*

*Tuition fees and related dates to be set by Financial Services*

*Registration and related dates to be determined in accord with guidelines for Fall/Winter terms.*

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<td>Classes begin for 8 Week Session courses and 12 Week Session Courses</td>
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<td>June 25-29 Monday - Friday</td>
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<td>Final examinations for 12 Week Session courses and 4 Week Session courses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>August 6 Monday</td>
</tr>
<tr>
<td></td>
<td></td>
<td>New Brunswick Day – University Holiday – no classes*</td>
</tr>
</tbody>
</table>

*Dates provided by UNB SJ
*Tuition fees and related dates to be set by Financial Services
*Registration and related dates to be determined in accord with guidelines for Fall/Winter terms*
**FALL TERM 2012**

<table>
<thead>
<tr>
<th>September</th>
<th>Residence open for new students</th>
<th>Residence open for continuing students</th>
<th>Residence Life to advise</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Monday</td>
<td>Labour Day – University Holiday – no classes*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-5 Tuesday – Wednesday</td>
<td>Academic Orientation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Thursday</td>
<td>Start of classes for both Campuses (not including Law and the 11-month BEd)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Thursday</td>
<td>Last day for payment of University tuition and fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 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></td>
<td></td>
</tr>
<tr>
<td>21 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></td>
<td>Financial Services to confirm</td>
</tr>
<tr>
<td>October</td>
<td>Thanksgiving Day – University Holiday – no classes*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 Thursday</td>
<td>Fall Convocation – UNB Fredericton</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 Friday</td>
<td>Fall Convocation – UNB Saint John</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 Friday</td>
<td>Last day to withdraw from Fall Term courses with pro rated refund</td>
<td></td>
<td>Financial Services to confirm</td>
</tr>
<tr>
<td>November  1 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>
<td></td>
</tr>
<tr>
<td>November  21 Wednesday</td>
<td>Last day in Fall Term to hold class tests</td>
<td></td>
<td></td>
</tr>
<tr>
<td>December  5 Wednesday</td>
<td>Last day of Fall Term classes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Thursday</td>
<td>Reading Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Friday</td>
<td>Final examinations begin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 Tuesday</td>
<td>Final examinations end</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Teaching Days for Fall Term 2011 – 64 days**
# WINTER TERM 2013

<table>
<thead>
<tr>
<th>January</th>
<th>1</th>
<th>Tuesday</th>
<th>University Holiday*</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Monday</td>
<td>Start of classes for both campuses</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>January</th>
<th>11</th>
<th>Friday</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Financial Services to confirm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>January</th>
<th>18</th>
<th>Friday</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Financial Services to confirm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>February</th>
<th>15</th>
<th>Friday</th>
<th>Last day to withdraw from Winter Term courses with pro rated refund</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Financial Services to confirm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>March</th>
<th>1</th>
<th>Friday</th>
<th>Last day to withdraw from Winter Term courses without academic penalty. A grade of “W” (withdrawn) will be shown on the academic record.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>March</th>
<th>4-8</th>
<th>Monday – Friday</th>
<th>Winter Term break – no classes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Thursday</td>
<td>Last day in Winter Term to hold class tests</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Friday March 29- Monday April 1</th>
<th>Thursday</th>
<th>*Easter. University Holiday – no classes</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>April</th>
<th>11</th>
<th>Thursday</th>
<th>Last day of Winter Term classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Friday</td>
<td>Reading Day</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Saturday</td>
<td>Final examinations begin</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Wednesday</td>
<td>Final examinations end</td>
<td></td>
</tr>
</tbody>
</table>

**Teaching Days for Winter Term 2012 – 62 days**
### SPRING TERM UNB F 2013

*Term dates to be confirmed by CEL*
*Tuition fees and related dates to be set by Financial Services*
*Registration and related dates to be determined in accord with guidelines for Fall/Winter terms.*

<table>
<thead>
<tr>
<th>May</th>
<th>1</th>
<th>Wednesday</th>
<th>UNB Spring Term begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>1</td>
<td>Wednesday</td>
<td>Classes begin for Full Session #1 and Mini Session #1</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Monday</td>
<td>Victoria Day – University Holiday – no classes*</td>
</tr>
<tr>
<td></td>
<td>29-31</td>
<td>Wednesday-Thursday Friday</td>
<td>Encaenia, UNB Fredericton Graduation, UNB Saint John</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>Wednesday</td>
<td>Last day of classes in Mini Session 1</td>
</tr>
<tr>
<td></td>
<td>24-25</td>
<td>Friday–Saturday</td>
<td>Final examinations for Mini Session 1</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>Monday</td>
<td>Mini Session #2 classes begin</td>
</tr>
<tr>
<td>June</td>
<td>18</td>
<td>Monday</td>
<td>Last day of classes for Full Session #1 and Mini Session #2</td>
</tr>
<tr>
<td></td>
<td>19-20-21</td>
<td>Tuesday–Thursday</td>
<td>Final examinations for Full Session #1 and Mini Session #2 2</td>
</tr>
<tr>
<td>July</td>
<td>1</td>
<td>Monday</td>
<td>Canada Day holiday – University Holiday – no classes*</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Tuesday</td>
<td>Full Session #2 and Mini Session #3 classes begin</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Last day of classes for Mini Session #3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Final Examinations for Mini Session #3</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>Monday</td>
<td>Mini Session #4 classes begin</td>
</tr>
<tr>
<td>August</td>
<td>5</td>
<td>Monday</td>
<td>New Brunswick Day – University Holiday – no classes*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Last day of classes for Full Session #2 and Mini Session #4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Final examinations for Full Session #2 and Mini Session #4</td>
</tr>
</tbody>
</table>
### SUMMER TERM UNB SJ 2013

**Term dates to be confirmed by UNB SJ**

**Tuition fees and related dates to be set by Financial Services**

**Registration and related dates to be determined in accord with guidelines for Fall/Winter terms.**

<table>
<thead>
<tr>
<th>May</th>
<th>1</th>
<th>Wednesday</th>
<th>UNB Summer Term Begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>1</td>
<td>Wednesday</td>
<td>Classes begin for 8 Week Session courses and 12 Week Session Courses</td>
</tr>
<tr>
<td>16-17</td>
<td>Wednesday – Thursday Friday</td>
<td>Encaenia, UNB Fredericton</td>
<td>Spring Convocation, UNB Saint John</td>
</tr>
<tr>
<td>20</td>
<td>Monday</td>
<td>Victoria Day – University Holiday – no classes*</td>
<td></td>
</tr>
<tr>
<td>29-31</td>
<td>Wednesday-Thursday Friday</td>
<td>Encaenia, UNB Fredericton</td>
<td>Graduation, UNB Saint John</td>
</tr>
<tr>
<td>June</td>
<td></td>
<td>Last day of classes for 8 Week Session courses</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final examinations for 8 Week Session courses</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reading Week for 12 Week Session courses</td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>1</td>
<td>Monday</td>
<td>Canada Day – University Holiday – no classes*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Classes for 12 Week Session courses resume</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Classes for 4 Week Session courses begin</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day of classes for 12 Week Session courses and 4 Week Session courses</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final examinations for 12 Week Session courses and 4 Week Session courses</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>5</td>
<td>Monday</td>
<td>New Brunswick Day – University Holiday – no classes*</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, computer 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.
### Faculty of Education

**Academic Schedule for the 11-month BEd Program**

<table>
<thead>
<tr>
<th>CONIRMED BY THE FACULTY OF EDUCATION for 2012-13</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August</strong></td>
</tr>
<tr>
<td><strong>August 27 – Sept 7</strong></td>
</tr>
<tr>
<td><strong>September</strong></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>September</strong></td>
</tr>
<tr>
<td><strong>October</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>November</strong></td>
</tr>
<tr>
<td><strong>November 26–December 14</strong></td>
</tr>
<tr>
<td><strong>December</strong></td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>------------</td>
</tr>
<tr>
<td>January 7</td>
</tr>
<tr>
<td>January 11</td>
</tr>
<tr>
<td>February 15</td>
</tr>
<tr>
<td>March 4-8</td>
</tr>
<tr>
<td>March 28</td>
</tr>
<tr>
<td>March 29 – April 1</td>
</tr>
<tr>
<td>April 2 – May 17</td>
</tr>
<tr>
<td>May 21</td>
</tr>
<tr>
<td>July 19</td>
</tr>
</tbody>
</table>
December 20, 2011

To: Sarah DeVarenne, University Secretary

From: David J. Hinton, Registrar UNB Fredericton

Re: Proposed Dates for Graduation Events 2013 – 2015

Further to the 2012-13 Calendar of Academic Dates, the following dates for graduation events 2013 – 2015 are recommended for approval at this time. This will allow the University to book events for the venues used for graduations well in advance.

<table>
<thead>
<tr>
<th>Year</th>
<th>Victoria Day Holiday</th>
<th>UNB F dates (Wed/Thurs)</th>
<th>UNB SJ dates (Fri)</th>
<th>Thanksgiving Holiday</th>
<th>UNB F dates (Thurs)</th>
<th>UNB SJ dates (Fri)</th>
</tr>
</thead>
</table>

Respectfully,

David J. Hinton
Registrar, UNB Fredericton

Cc: Mark Bishop, Registrar UNB Saint John
January 20, 2011

To: Sarah DeVarene  
University Secretary (Acting)

From: David J. Hinton  
Registrar, UNB Fredericton

Proposed Certificate/Diploma Document Format and a new UNB Mark

UNB offers a number of credit undergraduate and graduate certificate and diploma programs. The awarding of the certificate/diploma is noted on the UNB transcript and the student receives an official UNB Certificate/Diploma document following the approval of candidates by the Senates and the Board of Governors. While the Registrar’s office is responsible for the submission of names to Senate, various offices on the Fredericton campus, including the Registrar’s Office, produced the official document and the formats were not consistent. Some years ago the University Secretary’s Office requested that production of all such documents move to the Registrar’s Office and the format standardized. This request was implemented.

Concern with the varied formats of the document and the lack of any official seal or mark has been raised by students as well as faculties/departments offering the programs. A draft format was reviewed by the Registrar’s Advisory Committee and members were supportive. The Committee did note that the Certificate/Diploma documents are official credentials and questioned why the seal used on the degree credential would not also be used on the Certificate/Diploma document. The Registrar indicated that the intent was to preserve the uniqueness of the degree as UNB’s highest credential conferred.

Formal approval for the format of the document is not evident in Senate records and the proposed revisions to the document presents an opportunity to have formal approval as this is an official UNB credential.

The following proposed changes are shown in the draft document:
- The sail logo is used to provide an obvious UNB identity;
- The text is in English and easy to read;
- The signatures are standardized to include the President, Vice-President, Dean and Registrar as appropriate for each campus;
- A new UNB “mark” in gold foil is applied to reflect the significance of the document;
- Standard parchment paper stock is used.
A new UNB mark is proposed for this document as well as for the various certifications and citations presented by Faculties and Departments, notably Dean’s List citations. There has been a long standing practice of using the official UNB gold seal that appears on the degree parchment and honorary parchments for these additional purposes. However, it is important that the prestige of the gold seal as it appears on the degree parchment be preserved by limiting its use. The proposed mark will then reserve the gold seal for its primary purpose while at the same time providing these other documents a degree of formality that they deserve.

I respectfully request that the proposed format for UNB’s credit Certificates and Diplomas as well as the proposed UNB mark be submitted to APPC for consideration and recommendation to Senates for approval.

Regards,

David J. Hinton
Registrar, UNB Fredericton
Certificate in Abc

Certificate is awarded to the University of New Brunswick, who has completed all the requirements of the course of study prescribed by the University of New Brunswick.

Signed

[Signature]

Date: [Date]

[Signature]

[Signature]
Certificate in First Nations Business

UNIVERSITY OF NEW BRUNSWICK

Dated at Fredericton/Saint John, New Brunswick, month/year

Who has completed all the requirements of the course of study prescribed by the University is awarded the

Acad. Ed. Hlth

UNIVERSITY OF NEW BRUNSWICK
Section III:

L. Review of Grades

1. Review of Grade on an Individual Piece of Work

a. Students may discuss with the course instructor the mark on any piece of work regardless of its value. For a course that is not the responsibility of a single academic unit, the co-ordinator of the course will replace the role of the Department Chair.

b. For purposes of the formal review process, an individual piece of work refers to: Term tests, computerized tests, examinations other than final examinations, term papers, essays, book reports, etc. group projects and oral tests/examinations worth at least 20 per cent in the calculation of the final grade in the course.

c. Students have the right to request a formal review of marked material according to the above lists. The grounds are restricted to: the overall assessment of the evaluation is demonstrably unfair; the evaluation was not consistent within the class; there was a miscalculation of the grade.

d. There are two steps to follow for the formal review process:

i. The student must discuss the piece of work with the instructor involved within two weeks of the receipt of the grade for the individual item.

ii. After this first step and if requested by the student in writing or by e-mail to the Chair of the Department, or Dean of the Faculty if there is no Department or Chair, a review will be conducted with such Chair, the instructor and the student. If desired, a student has the right to meet with the Chair without the instructor present prior to this review. The review must be conducted within 7 days after the review with the instructor. The decision of this review is final and the reasons for the decision will be provided to the student in writing by the Chair.

iii. A student who has not requested a grade review of an individual piece of work that is reviewable, or who has requested a grade review of an individual piece of work and was not satisfied with the result, may not ask for a review of a final grade on the basis of that individual piece of work.

2. Group Projects

Evaluations on material which is the product of two or more students may be reviewed at the request of one or more of the participants. The above regulations will apply. The instructor has the right to change the grade awarded to each student if the grade is to be altered.

3. Practicum and Co-op Courses

The grades assigned in practicum and co-op courses are also subject to review.

4. Reviews in Courses with Computerized Testing
Students in courses with computerized testing should consult with their instructors if they feel a review is warranted. The instructor will determine that: the response sheet was not lost, that valid answers were not missed, imperfect erasures not excluded and that the computer generated grade was correct, the computer grade was transferred correctly and that essay, lab and other additional credits were included.

5. Review in Courses with Oral Tests and/or Final Examinations

Students in courses that have oral tests and/or final examinations, should consult with the instructor if they have concerns about the grade awarded.

6. General Information

a. In all reviews, it is expected that the process will be carried out expeditiously by the reviewer/s.

b. Marked materials held by the instructor must be retained for twelve months after the end of the term. Students are expected to have returned graded assignments available for review by the reviewers. Such assignments cannot have been altered (please refer to the section on university regulations governing academic offences).

c. Work will be reviewed, as requested, in a manner that ensures that all concerns raised by the student have been properly addressed taking into account the course outline and that the totaling of the marks and other items contributing to the grade were done accurately. In instances where consistency in grading is being considered, a minimum of three other pieces of class work completed by other students will be examined by the reviewer(s).

d. The grade originally assigned may be raised, remain the same or be lowered as a result of the review.

7. Review of Final Course Grade

a. Prior to requesting a formal review of a final grade, students will discuss the grade with the instructor. For a team-taught course the course coordinator will replace the role of the instructor. Where no course coordinator exists, the Dean or Chair of the Department will designate one of the course instructors as course coordinator.

b. Students who are not satisfied with the decision of the instructor or course coordinator have the right to request a review of the official final grade received in a course on the proper form available in the Office of the Registrar’s Office. Such requests must be received by the Registrar, in writing, within 90 days after the end of the course or examination period. A fee of $15.00 must accompany the request. The fee will be refunded if the grade is subsequently raised. The student should clearly outline the reasons for the request to review the final grade. Normally, the grounds are restricted to: the overall assessment of the final grade or of the final examination evaluation is demonstrably unfair; the evaluation of the final examination was not consistent within the class; the final grade was not calculated on all the work completed; there was a miscalculation of the final grade.

c. Students should clearly outline the grounds for the request to review the final grade. Normally the grounds are restricted to either one or more of the following grounds:
i. the final grade is demonstrably unfair;

ii. the calculation of the final grade was not consistent within the class;

iii. the final grade was not calculated on all the work completed; or

iv. there was a miscalculation of the final grade;

d. The Registrar shall refer the request for formal review to a Committee consisting of:

i. one member who is selected by the student and who is from the department or faculty;

ii. one member who is selected by the instructor and who is a member of the Faculty or Department; and

iii. the Chair of the Department or Dean of the Faculty or a designate selected by the Chair or Dean, provided that the Chair, Dean or designate shall be a member of the Faculty or Department. In the event that the student or instructor is unable to select a member for this review committee, the Dean or Chair will select.

b. The Chair of the Department involved, or the Dean if there is no Chair or Department, will discuss the matter with the instructor of the course to determine if a change in the final grade is warranted. The student will be advised of the result of this review by the Registrar. If the student is not satisfied with the outcome of the review conducted by the Chair and the Instructor, he/she may request the Registrar to have the Chair of the Department involved, or the Dean or a delegate if there is no Chair or Department, select three individuals normally from the Department or Faculty if there is no Department: including the instructor, or one alternate designated by the instructor, one selected by the student and one selected by the Chair, or the Dean if there is no Chair or Department. In the event that the student or instructor is unable to select a member for this review committee, the Dean will select. If it is a class action request the students:

e. If it is a class action involving two or more students enrolled in the/a- course:

i. the students who are in the class course requesting the review will collectively select one member of the Committee; and

ii. if more than one instructor, the instructors involved in the teaching of the course will collectively select one member of the Committee.

The required criteria for a grade review for a class action are:

c. The student or instructor may forfeit the right to select one of the Committee members and should so advise the Registrar at the time the request is made. The Chair or Dean will select the member/s to serve on the Committee in such cases. The Committee may interview the instructor if not part of the Committee and/or the student. All materials submitted during the first review will be made available to the Committee.

d. The decision of the Committee will be forwarded to the Registrar. The reasons for the decision must be given and the student will be so notified.

i. the grade of all members in the class requesting the review must be at issue;

ii. the grounds for the review must be the same for all members in the class requesting the review; and
iii. The requested outcome of the review must produce a consistent result for all members in the class requesting the review.

f. Grades assigned in practicum courses, in co-op courses, or final examinations in any course shall be subject only to review under the final course grade review process.

e.g. Students who intend to appeal the results of a review of a final course grade must do so within 4 weeks after the date of notification from the Registrar’s Office. The procedures for filing an appeal must be followed and reasons for the basis of the appeal are to be clearly outlined.
IV. RIGHT OF APPEAL - Standing and Promotion Decisions

Students on the Fredericton Campus will submit appeals to the Senate Student Standings and Promotions Committee; on the Saint John Campus, appeals will be submitted to the Student Appeals Committee.

1. Entitlement and Jurisdiction

   1. Student appeals will not normally be considered by the appropriate campus Senate Appeals Committee if one year or more has elapsed since the academic decision in question was made; student appeals will only be considered by the appropriate campus Senate Appeals Committee only in exceptional circumstances.

   2. Student appeals on the Fredericton Campus are considered by the Senate Committee on Student Standings and Promotions, and on the Saint John Campus by the Senate Appeals Committee. Appeals pertaining to admissions are heard on the Fredericton Campus by the Senate Admissions Committee and by the Senate Student Appeals Committee on the Saint John Campus.

   3. The University reserves the right to withhold notification of an academic decision if a student has not satisfied financial obligations. The Senate Student Standings and Promotions Committee in Fredericton, or the Appeals Committee in Saint John, may refuse to hear appeals submitted after the deadline because the notification of an academic decision was withheld for failure to satisfy financial obligations or because notification of an academic decision was not received as a result of a failure to provide the University with an accurate mailing address.

   4. Subject to the following regulations, students may appeal academic decisions.

NOTE: Most reviews concerning grades assigned for individual pieces of work or final grades are subject to the Grade Review Process. An appeal to the appropriate Appeals Committee is permissible only if the review was conducted without due regard to proper procedure or in a manner which is unfair in any of the circumstances. Students may appeal final grades only after all steps of the grade review process have been completed.

2. Grounds for Appeal

   1. The appropriate Appeals Committee may grant an exemption from the application of a University Regulation or from the effect of an academic decision, on the grounds of compassion, health, or other extenuating circumstances beyond the control of the student. A student requesting such an exemption must state the grounds on which the request is based and provide documentation to support the grounds cited.

   2. The Committee may grant relief on the ground that an academic decision has been made without due regard to proper procedure, or in such a manner which is unfair in all of the circumstances. A student requesting such relief on appeal must state the grounds on which the request is based and provide any pertinent material documentation.
3. Settlement Process

It is understood that appeals of academic decisions such as being required to withdraw or being placed on academic probation, and appeals involving academic offences, are made directly to the appropriate Appeals Committee.

Where practicable, in other instances, students should attempt to settle the matter prior to submitting an appeal by:

1. discussing the matter with the instructor;
2. if unresolved, discussing the matter with the instructor and the Chair of the appropriate Department, or the Dean if there is no Chair;
3. if still not resolved, discussing the matter with the instructor, the Chair and the Dean of the appropriate Faculty.

4. Appeals Procedure

1. A student is entitled to seek the advice of the Director of Student Affairs and Services (for Fredericton appeals) or the Director of Student Life and Support Services (for Saint John appeals), concerning the right of Appeal.

2. Where so requested in writing by a student, the Director of Student Affairs and Services (for Fredericton appeals) or the Director of Student Life and Support Services (for Saint John appeals), shall act on behalf of the student.

3. Appeals are to be made in writing, addressed to Secretary of the Student Standings and Promotions Committee.

4. Appeals pertaining to academic status at the end of an assessment period must be filed on or before July 15 of that year. Where circumstances warrant, the Committee may consider student appeals which do not meet the normal deadline requirement.

5. Appeals shall state the grounds on which the Appeal is based, provide supporting documentary evidence and state whether the student will attend the hearing and whether the Director of Student Affairs and Services (Fredericton appeals) or the Director of Student Life and Support Services (Saint John appeals) will represent the student at the hearing.

6. The Committee may receive documentation in support of an Appeal after the July 15th deadline set for the filing of the Appeal. The late filing of such supporting documentation may result in delay in the determination of the case. Where the student's subsequent registration in a course or program is dependent on the determination of the case, and where that determination is made after the registration period in the following academic year has expired, a late registration fee will be charged (see Fees Section C).

7. After receiving an Appeal, the Secretary of the Committee shall:

   a. make a reasonable attempt to give notice to the student, or the person acting on the student's behalf, of the time, place and manner in which the Committee will proceed, and further shall give access to the student or the person acting on the student's behalf to the materials relevant to the Appeal;

   b. give notice to the instructor, Chair of the Department and Dean of the Faculty concerned of the time, place and manner in which the Committee will proceed, and request that any written materials relevant to the Appeal be filed with the Committee in a manner such that the right of access provided for in a.) will be
8. The Committee hears and determines the matter. The decision of the Committee, which is provided to the student in writing, is final (see below). No re-appeal of the decision will be heard by the Committee unless new evidence is presented and deemed by the Committee to be of sufficient importance to justify clearly the reopening of the case.

5.4 Senate Review

A student may request that the relevant Senate review a decision of the appropriate Appeals Committee.

The only grounds for such a request are:

a. The decision was made without due regard to proper procedures, such that the student was materially disadvantaged; and/or

b. The decision was made in a manner which is not fair in all any of the circumstances.

Advice and Assistance

A student is entitled to seek the advice of the Director of Student Affairs and Services (Fredericton appeals) or the Director of Student Services (Saint John appeals) with respect to an application for Senate Review.

Where so requested in writing by a student, the Director of Student Affairs and Services (Fredericton) or the Director of Student Services (Saint John) shall act on behalf of the student to the extent requested in the application for Review.

Procedures

1. An Application for Senate Review shall:

   a. be filed in the Office of the Secretary of Senate within thirty (30) days of the date of the letter of notification of the decision of the Appeals Committee made under the provisions of the Appeal Procedure,

   b. be made in writing, addressed to the Secretary of Senate, and state the grounds on which the application is based.

2. On filing of an Application for Senate Review, the Secretary of Senate shall:

   a. notify the student or the person acting on the student's behalf, of the time, place and manner in which the Review will proceed, and further shall ensure access by the student, or the person acting on the student's behalf, to the materials relevant to the application;

   b. give notice to the appropriate Appeals Committee of the time, place and manner in which the Review will proceed and request that any written material relevant to the application be filed with Senate in such a manner as that the right of access stipulated in 1) will be facilitated;

   c. ask the Senate Nominating Committee and the President to establish a Review Committee.
VIII. ACADEMIC OFFENCES

Note: Consideration of a request to withdraw from a course or courses involved in an academic offence will not be given until the case is resolved.

Academic offences include, but are not limited to, the following:

A. PLAGIARISM

Plagiarism includes:

1. quoting verbatim or almost verbatim from any source, regardless of format, (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.

NOTE: In courses which include group work, the instructor must define and warn against plagiarism in group work. Unless an act of plagiarism is identified clearly with an individual student or students, a penalty may be imposed on all members of the group.

Procedures

In the case of plagiarism, the instructor must make every reasonable effort to discuss the case with the student or group and follow one of two courses of action.

1. If the instructor is satisfied that the plagiarism was the result of a genuine misunderstanding, the instructor shall complete an academic offence incident report in a form approved by the Registrar's Office, containing the student's name and the particulars of the incident, to the Registrar who, and the instructor or the instructor's representative shall submit the academic offence incident report and attached information to the Registrar. Where applicable, the Registrar shall advise the appropriate Dean, and the Chair of the student's program or Department where applicable. The Registrar shall notify the student by registered letter and/or electronic mail of the regulations governing plagiarism, the possible consequences, the student's right to appeal, the right to appear before the appropriate Appeals Committee, and the procedures involved. The Registrar shall also include, with this registered letter, a copy of the academic offence incident report and attached information supporting documentation. While a case of genuine misunderstanding will not be considered a student's first offence, either:

   i) a second plea of ignorance by the student to a subsequent allegation of plagiarism, or
ii) the filing by the same or another instructor of a further incident report indicating a subsequent alleged act of plagiarism is as the result of genuine misunderstanding, will not be accepted, and the office of the Registrar shall treat such second incident report as a case of deliberate plagiarism. A student appealing the instructor's decision must do so in writing within three weeks of the date of the Registrar's notification. The student is urged to submit to the appropriate Appeals Committee a written statement regarding the case.

In a first incident the case of plagiarism resulting from a first incident report of genuine misunderstanding, the instructor may permit the student to submit a genuine piece of work to be graded in place of the one plagiarized. If the student does not appeal, the time allowed for submission of work is three weeks from the date of the Registrar's letter of notification. In the case of an appeal, where the instructor's decision is upheld, the period of time allowed for submission is as determined by the appropriate Appeals Committee.

2. If, in the view of the instructor determines that the plagiarism was deliberate, the instructor shall complete an academic offence incident report in a form approved by the Office of the Registrar, containing the student's name and the particulars of the incident, and shall submit the academic offence incident report and attached information to the Registrar. Where applicable, the Registrar who will advise the Dean, and the Chair of the student's program or department where applicable. The Registrar shall notify the student by registered letter and/or electronic mail of the regulations governing plagiarism, the possible consequences, the student's right to appeal, the right to respond, the right to appear before the appropriate Appeals Committee, and the procedures involved. The student is urged to submit to the Committee a written statement regarding the case. A student responding to the instructor's academic offence incident report, appealing the instructor's decision the charge of an academic offense must do so in writing within three weeks of the date of the Registrar's letter of notification. In the case of the Registrar receiving such an incident report alleging a student has committed an act of deliberate plagiarism, or upon the Registrar receiving an incident report alleging a second commission of plagiarism by the student which is determined-viewed by the instructor to be as a result of genuine misunderstanding, the Registrar shall refer the matter for a hearing to the appropriate Appeals Committee. At the discretion of the Registrar, cases may be referred to the appropriate Committee for review and action. A student who wishes to respond to this allegation is urged to submit to the Appeals Committee a written statement regarding the case, within three weeks of the date of the Registrar's letter of notification. The Registrar shall inform the student by registered letter or electronic mail of the referral to the Appeals Committee, and the wish of the Committee that the student be present when the case is heard. The Registrar shall also include, with this registered letter, a copy of the academic offence incident report and attached information.

3. The appropriate Appeals Committee, upon the conclusion of a hearing into the case, or if the student does not so appear, following the review of the written materials if the student does not appear, may make or must make one or more of the following findings prior to proceeding to an assessment of a penalty for deliberate plagiarism.

(i) On the hearing of a case involving a first incident report submitted by an instructor with respect to a student, and where the incident report reflects that the instructor has determined-alleged that the act was one of deliberate plagiarism, the Appeals Committee must first decide
whether an act of plagiarism has occurred. If the Committee so finds, the Committee must then determine whether the plagiarism was deliberate, or an act of genuine misunderstanding. If the former, the Appeals Committee would—will proceed to assess penalties in accordance with this Regulation, if the latter, the Appeals Committee would—will assess no penalty, but would—will direct the Registrar to note on in the student’s academic file that the student has had one finding of the genuine misunderstanding.

(ii) If the case before the Appeals Committee is before the Committee due to a allegation of the deliberate(i) a prior finding of plagiarism, or (ii) a second incident report wherein an instructor has determined that the act of plagiarism was by genuine misunderstanding of plagiarism as a result of genuine misunderstanding, the Appeals Committee may not make a further finding of genuine misunderstanding in disposing of the case. The Appeals Committee may only make a finding that the alleged act of plagiarism was deliberate plagiarism; or that the alleged act of plagiarism was not an act of plagiarism.

**Penalties for Deliberate Plagiarism**

In a case of deliberate plagiarism, the penalties are:

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<tr>
<th><strong>First Offence:</strong> If the student does not appeal, or if, on appeal, the Committee upholds the instructor's decision:</th>
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<tbody>
<tr>
<td>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.</td>
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<tr>
<td>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. <strong>Note:</strong> 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.</td>
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<tr>
<td>3. The student will receive a grade of F (zero) en-for the piece of work and, depending on the severity of the offence, may receive a grade of F for the course.</td>
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<td>4. Other penalties as outlined in penalties for Other Academic Offences may be imposed.</td>
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<tr>
<th><strong>Subsequent Offence:</strong> In cases where the Committee considers that the student has plagiarized again:</th>
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<tr>
<td>1. The student will receive a grade of F in-for 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.</td>
</tr>
<tr>
<td>2. Other penalties as outlined in penalties for Other Academic Offences may be imposed.</td>
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</tbody>
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**B. OTHER ACADEMIC OFFENCES**
1. Cheating on examinations, tests, assignments or reports.

2. Impersonating a candidate at an examination or test or in connection with any assignment in a course or availing oneself of the results of impersonation.

3. Obtaining, through theft, bribery, collusion, purchase or other improper manner,
   a. an examination or test paper prior to the date and time for writing the examination or test;
   b. academic materials belonging to another person, e.g., laboratory reports, assignments, papers, computer materials, datasets.

4. Falsifying or knowingly submitting false assignments or credentials, records, transcripts, or other academic documents.

5. Submitting a false health or other certificate.

6. Submitting identical or substantially similar work for one course or program of study, which has been or is being submitted for another course or program of study, without the prior express knowledge and approval of the instructors.

7. Interfering with the right of other students to pursue their studies.

8. Knowingly aiding or abetting any of the above offences.

9. Tampering with, or altering, in any deceptive way, work subsequently presented for a review of the grade awarded.

**Procedures**

The instructor and, where applicable, the invigilator or other appropriate person shall, where practical, discuss the matter with the student concerned.

The instructor or the instructor's representative, satisfied in their view that an academic offence has been committed, shall complete an academic offence incident report, and the instructor or the instructor's representative shall submit the academic offence incident report and attached information to the Registrar. Where applicable, the Registrar shall report it to the Chair of the Department (where applicable) and the Dean of the Faculty concerned. Each case will be referred by the Registrar to the appropriate Committee for review and appropriate action. The Registrar shall inform the student by registered letter and/or electronic mail of the referral to the Committee, the student's right to respond, the wish of the Committee that the student be present when the case is heard, and the procedures involved. The Registrar shall also include, with this registered letter and/or electronic mail, a copy of the academic offence incident report and attached information. The student is urged to submit to the Committee a written statement regarding the case. A student responding to the decision, shall do so in writing within three weeks of the date of the Registrar's letter of notification.

**Penalties**

A student who is found guilty of an academic offence will have two penalties imposed:
1. Notation 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.

2. A failing grade in an examination, test or course.

   One of the following penalties may also be imposed:

3. Recommendation to the President for suspension for a specified period. The recommendation is to include the length of time the notation is to appear on the student's transcript of academic record.

4. Recommendation to the President for expulsion from the University. If the student is expelled, a permanent notation will appear on the student's transcript of academic record.

C. GENERAL

1. Consideration of a request to withdraw from a course or courses involved in an academic offence will not be given until the case is resolved.

2. Students on the Fredericton Campus will submit appeals to the Senate Student Standings and Promotions Committee; on the Saint John Campus, appeals will be submitted to the Student Appeals Committee.
X. CONFIDENTIALITY, SECURITY AND RELEASE OF STUDENT ACADEMIC RECORDS

The term "official academic record" when used in these policies means the information concerning admission and academic performance of students as it is contained in any record of information however recorded or stored.

A. The official academic records of students are the property of the University.

B. The Registrars and any designated officer, where applicable, shall retain the custody of the official student academic records, however recorded or stored, in the Office of the Registrar, the School of Graduate Studies, the Department of Integrated Technology Services, and the Faculty of Law, all of the University of New Brunswick Fredericton and Saint John ("the University"), and shall be responsible for their security and maintenance of all such records, through the Department of Integrated Technology Services. The security and maintenance of the student information system used to retain student records shall be the responsibility of the Department of Information Technology Services.

C. Students desiring to have their names changed on their official student record be it by means of alteration, deletion, substitution or addition must submit appropriate supporting documentation, to the Office of the Registrar, School of Graduate Studies or the Faculty of Law, all of the University of New Brunswick Fredericton and Saint John, as applicable in the circumstances.

D. RELEASE OF INFORMATION

1. Except as provided herein, official academic records are confidential and shall not be divulged to any third party, including parents or guardians, except as noted in this statement, without the written consent of the student concerned.

2. Students have the right to official copies of their University of New Brunswick transcripts of record. Official transcripts issued to students are indicated as such on the transcript. Any requests should be submitted to the appropriate Registrar's office with the required fee. Transcripts and degree parchments will be withheld for students, including former students, who have failed to meet their financial obligations to the University. Students have the right to access their transcripts of record as held in the computerized files and to print unofficial copies of their transcripts of record.

3. Partial transcripts will not be issued.

4. Transcripts shall only be released or personal information contained in the official student records shall be released only in accordance with University policy:
   a. Where the person to whom the information relates has identified that information in particular and has consented to its disclosure;
   b. For the purpose for which it was obtained or compiled or for a purpose consistent therewith;
   c. To an officer or employee of the University who needs the record in the performance of his or her duties;
   d. For the purpose of complying with a requirement to provide information lawfully imposed upon the University by a federal/provincial government authority;
e. Where disclosure is necessary to aid in the investigation of allegations that individuals have made false statements or engaged in other misleading conduct concerning their attendance or performance or status within or completion of an academic program of the University;

f. In compelling circumstances affecting the health or safety of an individual, if, upon disclosure, notification thereof is mailed to the last known address of the individual to whom the information relates;

g. In compassionate circumstances, to facilitate contact with the next of kin or a friend of an individual who is injured, ill or deceased; or

h. To a person who has been authorized by the individual to whom the information related to make an enquiry on that individual's behalf or, where that individual is incapacitated, has been authorized by the next of kin or legal representative of that individual.

5. The Campus Registrar may authorize access to academic records for the purpose of research. Students of the University may examine their personal official academic records held in paper files, with the exception of letters of reference provided to the University in confidence. A member of the Registrar's Office or a designated officer on the campus where the record is held will be present during such an inspection. Students may examine letters of reference or other information provided to the University in confidence only with the written permission of the referee or writer being obtained requested and received by the appropriate Registrar or designated officer holding the file.

6. The Office of the Registrar will not normally provide students or third parties, except as noted below, with copies of documents on file, such as transcripts from other institutions, or correspondence provided to the University in confidence. In the case of a request for copies of documents made to a Campus Registrar's Office, an exception may be made in severe situations such as where an international student is unable to obtain copies of original documents. If the request is approved, the Registrar will authorize copies of such documents to be forwarded to another institution marked "copy of original documents on file."

7. The University considers certain information, that is, a student's name, dates of university attendance, verification of degrees obtained, to be public information. Such information may be disclosed by the Campus Registrar or designated officer without the consent of the student. Students who object to the release of such information shall notify the Registrar of the campus where the information is held, in writing, giving the specific objection or objections. The Registrar shall then determine what action, if any, will be taken and advise the student and the designated Officer where necessary.

8. The University routinely releases student e-mail identifiers while the student is enrolled at the University. Students who object to such release must notify the Campus Registrar.
9. 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 Student Advocate, the Director, Associate and Assistant Directors of Residential Life, and the University’s security personnel also will have access to such images. Residence Coordinators, House Dons and Associate 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 the persons holding these positions are responsible. Students who object to such access to their student identification photograph should notify the Campus Registrar.

10. a. Deans, Associate/Assistant Deans, faculty Student Advisors and the Director of the College of Extended Learning shall have unrestricted electronic access to academic student records.

b. i. Full-time faculty members shall have electronic access to academic student records of students registered or formally seeking registration in their courses as may be required in the performance of the faculty members’ duties.

ii. Stipendiary part-time faculty members, Contract Academic Instructors may be granted electronic access to academic student records of students registered or formally seeking registration in their courses required in the performance of the faculty members’ duties as authorized by the Dean or Director of the College of Extended Learning.

iii. Normally, part-time faculty members, Contract Academic Instructors who are also students at UNB, should not have access to student academic records. Access is provided during the period the student is registered or formally seeking registration in the faculty member’s course and for 45 days following the end of term in which the course is scheduled.

11. Other Faculty and College personnel may be granted electronic access to academic student records required in the performance of their duties as authorized by the Dean or Director of the College of Extended Learning on such specific terms as the Dean or Director shall determine.

12. Members of administrative and other academic units may be granted electronic access to academic student records required in the performance of their duties upon request to and as authorized by the Campus Registrar or designate on such specific terms as the Registrar or designate shall determine.

Access is provided on the explicit condition that such information in the electronic academic student records shall not be released to others except as may be permitted in accordance with these regulations.