

CHAPTER THREE: ACADEMIC POLICIES, PROCEDURES AND REGULATIONS

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ADMISSION POLICIES

Applicants should be aware that enrolment may be limited and that satisfying the minimum entrance requirements does not guarantee admission. Students who are unable to provide documentary proof that they are eligible to be admitted (in accordance with the conditions stipulated on their Permit to Register) will have their offer rescinded and will not be permitted to register in courses.

For detailed information, contact
Admissions - Office of the Registrar
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Ph. (705) 949-2301 Ext. 4220
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All Canadian candidates interested in applying for full-time studies in a degree program for a September start-date must submit an application through the Ontario Universities' Application Centre. Those presently enrolled in an Ontario secondary school on a full-time basis must complete the OUAC 101 form available online at www.ouac.on.ca.

Candidates for admission to part-time studies or full-time studies starting in January or May, and those who are applying from outside of Canada may apply directly to the Algoma University Admissions Office or online: www.algomau.ca/apply

ADMISSIONS REQUIREMENTS

Ontario Secondary School Students

All students must be admitted to the University prior to registering in courses. Applicants are expected to apply through OUAC by the published deadline, though later applications will be considered. Although offers will be issued as long as time and space permits, students should aim to complete admission procedures well before July 15th.

Ontario secondary school students seeking admission to the first year at Algoma University should present the Ontario Secondary School Diploma (OSSD), with a minimum overall average of 65% (as per Senate approval on June 7th, 2002) on six courses from any of the following categories in the Ontario curriculum:

University Courses (U's) OR Ontario Academic Courses (OAC's)
University/College Courses (U/M's, which are sometimes coded as "M" for "mixed")

Students with final OSSD averages between 60-64% on 6 eligible courses as noted above may be offered admission on probation with conditions that may include reduced course loads, required upgrading courses, and/or non credit academic skills programs.

EXCEPTIONS:

Bachelor of Business Administration applicants must present the OSSD with a minimum overall average of 70% on six courses from the Ontario curriculum including U-level English and two Mathematics courses at the U or M level. BBA applicants with a final OSSD average between 65-69% may be offered admission to an alternate program.

Bachelor of Social Work applicants must present the OSSD with a minimum overall average of 70% on six courses from the Ontario curriculum including U-level English. Applicants who meet the entrance requirements will be offered admission to the first two years of the program. Admission to the Professional Years (years 3 and 4) will require a separate application. Admission to the professional years is a competitive process with a limited number of spaces available, therefore admission will be granted based on the following criteria:

- Academic grades
- Human Service/Social Change Experience Summary Form
- Personal Statement, Analysis of a Social Problem Form and signed Cover Sheet

Concurrent study may be an option for high-school students in their final year if they hold a B average or better and have the written support of a guidance counsellor and/or school principal. Applicants offered part-time admission will be considered "special students" and grades earned will not be recorded as university credits until all admission requirements have been met. All applications for such admission are subject to the recommendation of the Algoma University Registrar and the approval of the Senate Committee on Academic Regulations and Petitions.

Major	Required High School Prerequisites: 6 U/M level courses at the Grade 12 level including:
Anishinaabemowin (Ojibwe Language)	ENG4U minimum 65%
Biology	ENG4U, MHF4U, 2 U/M Sciences (Biology & Chemistry recommended) Minimum 65%
Business Administration	ENG4U, MDM4U, 1 other U/M Math, Minimum 70%
Accounting	
Economics	
Human Resources	
Marketing	
Community Development	ENG4U minimum 65%
Community Economic & Social Development	ENG4U minimum 65%
Computer Science	For BCOSC: ENG4U, MHF4U, 1 other U/M Math For BSc: ENG4U, MHF4U, 2 other U/M Sciences (Physics & Chemistry Recommended) Minimum 65%
Business Systems Management	
Computer Games Technology	
CGT - Creative Arts	
Economics	ENG4U, MHF4U, 1 other U/M Math Minimum 65%
English	ENG4U minimum 65%
Finance & Economics	ENG4U, MHF4U, 1 other U/M Math Minimum 65%
Fine Arts (Visual)	ENG4U minimum 65% + portfolio
Geography	ENG4U minimum 65%
History	ENG4U minimum 65%
Law & Justice	ENG4U minimum 65%
Mathematics	For BA: ENG4U, MHF4U, 1 other U/M Math For BSc: ENG4U, MHF4U, 2 other U/M Science (Physics & Chemistry Recommended) Minimum 65%
Modern Languages	ENG4U minimum 65%
French	
Anishinaabemowin (Ojibwe)	
Music	ENG4U minimum 65%
Political Science	ENG4U minimum 65%
Psychology	For BA: ENG4U For BSc: ENG4U, MHF4U, 2 other U/M Science (Physics & Chemistry Recommended) Minimum 65%
Social Work	ENG4U minimum 70%
Sociology	ENG4U minimum 65%

Admissible students who do not have a U/OAC credit in Math but wish to enrol in a program where one or both of these credits is included in the list of recommended credits may be required to pass an upgrading course with a final grade of 60% or higher before enrolling in the required first-year Calculus (MATH 1036). The following upgrading courses count as elective credits in degree programs but may not be counted as core subject credits:

OSSD Subject *Algoma U Course Equivalent*
Advanced Functions MATH 1911: Finite Mathematics
Calculus and Vectors MATH 1912: Elementary Calculus

Students admitted on the condition that they pass an upgrading course with a final grade of 60% will be placed on probation until they have met the condition in the first 30 credits of study at Algoma University.

The Office of the Registrar will grant *early conditional offers of admission* to secondary-school applicants whose interim or final grades satisfy admission criteria. Early offers will be confirmed upon receipt of final Grade 12 marks. Scholarship offers will be included with the conditional offer of admission and will also be confirmed upon receipt of final Grade 12 marks.

Failure to successfully complete the school year and meet the minimum requirements for admission will necessitate that Algoma University rescind the offer of admission. Successful completion of the final year of secondary school will automatically reactivate an applicant's file and the candidate will be contacted by Algoma University with an offer of admission, as appropriate.

Students who have met their admission requirements may defer their offer for one year, conditional that they not attend any institution including secondary or post-secondary during their one year absence. Students must provide the Office of the Registrar with a letter requesting a deferral and indicate their plans during their absence. This letter must be received prior to July 30th of their last year of study. Students who have been awarded an offer which includes a scholarship award may also defer their admission but may only access the Awards of Excellence, which include the Platinum, Gold and Silver awards. Students who have been offered a named award will be offered the appropriate Award of Excellence.

SECONDARY SCHOOL STUDENTS FROM OTHER CANADIAN PROVINCES

The following Canadian certificates are ordinarily acceptable as equivalent to the Ontario Secondary School Diploma.

Alberta: Five grade 12 courses numbered 30 or 31

British Columbia and the Yukon: Four academic courses numbered 12 including English 12

Manitoba: Five academic grade 12 courses at the 40 level

New Brunswick: Five academic grade 12 courses numbered 121 or 122 (courses numbered 120 may be considered)

Newfoundland: Six two-credit academic courses at level 3

Nova Scotia: Five grade 12 courses at the 541 level (441 level courses may be considered)

Nunavut/Northwest Territories: Five courses numbered 30 or 31

Prince Edward Island: Five grade 12 courses numbered 611 or 621

Quebec: First year CEGEP with satisfactory standing

Saskatchewan: Seven academic courses in grade 12

Yukon: Four grade 12 examinable courses (courses with % grades not letter grades)

- a) Successful completion of year 1 of the Collège d'enseignement général et professionnel (CEGEP) program or of the Collegial program; or
- b) Successful completion of Grade 12 with first-class standing (75%).
- c) Candidates who have completed the two-year CEGEP program (Diplome d'études collegiales) or the two-year Collegial program (Diploma of Collegial Standing) will be considered for admissions with *advanced standing*.
- d) Students from the three-year Professional program in a CEGEP will be considered for admission on the same basis as a student from an Ontario College of Applied Arts and Technology and will be eligible for credit transfer to a degree program.

APPLICANTS FROM THE U.S.A.

Applicants who have completed grade 12 at an accredited secondary school in the United States or in a U.S. overseas school will be considered for admission to first year. The grade 12 program must include at least *four* different subjects. The student's overall average must stand at B or higher.

APPLICANTS FROM OTHER COUNTRIES

Applicants who have completed secondary school diploma requirements in other than Canadian or American High School systems will be considered for admission at the appropriate level of entry. Normally, applicants must meet the requirements for admission to a university in their home country. Since specific requirements cannot be established on a general basis, applicants will receive individual consideration. Official transcripts and supporting documents must be submitted for evaluation. International students with any post-secondary studies must submit transcripts for all such studies. These will be assessed for admissions and for transfer credit eligibility. Transfer credits will not be awarded until official transcripts have been received.

For more country-specific admission information, please visit our website at www.algomau.ca/international

Language requirement: International student applicants with a Test of English as a Foreign Language (TOEFL) score of 550 or higher (79 on the Internet-based test) will be considered for direct entry into degree programs; those without the language requirement will be considered for admission to Algoma University's English as a Second Language program (ESL@Algoma). ESL students must successfully complete the program with a minimum score of 70% or higher in ENGL 0005: ESL Academic (level five) before proceeding to degree studies.

Acceptable alternatives to this test include:

- Michigan English Language Assessment Battery (MELAB) test with a minimum overall score of 90%;
- Carleton Assessment of English Language (CAEL) with a minimum band score of 60;
- International English Language Testing System (IELTS) with a minimum overall band score of 6.0;
- Eiken pre-1 grade;
- Pearson Test of English (PTE) with a minimum score of 63;
- Completion of ESL - level five

International students for whom English is not the first language may be required by the Office of the Registrar to complete specific courses in the first 30 credits of study at Algoma University as determined by the University Registrar.

APPLICANTS FROM AN INTERNATIONAL BACCALAUREATE PROGRAM

The International Baccalaureate is acceptable for admission, provided applicants possess a minimum score of 26 and have completed the diploma with at least three Higher Level (HL) and three Standard Level (SL) courses.

International Baccalaureate Admission Guidelines:

- The IB Diploma with a minimum of 26 points is accepted for admission;
- Candidates with 28 points or higher in the IB Diploma qualify for scholarship consideration;
- Transfer credit may be given to a maximum of 30 credits, (or year 1);
- Transfer credits may be awarded for Higher Level or Standard Level courses with a minimum grade of 5 per subject and have achieved an overall score of 28 or greater.

Degree-specific admission requirements:

Degree program	IB program courses required for admission
Bachelor of Arts	Successful completion of IB Diploma with a score of 26 or higher including English at the HL
Bachelor of Business Administration	Successful completion of IB Diploma with a score of 26 or higher including English at the HL & Math at the SL
Bachelor of Computer Science	Successful completion of IB Diploma with a score of 26 or higher including Math Methods at the SL
Bachelor of Science	Successful completion of IB Diploma with a score of 26 or higher including one Science at the HL & Math at the SL

Sample Transfer Equivalency Chart***G1: Best Language**

English (Higher Level)	ENGL 1006/1007
English (Standard Level)	ENGL 1501/1502

G2: Second Language

French	FREN 1206/1207
Spanish	ESPA 1005
Italian	ITAL 1005

G3: Individuals and Societies

Business Management	ADMN 1016/1207
Economics	ECON 1006/1007
Geography	GEOG 1026/1027
History	HIST 1406/1407
Information Technology in a Global Society	SOSC 9100 (6 cr)
Philosophy	PHIL 1116/1117
Psychology	PSYC 1106/1107
Social & Cultural Anthropology	SOCI 1016/1017

G4: Experimental Science

Biology	BIOL 1506/1507
Chemistry	CHMI 1006/1007
Physics	PHYS 1006/1007
Design Technology	SCEN 9100 (6 cr)
Environmental Systems	BIOL 1000

G5: Mathematics & Computer Science

Mathematics**	MATH 9100 (6cr)
Computer Science	COSC 1701/1702

G6: Arts

Visual Arts	VISA 1026/1027
Music (Higher Level)	MUSC 1115
Music (Standard Level)	MUSC 1021/1022
Theatre Arts	THEA 1115

*The Office of the Registrar reserves the right to amend or change the transfer recognition; the final determination of transfer credit is completed upon review of final IB Diploma transcript.

**Based on IB curriculum descriptions, but the equivalencies could vary depending on student's IB Diploma subjects completed.

For more information about the International Baccalaureate, go to: www.ibo.org

MATURE APPLICANTS

In order to qualify for consideration under this applicant category, applicants must be 21 years of age by December 31st of the year of admission and must have been away from formal studies for at least 1 year immediately *prior* to beginning university studies. Only Canadian citizens and permanent residents are considered for admission as mature students.

The university will consider those whose previous school performance and/or recent work record suggest a strong possibility of academic success. Mature-student applicants will be required to provide letters of reference and a resume, as well as a brief written statement of academic goals. Final determination of a mature student's eligibility for admission is at the discretion of the Assistant Registrar, Admissions and/or University Registrar, including conditional admission.

Mature students admitted to an appropriate program may be required by the Office of Admissions to complete specific course(s) in the first 30 credits of study.

www.algomau.ca

ADVANCED PLACEMENT COURSES

Applicants who have completed Advanced Placement Courses in appropriate subjects with a grade of four or better will receive transfer credits to a maximum of two courses (12 credits). Applicants must also satisfy the regular admission requirements of the University since AP courses cannot be accepted in lieu of these requirements.

UNIVERSITY TRANSFER STUDENTS

Students who wish to transfer to Algoma University from another accredited university may be admitted with transfer credit for or advanced standing on the conditions deemed necessary by the Admissions Office. Applications from such candidates must be accompanied by:

- a secondary school transcript of subjects and marks, or equivalent;
- an official transcript sent directly from the institution which they wish to transfer from, showing the courses completed and grades received;
- If requested by the Admissions Office, complete course outlines for specific courses. Students seeking advanced standing for work completed at a post-secondary institution should apply well before August 1st for a September start.

To facilitate program completion by undergraduate students seeking to transfer course credits from one Ontario university to another, Algoma University adheres to the following principles:

- Acceptance of transfer credits from Ontario universities shall be based on the recognition that, while learning experiences may differ in a variety of ways, their substance may be virtually equivalent in terms of their content and rigour. Insofar as possible, acceptance of transfer shall allow for the maximum recognition of previous learning experience in university-level courses.
- Subject to degree, grade and program requirements, any course offered for credit by one Ontario university shall be accepted for credit by another Ontario university when there is essential equivalency in course content.
- The grades for courses transferred to an Algoma University degree program are not included in the overall GPA calculation.
- Credits earned at another institution with a final grade of 50-59.9% will not be transferred to any Algoma University degree program. To transfer a course, a minimum grade of 60% or 'C' is required.
- Students who have been refused admission by their former schools or who have been asked to withdraw from their former schools are generally *not admissible* to a full-time program at Algoma University, and not until the individual has spent at least one year away from formal studies. Such students may petition Algoma University by submitting a written request through the Office of the Registrar, providing an argument for reconsideration of the student's academic status and eligibility for admission.
- Full-time transfer students are reminded that they must attend Algoma University for at least one year, normally the last year of the degree, to qualify for one of its degrees. Part-time students must similarly complete at least 30 credits at Algoma University, normally the last 30 credits of their degree. For the Bachelor of Business Administration (B.B.A.), students must complete at least two years, normally the last two years, to qualify for the degree. For more information on residency requirements, please see page 35.

Candidates from Colleges of Applied Arts and Technology

Candidates presenting a GPA of “C-” or better on one year of a diploma program may be admitted, but will not receive credit toward the degree program.

REGISTRATION PROCEDURES

Sample diploma-degree completion facts:

Diploma type	Diploma average	Credits recognized	3 Year Degree	4 Year Degree
			Credits Required	Credits Required
3 year diploma	3.0 (B grade) or higher	Up to 60	30	60
	2.5 - 2.99 (C+ grade)	Up to 30	60	90
2 year diploma	3.0 (B grade) or higher	Up to 45	45	75
	2.5 - 2.99 (C+ grade)	Up to 15	75	105

**The Algoma University’s Admission Office will determine which required courses you are given “recognition” for on review of your official college transcript.*

Graduates of a two or three year CAAT diploma program may receive course recognition as a part of the diploma-to-degree completion program. In addition to the standard transfer agreement above, Algoma U has established exceptional agreements with the following Ontario Colleges of Applied Arts & Technology: Cambrian College, George Brown College, Northern College and Sault College. These pathways are designed to enhance student mobility through formal recognition of credits and programs at each institution.

Please note information regarding specific CAAT program agreements is available via the Assistant Registrar, Admissions, Ext. 4220, admissions@algomau.ca or by visiting www.ontransfer.ca

Home School Applicants

Applicants are considered on an individual basis. Supporting documents, including completion of secondary school equivalent, letters of recommendations, ACT or SAT scores if available and other relevant certificates are required.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process where individuals have the opportunity to receive credit recognition for prior knowledge and/or skills that have been gained outside the traditional classroom or through other educational programs. In order to receive credit for prior learning, students are required to demonstrate how the skills and knowledge acquired applies to your degree program. Prior learning assessment focuses on program-based outcomes demonstrated by learners. RPL awards credit for knowledge and not for experience unless the experience has resulted in knowledge and skills. Typically, students are required to submit a portfolio collection to the Office of the Registrar at Algoma University consisting of documents to support previous learning.

For more information on Recognition of Prior Learning, students are encouraged to contact the Office of the Registrar at Algoma University (admissions@algomau.ca)

Other Candidates

Other candidates with post-secondary education will be considered for admission on an individual basis.

PROFESSIONALS WITH CERTIFICATION

Teachers: Prospective students who hold a valid Permanent Ontario Elementary Teacher’s Certificate, or its equivalent, are eligible for admission to the Bachelor of Arts general program.

Exceptions to admissions regulations & requirements

In the interest of the student and for the protection of the university’s academic standards, the Office of the Registrar at Algoma University reserves the right to impose special or additional admissions conditions on candidates presenting applications that do not satisfy the normal requirements as outlined in this Calendar, but which indicate the likelihood of academic success as determined by the University Registrar.

Algoma University’s Senate Committee on Academic Regulations and Petitions (ARP) will consider petitions submitted by such students or by the University Registrar in cases of such applications; the ARP may decide to uphold the regulations or decide to grant conditional, probationary admission or readmission to Algoma University, depending on the circumstances and presentation of the case.

ENROLMENT CATEGORIES

Full-time: A full-time student is one who registers in more than 70% of the normal full course load of 30 credits (i.e. more than 21 credits) per fall/winter session, or 10.5 or more credits per term.

Part-time: A part-time student is one who registers in less than 70% of the normal full course load of 30 credits (i.e. 21 or fewer) per fall/winter session, or 10.5 or fewer credits per term.

Non degree Students: Students who take courses for credit at the University on a full- or part-time basis, but do not count them towards a Algoma University degree. They must satisfy the same admission requirements as regular students.

Auditors: To audit a university course, applicants must be admissible to an Algoma University degree program. Students in this category attend lectures and participate in class discussion, but may not hand in assignments or write examinations. An auditor does not receive university credit for the course but the course audited is noted on his/her official transcript. Auditors must have completed the prerequisite courses or equivalent for the course which they want to audit. Courses that are more practical in nature including but not limited to biology, computer science, modern languages, music and fine arts may not be available to auditors. **All registrations from admitted auditors must be approved by the University Registrar.**

REGISTRATION FORMS

The registration form, including hard copy and electronic (and subsequent course change forms) represents a binding contract between the student and the university. Completion and submission of a registration form places a financial obligation on the student, whether or not he/she attends the class or completes the course. Check your registration form carefully and ensure you are enrolled for the correct course(s) and section(s). The consequences of errors can be serious. If you are not officially registered in a course as of the course change deadline, you will not receive credit for it. If you register for a course, and for any reason do not attend, yet have not officially withdrawn from it prior to the course change deadline, you will receive an "F" on your academic record. Your financial obligation continues unless and until you formally withdraw from a course. Students are encouraged to review their academic summary at www.my.algomau.ca website to ensure their registration is accurate. Alternatively, contact the Office of the Registrar to review your enrolment status (regoffice@algomau.ca).

PLEASE BE ADVISED

THAT IT IS SOLE RESPONSIBLY OF THE STUDENT TO ENSURE THAT HIS/HER REGISTRATION IS COMPLETE AND ACCURATE; CONSISTENT WITH REGULATIONS GOVERNING THE REGISTRATION PROCESS OF THE OFFICE OF THE REGISTRAR AND SATISFACTORY TO THE ACCOUNTING OFFICE FOR TUITION AND OTHER RELATED FEES.

REGISTRATION SCHEDULE**New students**

Starting in September: Students offered admission to Algoma University will be sent information about the online Academic Orientation with the letter of admission. This package will contain detailed information about the registration process including academic advising.

Students starting in January or May: On admission, you will receive information on arranging for an advising appointment.

Returning students

Those in attendance in September and/or January: Winter Advising Information will be produced in February each year with instructions on; (i) how to schedule an appointment with your faculty advisor; (ii) how to complete the advising and pre-registration forms; (iii) and how to pay your tuition deposit and/or fees. In June, you will be sent a reminder letter about registration deadlines and late registration fees.

NOTE: If you have an unpaid student account with the university, the library, or the bookstore, you will not be eligible for registration until the account has been cleared/paid.

ADDING/DROPPING COURSES

A student wishing to make a change of any kind in his/her academic program after registration must do so by completing and signing the appropriate Academic Change form, available at the Office of the Registrar. Some academic changes require the approval of the University Registrar. Completed forms must be returned to the Office of the Registrar.

Students making course changes should ascertain whether or not the changes will adversely affect their program or academic standing, as well as their financial aid circumstances. Such advice may be obtained by consulting an academic advisor or faculty advisor or the University Registrar for the former, and the Financial Aid Office for the latter.

Students who withdraw from fall courses and who do not plan to attend during the winter term, either, should ensure that they also withdraw from winter courses. Students who fail to withdraw from such courses will be billed accordingly.

2012 Spring Registration/Withdrawal Deadlines				
Term	Term Dates	Last day to register	Last day before Withdrawal (W)	Last day before Failure (F)
Full-term (12SP)	April 30 – July 24, 2012	May 7, 2012	May 7, 2012	June 15, 2012
First-term (12SF)	April 30 – June 8, 2012	May 7, 2012	May 7, 2012	May 22, 2012
Second- term (12SS)	June 13 – July 24, 2012	June 15, 2012	June 15, 2012	July 6, 2012
2012 Fall/Winter Registration/Withdrawal Deadlines				
Term	Term Dates	Last day to register	Last day before Withdrawal (W)	Last day before Failure (F)
Full-term (12FW)	Sept. 5 – April 8, 2013	September 14, 2012	September 14, 2012	January 25, 2013
Fall term (12F)	Sept. 5 – Dec. 4, 2012	September 14, 2012	September 14, 2012	October 26, 2012
Winter term (13W)	Jan. 7 – April 8, 2013	January 18, 2013	January 18, 2013	February 25, 2013
2013 Spring Registration/Withdrawal Deadlines				
Term	Term Dates	Last day to register	Last day before Withdrawal (W)	Last day before Failure (F)
Full-term (13SP)	April 29 – July 23, 2013	May 7, 2013	May 7, 2013	June 14, 2013
First-term (13SF)	April 29 – June 11, 2013	May 7, 2013	May 7, 2013	May 21, 2013
Second- term (13SS)	June 12 – July 23, 2013	June 14, 2013	June 14, 2013	July 5, 2013

ACADEMIC REGULATIONS

COURSE IDENTIFICATION

Algoma University courses are numbered as follows: the four letters to indicate the discipline and the four numbers to designate the course. For example, PSYC 1106, PSYC refers the discipline (Psychology) and 1106 represents the course number.

The first and last digits in the course number are very important as it designates the year of study, weight of the course and how the course fits into the student's respective degree program.

The first digit indicates the year level at which the course is normally taken:

1000 - 1999	courses are normally taken at the first year level
2000 - 2999	courses are normally taken at second or third year level
3000 - 3999	courses are normally taken at second or third year level
4000 - 4999	courses are normally taken at fourth year level and restricted to students enrolled in a four-year program

Unless otherwise indicated in the course descriptions, the last digit indicates the weight of the course, and whether the course may count towards a major:

last digit 5 = a six credit course which may count towards the major
last digit 0 = a six credits course which may not count towards the major

last digit 6 or 7 = a three credit course which may count towards the major

last digit 1 or 2 = a three credit course which may not count towards the major

last digit 4 = a 12 credit course which may count towards the major (BSW - field education)

MAJORS AND MINORS

Major – relating to the field of academic study in which a student specializes.

Minor – a secondary level of study in an academic program.

Single Majors

A single major in a three-year general BA program consist of 36 credits in a subject area, normally 6 credits at the introductory level and 30 upper year credits (maximum of 48 credits allowed in most discipline specific courses except for Fine Arts, Music, Community Economics & Social Development, and Community Development). A minimum grade of 60 percent is required in the introductory discipline-specific courses to declare a major in the specific discipline. A single major in a four year and/or honours BA program consists of a minimum of 60 credits in a single discipline, normally 6 credits at the introductory level and 54 upper year credits (maximum of 78 credits allowed in discipline specific courses). A minimum grade of 60 percent is required in the introductory discipline-specific courses to declare a major in the specific discipline.

Combined Majors

A combined major in a three year general BA program consists of 30 credits in each of two disciplines. A minimum grade of 60 percent is required in the introductory discipline-specific courses to declare a major in the specific discipline. A combined major in a four year and/or honours BA program consists of at least 42 credits in a single discipline, normally 6 credits at the introductory level and 36 upper year credits. A minimum grade of 60 percent is required in the introductory discipline-specific courses to declare a major in the specific discipline.

For more information regarding majors, please refer to Chapter 4, Programs and Courses.

Minors

A minor is a secondary program of study in an academic program but it is not intended to provide or imply a level of competency comparable to a major. A minor is available to all students who have declared a major in another discipline consisting of 24 credits in a discipline. In all cases, students will be expected to respect course prerequisite requirements. Minors are to be completed concurrently with the student's current degree program. A minimum grade of 60 percent is required in the introductory discipline-specific courses to declare a minor in the specific discipline.

For more information regarding minors, please refer to Chapter 4, Programs and Courses. For specific course requirements for minors, please refer to the discipline-specific sections for more information.

MINORS – ACADEMIC REGULATIONS

1. Reference to a student's 'minor' will not appear on a student's official transcript until the student has successfully met the requirements of the degree.
2. The diploma issued to a student after graduation will indicate the program of study for the degree (major) and not the minor completed by the student.
3. A student's enrolment period to graduate can be extended for the purpose of completing a minor. Therefore, it is acceptable to postpone graduation in order to complete the minor requirements.
4. Priority for course registration will not be given for courses required in the minor.
5. Applications for reading courses will not be considered to complete the requirements of a minor. Student applications for Letters of Permission to complete the minor may be considered by the University Registrar.
6. A minor cannot be completed after a degree has been conferred. A minor must be completed while a student is qualifying for a degree program.
7. A core or compulsory course applied to the requirements for the major may not be applied to the requirements for the minor. Cross-listed courses would be considered the exception if the course(s) has not been used to satisfy the program requirements.
8. Students who have completed a minor will be considered for admission to a second degree program in an honours or four-year degree program.
9. Students who are applying for a certificate program in conjunction with a degree program will not be able to apply for a 'minor' in that discipline.
10. Students interested in pursuing more than one 'minor' program must receive permission from the University Registrar. All regulations will apply.

Students should make the necessary planning to complete the requirements of a minor within a three or four year time period. Students should consult a program advisor to determine if a minor will be permitted in relation to their program of study.

COURSE LOADS AND OVERLOADS

A full-time fall/winter student registers in 30 credits per year (15 credits per term). Students with an excellent academic record may take a maximum 3-credit per term overload, provided the student had no failing grades on a minimum course load of 15 credits in the previous term enrolled. Permission of the University Registrar is required to register in a course overload.

Full-time students registered for the spring semester are restricted to a total of 15 credits. In exceptional cases, the University Registrar will consider a maximum overload of 3 additional credits.

Any student contemplating a request to take an overload should recognize the advisability of making that request well before the registration deadline.

LETTERS OF PERMISSION

Under certain circumstances, students may be permitted to take course(s) at another university for credit toward an Algoma University degree. Letters of Permission are not normally issued unless the student is in good academic standing. Only under **exceptional circumstances** are Letters of Permission issued for a student to complete the last 30 credits in his/her degree program.

The University requires that a current calendar description of the course(s) be provided. A Letter of Permission to undertake such courses must be submitted to the Office of the Registrar with the appropriate fee, and be approved by the University Registrar before a student may register for a course at the other university. If the request is approved, the Office of the Registrar will send the Letter of Permission to the host university and a copy to the student. It is the student's responsibility to request an official transcript of grades from the host university to be sent directly to the Office of the Registrar at Algoma University.

Upon receipt of the official transcript from the host university, the Office of the Registrar will enter the credit on the student's academic record. All courses successfully completed by Letter of Permission (minimum grade of 60% or 'C') will be included on the student's academic record but not included in the student's term or cumulative average.

RESIDENCY REQUIREMENTS

To be eligible to receive a degree from Algoma University, a student must complete at least one full year or 30 credits, normally the last 30 credits, at Algoma University.

For the Bachelor of Business Administration (B.B.A.) degree program, students must complete at least two full years or 60 credits, normally the last 60 credits at Algoma University.

ATTENDANCE

Punctual and regular attendance at the various academic exercises is required of every student. After a lecture has begun, a student may not be admitted to the classroom without the instructor's permission. If there are extenuating circumstances bearing upon a student's absence, the instructor should be notified. Absences in excess of 20 per cent may jeopardize receipt of credit for the course.

CLASS HOURS

A class hour is defined as a fifty-minute period. Courses are usually given at the rate of three hours of lectures per week. Time for tutorials, laboratories, seminars, and other instructional methods may be specified. The hours and method of instruction are indicated at the end of each course description. During the spring session, 6-credit classes normally run for three hours on two days of the week. 3-credit classes normally run for three hours once a week. Summer session 6-credit classes run for two and one-half hours per day, four days per week.

DISCLOSURE OF STUDENT INFORMATION AND ACCESS TO RECORDS POLICY

Applicants provide pertinent personal information on application to the university and thereby authorize the institution to maintain henceforth his/her record on acceptance of the offer to enrol at Algoma University. (Records of applicants not admitted or who are offered admission but fail to enrol are destroyed on completion of the admission cycle)

Algoma University is committed to taking every reasonable step to protect the confidentiality of the information contained in the records of students. The Office of the Registrar is responsible for the storage, management, conservation, and dissemination (within the parameters of these policies) of all student records, electronic and otherwise.

Student Access to Own Records

a) Files: Students have the right to inspect all documents contained in their official academic file upon 24-hrs notice given in writing to the Office of the Registrar. An appointment will be set up with an authorized official of the Office of the Registrar for the viewing of their record. Copies of the file will not be provided.

b) Transcripts: Copies of student transcripts will be provided to the student upon request and upon payment of the appropriate fee to the Office of the Registrar. Requests from students with fees owing to the university will not be considered.

c) Release of Grades: Final grades may not be released to students by any employee of the university (including the Office of the Registrar and Faculty) until the examination period has ended, and only after grades have been processed by the Office of the Registrar (approximately 5 days after the end of the exam period). After processing, unofficial academic summaries may be obtained by the student via the student account at: www.my.algomau.ca. Students may request official transcripts by contacting the Office of the Registrar (regoffice@algomau.ca). Students who owe outstanding fees to the university, including but not limited to tuition, library, residence, will not be able to request official transcripts until their account has been paid in full.

Access by Others within the University

Unless authorized by the student in writing, Algoma University will not disclose the contents of student records to a department or individual within the university under circumstances other than:

a) Student organization access to student lists and to contact information:

Student organizations may request listings of student names, addresses, emails, or phone numbers for purposes of communicating with their membership. Such requests must be made in writing, signed by the organization's authorized officer, and sent to the Office of the Registrar for approval. All organizations requesting information in this manner guarantee that the lists will not be disclosed to any other individual or group.

b) Employee (faculty/staff) access:

Within the university, departments and/or individuals will have access to information contained in a student file/record on a "need to know" basis. Access will be granted only to that portion of the file/record that is relevant to the employee's official purpose/function within Algoma University or the Algoma University Foundation. Academic summaries are available to students via online services: www.my.algomau.ca and students are expected to provide the summary with faculty advisors during the winter academic advising period. Employees will not distribute or make available to students copies of class lists that include a student's identification number or phone number.

c) Registrar:

The University Registrar has access to the complete and entire record of every student. Exceptions to Algoma University's Disclosure of Information policies may be made at the discretion of the University Registrar.

Third-party Access

Unless compelled to do so by law or authorized by the student in writing, Algoma University will not disclose the contents of student records or information about Algoma students to any party outside of the University. This policy protects against the release of information such as the student's name, current registration status, field of studies, and degrees awarded by the University. Exceptions are outlined below:

a) Legally-Mandated Access:

Specified records or portions thereof may be provided by the University Registrar to persons or agencies pursuant to a judicial/court order, summons, or subpoena, directing the University to release information. Information will also be available to the Ministry of Education and Training under federal/provincial legislation (for enrolment-audit purposes), and in accordance with the requirements of legitimate professional licensing/certification bodies.

b) Emergency Disclosure:

In situations involving threats to the health or safety of an individual student or employee, the Registrar reserves the right to authorize the release of relevant information without obtaining prior consent from the student(s) involved.

GRADING POLICIES AND PRACTICES

Petitions and appeals in all matters pertaining to admission to the University, promotion, graduation, academic standing, and regulations should be addressed to the Senate Committee on Academic Regulations and Petitions through the Office of the Registrar.

Appeals with respect to final grades must be submitted to the Algoma University Appeals Committee through the Office of the Registrar, within 30 days of the posting of official grades. If necessary, subsequent appeals with respect to final grades must be submitted to the Senate Committee on Student Appeals. Please consult the Office of the Registrar for a copy of the Appeals policy and procedures.

Grading System

The grading scale for all individual courses, effective September 1977, is as follows:

80-100% (A)

Excellent Performance: comprehensive knowledge in depth of the principles and materials treated in the course, fluency in communicating that knowledge and originality and independence in applying material and principles.

70-79% (B)

Good Performance: thorough understanding of the breadth of materials and principles treated in the course and ability to apply and communicate that understanding effectively.

60-69% (C)

Satisfactory Performance: basic understanding of the breadth of principles and material treated in the course and an ability to apply and communicate that understanding competently.

50-59% (D)

Marginal Performance: adequate understanding of most principles and material treated in the course, but significant weakness in some areas and in the ability to apply and communicate that understanding.

0-49% (F)

Failure: Inadequate or fragmentary knowledge of the principles and material treated in the course, or failure to complete the work required in the course.

Notations

P	Pass
F	Failure
W	Withdrawal-no penalty
I	Incomplete; no credit granted for specified time period (after which the I is replaced with an F)
AG	Aegrotat standing; credit (but no grade) granted due to incomplete course work
AU	Audit; no credit granted
NC	No credit
R	Replaced-no credit
T	Transfer credit
IP	In progress
LOP	Letter of Permission
AD	Academic Dishonesty

In exceptional circumstances, a student may request consideration for an Incomplete (I) grade. Such requests must be submitted in writing, through the instructor to the University Registrar, together with the reasons for the request. A course assigned an "Incomplete" must be completed within one month after the end of the examination period.

In order to be considered for an extension of the completion date beyond the normal one-month period, a student must submit a written request, through the Instructor, to the Academic Dean and University Registrar, explaining the reasons for such an extension. Under no circumstances may a completion date exceed six (6) months from the end of the examination period.

Determination of Final Grades

1. Prior to the beginning of each session, the instructor submits for the approval of the department a method of determining final grades in each of his/her courses. This method shall be consistent with department, faculty, and Senate policies in this matter. Final authority for setting the method of determining final grades in each course rests with the Academic Dean.
2. The method must include some means of evaluating the student's performance on the whole of the course work at the conclusion of the course, which shall count for not less than 25 per cent of the final grade and shall be consistent with department, faculty, and Senate policies concerning final evaluations.
3. The approved method of determining final grades is provided in the course outline and explained to students in each course during the first week of classes.
4. Once approved as per (1) above and by the department and the Dean, the method of evaluation for each course is filed in the offices of the department, Dean, and Registrar at the end of the second week of classes. The department Secretary's and Dean's signatures signify that the method of evaluation is consistent with existing department, Faculty, and Senate policies.
5. Student Appeals dealing with the method of determining final grades shall, in the first instance, be submitted to the department not later than the end of the second week of classes, and in the second instance, if necessary, to the Dean who shall make a final resolution after consulting with the student, the instructor, and the department.
6. The method of determining final grades may be revised prior to the mid-point in the course, provided the class unanimously approves the change.
7. The instructor must inform students, upon request, of their standing prior to the date for honourable withdrawal from the course. If no written term work has been evaluated by that date, the information shall be given in the form of a written statement of the student's standing.
8. All written term work carried out for evaluation purposes is to be returned to students with appropriate commentary. Students may discuss with their instructor the work presented, the comments made, and the grade assigned. Final evaluation submissions are not returned to students but are kept on file by the department until after the Senate deadline for appeals with respect to final grades (i.e. six (6) months after the posting of the final grades). A student may, however, ask to review his/her final evaluation submission with the instructor, within the appeal period above.

9. Petitions for special consideration in the determination of final marks in cases of sickness, family problems, or other causes must be filed with the University Registrar within one week of the last day of examinations (see Special Examinations, below). Full aegrotat standing is seldom granted. Instead, if the facts submitted warrant such consideration, petitioners may be permitted to write special or deferred examinations without fee. When aegrotat standing is granted, no mark is assigned in the course. Aegrotat standing may not be granted in more than one course in a student's subject of concentration, in which case the student must achieve the required average on the remaining courses in the subject of concentration.

Mid-term and In-class Tests

1. When a mid-term test in a full-year course involves a written examination which is longer than one hour in duration, this test shall take place after the end of classes for the term and in accordance with a schedule prepared by the Office of the Registrar.
2. During the regular session, classroom tests are not to be longer than the regular scheduled class period.

FINAL EXAMINATION POLICY

General Rules and Conduct of Final Examinations

1. All students are required to be present for scheduled final examinations during the official examination period. Students must be prepared to identify themselves through the presentation of a relevant photo-identification card. In some cases, the invigilator may elect to take attendance.
2. Students are responsible for arriving on time with adequate writing supplies. None will be provided by the University.
3. Students arriving later than 30 minutes after the start of an examination will not be allowed to write the examination. Under such circumstances, students should contact the Office of the Registrar for instructions during the next business day.
4. Students are not permitted to leave the examination room within the first 30 minutes of the start of the scheduled examination. Students who leave the examination room during the first 30 minutes will not have their final examination graded. As well, students will not be allowed to leave the examination room during the last 15 minutes of the scheduled examination.
5. Unless authorized by the instructor, no reference materials or electronic devices shall be allowed during the writing of a final examination. Unauthorized materials include, but not limited to books, class notes, or reference sheets. Unauthorized electronic or communication devices include, but not limited to cell phones, lap tops, palm pilots or pagers. Students using electronic devices other than those authorized and approved by the course instructor during an examination may be considered to have committed an act of academic dishonesty. Entering an examination room with electronic devices left on may be considered disruptive behaviour and is not acceptable. In all cases, students will be required to silence and leave these devices at the front of the examination room.

6. In all cases, students are expected to abide by the Student Code of Conduct, Academic during the writing of final examinations.
7. Students who becomes ill or receive notification of a personal emergency during the final examination must submit all exam materials to the instructor and request their examination be cancelled. Under such circumstances, students should contact the Office of the Registrar for instructions during the next business day.
8. All students are expected to be at the designated examination venue and time for their exam(s). Misreading the examination schedule will not be accepted as a reason for a special examination.

Administration of Final Examinations

1. The scheduling of final examinations during the Senate approved examination period is the responsibility of the Office of the Registrar. No tests or examination may be held during the official examination period other than those scheduled by the Office of the Registrar.
2. In all cases, final examinations are scheduled during three hour time-slots, however, as determined by the instructor, the minimum duration time for a final examination may be two hours in length.
3. In all cases, the final examination will be worth a minimum 25% of the student's evaluation/final grade.
4. No classroom tests including 'take-home' tests/examinations are to be given during the last week of the term. Minor tests, labs quizzes and other methods of evaluation worth 10% or less are permitted if regularly scheduled and noted in the course syllabus.
5. Notwithstanding the above, where the final evaluation of a student's performance includes an oral examination, take-home examination, major project or case study, such may be completed during the official examination period no later than the last day of the final examination period.
6. Instructors shall proctor their own final examinations. If this is not possible, the instructor shall arrange for an alternate who is familiar with the course content. Under no circumstances will students be used as alternates.
7. Instructors are responsible for collecting all completed examination booklets and script. Under no circumstances are extra examination booklets to be left in the examination room.

Emergency Procedures

In cases where the University is closed in advance due to unforeseen circumstances including but not limited to extreme weather conditions, power outages, or general emergencies occurring during the final examination period, every effort will be made to communicate the closure to students by email and local media.

In cases of a power outage or a fire alarm while a final examination is in progress, instructors and students must follow the following procedures:

1. Instructors will announce that students must leave all examination materials on their desks and evacuate the examination room and building.
2. If the evacuation is less than one hour in duration, students will be allowed to continue the writing of the examination. In cases when the evacuation lasts longer than one hour, the examination will be cancelled and rescheduled by the Office of the Registrar.
3. Notwithstanding the above, if two hours of the examination time has elapsed and an emergency is declared, instructors may decide to pro-rate the examination rather than the Office of the Registrar reschedule.

Special Examinations

Requests for special examinations must be submitted to the University Registrar with supporting documentation. Requests for special examinations will only be considered if a student is in good academic standing in the course and has met one or more of the following criteria:

1. a student was ill and unable to be present or to adequately prepare for the examination (this must be substantiated by a medical certificate);
2. a student was unable to be present or to adequately prepare for the examination due to a legal obligation such as jury duty, witness, defendant, etc;
3. a personal or family tragedy prevented a student from being present or from adequately preparing for the examination.

If the request for a special examination is granted, the student must contact the Office of the Registrar to make arrangements for the writing of the examination. There is a minimum fee of \$50 per examination.

For students requesting accommodation based on religious beliefs, every effort will be made to reschedule the final examination. It is the responsibility of the student to notify the instructor and the Office of the Registrar of the request.

Review of Final Examinations

Final examinations completed during the official examination period are the property of Algoma University. Full-time faculty are expected to store completed examinations in the case of a student academic appeal. Sessional faculty are required to submit student examinations and script to the Office of the Registrar for storage. In all cases, final examinations are to be archived until the deadline for appeals has passed (six months).

Students may review their completed examination script by notifying the instructor of the course or the Office of the Registrar in advance.

Dean's Honour List

The Dean's Honour List recognizes students who have outstanding academic records. Students who have achieved an overall average of at least 80 per cent in their most recent year of full-time study (minimum 30 credits) or the equivalent amount of part-time study (30 credits), will be named to the Dean's Honour List. The list is prepared in June each year and takes into account only students registered for courses which were taken during or before the recently-ended winter session. Students who have been named to the Dean's List will not be named again until they have completed an additional 30 credits.

Distinction at Graduation

Students graduating with an overall average of 80 per cent or higher on all courses taken at Algoma University, and required for the degree, will be granted their degree cum laude. (The overall average must be calculated on a minimum of 60 credits completed at Algoma University and presented for the degree.) Students admitted to Algoma University having a Community College Diploma with an A average who maintain an A in his/her studies at Algoma University will be granted his/her degree cum laude.

STUDENT CODE OF CONDUCT (ACADEMIC)

The university takes a most serious view of such offences against academic honesty as plagiarism, cheating, and impersonation. Penalties for dealing with such offences will be strictly enforced. Regulations and procedures stipulated in the Algoma University Student Code of Conduct apply. See below for summaries of definitions, penalties, procedures, and policies.

Plagiarism

Essentially, plagiarism involves submitting or presenting work in a course as one's own when in fact it is not. More specifically, plagiarism is defined by Algoma University as the presentation of work as one's own which originates from some other unacknowledged source. In examinations, term papers and other graded assignments, verbatim or almost verbatim presentation of someone else's work without attribution constitutes plagiarism. This is deemed to include the presentation of someone else's argument in the student's own words as if it were his/her own, without acknowledgement. Other forms of borrowing, including the purchase of essays, the use of fellow students' written work, essays submitted in more than one course without permission of instructors, the borrowing of answers in take-home examinations, and the unapproved submission of group efforts as individual work, also come under the designation "plagiarism".

Cheating

Cheating on tests or examinations includes, but is not limited to, dishonest or attempted dishonest conduct such as speaking to other candidates or communicating with them under any circumstances whatsoever; bringing into the examination room any textbook, notebook, or memoranda not authorized by the examiner; referring to any textbook, notebook or memoranda while being excused to leave the room temporarily (e.g. to use the bathroom), during a test or exam; or, leaving answer papers exposed to view of other candidates. Any self-misrepresentation in order to avoid attendance, meeting of assignment deadlines, writing of tests or examinations and/or completion of assignments, will be deemed to be dishonest.

Aim

1. (a) The aim of the "Disciplinary Regulation on Academic Dishonesty" is to preserve the credibility of conferred certificates, diplomas or degrees by ensuring that the grade reports demonstrate the true competence and training of students.
- (b) This regulation shall be interpreted and applied in a manner that is consistent with this aim.
- (c) This regulation shall apply to any work submitted by a student in part or complete performance of any course requirement.

Determination of academic dishonesty

2. (a) Upon determining that a student has committed an act of academic dishonesty, the professor:
 - i. shall assign a grade of "0" for the work in question;
 - ii. may assign a grade of "0" for the course;
 - iii. shall inform the Chair of the Division on the prescribed form set out as "Academic Dishonesty Form" to this regulation.
- (b) If, in addition to the penalties set out in the above paragraph section 2 (a), the professor seeks to have imposed further penalties as set out in section 3 (a) iii to vi of this regulation, the professor shall make a recommendation for the application of a sanction of academic dishonesty to the Chair of the Division on the prescribed form set out as "Appendix A" to this regulation.
- (c) The Chair shall forward the prescribed form to the Secretary of the Senate Committee on Student Appeals and shall send a copy to the Academic Dean. The Secretary of the Senate Committee on Student Appeals shall send a copy to the student.
- (d) When a hearing is held, the Committee or the Senate Committee on Student Appeals shall not impose a penalty which is more severe than the one recommended by the professor.
- (e) The Committee or the Senate Committee on Student Appeals may impose a combination of penalties for any single determination of academic dishonesty.
- (f) The Senate Committee on Student Appeals may substitute a lesser penalty or penalties than the one or ones determined by the Committee.

- g) Where it is alleged that a student has committed an offence set out in sections 11, 12 or 13 of this regulation, the Academic Dean or the Registrar shall make a recommendation for the application of a sanction of academic dishonesty to the Chair of the Senate Committee on Student Appeals on the prescribed form set out as "Appendix A" to this regulation. The Chair shall send a copy to the student. The Senate Committee on Student Appeals shall not impose a penalty which is more severe than the one recommended by the Dean or the Registrar.

Penalties

3. (a) For the purposes of this regulation, the following penalties, in order of severity from least to greatest, shall apply when it has been determined by the Committee that the student is found to have committed an act of academic dishonesty:
- i. a grade of "0" for the work in question;
 - ii. a grade of "0" for the course;
 - iii. a failing grade of X for the course in which the offence was committed;
 - iv. probation;
 - v. suspension;
 - vi. expulsion; and
 - vii. repeal of the degree.
- (b) The Committee or the Senate Committee on Student Appeals may impose a combination of penalties for any single determination of academic dishonesty.
- (c) Suspension may be retroactive to the date of the infraction, may be immediate from the date of the decision, or may take effect at the end of the session from which the final decision is rendered.
- (d) Repeal of the degree shall only be allowed when the act of academic dishonesty allowed the student to obtain the degree.
- (e) Readmission after suspension shall be according to normal procedures to complete studies or to obtain the degree which may have been withheld during this period.
- (f) Readmission after expulsion shall be subject to the absolute discretion of the Senate Committee on Academic Regulations and Petitions and, if granted, shall be subject to a period of probation as the Senate Committee on Academic Regulations and Petitions may determine in its absolute discretion.
- (g) The mention of academic dishonesty shall be struck from the file of the student when the first of either of the following occurs:
- i. the student successfully completes all the requirements for graduation; or
 - ii. a period of five years has elapsed since the determination of academic dishonesty.

Infractions

4. A student shall not:
- i. falsify a work submitted for evaluation;
 - ii. use in whole or in part the work or significant passages drawn from the work of another person, in a work submitted to evaluation, without having expressly identified these as quotations;
 - iii. submit the same work or several similar documents to two or more professors responsible for a university activity for evaluation, without their knowledge of it;
 - iv. submit for evaluation a work which contains data that the student has falsified;
 - v. modify, without approval of the professor, a work already submitted for evaluation, in order to make corrections or additions; or
 - vi. submit, without the approval of the professor, projects, essays, dissertations or theses for evaluation which have essentially been previously submitted for evaluation to the university or to another post-secondary institution with the intention of obtaining a different degree on the strength of the same work.

Penalties

A student who is found to have committed any of the acts of academic dishonesty in subparagraphs section 4, i to vi shall be:

- i. assigned a grade of "0" for the work in question;
- ii. subject to the grade of "0" in the course;
- iii. subject to the failing grade of X for the course in which the offence was committed;
- iv. subject to probation;
- v. subject to suspension;
- vi. subject to expulsion; and
- vii. subject to the repeal of his or her degree.

Infractions

5. During the evaluation or exam period, a student shall not:
- i. obtain, whether individually or collectively, any kind of unauthorized help;
 - ii. use, view or refer to the copy of another student, even if its contents are proven to be erroneous or useless; or
 - iii. have or use any unauthorized document or apparatus.

Penalties

A student who is found to have committed any of the acts of academic dishonesty in paragraphs section 5, i to iii shall be:

- i. assigned a grade of "0" for the work in question;
- ii. subject to the grade of "0" in the course;
- iii. subject to a failing grade of X for the course in which the offence was committed;
- iv. subject to probation;
- v. subject to suspension;
- vi. subject to expulsion; and
- vii. subject to the repeal of his or her degree.

Infraction and penalties

6. Where the work in question constitutes the method of final evaluation in the course, the student who is found to have committed any of the acts of academic dishonesty in sections 4 or 5 shall be:
- i. assigned a failing grade of X for the course in which the offence was committed;
 - ii. subject to probation;
 - iii. subject to suspension;
 - iv. subject to expulsion; and
 - v. subject to the repeal of his or her degree.

Infraction and penalty

8. Where the work in question is a dissertation or a thesis for attaining a Master's or Doctoral degree, the student who is found to have committed any of the acts of academic dishonesty in section 4 or 5 shall be:
- i. assigned a failing grade of X for the course in which the offence was committed;
 - ii. suspended;
 - iii. subject to expulsion; and
 - iv. subject to the repeal of his or her degree.

Infraction

8. A student shall not obtain or accept from any source whatsoever, or distribute, the questions or answers to a test, an exam or laboratory experiments, without previous authorization from the professor.

Penalty

A student who is found to have committed any of the above acts of academic dishonesty in section 8 shall be:

- i. assigned a failing grade of X for the course in which the offence was committed;
- ii. suspended;
- iii. subject to expulsion; and
- iv. subject to the repeal of his or her degree.

Infraction

9. (a) A student shall not conspire to substitute oneself, attempt to substitute oneself or substitute oneself for another student in order to accomplish work in that other student's name.
- (b) A student shall not conspire to allow another student to attempt to substitute oneself, allow a student to attempt to substitute oneself or allow a student to substitute oneself for herself or himself in order to accomplish work in her or his name.

Penalty

A student who is found to have committed any of the above acts of academic dishonesty in section 9 (a) or (b) shall be:

- i. assigned a failing grade of X for the course in which the offence was committed;
- ii. placed on probation;
- iii. subject to expulsion; and
- iv. subject to the repeal of his or her degree.

Infraction

10. A student shall not attempt to obtain or obtain an advantage with respect to the requirements or the applicable regulations of the program of study or with respect to the course in which she or he is attempting to enrol, is enrolled or has been enrolled, by means of a threat or any other illicit means.

Penalty

A student who is found to have committed any of the above acts of academic dishonesty in section 10 shall be subject to:

- i. suspension and a further period of probation;
- ii. expulsion;
- iii. the repeal of his or her degree.

Infraction

11. A student shall not:
- i. fail to disclose or submit all information or documentation needed for admission to the University which has been requested by the University;
 - ii. alter, fabricate, falsify, forge, or tamper with a document in any way whatsoever which is destined for the University, or to use or submit such a document to the University;
 - iii. alter, fabricate, falsify, forge, or tamper with University documents stating acquired privileges or rights conferred by the University.

Penalty

A student who is found to have committed any of the above acts of academic dishonesty in section 11 shall be subject to:

- i. suspension for three semesters and a further period of probation;
- ii. expulsion; and
- iii. the repeal of his or her degree.

Infraction

12. No student shall produce a document which may lead another person to believe that she or he is a faculty or administrative member of the University.

Penalty

A student who is found to have committed any of the above acts of academic dishonesty in section 12 shall be subject to:

- i. suspension for three semesters and a further period of probation; and
- ii. expulsion.

SECOND OFFENCE: PENALTY

14. (a) On finding that a student has committed a second act of academic dishonesty or two acts of academic dishonesty, the Committee or the Senate Committee on Student Appeals may impose a penalty which is more severe than the one recommended by the Professor.
- (b) A student who is found to have committed a second act of academic dishonesty or two acts of academic dishonesty shall be subject to further penalties including a failing grade of X for the course in which the offence was committed, suspension, expulsion and repeal of his or her degree.
- (c) When the registrar receives the prescribed form set out as "Appendix A" to this regulation and the registrar is in possession of a previous form with regard to the same student, the registrar may initiate a recommendation for further and more severe penalties according to section 10 by using the prescribed form set out as "Appendix A" to this regulation.
- For full regulation details and other policies please visit www.algomau.ca/policies

Student Appeal

1. A student who is assigned a grade of zero in an assignment, test, or examination or is assigned a grade of zero in the course may appeal the grade to the Appeals Committee.
2. A student who is suspended or expelled from Algoma University may appeal that decision to the Appeals Committee of Senate.

A copy of the Appeals Procedure is available from the Academic Dean's Office or the Office of the Registrar.

Readmission

1. A student who has been placed under suspension from Algoma University is conditionally eligible to reapply for admission or registration in the same faculty after a specified time, normally at least one year.

NOTE: Suspension for one year does not imply automatic readmission. An interview and subsequent positive recommendation from the Academic Dean of the academic unit to which the student is applying must satisfy eligibility for readmission.

2. A student who is expelled from Algoma University is dismissed permanently from Algoma University with no right to reapply for readmission.

Transcript Notation of penalties

1. The symbols AD (Academic Dishonesty) will be entered in the grade column (beside the zero) on the student's academic Transcript and Grade Report for those courses in which a final grade of zero is submitted.
2. The academic standing "suspended (or expelled) from Algoma University for academic dishonesty" will be entered on the student's academic Transcript and Grade Report upon receipt of such notice by the University Registrar from the Academic Dean.
3. The symbols AD (academic dishonesty) will be entered in the grade column on the student's academic Transcript in the courses in which he/she was registered for that session except for the courses in which a zero was given as a penalty or which have already been completed and a grade assigned.
4. The record of a student will be cleared of the notation "suspended (or expelled) for academic dishonesty" upon readmission to and successful completion of a degree program. The zero grades given because of cheating will remain but the symbol AD will be changed to F.

GRADUATION

During their final year, all students wishing to graduate must file an application for graduation. Forms may be obtained from the Office of the Registrar, and must be returned with the graduation fee on or before the published deadline for receipt of fall or spring graduation applications. Applications received after the deadline will be applied to the following graduation. Every graduating student is encouraged to attend this important event to receive his/her degree. Students unable to attend should request that their degree be conferred in absentia.