# *UNIVERSITY REGULATIONS*

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# 1 The Memorial University of Newfoundland Code

The attention of all members of the University Community is drawn to the section of the University Calendar titled **The Memorial University of Newfoundland Code**, which articulates the University's commitment to maintaining the highest standards of academic integrity.

# 2 Fees and Charges

The fees and charges indicated herein are as of the date of printing. The University reserves the right to make changes to the regulations, fees and charges listed below. Any questions concerning fees and charges for the Cashier's Office in St. John's should be directed in writing to the Cashier's Office, Memorial University of Newfoundland, Arts and Administration Building, A1023, St. John's, NL, A1C 5S7, or by e-mail to cashiers@mun.ca, or by telephone to (709) 737-8228, or through the website at www.mun.ca/finance/Welcome/. Any questions concerning fees and charges for the Bursar's Office in Corner Brook should be directed in writing to the Bursar's Office, Sir Wilfred Grenfell College, University Drive, Corner Brook, NL, A2H 6P9, or by telephone to (709) 637-6286, or through the website at www.swgc.mun.ca/bursar/Pages/default.aspx.

## 2.1 Information Governing Payment of Fees and Charges

### 2.1.1 General Regulations

1. Tuition fees, residence fees, student union fees and health/dental insurance are due once a student registers regardless of the method of registration, and must be paid by the fee deadline to avoid a late payment penalty.
2. Students who are using a scholarship, bursary, Canada Student Loan, or other award for the payment of fees may be permitted to have their tuition fees outstanding until they have received the award or Canada Student Loan.

### 2.1.2 Methods of Payment

1. Cash/Debit card: must be paid in person at the Cashier's Office in St. John's or the Bursar's Office in Corner Brook.
2. Cheque: may be mailed, or delivered in person, to the Cashier's Office in St. John's or Bursar's Office in Corner Brook, or placed in the night deposit slot at the Cashier's Office in St. John's. A dishonoured charge will be made for each cheque tendered to the University and not honoured by the bank. A student with a dishonoured cheque record must pay fees by cash, certified cheque or money order.
   - Dishonoured cheque charge: $25
3. Credit card: Visa and MasterCard are the only accepted cards. Payment using this method should be done via the web at www.mun.ca.
4. Payroll deductions: graduate students receiving funding through the University payroll system may elect to pay their tuition and other charges by payroll deduction. The policy and form for payroll deductions are available at the School of Graduate Studies, the Cashier's Office, and at www.mun.ca.
5. Student Aid: students paying fees from a Canada Student Loan will have the amount owing signed out automatically from their loans.
6. Telephone and on-line banking: information on the use of telephone or on-line banking systems can be obtained from local branches of banks.
7. Tuition voucher: students receiving a tuition voucher must present the tuition voucher and pay the balance of their fees to the Cashier's Office by the published deadlines to avoid being assessed a late payment fee.

### 2.1.3 Penalties for Noncompliance with Payment of Fees and Charges

1. Students who, without approval, pay their fees later than the deadlines specified in the **University Diary** will be assessed a late payment fee.
   - Late payment fee (assessed by the Director of Financial and Administrative Services): Maximum of $75
2. Students who have not paid all fees or arranged for fee payment with the Director of Financial and Administrative Services prior to the first day of lectures, as stated in the **University Diary**, may have their registration cancelled at the discretion of the University. Such students will then be required to reregister after all fees are paid and after the first day of lectures, as stated in the **University Diary**, but no later than the end of the regular registration period.
3. Outstanding accounts, including accounts outstanding pending the receipt of a scholarship, bursary, or similar award, must be paid in full by cash, money order, or certified cheque. Students with outstanding accounts will:
   - be ineligible to register for courses for a subsequent semester;
   - not be permitted into residence;
   - not be issued an academic transcript;
   - not be awarded a degree, diploma or certificate.
4. Accounts outstanding on the last day of examinations in a semester/session will be charged interest at the prime interest rate plus two percent per annum. Such interest will apply effective the first day of lectures in that semester.

## 2.2 Application and Admission Fees

Unless otherwise noted, these application and admission fees are non-refundable.

### 2.2.1 Undergraduate Students

1. University Calendar fee: a University Calendar will be supplied free to undergraduate students newly admitted to the University.
   - University Calendar fee for others: $5
2. General Application Processing Fee: this fee is payable with each application for admission or readmission to the University.
   - Undergraduate students who have never attended a post-secondary institution or who have previously attended Memorial, excluding medical students: $40
   - Undergraduate students who have attended a post-secondary institution outside of Newfoundland or who are non-Canadian

applicants, excluding medical students: $80
- Medical students: $75

3. Fees in addition to General Application Processing Fee
   - Challenge for credit is charged at one half of the fee associated with the credit hour value of each course
4. Admission Fees in addition to General Application Processing Fee
   - Bachelor of Technology: $300
   - Bachelor of Maritime Studies: $300
5. Application Fee in addition to General Application Processing Fee
   - School of Pharmacy: $75
6. Penalties for Noncompliance with Payment of Application and Admission Fees
   - Late fees: all late fees are payable when assessed.
   - **Late application fee**
     Up to one week after deadline: $30
     Each subsequent week to final date for receipt of applications: $10

### 2.2.2 Graduate Students

1. Application Processing Fee: payable with each application for admission to the University.
   - Application Processing Fee: $40

## 2.3 Tuition and Related Fees

### 2.3.1 Undergraduate Students (other than Medical Students)

1. Unless otherwise specified, tuition fees are charged according to the credit hour value associated with the registered course(s). Courses are 3 credit hours unless otherwise indicated.
2. For the purposes of calculating tuition:
   - the credit hour value of each of the A and B components of a linked course shall be equivalent to one half of the credit hour value of the B component (see **Glossary of Terms Used in the Calendar**);
   - the credit hour value of F courses and non-degree courses (i.e. certificate programs) shall be three; and
   - the credit hour value of courses with "W" in the final position of the course number, excluding co-operative education work terms, shall be three.
3. Fees for citizens of Canada and permanent residents
   - Fee per credit hour: $85
   - Co-operative education work terms: $323
   - Maritime Studies/Technology Management 4100 and Maritime Studies/Technology Management 4200: $1,154
   - Computer Science 3700 (per semester): $154
4. Fees for international students
   - Fee per credit hour: $293.33

     Fee per credit hour: $323.00 (implementation deferred by the Board of Regents on July 17, 2008 for the 2008-2009 and the 2009-2010 Academic Years)
   - Co-operative education work terms

     Students entering September 2003: $1,020

     Students entering prior to September 2003: $840
   - Maritime Studies/Technology Management 4100 and Maritime Studies/Technology Management 4200: $1,779

     Maritime Studies/Technology Management 4100 and Maritime Studies/Technology Management 4200: $1,868 (implementation deferred by the Board of Regents on July 17, 2008 for the 2008-2009 and the 2009-2010 Academic Years)
   - Computer Science 3700 (per semester): $533.32
5. Tuition refunds based on withdrawal from course(s)
   - Students dropping courses within two weeks following the first day of lectures in any semester will not be liable for tuition fees for those courses. Students dropping courses after that time will receive tuition fee refunds on a prorated basis. Any student who drops a course from two weeks to three weeks following the first day of lectures in any semester shall have 50% of the tuition refunded. Any student who drops a course from three weeks to four weeks following the first day of lectures in any semester shall have 25% of the tuition refunded. No tuition will be refunded for courses dropped after five weeks following the first day of lectures in any semester. For the actual dates relating to these refunds, see the **University Diary**.
   - In the case of sessions, accelerated courses and courses offered outside of the normal time frame of a semester or session, the tuition refund drop periods will be prorated accordingly.

### 2.3.2 Undergraduate Students (Medical Students)

1. Fees for citizens of Canada and permanent residents
   - Annual tuition fee (September 1 - $3,125, January 1 - $3,125): $6,250
2. Fees for international students
   - Annual tuition fee: $30,000

### 2.3.3 Graduate Students

1. Fees are payable at the time of registration. All graduate students must be registered in each semester of the three-semester academic year throughout the period of their program until all academic requirements for the degree have been met and they have been deemed eligible to graduate by the School of Graduate Studies. Final dates in each semester for notification of completion of

academic requirements, in order to be deregistered from Graduate Registration 9000/Medicine 9900 without incurring liability for continuance fees, are included in the **University Diary**.

2. There is a minimum fee for all graduate degrees. The amount of this fee for both Canadian and international students will depend on the semester fees in effect during his or her period of registration. Semester fees are subject to review at least annually. They are:

| **Program** | **Fee Per Semester for Citizens of Canada and Permanent Residents** | **Fee Per Semester for International Students** | **# of Semesters Fee Must Be Paid** |
|---|---|---|---|
| Masters candidate: | | | |
| Plan A | $733 | $953 | 6 |
| Plan B | $486 | $632 | 9 |
| Plan C | $1,010 | $1,312 | 3 |
| Master of Science in Medicine (Applied Health Services Research) | $2,000 | $2,000 | 6 |
| Graduate Diploma Candidate | $323 | $420 | 9 |
| Doctoral program candidate (for students admitted prior to September 1, 2004) | $911 | $1,183 | 9 |
| Doctoral program candidate (for students admitted after September 1, 2004) | $683 | $887 | 12 |

3. M.D.-Ph.D program:
   - M.D. component - standard M.D. fees for four years
   - Ph.D. component - standard Ph.D. fees plus continuance fees, if required, during the active Ph.D. component
4. At the time of first registration, each masters's candidate must select a payment plan. The fee payable in the first and subsequent semesters will depend upon the payment plan selected. Once selected, the payment plan will remain in effect for the duration of the student's period of registration, and cannot be changed. Payment Plan C is available for selected programs only.
5. A student who completes his or her program in a period of time shorter than that covered by the selected payment plan will, in his or her final semester be required to pay the difference between the product of the semester fee in effect in that final semester and the number of times which a fee should have been paid in accordance with the payment plan selected, and the actual amount paid.
6. A student whose program extends beyond the period covered by the selected payment plan will be assessed the appropriate program continuance fee for each additional semester of registration. Continuance fees will be charged until the program is complete.
7. The program continuance fees per semester for citizens of Canada and permanent residents entering prior to September 2004 are:
   - Masters candidate: $334
   - Graduate Diploma candidate: $162
   - Doctoral candidate: $570
8. The program continuance fees per semester for citizens of Canada and permanent residents, and international students entering September 2004 are:
   - Masters candidate: 8.15% of the total program fee for Plan A
   - Graduate Diploma candidate: 8.15% of the total program fee
   - Doctoral candidate: 8.15% of the total program fee
9. The program continuance fees per semester for international students entering prior to September 1, 2004 are:
   - Masters candidate: $434
   - Graduate Diploma candidate: $210
   - Doctoral candidate: $741
10. The semester fees listed above cover only the courses (if any) prescribed for the program by the academic unit and approved by the Dean of Graduate Studies. A student taking courses which are not part of the approved program must pay for them separately in accordance with the fee schedule for undergraduate courses.
11. A graduate student who is permitted by the Dean of Graduate Studies to transfer from a diploma program to an allied master's program or from a master's program to a doctoral program before the former is completed will be required to pay the difference between the fees for the two programs, based on the semester fee in effect during each semester of the new program. This additional payment shall be made over the duration of the remaining semesters for which program fees are owed, or over three semesters, whichever is greater.
12. A graduate student who wishes to withdraw from his or her graduate program must inform the Dean of Graduate Studies, in writing, within three weeks after the first day of lectures in the semester. Failure to do so will result in the student being held responsible for the fees due to the end of that semester. Administrative fee for approved retroactive requests for leave of absence or withdrawal from program: $25
13. Where a thesis is required by a particular degree or program, a fee will be charged to cover the cost of binding two copies of the thesis.
    - Thesis binding fee: $20
14. Special Fees: In addition to the semester fees, the following programs charge a special fee:
    - Doctor of Philosophy in Management

      $12,000: $1,000 to be paid in each of twelve consecutive semesters
    - Master of Applied Science in Oil and Gas Engineering (Plan A)

      $15,000: charged in semester 1

- Master of Business Administration (Executive Option in Petroleum)
  $34,000: $8,500 to be paid over four consecutive semesters
- Master of Education (Information Technology)
  $2,550: $1,275 charged in semester 1 and $1,275 charged in semester 4
- Master of Nursing (Nurse Practitioner Option)
  $12,813: charged in semester 4 for students on Plan A and semester 7 for students on Plan B
- Post-Master of Nursing (Nurse Practitioner) Diploma
  $12,813: charged in semester 1
- Master of Public Health
  $1,460: charged $730.00 in semester 1 and $730.00 in semester 2

### 2.3.4 Post-Graduate Residents and Interns

- Registration fee per annum: $500

### 2.3.5 Lifelong Learning

1. Diploma in Information and Communication Technology Students
   - Option 1: Full-time and includes a work term (payable over three consecutive semesters): $15,000
   - Option 2: Full-time without a work term (payable over three consecutive semesters) $5,000, $5,000, and $3,000): $13,000
   - Option 2: Part-time without a work term (payable over seven consecutive semesters): $10,000
   - Repeat Course fee: $295 per credit hour
   - Program Continuance Fee for full-time students who do not complete the program in the normal program period: $352

### 2.3.6 Distance Education and Learning Technologies (DELT)

1. For distance education courses, there are administrative fees which are charged in addition to the tuition fees for these courses. These fees cover the cost of course materials (excluding textbooks), rental of video and audio tapes and management of web courses.
   - Administrative fees (per credit hour for Newfoundland and Labrador addresses): $17
   - Administrative fees (per credit hour for out of province addresses): $34
   - Change of examination location fee: $50
   - Deferred examination fee: $65

## 2.4 Residence (Housing) and Meals Fees and Charges

### 2.4.1 St. John's Campus

For additional information on residences see the section of the Calendar dealing with Student Housing.

1. General Residence Fees: this fee will not be refunded and will not be credited to the student's account.
   - Residence application fee: $20 per semester
2. Residence deposit: $500
3. Residence fees during semesters: the fees and charges below are per semester, per person, unless otherwise noted. For further information, contact Student Housing and Food Services.
   - Paton College
     Double: $1,087
     Single: $1,328
   - Meal Plans
     19 meals per week: $1,897
     14 meals per week: $1,819
     10 meals per week: $1,684
   - Burton's Pond Apartments
     Single: $1,522
     Family Unit (per month, per apartment): $795
4. Residence fees between semesters: students who request to stay in residence between semesters may be accommodated providing space is available and notice is given in writing to Student Housing and Food Services. Students are required to pay the full charge on receipt of notification of acceptance.

   Room rates (per night, per person)
   - Paton College and Burton's Pond Apartments: $11
5. Penalties for noncompliance with payment of fees and charges
   - Students with outstanding fees will not be permitted into residence without approval from the Director of Financial and Administrative Services.
   - Students not returning to residence must cancel a room assignment by the established deadline date. Failure to do so will result in a cancellation charge.

     Cancellation charge: $500

### 2.4.2 Sir Wilfred Grenfell College

The fees and charges below are per semester, per person, unless otherwise noted.

1. General residence fees: this fee will not be refunded and will not be credited to the student's account.
   - Residence application fee: $20
2. Residence deposit: charged only to students who are applying to live in residence for the first time (due May 31 for Fall semester; November 15 for Winter semester). The deposit is creditable and may be refunded when all conditions pertaining to it are met.
   - Residence deposit: $500
   - Cancellation fee for returning students who fail to cancel residence/chalet rooms for Fall and Winter semester: $500.00
3. Residence fees during semesters
   - Room: $1,204
   - Apartments

     Single: $1,415

     Family Apartment (per month): $577.75

     Bachelor Unit (per semester): $1,319
4. Residence fees between semesters: students who need to stay in residence between semesters may be accommodated providing space is available and reasonable notice is given in writing to Student Housing. Students are required to pay the full charge on receipt of notification of acceptance.

   Room rates (per night, per person)
   - Apartment: $12
   - Residence: $10

## 2.5 Student Organization Fees

Student organization fees are collected by the University as a service to the student body. They are payable prior to, or at the time of, registration.

### 2.5.1 St. John's Campus

All fees are per semester and are compulsory unless otherwise noted.

1. Undergraduate students (full-time)
   - General fees

     Student Union fee: $38.87

     Canadian Federation of Students' fee (not collected Spring semester): $3.99

     Canadian Federation of Students - Newfoundland and Labrador fee (not collected Spring semester): $3.99

     Media Fee: $4
   - Health/Dental Plans

     Students who have alternative health and dental coverage may opt out of the plan(s) by completing a Waiver of Participation form at the MUNSU Office. The deadline to opt out of the health and dental plans for any given academic year is two weeks after the first day of lectures in September. Only students who were not full time or not enrolled in the Fall semester may opt out in the Winter semester. The deadline will be two weeks after the first day of classes.

     Student Health Plan: $81

     Dental Plan: $65
2. Undergraduate students (part-time)
   - Student Union fee: $16.66
   - Canadian Federation of Students - Provincial (not collected Spring semester): $3.99
   - Canadian Federation of Students - Federal (not collected Spring semester): $3.99
   - Media fee: $4
3. Graduate students
   - Union fee: $20
   - Canadian Federation of Students - Provincial (not collected Spring semester): $3.99
   - Canadian Federation of Students - Federal (not collected Spring semester): $3.99
   - Drug and Health Insurance Plan fee (per annum): $479.31
   - Dental Insurance Plan fee (per annum): $200.58
4. Post-graduate residents and interns
   - Union fee (per annum): $5
5. Nursing students (fee collected in the Fall semester)
   - Canadian Nursing Students' Association fee (full-time students, per annum): $5
   - Canadian Nursing Students' Association fee (part-time students, per annum): $3

### 2.5.2 Sir Wilfred Grenfell College

1. Undergraduate Students (full-time)
   - Health Plan: $81.50

     Dental Plan: $55.50
   - Student Union fee: $49
   - S.U.B. Fund (not collected Spring semester): $5
   - Canadian Federation of Students - Newfoundland and Labrador fee (not collected Spring semester): $3
   - Canadian Federation of Students' fee (not collected Spring semester): $3

2. Undergraduates (part-time)
   - Union fees: $11

### 2.5.3 International Student Health Insurance (varies from year to year)

1. All students (undergraduate and graduate) studying on a student visa at Memorial University of Newfoundland will be required, as a condition of registration, to purchase health insurance. Such students should check with the International Student Advisor for the current rate.

## 2.6 Fees and Charges Pertaining to Appeals

### 2.6.1 Challenge for Credit Fee

- Fee: one half of the fee associated with the credit hour value of the course

### 2.6.2 Supplementary Examination Fee

- Fee: $50

### 2.6.3 Reread of Final Examination Fee

- Fee: $50

## 2.7 Miscellaneous Fees and Charges

### 2.7.1 Recreation Fee (The Works)

Students must pay a recreation fee which will be adjusted according to the Consumer Price Index (C.P.I.) on September 1 of each year.

- Fee (St. John's Campus and Fisheries and Marine Institute)
- Per semester: $50 (subject to C.P.I. adjustment)
- Per session: $25 (subject to C.P.I. adjustment)

### 2.7.2 Student Parking Fees

Students may purchase permits on a semester or per annum basis.

- Per semester: $13.80
- Per annum: $41.40

### 2.7.3 Books and Supplies

1. Students should be prepared to meet an expenditure to cover the cost of textbooks and supplies each semester. Students should consult their professors before purchasing any new or used textbooks or laboratory manuals.

### 2.7.4 Damages or Destruction to University Property

1. Unwarranted damages or destruction to University property will be charged to the responsible party or parties, and are payable when assessed.

## 2.8 Appeal of Fees and Charges Regulations

Appeal of Fees and Charges Regulations apply to **Undergraduate Students (other than Medical Students), 5.** only. It is intended to recognize and be sensitive to students who experience devastating, unforeseen and/or catastrophic events during the semester and therefore withdraw from a course or courses. Students are permitted to appeal for refund of tuition associated with dropped course(s) only, not for refund of incidental fees including, but not limited, to medical/dental coverage, MUNSU fees, recreation fees, etc.

### 2.8.1 Responsibilities in the Tuition Refund Appeals Process

The University has established financial regulations, procedures and deadlines through its governing bodies for the guidance of students. Students are expected to take into account their personal and academic circumstances, in order to meet university financial regulations, procedures, and to satisfy financial requirements and deadlines.

#### 2.8.1.1 Students' Responsibilities in the Tuition Refund Appeals Process

It is incumbent upon students to:

- be aware of and adhere to all financial regulations, requirements and published deadlines, especially the refund schedule published in the University Diary;
- familiarize themselves with published tuition refund appeals procedures;
- submit tuition refund appeals and all supporting documentation no later than one month after the official release of grades for the semester of the dropped course(s); and
- provide appropriate authenticating materials.

#### 2.8.1.2 The University's Responsibilities in the Tuition Refund Appeals Process

It is incumbent upon the University to:

- make available to students advice and guidance regarding options, deadlines, required documentation, and tuition refund appeal route by way of written notification, the University website, personal appointment or other forms of communication;
- direct students to the appropriate office for information on tuition refund appeals;
- attend to tuition refund appeals efficiently and ensure parties receive fair, consistent and ethical treatment;
- supply students with reasons for decisions to deny a tuition refund appeal; and

- maintain parties' right to confidentiality.

### 2.8.2 Guidelines for the Tuition Refund Appeals Process

1. Transparency should guide all steps of the tuition refund appeal process. In the case of an appeal, the parties should have access to all documents submitted.
2. The principles of fairness should be applied in appeal procedures and decisions.
3. Information submitted in support of an appeal will be kept confidential.

### 2.8.3 General Information and Procedures for Tuition Refund Appeals

1. A tuition refund appeal must be filed no later than one month after the official release of grades for the semester of the dropped course(s).
2. Any tuition refund appeal should be made in writing, by the student, clearly stating the basis for the appeal and should be directed to the Committee Coordinator, Tuition Refund Appeals Committee, c/o The Cashier's Office, Memorial University of Newfoundland, St. John's, NL A1C 5S7.
3. Successfully dropping a course academically does not guarantee that a tuition refund appeal will be successful. Academic difficulty in a course and/or missing a published refund deadline is not sufficient grounds for an appeal.
4. For assistance in the tuition refund appeals process, students are advised to consult with the Committee Coordinator.
5. In preparing an appeal a student may consult advisors or facilitators. Such advisors or facilitators may include a faculty advisor, staff advisor, a counselor, a representative from the Memorial University of Newfoundland Students' Union (MUNSU) or other individual who is willing to undertake the role of student advisor or facilitator.
6. The Tuition Refund Appeals Committee may decide to deny or uphold an appeal. If it upholds an appeal, the Committee may prorate the tuition refund depending upon the student's length of participation in the course(s) and other factors.
7. The decision of the Tuition Refund Appeals Committee is final.

### 2.8.4 Information Required for Medical Certificates

Please refer to ***UNIVERSITY REGULATIONS* - General Academic Regulations (Undergraduate)**, **Information Required for Medical Certificates.**

# 3 Admission/Readmission to the University (Undergraduate)

## 3.1 Admission/Readmission Information

This section applies to all undergraduate applicants except those applying to the Faculty of Medicine.

Applicants seeking admission to the Faculty of Medicine should refer to the **Faculty of Medicine** regulations for information.

Applicants seeking admission to a particular faculty or school may be required to submit a supplementary faculty or school application in addition to the application for admission/readmission and should refer to appropriate faculty or school regulations for procedures, deadlines, admission requirements and further information.

1. Applications for admission/readmission should be submitted by the deadline dates listed in the **University Diary**. Applications received later or post-marked later than the stated deadline dates will be processed as time and resources permit. Application forms and other information may be obtained by contacting the University in writing to the Admissions Office, Office of the Registrar, Memorial University of Newfoundland, St. John's, NL, A1C 5S7, or by e-mail at admissions@mun.ca or through the website at www.mun.ca/regoff/home/.
2. Each application must be accompanied by a $40.00 application processing fee. An additional application processing fee of $40.00 is required from non-Canadian applicants or applicants transferring from post-secondary institutions outside of Newfoundland and Labrador. Neither fee is refundable nor will it be credited to the applicant's financial account under any circumstances. Information regarding other fees and charges is specified under **Fees and Charges**.
3. Applicants who have previously attended Memorial University of Newfoundland and have not registered for courses for the past two consecutive semesters (Fall, Winter, Spring) are required to submit a new Application for Admission/Readmission together with the $40.00 application processing fee.
4. The admission criteria required of each category of applicant is specified under **Categories of Applicants, Admission Criteria And Required Documentation**.
5. Admission to some courses, programs and/or the University may be limited by the University when it deems the facilities and resources available to it are not adequate to provide for additional students. Consequently possession of the minimum requirements does not guarantee that an applicant will be granted admission to a course, a program and/or the University.
6. The University may set its own matriculation examinations either in separate subjects or in all those required for matriculation, and may refuse admission to any applicant failing to attain a satisfactory standard in these examinations.
7. The University reserves the right to refuse admission to any applicant.
8. Applicants may be required to provide medical evidence of their fitness to pursue university studies.

## 3.2 English Language Proficiency Requirements

Since English is the primary language of instruction at this University, all applicants seeking admission to Memorial University of Newfoundland must possess an adequate knowledge of written and spoken English as a prerequisite to admission. Regardless of country of origin or of citizenship status, applicants will be required to provide proof of proficiency in the English language based on one of the following forms.

### 3.2.1 English Language Secondary Institution

Applicants are required to have successfully completed the equivalent of three years of full-time instruction in an English language secondary institution as recognized by Memorial University of Newfoundland including successful completion of appropriate course(s) in English at the Grade XII or equivalent level. English as a Second Language (ESL) courses are not acceptable for meeting this requirement.

### 3.2.2 English Language Post-Secondary Institution

Applicants who have attended a recognized post-secondary institution where English is the language of instruction must have successfully completed the equivalent of 30 credit hours. These 30 credit hours must include 6 transferable credit hours in English courses. For information on transfer credit refer to **Transfer Credit**.

### 3.2.3 Test of English as a Foreign Language (TOEFL)

A minimum score of 550 is required on the paper-based test or 213 on the computer-based test of the Test of English as a Foreign Language (TOEFL). A minimum score of 79 with at least 20 in each of Reading and Writing, and no less than 17 in Listening and Speaking is required on the internet-based TOEFL. The official results of the TOEFL must be forwarded to Memorial University of Newfoundland directly from the Educational Testing Service.

Information regarding the TOEFL program is available from the Educational Testing Service (ETS), TOEFL/TSE Services, P.O. Box 6151, Princeton, New Jersey, U.S.A., 08541-6151, from U.S. embassies or consulates, or from offices of the U.S. Information Services. The Division of Lifelong Learning at Memorial University of Newfoundland is an official ETS testing centre and may be contacted at (709) 737-7979 or online at www.mun.ca/lifelonglearning.

Applicants will be required to write a placement test in English language prior to the commencement of classes to determine the appropriate course in English for which they should register. For further information refer to **English Language And Mathematics Placement Tests**.

### 3.2.4 Michigan English Language Assessment Battery (MELAB)

A minimum score of 85 is required on the Michigan English Language Assessment Battery (MELAB). The official results of the MELAB must be forwarded to Memorial University of Newfoundland directly from the appropriate testing authority.

Information on the Michigan English Language Assessment Battery (MELAB) testing program may be obtained from the Testing and Certificate Division, University of Michigan, 2001 North University Building, Ann Arbor, Michigan, U.S.A., 48109-1057.

Applicants will be required to write a placement test in English language prior to the commencement of classes to determine the appropriate course in English for which they should register. For further information refer to **English Language and Mathematics Placement Tests**.

### 3.2.5 Canadian Academic English Language (CAEL) Assessment

Minimum band scores between 50 and 60 in each of the four skills tested (Reading, Writing, Listening, Speaking), with at least two band scores of 60 are required on the Canadian Academic English Language (CAEL) Assessment. The official results of the CAEL must be forwarded to Memorial University of Newfoundland directly from the appropriate testing authority.

Information regarding the Canadian Academic English Language (CAEL) Assessment may be obtained from the Ottawa Test Centre, School of Linguistics and Applied Language Studies, Carleton University, 215 Paterson Hall, 1125 Colonel By Drive, Ottawa, Ontario, K1S 5B6.

Applicants will be required to write a placement test in English language prior to the commencement of classes to determine the appropriate course in English for which they should register. For further information refer to **English Language and Mathematics Placement Tests**.

### 3.2.6 Canadian Test of English for Scholars and Trainees (CanTEST)

Minimum band scores of 4.5 in the listening comprehension and reading comprehension sub-tests and a score of 4 in writing are required on the Canadian Test of English for Scholars and Trainees (CanTEST).

The official results of the CanTEST must be forwarded to Memorial University of Newfoundland directly from the appropriate testing authority.

Applicants will be required to write a placement test in English language prior to the commencement of classes to determine the appropriate course in English for which they should register. For further information contact the Department of English Language and Literature.

### 3.2.7 Memorial University of Newfoundland's Intensive English Program

Applicants are required to have successfully completed Memorial University of Newfoundland's Intensive English Program together with an acceptable score, as noted above, on the CAEL administered by the Department of English Language and Literature at the University.

Applicants may be required to write a placement test in English language prior to the commencement of classes to determine the appropriate course in English for which they should register. For further information, refer to the section of this Calendar describing the **Faculty of Arts' English as a Second Language programs**.

### 3.2.8 International English Language Testing System (IELTS)

A minimum overall band score of 6.5, with at least band 6 in each of Writing and Reading. The official results of the IELTS must be forwarded to Memorial University of Newfoundland directly from the appropriate testing authority.

Information regarding the IELTS may be obtained from the IELTS Subject Officer, University of Cambridge Local, Examinations Syndicate, 1 Hills Road, Cambridge, CB1 2EU, U.K. or via www.ielts.org/.

Applicants will be required to write a placement test in English language prior to the commencement of classes to determine the appropriate course in English for which they should register. For further information refer to **English Language and Mathematics Placement Tests.**

### 3.2.9 Other

Other forms of proof of English language proficiency, acceptable to the University Committee on Admissions, may be considered.

Applicants will be required to write a placement test in English language prior to the commencement of classes to determine the appropriate course in English for which they should register. For further information refer to **English Language and Mathematics Placement Tests**.

## 3.3 Categories of Applicants, Admission Criteria and Other Information

The categories of applicants applying for admission/readmission as well as the admission criteria and other related information are listed below. Before a final admissions decision can be reached all required documents must be received. All documents must be official and be forwarded directly to the Admissions Office, Office of the Registrar from the appropriate institution(s) or source(s). Photocopied documents are not acceptable unless duly certified.

### 3.3.1 Applicants Who Have Followed the High School Curriculum of Newfoundland and Labrador

#### 3.3.1.1 Admission Criteria

The courses below are courses designed for students who intend to seek post-secondary education at the University or other institutions whose programs demand levels of proficiency equivalent to those required by the University. Applicants shall have completed Graduation Requirements for high school as set down by the Department of Education and obtained credits in the following subjects with an overall average of not less than 70% compiled from the grades received in those courses at the 3000 level.

- **English:** English 3201 (2 credits); or the former combination of Language 3101 (1 credit) and one of Thematic Literature 3201(2 credits) or Literary Heritage 3202 (2 credits).
- **Academic or Advanced Mathematics:** One of Mathematics 2200, 2201, 2204, or 2205 and one of Mathematics 3200, 3201, 3204, or 3205 (valued at 2 credits each).
- **Laboratory Science:** Four credits in Laboratory Science (i.e. Biology, Chemistry, Earth Systems, Physics), including at least two credits at the 3000 level chosen from one of Biology 3201, Chemistry 3202, Earth Systems 3209, or Physics 3204 (valued at two credits each). The remaining two credits may be selected from 2000-level courses in the above-noted subject areas or from Science 1206.
- **Social Science/Modern or Classical Language:** Two credits at the 3000 level in a Social Science area or in a Modern or Classical Language.
- **Electives:** Two credits at the 3000 level in elective courses chosen from the subjects above or from additional courses approved by the Department of Education for offering at the 3000 level for certificate purposes.

#### 3.3.1.2 Other Information

- **Early Acceptance:** Applicants in their final year of high school who have completed or who are completing a slate of courses which meets the course requirements specified in **Applicants Who Have Followed the High School Curriculum of Newfoundland and Labrador**, may be granted early acceptance prior to the writing of final examinations. This early acceptance will be subject to verification, when final examination results are released by the appropriate authorities, that the applicant has successfully met the requirements for admission as specified above in **Admission Criteria**. Applicants who fail to meet the minimum admission requirements at that time will have their acceptance revoked. This does not preclude the application of selective admission criteria for particular faculty/school programs.
- **Advanced Placement:** Applicants completing Advanced Placement courses through the Advanced Placement Program offered by the College board should also refer to **Transfer Credit Advanced Placement (AP)**.
- **English Language Proficiency Requirements** will apply to all applicants.

### 3.3.2 Applicants Who Have Followed the High School Curricula of Other Provinces of Canada

#### 3.3.2.1 Admission Criteria

- Applicants from other provinces of Canada are required to have successfully completed Grade XII in the University Preparatory Program (in the case of Quebec students, Secondary V Certificate) with a passing mark in each of the following Grade XII academic or advanced-level subjects and an overall average of not less than 70% compiled from the grades received in the courses selected:
  - English
  - Mathematics
  - Laboratory Science (1 of Biology, Chemistry, Earth Science, Geology or Physics)
  - Social Science/Modern Classical Language
  - Elective
- For further information concerning specific provinces, applicants may contact the University by writing to the Admissions Office, Office of the Registrar, Memorial University of Newfoundland, St. John's, NL, A1C 5S7, or by e-mail at admissions@mun.ca or through the website at www.mun.ca.

#### 3.3.2.2 Other Information

- **Early Acceptance:** Applicants in their final year of high school who have completed or who are completing, a slate of courses which meets the course requirements in **Applicants Who Have Followed the High School Curricula of Other Provinces of Canada** may be granted early acceptance prior to the writing of final examinations. This early acceptance will be subject to verification, when final examination results are received by the Office of the Registrar from the appropriate authorities, that the applicant has successfully met the minimum requirements for admission as specified above in **Admission Criteria**. Applicants who fail to meet the minimum admission requirements at that time will have their acceptance revoked. This does not preclude the application of selective admission criteria for particular faculty/school programs.
- **Advanced Placement:** Applicants completing Advanced Placement courses through the Advanced Placement Program offered by the College Board should refer to **Transfer Credit Advanced Placement (AP)**.
- Applicants seeking credit for enriched High School Grade XII courses or Ontario Grade XIII/OAC courses should refer to **Transfer Credit Enriched Courses and Ontario Grade XIII/OAC.**
- **English Language Proficiency Requirements** will apply to all applicants.

## 3.3.3 Applicants For Concurrent Studies

### 3.3.3.1 Admission Criteria

- Applicants in or about to enter their final year of high school with a superior academic record (i.e. normally an overall average of 85% or above) may apply to enrol in university courses (excluding distance education courses). The applicant for concurrent studies must be enrolled in a high school and completing a slate of courses that meets the course requirements for admission to the University as specified in **Applicants Who Have Followed the High School Curriculum of Newfoundland and Labrador**.
- Applicants will be required to submit a letter requesting enrolment in a specific course; an official high school transcript; and a letter from the high school principal or guidance counsellor clearly recommending admission for concurrent studies.
- Applicants must submit a completed application for admission/readmission together with the appropriate fee. For further information refer to **Fees and Charges.**
- An applicant for concurrent studies wishing to enrol in courses at the St. John's campus will be permitted to do so based on the recommendation of the University Committee on Admissions. Applicants wishing to enrol in courses at the Corner Brook campus will be permitted to do so based on the recommendation of the Special Admissions Committee at Sir Wilfred Grenfell College. Eligibility to enrol is limited to one semester but may be renewed on the recommendation of the relevant committee.
- Enrolment for concurrent studies students will normally be limited to three credit hours in a given semester. Fees and deadlines are the same as for regularly admitted students. University credit will be awarded after successful completion of the course(s) and successful completion of the requirements for admission to the University.

### 3.3.3.2 Other Information

- **English Language Proficiency Requirements** will apply to all applicants.

## 3.3.4 Applicants Who Have Followed the Adult Basic Education Program (ABE)

### 3.3.4.1 Admission Criteria

Applicants shall have completed the Level III Adult Basic Education Certificate (ABE) with the approved combination of thirty-six credits set down by the Department of Education and successfully completed, with an overall average of not less than 70%, the following courses as outlined below:

- **Communication Skills:** IC 3112 and IC 3321 **OR** English 3101A, 3101B, and 3101C
- **Mathematics:** One of the following groups:
  - Mathematics: IM 3115, 3211, 3212, 3213, and 3216 **OR**
  - Mathematics: IM 3218, 3219, and 3221 **OR**
  - Mathematics: 2104A, 2104B, 2104C, 3104A, 3104B, and 3104C
- **Science:** One of the following patterns:
  - Biology: IB 3113, 3115, 3211, 3212A/B, 3214, and 3316 **OR**
  - Biology: 2101A, 2101B, 2101C, 3101A, 3101B, and 3101C
  - Chemistry: IH 3111, 3112, 3113, 3114, 3116, 3117, 3118, and 3215 **OR**
  - Chemistry: 2102A, 2102B, 2102C, 3102A, 3102B, and 3102C
  - Geology: IS 3212
  - Physics: IP 3111, 3112, 3213, 3215, and 3216 **OR**
  - Physics: 2104A, 2104B, 2104C, 3104A, 3104B, and 3104C

### 3.3.4.2 Other Information

- **English Language Proficiency Requirements** will apply to all applicants.

## 3.3.5 Applicants For Mature Student Status

### 3.3.5.1 Admission Criteria

- An applicant, 21 years of age or older within one month after the beginning of the semester or the session to which admission is being sought, who has not fulfilled the admission criteria outlined in any of the above categories may be admitted to the University with the approval of the University Committee on Admissions.
- Applicants for mature student status will be required to submit proof of age; two letters of reference from persons competent to assess the candidate's ability to proceed with university studies; a letter from the applicant outlining the grounds for requesting special consideration; and high school marks and marks from post-secondary institutions, if applicable.
- Applicants will be required to submit a completed application for admission/readmission together with the appropriate fee. For further information refer to **Fees and Charges**.
- Applicants for mature student status may be required to show through an interview that they possess the potential to proceed with university studies.
- Since admission as a mature student is not on the grounds of age alone, the University Committee on Admissions reserves the right to refuse admission to any applicant.

### 3.3.5.2 Other Information

- **English Language Proficiency Requirements** will apply to all applicants.

## 3.3.6 Applicants Who Are Senior Citizens

### 3.3.6.1 Admission Criteria

- An applicant, 60 years of age or older within one month after the beginning of the semester/session to which admission is being sought, may be admitted to the University as a senior citizen, upon submission of a birth certificate or other proof of age.

## 3.3.7 Applicants From Other Countries

Applicants from other countries not listed below may contact the University by writing to the Admissions Office, Office of the Registrar, Memorial University of Newfoundland, St. John's, NL, A1C 5S7, or by e-mail at admissions@mun.ca or through the website at www.mun.ca for further information.

### 3.3.7.1 United Kingdom - Admission Criteria

- Applicants from the United Kingdom are required to have the General Certificate of Education or the Scottish Leaving Certificate of Education with a minimum of "Ordinary" or "Lower-Level" passes in five subjects acceptable to the University Committee on Admissions.
- Applicants completing the "Higher Level" subjects of the Scottish Leaving Certificate and applicants completing the "Advanced Level" subjects of the General Certificate of Education should refer to **Transfer Credit**.
- Also refer to 2.3.7.4, **Other Information.**

### 3.3.7.2 Hong Kong, Malaysia, West Indies and West Africa - Admission Criteria

- Applicants from Hong Kong, Malaysia, West Indies and West Africa are required to have the General Certificate of Education with passes in five academic subjects at the "Ordinary Level" acceptable to the University Committee on Admissions.
- Applicants completing the "Advanced Level" subjects of the General Certificate of Education should refer to **Transfer Credit**.
- Also refer to 2.3.7.4, **Other Information.**

### 3.3.7.3 United States - Admission Criteria

- Applicants from the United States must have completed a High School University Preparatory Program (Grade XII) with a passing mark in the appropriate Grade XII course in each of the five areas listed below with an overall average of not less than 70% in the courses selected.
  - English
  - Mathematics
  - Laboratory Science (1 of Biology, Chemistry, Earth Science, Geology or Physics)
  - Social Science/Modern Classical Language
  - Elective
- Also refer to 2.3.7.4, **Other Information.**

### 3.3.7.4 Other Information

- **Early Acceptance:** Applicants in their final year of high school who have completed, or who are completing, a slate of courses which meets the course requirements as specified under **Applicants From Other Countries** may be granted early acceptance prior to the writing of final examinations. This early acceptance will be subject to verification, when final examination results are received by the Office of the Registrar from the appropriate authorities, that the applicant has met the minimum requirements for admission as specified under **Applicants From Other Countries**. Applicants who fail to meet all requirements at that time will have their acceptance revoked. This does not preclude the application of selective admission criteria for particular faculty/school programs.
- Applicants from other countries should submit official matriculation certificates at least two months prior to the commencement of the semester to which they are seeking admission. Certificates in a language other than English or French should be accompanied by notarized English translations.
- Applicants from other countries may be required to submit with their application, a statement of satisfactory financial resources.
- **English Language Proficiency Requirements** will apply to all applicants.

## 3.3.8 Applicants Transferring From Other Recognized Universities or Colleges

### 3.3.8.1 Admission Criteria

- The admission of applicants from other recognized universities or colleges will be subject to the regulations for **Admission/ Readmission to the University** in addition to **General Academic Regulations, Regulations for Continuance and Readmission**. In order to allow sufficient time for assessment of possible transfer credit, applicants should refer to **Transfer Credit** for information on the transfer credit application and evaluation process and requirements.

### 3.3.8.2 Other Information

- In addition to the $40.00 non-refundable application processing fee, a fee of $40.00 is required of all applicants who apply for admission from post-secondary institutions outside of Newfoundland and Labrador and/or non-Canadian applicants. Neither fee is refundable nor will it be credited to the applicant's financial account in any circumstances. For further information refer to **Fees and Charges**.
- Students applying for transfer from other recognized universities or colleges shall submit their High School Diploma and official transcript(s) from all universities and colleges attended. All documents must be forwarded directly to the Admissions Office, Office of the Registrar from the appropriate institution(s). These documents must be certified and official and received in the Office of the Registrar not later than two months prior to the first day of lectures in any semester, as stated in the **University Diary**. An application is not considered complete until these documents have been received.
- Applicants transferring from other universities or colleges should also see **Transfer Credit**.
- **English Language Proficiency Requirements** will apply to all applicants.

## 3.3.9 Applicants Who Are Requesting Special Admission

Where circumstances warrant, applicants not meeting the regulations for **Admission/Readmission to the University** may be admitted to Memorial University of Newfoundland with the approval of the University Committee on Admissions.

### 3.3.9.1 Admission Criteria

- Applicants must submit a completed application for admission/readmission together with the appropriate fee. For further information refer to **Fees and Charges**

- Applicants must submit a letter to the Committee outlining the grounds for requesting special consideration and provide a letter from a school principal, guidance counsellor, employer or other responsible person substantiating those grounds.
- In order to allow sufficient time for reasonable and consistent consideration of special cases, supporting letters must be received at least one week prior to the beginning of the semester to which admission is being sought.

#### 3.3.9.2 Other Information

- **English Language Proficiency Requirements** will apply to all applicants.

## 3.4 English Language and Mathematics Placement Tests

In addition to the following, more detailed information regarding the English language and Mathematics placement tests is available from the Department of English Language and Literature and the Department of Mathematics and Statistics respectively.

### 3.4.1 English Language Placement Test

1. With the exception of applicants who demonstrate English language proficiency under the regulations, **English Language Proficiency Requirements, English Language Secondary Institution** and **English Language Post-Secondary Institution**, all other applicants will be required to write a placement test in English language. This test must be taken prior to the commencement of classes to determine the appropriate English course for which an applicant should register. For further information concerning English language proficiency requirements refer to **English Language Proficiency Requirements**.
2. Students whose performance in the placement test in English language indicates that appropriate placement is in English 102F will be required to register in, and successfully complete English 102F before registering in higher level courses in English.

### 3.4.2 Mathematics Placement Test

1. Applicants intending to register for the first time in any 1000 level mathematics course must submit a score for either an Advanced Placement Calculus Examination or other standardized tests acceptable to the Department of Mathematics and Statistics.
2. Students whose score in the Advanced Placement Calculus examination or other standardized test is not acceptable to the Department of Mathematics and Statistics will be required to register in a mathematics course determined by the Department of Mathematics and Statistics.

## 3.5 Transfer Credit

Applicants wishing to be considered for advanced standing or transfer credit must submit, in addition to the Application for Admission/ Readmission, an Application for Transfer Credit Evaluation which can be obtained from the Office of the Registrar.

Official transcript(s) and calendar descriptions and/or outlines of courses claimed for credit are also required and should be sent directly to Memorial University of Newfoundland from the institution attended.

In order to allow sufficient time for evaluation, these documents should be received at least two months prior to the commencement of the registration period for the semester to which the applicant is seeking admission. It is the student's responsibility to provide the pertinent documents, and until they are received, the Office of the Registrar is unable to commence an evaluation or to advise students of their standing at this University.

When transfer credit is awarded for work completed at another institution, only equivalent Memorial University of Newfoundland course(s) and credit(s) are recorded on the Memorial University of Newfoundland transcript. Grades received from other institutions are not recorded nor included in averages.

Applicants who have not received the results of a transfer credit evaluation prior to the assigned registration time for the semester in which they propose to begin studies should contact the Admissions Office for further assistance.

Outlined below are the various categories for which transfer credit may be considered.

### 3.5.1 Advanced Placement (AP)

- Memorial University of Newfoundland may recognize for transfer credit certain courses completed through the Advanced Placement Program offered by the College Board. Award of credit for AP courses will be subject to the achievement of a minimum grade of 3 in each subject claimed for credit (in certain subjects a minimum grade of 4 may be required).
- Award of credit for AP courses will be subject to evaluation and recommendation by the appropriate University academic unit and University Regulations.
- The applicability of all transfer credits, whether specified or unspecified, is subject to appropriate program regulations.
- Information regarding course equivalencies can be obtained from the Admissions Office, Office of the Registrar.

### 3.5.2 Enriched Courses And Ontario Grade XIII/OAC

- Certain Grade XII enriched courses and certain Ontario Grade XIII/OAC subjects may be recognized for introductory (normally first year) credits, where applicable, provided that the subjects claimed for credit are recommended as equivalent to Memorial University of Newfoundland courses by the relevant University academic unit(s). In addition, the applicant must have obtained an overall average in these courses of not less than 65% with a passing grade in each subject claimed for credit. Applicants who have not obtained the overall average requirement of 65% in these courses will be required to have obtained a mark of not less than 65% in individual subjects claimed for credit.
- Award of credit for Grade XII enriched and Ontario Grade XIII/OAC courses will be subject to evaluation and recommendation by the appropriate University academic unit(s) and University Regulations.
- The applicability of all transfer credits, whether specified or unspecified, is subject to appropriate program regulations.
- Information regarding course equivalencies can be obtained from the Admissions Office, Office of the Registrar.

### 3.5.3 Advanced Or Higher Levels

- The "Advanced Level" subjects of the General Certificate of Education will generally be accepted for credit to a maximum of 12 credit hours in each subject provided that a minimum grade of 'D' in each subject claimed for credit has been obtained.
- The "Higher Level" subjects of the Scottish Leaving Certificate will generally be accepted for credit at the first year level.
- Award of credit will be subject to evaluation and recommendation by the appropriate academic unit(s) and University Regulations.

- The applicability of all transfer credits, whether specified or unspecified, is subject to appropriate program regulations.
- Information regarding course equivalencies can be obtained from the Admissions Office, Office of the Registrar.

### 3.5.4 International Baccalaureate Diploma

- Memorial University of Newfoundland will consider for transfer credit the "Higher Level" subjects and certain "Standard" or "Subsidiary" level subjects, provided that the subjects claimed for credit are recommended as equivalent to Memorial University of Newfoundland courses by the relevant University academic unit(s), and the candidate has achieved a minimum grade of 4 in individual subjects claimed for credit. In certain subjects a minimum grade of 5 may be required.
- The applicability of all transfer credits, whether specified or unspecified, is subject to appropriate program regulations.
- Information regarding course equivalencies can be obtained from the Admissions Office, Office of the Registrar.

### 3.5.5 Member Institutions of the Association of Universities and Colleges of Canada (AUCC)

- All university-level course work completed by transfer students during the first two years of university study taken at universities/ colleges that are ordinary members of the Association of Universities and Colleges of Canada (AUCC) will be recognized for transfer credit. In the first instance, the evaluation of such course work for appropriate credit will be conducted by University academic units. In instances where appropriate credit cannot be granted by academic units or where no University academic unit exists at this University for the evaluation of particular transfer credits, the Office of the Registrar will award the appropriate unspecified credits in an unspecified discipline.
- Applicants who have completed course work beyond the first two years of university study may be considered for further transfer credit subject to evaluation and recommendation by the appropriate academic unit(s) and University Regulations.
- The applicability of all transfer credits, whether specified, unspecified or in an unspecified discipline, is subject to appropriate program regulations.
- Information regarding course equivalencies can be obtained from the Admissions Office, Office of the Registrar.

### 3.5.6 Other Universities, Colleges and Institutes

- Memorial University of Newfoundland may recognize for transfer credit certain courses offered by the College of the North Atlantic, the Fisheries and Marine Institute of Memorial University of Newfoundland, and certain other community colleges, technical colleges, institutes and CEGEPs.
- Memorial University of Newfoundland may recognize for transfer credit certain courses offered by other recognized universities or university colleges.
- Award of credit will be subject to evaluation and recommendation by the appropriate academic unit(s) and University Regulations.
- The applicability of all transfer credits, whether specified or unspecified, is subject to appropriate program regulations.
- Information regarding course equivalencies can be obtained from the Admissions Office, Office of the Registrar.

### 3.5.7 Caribbean Advanced Proficiency Exams

- Memorial University of Newfoundland may recognize for transfer credit certain courses completed through the Caribbean Advanced Proficiency Examinations. These examinations will generally be accepted for credit to a maximum of 12 credit hours for each 2 unit course and 6 credit hours for each 1 unit course.
- Credit will be considered on an individual basis and award of credit will be subject to evaluation and recommendation by the appropriate University academic unit(s) and University Regulations.
- The applicability of all transfer credits, whether specified, unspecified or in an unspecified discipline, is subject to appropriate program regulations.
- Information regarding course equivalencies can be obtained from the Admissions Office, Office of the Registrar.

## 3.6 Challenge for Credit

Memorial University of Newfoundland recognizes that some students may have achieved competence in certain subject areas through experience gained elsewhere. This experience, which may warrant consideration for academic credit at the undergraduate level, may consist of courses taken at "non-university" institutions or skills acquired from work or learning outside the university. It should be noted that challenge for credit is not offered for Work Terms or Internships.

Since course challenge is not offered by all academic units nor for all courses within a unit, students are advised to consult with the appropriate academic unit to determine whether or not a particular course is offered for challenge.

Where challenge for credit is offered, it is available under the following conditions:

1. Challenge for credit is available only to those students who have applied for admission or who are currently registered at the University.
2. Applications to challenge for credit are available at the Office of the Registrar. Completed applications must be submitted to the Office of the Registrar and must receive approval from the head of the academic unit offering the course(s). The academic unit may require documentary material from the student and/or an interview before making its decision whether or not to accept the challenge. The academic unit involved will be responsible for deciding the scheduling and appropriate method of evaluation, which may consist of a variety of possible modes of evaluation including written, practical and oral.
3. A student who has applied for transfer credit evaluation may not apply to challenge for credit until the transfer credit evaluation has been completed.
4. Memorial University of Newfoundland will consider for credit courses that have been granted credit through a challenge for credit process by another recognized university or college. Award of credit will be subject to University Regulations and evaluation and recommendation by the appropriate academic unit(s).
5. For the purpose of satisfying the regulations residence requirements for a first degree and residence requirements for a second degree under **General Academic Regulations (Undergraduate)**, a successful challenge for credit shall be considered the equivalent of a transfer credit and shall be recorded on the transcript as a pass (PAS). Challenge grades are not included in averages. For further information refer to **Residence Requirements for a First Degree** and **Residence Requirements for a Second Degree**
6. The appropriate fee must be paid at the time of application. For further information refer to **Fees and Charges.** If the application is accepted for consideration, the fee is not refundable nor is the student permitted to withdraw the challenge.

# 4 Academic Advising

During their period of study at the University, students are expected to make some very important academic decisions, the consequences of which can significantly affect the course of their academic careers. While the responsibility for making these decisions rests with students individually, they are not expected to make such decisions without access to sound academic advice.

Students should seek advice on matters such as course selection, registration, dropping/adding course registrations, selecting/changing an academic program, entrance requirements for degree programs and interpretation of university regulations. It is especially true that students in the early stages of their degree program should seek academic advice.

Students who are considering enrolling at the University or who are in their first year of study at the University or who have not declared an academic program can obtain academic advice from the following sources: those students attending the St. John's Campus should contact the Academic Advising Centre, Office of the Registrar, located in the Science Building room SN 4053, at (709) 737-8801; those students attending the Sir Wilfred Grenfell College campus should contact the Manager, Academic Advising at the Office of the Registrar, located in the Arts and Science Building in room AS 270, at (709) 637-6298.

Students who have declared their major or have been accepted to a School or Faculty can obtain academic advice from a faculty adviser assigned by their School/Faculty/Department. Students should contact the head of the relevant academic unit to be assigned a faculty adviser.

Students are also encouraged to approach their professors for academic advice or for referral to the appropriate source of advice.

While it is the responsibility of students to see that their academic programs meet regulations in all respects, academic advice is provided as a service of the University.

# 5 General Academic Regulations (Undergraduate)

Memorial University of Newfoundland is governed by the principles of fairness, academic integrity and the timely provision of information and by regulations whose purpose is to ensure fair and equitable treatment for the entire University community. Some regulations deal with the normal workings of the University (continuance, registration deadlines, etc.) and pertain to all undergraduate students. Other regulations, however, especially those concerned with classification of degrees and academic conduct, apply to certain students in certain specific situations.

The Office of the Registrar will assist students with any questions or problems which arise concerning the interpretation of regulations. It is, however, the responsibility of the student to see that his or her program meets University regulations in all respects. Every student has the right to request waiver of **General Academic Regulations (Undergraduate)**. In addition, every student has the right to appeal decisions resulting from a request for waiver of **General Academic Regulations (Undergraduate)**. For further information refer to **Waiver of Regulations** and **Appeal of Regulations.**

Descriptions and regulations for individual programs can be found in the appropriate academic-unit section of this Calendar. The terminology is explained in the **Glossary of Terms Used in This Calendar.**

## 5.1 Classification of Students

1. **Full-time students:**
   a. Students who have been admitted to this University and who are registered for the duration of any semester in at least 9 credit hours or at least 5 credit hours in a session are deemed full-time students.
   b. Notwithstanding the above and the regulations governing the Marine Institute technology diploma programs, students who have been declared as pre-Bachelor of Technology or pre-Bachelor of Maritime Studies are deemed full-time students if they are registered for either: three non-degree courses and a minimum of 3 degree credit hours, or two non-degree courses and a minimum of 6 degree credit hours.
   c. Students who are registered for the duration of any semester in a co-operative education work term, the internship required of the Computer Industry Internship Option (CIIO), or the studentship required of the School of Pharmacy will be deemed full-time students.
   d. Provided he or she has been admitted to the University, the President of the Memorial University of Newfoundland Student Union (MUNSU) shall be deemed, for the purpose of membership on University committees, the Senate and the Board of Regents, to be a full-time student during his or her tenure, to a maximum of one term, while President of the Union.
2. **Part-time students** are students who have been admitted to the University and who are registered for fewer than 9 credit hours in any semester or fewer than 5 credit hours in any session.
3. **First-year students** are students who have earned fewer than 18 credit hours.
4. **Second-year students** are students who have earned from 18 to 47 credit hours inclusive.
5. **Third-Year Students** are students who have earned from 48 to 77 credit hours inclusive.
6. **Fourth-Year Students** are students who have earned from 78 to 107 credit hours inclusive.
7. **Fifth-Year Students** are students who have earned not fewer than 108 credit hours.

## 5.2 Degree and Departmental Regulations

Every student seeking a bachelor's degree shall comply with all the course requirements governing the award of that degree.

### 5.2.1 Year of Degree and Departmental Regulations - Faculty of Arts and Faculty of Science

1. A student completing a degree program in the Faculty of Arts or in the Faculty of Science will normally follow the degree regulations in effect in the academic year in which the student first completes a course(s) at Memorial University of Newfoundland. However, the student may elect to follow subsequent regulations introduced during the student's tenure in a program.
2. In the case of departmental regulations for a major or minor, a student will normally follow regulations in effect in the academic year in which the student first completes a course in that subject at the 2000 level or above which may be applied to the major or minor program respectively. However, the student may elect to follow subsequent regulations introduced during the student's tenure in a program.

### 5.2.2 Year of Degree and Departmental Regulations - All Other Faculties and Schools

1. A student registered in any faculty or school, other than the Faculty of Arts or the Faculty of Science, will normally follow regulations in effect in the academic year in which the student first completes a course(s) in that faculty or school following formal admission to

that program. However, the student may elect to follow subsequent regulations introduced during the student's tenure in a program.

2. A student in the Faculty of Business Administration, Faculty of Education, Faculty of Engineering and Applied Science, School of Nursing, Faculty of Medicine or School of Social Work who fails to obtain promotion or is not registered for full-time studies for more than one semester and is readmitted to full-time studies in the faculty or school will normally follow regulations in effect at the time of readmission.
3. A student in the School of Music who is required to withdraw from the Bachelor of Music degree program for academic reasons, or who has withdrawn from the principal applied study course will normally follow regulations in effect at the time the student is readmitted to the School. However, the student may elect to follow subsequent regulations introduced during the student's tenure in a program.

### 5.2.3 Further Credentials

1. Students may obtain more than one undergraduate degree at this University but not in the same major subject. Students are also encouraged to consider proceeding to more advanced studies at the honours or graduate level.
2. A student will not be awarded the same bachelor's degree more than once by this University (e.g., if a student has been awarded a Bachelor of Arts degree from this University the student will not be awarded a second Bachelor of Arts degree from this University).
3. A student who has completed a Bachelor's degree from this University may complete the requirements for another major or minor. A notation indicating the completion of the requirements for the additional major or minor will be included on the student's academic record.
4. For further information refer to **Residence Requirements - Second Degree**.

### 5.2.4 Time Limits

1. Notwithstanding these regulations, the University may place limits on the time permitted to complete a program under any given set of regulations. In addition, detailed scheduling of courses and/or practical experience, e.g., work terms, internships, field placements, may be changed as the University deems appropriate or necessary.

## 5.3 Residence Requirements

### 5.3.1 General Information

1. Residence requirements are met by attendance at classes on a campus and/or by the number of credit hours completed at this University.

### 5.3.2 First Degree

1. For a first bachelor's degree students shall have completed a minimum of 24 credit hours through attendance at classes on the campus of a recognized university or university college. Distance education courses may be used to satisfy the requirements of this clause only for the degrees of Bachelor of Business Administration, Bachelor of Business Administration (Honours), Bachelor of Commerce, Bachelor of Commerce (Honours), Bachelor of Maritime Studies, Bachelor of Nursing (Post-RN) and Bachelor of Technology.
2. Students shall complete at this University the last 30 credit hours required for the degree. There are exceptions to this requirement as follows:
   - Where special circumstances warrant, and only if at least half the courses required for the degree are completed at this University, the appropriate committee on undergraduate studies may permit students to complete, at another recognized institution, not more than 15 of the last 30 credit hours or equivalent required for the degree. The courses which comprise those credit hours must be approved by the appropriate academic unit.
   - Courses taken at universities and/or colleges which are included in formal institutional exchange agreements with this University are not subject to the requirements of this clause.
   - Courses taken at Francophone universities, as required under specific degree program regulations, are not subject to the requirements of this clause.
3. Students who have taken courses in the subject of their major at another university are required to complete at least 12 credit hours in that subject at this University.

### 5.3.3 Second Degree

A student who has already completed a bachelor's degree may undertake a second bachelor's degree, but not in the same major, subject to the condition outlined below:

1. Every student for a second bachelor’s degree, with the exception of students completing the Bachelor of Technology or Bachelor of Maritime Studies degrees, shall complete at least 30 credit hours at this University beyond those required for the first degree. These credit hours must be applicable to the degree sought. Students who have completed a first degree at this University may be permitted to take at another university up to 6 of the 30 credit hours required in this clause.
2. Students completing the Bachelor of Technology or Bachelor of Maritime Studies as a second degree must complete at least an additional 9 credit hours beyond their first degree and the work completed as required for admission to the Bachelor of Technology/ Bachelor of Maritime Studies degree. These credit hours must be applicable to the degree sought.

## 5.4 Registration

### 5.4.1 General Information

1. Students register using the Student Web/Self-Service at www.mun.ca/regoff/.
2. No student may register after the end of the registration period. In the case of accelerated courses and courses offered outside the normal time frame of a semester or session the registration period will be prorated with respect to all associated deadlines.
3. The University reserves the right to require a student to withdraw without academic prejudice from a course, courses, or program in which the student is improperly registered.

## 5.4.2 Student Responsibility

1. Students are strongly encouraged to seek academic advice before registering.
2. The responsibility for taking all steps necessary for registering and ensuring that a student's registration is appropriate, correct, and proper rests solely with the student. The University will make every effort, through its various academic counselling and advising services, to ensure that students are informed of the suitability and accuracy of their registrations.
3. Students must register for courses at or after the assigned registration time and before the end of the registration period as defined in the **University Diary**.

## 5.4.3 Registration Priority

1. The University uses a registration priority system that assigns the date and time that students register. Priority for registration is determined by a combination of three factors: closeness to graduation (i.e., number of credit hours completed); a student's academic achievement (i.e., GPA), and a student's program of study (i.e., degree, major, minor).
2. Academic units may reserve spaces in course sections for students in a particular degree, major, minor, or the like.
3. For further information on registration priority consult the publication *Undergraduate Registration Procedures*.

## 5.4.4 Adding Courses

### 5.4.4.1 General Information

- Specific deadlines for adding courses in any semester or session are stated in the **University Diary**. In the case of sessions, accelerated courses, and courses offered outside the normal time frame of a semester or session, deadlines for adding courses will be prorated accordingly.
- No course will be considered to have been added until the Registrar has received official notification and certified the add.
- Attending classes or informing an instructor of the intent to add a course does not constitute an official adding of a course.
- Only under special circumstances may a course(s) be added after the end of the registration period. For information contact the Office of the Registrar.
- Before the end of the registration period a student may, upon formal notification to the Registrar, change the course(s) for which he or she was originally registered by adding and/or dropping a course(s).

## 5.4.5 Course Weight/Course Load

Course load is the sum of course weights. In a session the course load is double. For the purposes of determining course load, each course is weighted with the credit hour value associated with that course, unless otherwise specified as follows:

- The course weight of each of the A and B components of a linked course shall be equivalent to one half of the credit hour value of the B component.
- The course weight of courses with C or F as the last character shall be three.
- The course weight of courses with W as the last character will vary according to individual program requirements.

1. **Semester Course Load:** The normal course load in a semester shall be 15 credit hours, except where academic regulations require more than that number. No student shall register for more than 15 credit hours or more credit hours than required by degree regulations in a semester except with the written permission of the dean, director, principal, or executive director of the student's faculty, school, college or institute.
2. **Session Course Load:** The normal course load in a session shall be 6 credit hours. No student shall register for more than 6 credit hours in a session except with the written permission of the dean, director, principal, or executive director of the student's faculty, school, college or institute.

## 5.4.6 Dropping Courses

### 5.4.6.1 General Information

- Specific deadlines for dropping courses in any semester or session are stated in the **University Diary**. In the case of sessions, accelerated courses, and courses offered outside the normal time frame of a semester or session, deadlines for dropping courses without academic prejudice will be prorated accordingly.
- No course will be considered to have been dropped until the Registrar has received official notification and certified the drop.
- Ceasing to attend classes, or informing an instructor of the intent to drop a course, does not constitute an official dropping of a course.
- A student who drops all courses in any given semester will be considered to have withdrawn from the University for that semester. A student who has withdrawn from the University, before the start of classes in any semester, is deemed to be not registered for that semester. For information regarding applying for readmission to the University refer to **Admission/Readmission to the University (Undergraduate)**.
- In the event that a student drops a co-requisite course, the student will be required to drop the course for which that course is a co-requisite.
- Before the end of the registration period a student may, upon formal notification to the Registrar, change the course(s) for which he or she was originally registered by adding and/or dropping a course(s).

### 5.4.6.2 Dropping Courses Without Academic Prejudice

- Until the end of the second week following the first day of lectures in any semester, a student may, upon formal notification to the Registrar, drop a course without academic prejudice. A course dropped under these circumstances will not be entered on the student's record.
- From the beginning of the third week to the end of the seventh week following the first day of lectures in any semester, a student may, upon formal notification to the Registrar, drop a course without academic prejudice. A grade of DR will be assigned in these circumstances and will be entered on the student's record.
- From the beginning of the eighth week following the first day of lectures in any semester to the last day to add courses in the following semester, a student who is prevented from completing the requirements of a course by illness, bereavement, or other

acceptable cause, duly authenticated in writing, may drop a course without academic prejudice. This may occur only with the approval of both the course instructor and the head of the academic unit of the student's program or in the case of students who have not declared a program, the head of the academic unit of the course in question. A grade of DR will be assigned in these circumstances and will be entered on the student's record.

#### 5.4.6.3 Dropping Courses With Academic Prejudice

Students dropping courses except under the provisions outlined under **Dropping Courses Without Academic Prejudice** will have the letter grade of DRF and a numeric grade of 0% entered on his or her record for each course dropped.

#### 5.4.6.4 Work Terms

Students registered for a co-operative education work term should refer to the appropriate academic-unit section of this calendar with respect to regulations regarding work terms.

#### 5.4.6.5 Tuition Fee Implications

- A student who drops a course within two weeks following the first day of lecture in any semester will not be liable for tuition fees for that course. Tuition fee refunds for dropping courses after that period will be prorated in accordance with **Fees and Charges - Tuition Refunds Based on Withdrawal from Course(s).**
- In the case of sessions, accelerated courses, and courses offered outside the normal time frame of a semester or session, deadlines for dropping courses without financial liability will be prorated accordingly.

### 5.4.7 Withdrawing from the University

#### 5.4.7.1 General Information

- A student who drops all courses in any given semester will be considered to have withdrawn from the University for that semester. A student who has withdrawn from the University, before the start of classes in any semester, is deemed to be not registered for that semester. For information regarding applying for readmission to the University refer to **Admission/Readmission to the University (Undergraduate)**.
- A withdrawal is not official until the Registrar has received official notification and certified the changes.
- Ceasing to attend classes, or informing an instructor of the intent to drop a course, does not constitute an official withdrawal.

#### 5.4.7.2 Withdrawing from the University Without Academic Prejudice

- Until the end of the second week following the first day of lectures in any semester as stated in the **University Diary**, a student may, upon formal notification to the Registrar, withdraw from the University without academic prejudice. Courses dropped under these circumstances will not be entered on the student's record.
- From the beginning of the third week to the end of the seventh week following the first day of lectures in any semester as stated in the **University Diary**, a student may, upon formal notification to the Registrar, withdraw from the University without academic prejudice. The letter grade DR will be assigned to all courses in these circumstances.
- From the beginning of the eighth week following the first day of lectures in any semester to the last day to add courses in the following semester as stated in the **University Diary**, a student who is prevented from completing the semester by illness, bereavement, or other acceptable cause, duly authenticated in writing, may withdraw from the University without academic prejudice. This may occur only with the approval of the dean, director, principal, or executive director of the student's faculty, school, college or institute and upon formal notification to the Registrar. The letter grade DR will be assigned to all courses in these circumstances.
- In the case of sessions, accelerated courses, and courses offered outside the normal time frame of a semester or session, deadlines for withdrawing from the University will be prorated accordingly.
- Students who withdraw from the University for medical reasons for one or more semesters may not be permitted to re-enter unless they can provide medical evidence, satisfactory to the Director of Student Health Service, of fitness to pursue studies.

#### 5.4.7.3 Withdrawing from the University With Academic Prejudice

Any student withdrawing from the University except under the provisions outlined under **Withdrawing from the University Without Academic Prejudice** will have the letter grade DRF and a numeric grade of 0% entered on his or her record for each course withdrawal.

#### 5.4.7.4 Work Terms

Students registered for a co-operative education work term should refer to the appropriate academic-unit section of this calendar with respect to regulations governing withdrawing from work terms.

### 5.4.8 Auditing of Courses

1. Individuals auditing courses must have met the University's admission or readmission requirements as stated in **Admission/ Readmission to the University (Undergraduate)**.
2. In order to audit any course, an individual must receive permission from the instructor in that course and the head of the academic unit in which the course is offered. Permission cannot be given until the number of registrations is known. Factors to be considered shall include class size, impact on students registered for credit, and other matters judged relevant by the academic unit.
3. Individuals auditing courses shall limit their participation to that deemed appropriate by the instructor.
4. Auditors are not permitted to write formal examinations or have their work formally assessed.
5. Audited courses will not be considered as meeting prerequisites, admission, or course requirements for any undergraduate programs, nor will audited courses be listed on the individual's transcript of University studies.

## 5.5 Attendance

1. Attendance regulations must be approved by the Senate and will be allowed only in cases where the academic unit has demonstrated that attendance is necessary for safety reasons, for teaching practical skills, or for attaining other clearly specified objectives. This may include an attendance regulation that may, by itself, cause a student who contravenes the regulation to fail or be dropped from a course.

2. The course where an attendance regulation is to be enforced must have the statement "attendance required" included in the calendar description.

## 5.6 Evaluation

### 5.6.1 Method of Evaluation

1. The method of evaluation in any course shall be determined by the academic unit subject to all University regulations.

### 5.6.2 Informing Students of the Method of Evaluation

1. The method of evaluation and required prerequisites or co-requisites shall be made known to students before the end of the first week of lectures in any semester or session.
2. This information shall be in typewritten or computer-generated format and shall be provided in paper form to the students present in each class during the first week of lectures. In the case of Web-based courses, this information may be provided electronically.
3. The following shall be included in the explanation of the method of evaluation:
   - the allocation of marks for all parts of the evaluation, e.g., assignments, laboratory projects, presentations, tests, mid-term examinations, final examinations;
   - the approximate dates of all parts of the method of evaluation that will take place in class, e.g., tests, mid-term examinations, presentations, and assignments; and
   - the dates on which all parts of the evaluation to be completed out of class are due.
4. When it is determined that there will be a common final examination for day and evening sections of a course, students must be so informed in the explanation of the method of evaluation for the course and prior to the end of the registration period.

### 5.6.3 Changing the Method of Evaluation

1. The explanation of the method of evaluation, as made available to the class in the first week of lectures, shall be changed only if:
   - exceptional circumstances warrant the change; and
   - the head of the academic unit approves the proposed change; and
   - accommodation is made for students who demonstrate to the faculty member that they are disadvantaged by the change.

### 5.6.4 Good Writing Skills

1. Regardless of the method of evaluation, good writing skills are required for effective communication. Students are, therefore, expected to demonstrate proficiency in logical organization, clarity of expression and grammatical correctness in their writing. For further information refer to **Grading - Good Writing**.

### 5.6.5 Completing a Course

1. When it is prescribed that students, once registered, must complete a particular course, it is understood that they shall, when required, attend lectures given in the course, perform laboratory projects, and exercises that may be assigned and any other written or oral exercises prescribed, write or otherwise answer tests and examinations given in the course throughout the semester or session, including any final examinations, and shall obtain an overall passing grade in the course in accordance with the prescribed evaluation procedures.

## 5.7 Examinations

### 5.7.1 Scheduling of Examinations

1. No laboratory examinations totalling more than one laboratory period in length shall be given in any laboratory course in any week during a lecturing period in any semester or session. Such examinations shall be administered in the laboratory time period assigned for that course section. The application of this clause in the Faculty of Engineering and Applied Science and the Faculty of Medicine is subject to interpretation by the appropriate committee on undergraduate studies. The Senate Committee on Undergraduate Studies may grant a waiver of this clause for laboratory examinations in individual courses in a given term upon recommendation of the appropriate committee on undergraduate studies. Such waivers will be considered only if it can be shown that such laboratory examinations do not conflict with regularly scheduled sessions of another course for any student involved.
2. Any other examinations shall not extend beyond the class period assigned to that course section in any week during a lecturing period in any semester or session. The application of this clause in the Faculty of Engineering and Applied Science and the Faculty of Medicine is subject to interpretation by the appropriate committee on undergraduate studies. The Senate Committee on Undergraduate Studies may grant a waiver of this clause for examinations in individual courses in a given term upon recommendation of the appropriate committee on undergraduate studies. Such waivers will be considered only if it can be shown that such examinations do not conflict with regularly scheduled sessions of another course for any student involved.
3. During the last two weeks of the lecturing period in any semester or the last week of the lecturing period in any session, no examinations or assignments, whether in-class or take home, shall be administered or assigned. However, assignments of which students have been notified under **Evaluation** may be submitted and oral and laboratory examinations may be administered. Courses taught outside the regular time-frame are exempt from the application of this regulation. The appropriate faculty or school undergraduate studies committee may, upon the recommendation of the head of an academic unit, grant a waiver of this clause with the proviso that the total value of all examinations or assignments thereby permitted in a course shall not exceed 20% of the final mark in that course. Such waivers will be considered only in exceptional circumstances or in the case of particular courses where it can be shown that the nature of the course determines the need for evaluation during the normally prohibited period. In the latter case, students must be notified of the method of evaluation in accordance with **Evaluation**. At the end of each semester, the Senate Committee on Undergraduate Studies must be notified of waivers granted.
4. No examinations of any nature shall be held between the last day of lectures and the start of the formal examination period in any semester or session. The application of this clause to the Faculty of Education (with respect to accelerated courses), the Faculty of Medicine, the School of Human Kinetics and Recreation (with respect to accelerated courses and courses offered outside the normal time frame during the Spring semester) and the School of Nursing is subject to interpretation by the appropriate committee on undergraduate studies.
5. In the event of an officially declared emergency which results in the cancellation or interruption of in-class examinations or tests

previously scheduled and notified to be held in the final class period of the third last week of lectures of a semester or the second last week of lectures of a session, teaching units may reschedule such examinations or tests in the next regularly scheduled class or as early as possible in the second last week of lectures of a semester or the last week of lectures of a session. In no circumstances can the rescheduled examinations or tests be held in the last week of lectures of a semester.

### 5.7.2 Scheduling of Final Examinations

1. Final examinations, if any, whether of the normal two-hour duration or longer, shall be held in each course at the end of the semester during which it was given in accordance with the schedule of examinations published by the Office of the Registrar. The application of this clause to the Bachelor of Education (Intermediate/Secondary) and all degree programs offered by the School of Human Kinetics and Recreation is subject to interpretation by the appropriate committee on undergraduate studies.
2. Normally, course sections offered during the day will have their final examinations, if any, scheduled in the day, and course sections offered in the evening will have their final examinations, if any, scheduled in the evening. When a student is unable for good reason to write a final examination scheduled outside the provisions of this clause, the student will be entitled to write a deferred examination. For further information refer to **Exemptions From Final Examinations and Procedures for Applying to Write Deferred Examinations**.
3. When an academic unit determines that there will be a common final examination for day and evening sections of a course, students must be so informed in the explanation of the method of evaluation for the course and prior to the end of the registration period.
4. Where possible, academic units should inform the Office of the Registrar when they submit their class schedules if it is anticipated that a common final examination will be required for day and evening sections of a course, so that this information can be publicized in the class schedule for the appropriate semester. Academic units should indicate whether the examination is to be held during the day or the evening.

### 5.7.3 Exemptions From Final Examinations and Procedures for Applying to Write Deferred Examinations

1. A student who is prevented from writing a final examination by illness or bereavement or other acceptable cause, duly authenticated in writing, may apply, with supporting documents, to have the course graded or have the final examination deferred. This application must be made within one week of the original date of the examination to the head of the appropriate academic unit.
2. The decision regarding the request of the student to have a course graded or have the final examination deferred, including information on the appeals route open to the student in the case of a negative decision, must be communicated in writing to the student and to the Registrar within one week of the receipt of the student's complete application. For further information refer to **Appeal of Regulations**.
3. In those cases where the academic unit accepts the extenuating circumstances the student may be permitted to write a deferred examination or, with the consent of both the academic unit and the student, the grade submitted may be based on term work alone. An interim grade of ABS will be assigned by the academic unit in the case of a student granted a deferred examination. This grade will be replaced by the final grade which must be received by the Registrar within one week following the start of classes in the next academic semester or session.
4. A student who is prevented from writing a deferred examination by illness, bereavement, or other acceptable cause, duly authenticated in writing, may apply, with supporting documents, to the head of the appropriate academic unit to have the deferred examination further deferred. This application must be submitted within one week of the scheduled date of the deferred examination. The examination will be postponed to a time not later than the last date for examinations in the semester following that in which the student was enrolled in the course.

### 5.7.4 Access to Final Examination Scripts

1. A student has a right to see his or her final examination script. However, the script is the property of the University and the University retains full possession and control of the script at all times. This regulation upholds the authority and judgement of the examiner in evaluation.
2. To access a final examination script, a student must make a written request to the head of the academic unit in which a course is offered. This request is subject to the following conditions:
   - Any such request must be made following release of examination results for the semester in which the course was taken and within one month of the official release of grades by the University.
   - The final examination script must be viewed in the presence of the course instructor or other person delegated by the head of the academic unit. Both the instructor and the student have the right to be accompanied by a registered student or a member of the faculty or staff of the University.
   - The final examination script must not be taken away or tampered with in any way.

### 5.7.5 Rereading of Final Examination Scripts

1. A student may apply to have a final examination script reread whether or not he or she has obtained a passing grade in that course.
2. A student who wishes to have a final examination script reread must make application in writing to the Office of the Registrar within one month of the official release of grades by the University. When a rereading is requested, the University will make every reasonable attempt to have the rereading conducted by a faculty member(s) other than the original marker(s). Students are advised to refer to relevant academic units for policies and procedures governing re-reads of examinations.
3. An appropriate fee per course must be paid at the time of application. For further information refer to **Fees and Charges - Reread of Final Examination Fee**. If the final numeric grade is raised after rereading, the fee is refunded. If the final numeric grade is unchanged or lowered, the fee is forfeited.

## 5.8 Grading

### 5.8.1 Letter Grades, Numeric Grades and Points Per Credit Hour

The academic standing of each student will be based upon the course(s) for which he or she was registered as of seven weeks following the first day of lectures in any semester. The final evaluation submitted to the Registrar shall consist of one of the following letter grades with the appropriate numeric grade and points awarded for each credit hour as follows:

| Letter Grades | Numeric Grades | Points Per Credit Hour |
|---|---|---|
| A | 80-100% | 4 |
| B | 65-79% | 3 |
| C | 55-64% | 2 |
| D | 50-54% | 1 |
| F | below 50% | 0 |
| PWD (pass with distinction) - indicates excellent performance | no numeric grade | not applicable |
| PAS (pass) - indicates performance meets expectations | no numeric grade | not applicable |
| FAL (fail) - indicates failing performance | no numeric grade | not applicable |
| DR (drop) - drop without academic prejudice | no numeric grade | not applicable |
| DRF (drop fail) - drop with academic prejudice | 0% | 0 |
| ABS (absent) - absent for acceptable cause | no numeric grade | not applicable |
| INC (incomplete) - incomplete pending final grade | no numeric grade | not applicable |
| AEG (aegrotat) | no numeric grade | not applicable |

## 5.8.2 Descriptions of Letter Grades

- "A" indicates excellent performance with clear evidence of:

  comprehensive knowledge of the subject matter and principles treated in the course,
  a high degree of originality and independence of thought,
  a superior ability to organize and analyse ideas, and
  an outstanding ability to communicate.
- "B" indicates good performance with evidence of:

  substantial knowledge of the subject matter,
  a moderate degree of originality and independence of thought,
  a good ability to organize and analyse ideas, and
  an ability to communicate clearly and fluently.
- "C" indicates satisfactory performance with evidence of:

  an acceptable grasp of the subject matter,
  some ability to organize and analyse ideas, and
  an ability to communicate adequately.
- "D" indicates minimally acceptable performance with evidence of:

  rudimentary knowledge of the subject matter,
  some evidence that organizational and analytical skills have been developed, but with significant weaknesses in some areas, and
  a significant weakness in the ability to communicate.
- "F" indicates failing performance with evidence of:

  an inadequate knowledge of the subject matter,
  failure to complete required work,
  an inability to organize and analyse ideas, and
  an inability to communicate.

## 5.8.3 Good Writing

1. Students at all university levels should have reasonably sophisticated and effective communication skills and are expected to demonstrate proficiency in logical organization, clarity of expression and grammatical correctness. Good writing is expected of students in all courses. Upon graduation students should be capable of expressing complicated ideas clearly and concisely and should be able to develop arguments in a logical manner. When, in the judgement of the instructor, a student persistently fails to display a reasonable standard of writing, the instructor may consider this when assigning a final grade.
2. Good writing is characterized by the following qualities:
   - **Content**

     critical insight and freshness of thought,
     clear and penetrating ideas,
     perceptive, pure grasp of subject,
     intelligent use of primary and secondary sources, and
     a sense of completeness about the handling of the topic.
   - **Organization**

     effective introduction and conclusion,
     main idea is clear and logical development follows,
     smooth transitions, and
     good use of details.
   - **Style**

     appropriate, accurate, precise and idiomatic diction, and
     sentences varied in kind, length and effect.

- **Mechanics**

  consistently correct spelling,
  accurate use of punctuation,
  grammatically correct sentences, and
  well organized paragraphing.

### 5.8.4 Linked Course

1. A linked course is a course comprising two components and is normally identified by the letter "A" or "B" as the last character of the course number. No credits or points are assigned to the "A" part of a linked course. No credits or points are given until the "B" part is completed. Credits and points will be awarded upon successful completion of the B part and will be attributed to the B part only.

### 5.8.5 Incomplete Grades

1. A student who, for extenuating circumstances, is unable to complete the requirements of a course may, with the approval of the appropriate academic unit, be granted a letter grade of incomplete (INC) in the course. This grade shall be valid for only one week following the start of classes in the next academic semester or session as stated in the **University Diary**. In the event that a numeric grade has not been received by the Registrar by this deadline the INC shall be changed to the letter grade F with a numeric grade 0%.
2. Students unable to complete the requirements of a course by the end of one week following the start of classes in the next academic semester or session as stated in the **University Diary**, may be permitted an extension of time not exceeding the end of the semester following that in which the INC was given. Such an extension may be granted by the appropriate committee on undergraduate studies, on the recommendation of the academic unit. In special circumstances, students registered for a Social Work Internship may be given an extension not exceeding two semesters. Students registered in one of HKR 2210, 2220, 3210, 3220, 4210 or 4220 may be given an extension not exceeding three semesters, by the Academic Council of the School of Human Kinetics and Recreation.

### 5.8.6 Calculation of Averages

Only courses evaluated using final grades with associated numeric grades and points are included in the calculation of all averages. In calculating current averages the grades obtained in the A part of linked courses shall be included, while the grades obtained in foundation courses and work terms shall be excluded. Credit received as a result of transfer credit and challenge for credit are not included in the calculation. These calculations may be expressed as averages or grade point averages.

1. Current average: is a method of expressing a student's performance for the semester. The current average is based on final grades. The current average is calculated by computing the sum of the numeric grade in each course multiplied by the course weight and dividing that sum by the total of the course weights.
2. Cumulative average: is a method of expressing a student's performance over his or her academic career recorded since the beginning of the 1980-81 academic year. Where any given course, or an equivalent or cross-listed course, is attempted two or more times and is not repeatable, only the best attempt is included in the average. The cumulative average is calculated by computing the sum of the numeric grade in each course multiplied by the credit hour value and dividing that sum by the total number of credit hours attempted.
3. Current grade point average: is a method of expressing a student's performance for the semester. The points associated with each letter grade are multiplied by the course weight. The current grade point average is calculated by dividing the total number of grade points earned by the total of the course weights.
4. Cumulative grade point average: is a method of expressing a student's performance over his or her academic career recorded since the beginning of the 1980-81 academic year. Where any given course, or an equivalent or cross-listed course, is attempted two or more times and is not repeatable, only the best attempt is included in the average. For each course used in the calculation, the points associated with each letter grade are multiplied by the course credit hour value. The cumulative grade point average is calculated by dividing the total number of points earned by the total number of credit hours attempted.

### 5.8.7 Aegrotat Status

1. Students in their final semester or session before graduation, who have been absent from a final examination where one has been scheduled or who have been prevented from completing the semester's or session's work, for reasons which qualify them to write a deferred examination, may, in exceptional circumstances, be given credit for the course on the recommendation of the Senate Committee on Undergraduate Studies.
2. Application for aegrotat status, with full details duly authenticated, must be made to the Registrar, indicating each course for which the application is being made, within one week after the last day of final examinations.

## 5.9 Dean's, Director's, and Principal's List

### 5.9.1 General Information

Memorial University of Newfoundland acknowledges the academic success of its students in various ways. One of these is by naming students to the appropriate dean's, director's, or principal's list. Annually, every academic unit will name to its list a maximum of 10% of its students, selected on the basis of academic performance in the nominating period.

### 5.9.2 Procedure and Criteria

1. At the end of the Winter semester, academic units will nominate students to the appropriate list based on academic performance in the three preceding semesters, Spring, Fall, and Winter.
2. Students on the dean's, director's, and principal's lists will be selected based on the following minimum criteria:
   - The student must have obtained a grade point average of at least 3.5 in the credit hours completed in the preceding Spring, Fall, and Winter semesters.
   - The student must have attended full-time in at least two of the three preceding semesters.
   - The student must have successfully completed at least 27 credit hours over the preceding Spring, Fall, and Winter semesters, although an academic unit may require that the 27 credit hours be completed in any two of the three preceding semesters.
   - In consideration of specific program requirements, individual academic units may include students who have successfully completed, over the three preceding semesters, a course load other than 27 credit hours, but which is consistent with the course

load defined by the program.

3. A notation will be placed on the student's transcript indicating that the student has been named to the dean's, director's, or principal's list.

## 5.10 Continuance and Readmission

These regulations will be applied at the end of each semester to any student who is registered in a course load of at least 9 credit hours on the last day for adding courses in a semester or session, including a student who later drops courses and changes status to that of a part-time student.

### 5.10.1 Eligibility for Continuance

#### 5.10.1.1 Academic Criteria for Continuance in the University

At the end of each semester, in order to be eligible for continuance in the University, a student is required either:

- to obtain a current average of 50% in the courses for which he or she is registered on the last day for dropping courses without academic prejudice, or
- to have obtained a cumulative average of at least 55%.

#### 5.10.1.2 Academic Criteria for Continuance in Programs of Study

- Most academic units have separate promotion or advancement criteria for continuation of students in specific programs of study. Students are advised to check the regulations of the appropriate academic unit for details. The appropriate committee on undergraduate studies may, at any time, require a student to withdraw for academic reasons.

#### 5.10.1.3 Other

- Students who meet the academic criteria for continuance in the University but who have not registered for courses for two or more consecutive semesters are required to apply for readmission to the University in accordance with the **Admission/Readmission to the University (Undergraduate)** regulations.
- These regulations notwithstanding, the continuance of any student at this University is subject to all University regulations.

### 5.10.2 Academic Warning

1. Any student who, for the first time, fails to meet the requirements outlined under **Eligibility for Continuance - Academic Criteria for Continuance in the University** will be given an academic warning.
2. Certain conditions may be set for students who have been given an academic warning. Any conditions will be set by the head of the appropriate academic unit and will be administered in conjunction with the Registrar. These conditions may include, but are not limited to the following:
   - restrictions on course load,
   - enrollment in courses designed to improve academic competence,
   - involvement with programs designed to enhance success in university studies, such as those which teach time management, study, or similar skills,
   - regular meetings with a faculty advisor.

### 5.10.3 Ineligibility for Readmission

1. Any student who has previously been given an academic warning and who again fails to meet the requirements, as outlined under **Eligibility for Continuance - Academic Criteria for Continuance in the University,** at this or another recognized university or college, will not be eligible for readmission to the following two semesters.
2. Any student who has previously been given an academic warning and who fails, for the second time, to meet the requirements, as outlined under **Eligibility for Continuance - Academic Criteria for Continuance in the University,** at this or another recognized university or college, will not be eligible for readmission to the following three semesters. To be considered for readmission after this period, the student will need the recommendation of the head of the appropriate academic unit, or, in the case of a student with an undeclared program of study, a senior faculty advisor.
3. Any student who fails, for the third time, to meet the requirements, as outlined under **Eligibility for Continuance - Academic Criteria for Continuance in the University**, at this or another recognized university or college, will be considered for readmission only on appeal following a period of withdrawal of at least six semesters. This appeal will be considered by the Senate Committee on Undergraduate Studies only on the recommendation of the head of the appropriate academic unit, or in the case of a student with an undeclared program of study, a senior faculty advisor.
4. Certain conditions may be set for students who are readmitted after a period of ineligibility. These conditions are outlined under **Academic Warning**.
5. Academic units reserve the right to deny readmission where a student has been determined to have engaged in unprofessional conduct. The code of ethics of the appropriate profession will serve as the guidelines when making this determination. However, should there not be an appropriate code of ethics, the following standard will apply: unprofessional conduct is that conduct which involves a breach of the duties required by professional ethics.
6. The University reserves the right to deny a student readmission where, in the opinion of the Senate Committee on Undergraduate Studies, following appropriate professional consultation, there is a reasonable likelihood that the student's health or behaviour could endanger the lives, health, or safety of other persons on-campus or off-campus where such a location pertains to University studies. If the University denies a student readmission, the student must be advised of the nature of the case, must be provided with an opportunity to answer the case, and must be advised of the right to appeal before the penalty imposed takes effect. For information regarding the appeal procedure refer to **Appeal of Regulations.**
7. These regulations notwithstanding, the readmission of any student at this University is subject to all University regulations.

# 5.11 Academic Misconduct

## 5.11.1 Principles

Within the University community there is a collective responsibility to maintain a high level of scholarly integrity. Students are expected to adhere to those principles which constitute proper academic conduct. Academic misconduct cannot be condoned or even appear to be condoned. Students have the responsibility to know which actions, as described under **Academic Offences**, could be construed as dishonest or improper. Students are reminded that for further guidance on proper scholarly behaviour they should seek advice from their instructors and faculty advisors.

## 5.11.2 General Information

1. These procedures shall apply to all academic offences relating to undergraduate studies involving, but not limited to, those students who either have been or who are enrolled at Memorial University of Newfoundland. Notification of an allegation of academic misconduct will be forwarded to the last known mailing address of the student as noted on the files at the Office of the Registrar, and to the official University email address of the student. The University reserves the right to implement action under these procedures where an allegation has been made against a student but where reasonable efforts to contact the student are unsuccessful.
2. Meetings and interviews stipulated in this regulation will be held in person, or at a distance using telephone or other interactive technologies.
3. A student who wishes to attend classes, laboratories or other educational activities while an investigation under these procedures is being carried out, can do so only with the written permission of the academic unit concerned. Permission to do so will only be granted with the understanding that if the allegation of academic misconduct is proven and the penalty involves either probation or suspension, credit will not be granted for work completed prior to a finding of guilt. This provision excludes students charged with an offence under the *Code of Disciplinary Procedures for Students*. For information regarding the *Code of Disciplinary Procedures for Students* contact the Office of Student Affairs and Services.
4. Although a student can continue in a program of studies, if eligible, while an investigation under these procedures is being carried out, the University does not accept liability for any consequences to the student's progress. However, the University may take these consequences into account, as appropriate and to the extent feasible, in cases where charges are dropped or the student is not found guilty. The consequences arising from an investigation and any negative decision rendered may include retroactive effects on grades or promotion within a program.
5. A student accused of academic misconduct may consult advisors or facilitators. Such advisors may include a representative from a Memorial University of Newfoundland student union, an international student advisor, a faculty advisor, a University counselor or a faculty member who is familiar with these Regulations and who is willing to undertake the role of advisor whether resolution is sought through **Procedures for Resolution of Alleged Academic Offences at the Unit Level** or **Procedures for Resolution of Alleged Academic Offences by the Senate Committee on Undergraduate Studies**.

## 5.11.3 General Procedure

1. When a member of the University community (faculty, staff, student) has grounds for belief that an academic offence has been committed there should be an attempt between the parties concerned to resolve allegations of minor offences. If the alleged offence is not deemed to be minor by the accuser, or resolution proves impossible, or one party is dissatisfied with the resolution, the matter shall be reported, without delay, to the head of the appropriate academic or administrative unit. If resolution is achieved and it is agreed that an academic offence has been committed, then the offence, together with the penalty applied, shall be reported to the head of the academic or administrative unit.
2. Where resolution is not achieved, and if in the judgment of the head of the academic or administrative unit, the alleged offence warrants resolution at the unit level, the individuals involved will be advised to attempt to resolve the matter through **Procedures for Resolution of Alleged Academic Offences at the Unit Level**. In the event that no resolution is possible through these procedures between the individual parties, the head of the academic or administrative unit will institute proceedings through the Senate Committee on Undergraduate Studies.
3. If, in the judgment of the head of the academic or administrative unit, the alleged offence against University regulations is such as to warrant resolution through the Senate Committee on Undergraduate Studies, the head of the academic or administrative unit will refer the matter to the Secretary of the Senate Committee on Undergraduate Studies, and **Procedures for Resolution of Alleged Academic Offences by the Senate Committee on Undergraduate Studies** will be implemented.
4. In all cases, it is the responsibility of the academic or administrative unit to ensure that fairness and impartiality are achieved in the treatment of students.

## 5.11.4 Academic Offences

1. In the following section the plural shall be deemed to include the singular.
2. Academic offences shall be deemed to include, but shall not be limited to, the following:
   - Cheating on examinations or any other tests, theses, assignments, work term reports, projects or internship reports: includes copying from another student's work or allowing another student to copy from one's own work; consulting with any unauthorized person during an examination or test; using unauthorized aids; or knowingly recording or reporting false empirical or statistical data. The work referred to includes examinations, theses, assignments, work term reports, projects, internship reports, or any other tests which are to be used in judging the student's performance in a course or program of study, or on any special tests which the University may offer.
   - Impersonating another student or allowing oneself to be impersonated: includes the imitation of a student or the entrance into an arrangement with another person to be impersonated for the purposes of taking examinations or tests or carrying out laboratory or other assignments.
   - Plagiarism: is the act of presenting the ideas or works of another as one's own. This applies to all material such as essays, laboratory reports, work term reports, design projects, seminar presentations, statistical data, computer programs, research results and theses. The properly acknowledged use of sources is an accepted and important part of scholarship. Use of such material without acknowledgment is contrary to accepted norms of academic behaviour. Information regarding acceptable writing or by email practices is available through the Writing Centre at www.mun.ca/writingcentre/about/.
   - Theft of examination papers or other material: includes obtaining by any improper means examination papers, tests, or any other such material.
   - Use and/or distribution of stolen material: includes the use of material which the student knows to have been improperly obtained and/or the distribution of such material.

- Submitting false information: includes falsifying academic forms or records, submitting false credentials, medical or other certificates, or making a false, misleading or incomplete declaration to the University.
- Submitting work for one course or work term which has been or is being submitted for another course or work term at this or any other institution without express permission to do so: includes the presentation of an essay, report or assignment to satisfy some or all of the requirements of a course when that essay, report, or assignment has been previously submitted or is concurrently being submitted for another course without the express permission of the professor(s) involved.
- Failure to follow relevant University/Faculty/School guidelines on ethics.

## 5.11.5 Procedures for Resolution of Alleged Academic Offences at the Unit Level

### 5.11.5.1 General Information

These procedures will not be applied to cases involving alleged offences on final examinations, any other evaluative instruments worth 40% or more of the final grade, allegations of impersonation or allegations of submission of forged documents. Such alleged offences are governed by the **Procedures for Resolution of Alleged Academic Offences by the Senate Committee on Undergraduate Studies**.

### 5.11.5.2 Explanation of Procedures

If, upon receiving a report of an alleged academic offence, the head of the academic or administrative unit decides that an attempt should be made to resolve the matter at the unit level the following procedures shall apply:

- Normally within one week of notification, the head of the appropriate academic or administrative unit shall request a meeting with the accuser and the accused and at the meeting the head shall state the allegation, review the **Procedures for Resolution of Alleged Academic Offences at the Unit Level** including the range of applicable penalties, and arrange a second meeting between the accuser and the accused only.
- At the second meeting the accuser and accused shall endeavour to obtain a mutually satisfactory resolution of the matter.
- The accuser and accused shall report jointly to the head of the academic or administrative unit on the result of their second meeting.
- If the report is of a resolution which the head of the academic or administrative unit considers to be fair and equitable the matter shall be considered closed. If the head of the academic or administrative unit considers the reported resolution to be unfair and/or inequitable he or she will endeavour to obtain an alternative satisfactory resolution directly with the parties.
- Should all reasonable efforts to obtain a resolution at the unit level fail, the head of the academic or administrative unit will refer the case to the Secretary of the Senate Committee on Undergraduate Studies and shall inform the accuser and the accused accordingly. From this stage onward **Procedures for Resolution of Alleged Academic Offences by the Senate Committee on Undergraduate Studies** will apply.
- At any stage of the Procedures for Resolution of Alleged Academic Offences at the Unit Level, the student may ask that his or her case be referred to the Secretary of the Senate Committee on Undergraduate Studies, and thereafter the **Procedures for Resolution of Alleged Academic Offences by the Senate Committee on Undergraduate Studies** will apply.
- Should the accused be found guilty, a brief description of the offence and the penalty(ies) applied shall be forwarded by the head of the academic or administrative unit to the Office of the Registrar.

### 5.11.5.3 Failure to Appear or Respond

- If at any stage of the **Procedures for Resolution of Alleged Academic Offences at the Unit Level**, the accused fails to respond to a charge, without reasonable cause, within two weeks of notification of an allegation, action may be taken on the charge in the absence of the accused.
- If at any stage of the **Procedures for Resolution of Alleged Academic Offences at the Unit Level**, the accuser fails to appear at a scheduled meeting to defend an allegation, without reasonable cause, the action will be dismissed.

### 5.11.5.4 Penalties in the Case of Resolution at the Unit level

A student who has been found guilty of an academic offence will be subject to a penalty or penalties commensurate with the offence. Some cases may warrant more than one penalty for the same offence, and previous academic misconduct will be taken into account in determining the severity of penalties. The range of penalties and their determination are:

- Resubmission of work with appropriate reduction in grade: will allow a student to complete and submit the work a second time.
- Reprimand: will be in the nature of a warning by the head of the academic or administrative unit to the student that the student's behaviour has been unacceptable to the University.
- Reduction of grade: will apply to an examination, test, or assignment to which an offence is relevant, and will be decided by the head of the academic or administrative unit.

## 5.11.6 Procedures for Resolution of Alleged Academic Offences by the Senate Committee on Undergraduate Studies

### 5.11.6.1 General Information

If the matter cannot be resolved following the **Procedures for Resolution of Alleged Academic Offences at the Unit Level**, or if, in the opinion of the head of the academic or administrative unit, the allegation involves a major breach of University regulations, or in cases involving alleged offences on final examinations, evaluative instruments worth 40% or more of the final grade, allegations of impersonation or allegations of submission of forged documents, the following **Procedures for Resolution of Alleged Academic Offences by the Senate Committee on Undergraduate Studies** shall apply. In the application of these procedures, in the case of students attending Sir Wilfred Grenfell College, the Sir Wilfred Grenfell College Sub-committee of the Senate Committee on Undergraduate Studies shall assume the role and authority defined below for the Senate Committee on Undergraduate Studies.

### 5.11.6.2 Explanation of Procedures

- If the head of the academic or administrative unit (in the case of departmentalized faculties, the head in consultation with the dean) is satisfied that the student has a serious allegation to answer, that person shall inform the student in writing or at the official University email address of the student, normally within one week, of the nature of the allegation against him or her. In addition, the head of the academic or administrative unit shall report to the Secretary, Senate Committee on Undergraduate Studies, c/o Office of the Registrar, who will, normally within one week, appoint as an investigator a Chair of a Faculty/School Committee on

Undergraduate Studies other than the Chair of that Faculty/School's Committee. The investigator will interview separately the accuser, the accused and relevant witnesses. At these interviews the investigator, the accuser, the accused and relevant witnesses all have the right to be accompanied by a registered student or a member of the faculty or staff of the University.

- Upon completion of these interviews, the investigator shall submit a written report of all findings to the Secretary, Senate Committee on Undergraduate Studies, c/o Office of the Registrar. Normally, the report will be submitted within four weeks of appointment as an investigator.
- The Secretary of the Senate Committee on Undergraduate Studies shall present this report to both the accuser and accused for perusal and comment. Once in receipt of this report, the accuser and accused shall have two weeks in which to submit to the Secretary, Senate Committee on Undergraduate Studies any additional comments on the report that the person wishes to be considered in the deliberations of the Senate Committee on Undergraduate Studies.
- The Secretary of the Senate Committee on Undergraduate Studies shall present to the Senate Committee on Undergraduate Studies for decision all information received from the investigator as well as comments from the accuser and accused. The investigator shall attend the meeting held to consider the case to answer questions raised by the Senate Committee on Undergraduate Studies and to provide information pertinent to the case, but shall be absent from the voting process.
- Once a vote is taken, should the accused be found guilty, the Senate Committee on Undergraduate Studies shall take appropriate action in accordance with **Penalties in the Case of Resolution by the Senate Committee on Undergraduate Studies**.

### 5.11.6.3 Failure to Appear or Respond

- If at any stage of the **Procedures for Resolution of Alleged Academic Offences by the Senate Committee on Undergraduate Studies**, the accused fails to respond to a charge, without reasonable cause, within two weeks of notification of an allegation, action may be taken on the charge in the absence of the accused.
- If at any stage of the **Procedures for Resolution of Alleged Academic Offences by the Senate Committee on Undergraduate Studies**, the accuser fails to appear at a scheduled interview to defend an allegation, without reasonable cause, the action will be dismissed.

### 5.11.6.4 Penalties in the Case of Resolution by the Senate Committee on Undergraduate Studies

A student who has been found guilty of an academic offence will be subject to a penalty or penalties commensurate with the offence. Some cases may warrant more than one penalty for the same offence, and previous academic misconduct will be taken into account in determining severity of penalties. Enforcement of penalties resulting from **Procedures for Resolution of Alleged Academic Offences by the Senate Committee on Undergraduate Studies** will be overseen by the Registrar. In addition to a Reprimand, which shall be in the nature of a warning by the Senate Committee on Undergraduate Studies to the student that the student's behavior has been unacceptable to the University, the range of penalties and their determination is:

- Reduction of grade: will apply to an examination, test, or assignment to which an offence is relevant, or to the entire course, and will be decided by the Senate Committee on Undergraduate Studies.
- Rescinding of scholarships, bursaries or other awards: the recommendation for rescinding of scholarships, bursaries or other awards will be made by the Senate Committee on Undergraduate Studies to the Senate Committee on Scholarships and Awards for a final decision. The Senate Committee on Undergraduate Studies will notify the accused, in writing or by email, of the recommendation.
- Probation: the period of probation will be determined by the Senate Committee on Undergraduate Studies and shall not exceed six consecutive semesters. The impact of being placed on probation is that the commission of any further academic offence during the period of probation may lead to suspension or expulsion.
- Suspension: will apply to a course, department, faculty, school, or the University. The period of suspension will be determined by the Senate Committee on Undergraduate Studies and shall not exceed six consecutive semesters
- Expulsion: the recommendation for expulsion from the University will be made by the Senate Committee on Undergraduate Studies to the President of the University for a final decision. Prior to the President's decision, the Senate Committee on Undergraduate Studies will notify the accused, in writing or by email, of the recommendation for expulsion from the University. The accused will be allowed a period of two weeks following the date of release of such notification to lodge an appeal before the President's final decision concerning expulsion from the University. Any such appeal should be made in writing or by email to the Executive Committee of Senate, c/o the Office of the Registrar.
- Rescinding of degree: the recommendation for the rescinding of a degree previously awarded by the University will be made by the Senate Committee on Undergraduate Studies to Senate for a final decision. Prior to Senate's decision, the Senate Committee on Undergraduate Studies will notify the accused, in writing, of the recommendation for rescinding of the degree. The accused will be allowed a period of two weeks following the date of release of such notification to lodge an appeal before the Senate's final decision concerning the rescinding of the degree. Any such appeal should be made in writing to the Executive Committee of Senate, c/o the Office of the Registrar.

## 5.11.7 Transcript Entries Related to Penalties

1. Transcript entries shall relate to the penalty(ies) imposed as follows:

| Penalty | Transcript Entry |
|---|---|
| Reprimand | No transcript entry |
| Reduction of Grade | Entry of final grade for course |
| Probation | "On probation at the University for academic misconduct until [Day, Month, Year]" |
| Suspension | "Suspended from the University/Faculty/School/Program/Course for academic misconduct until [Day, Month, Year]" |
| Expulsion | "Expelled from the University for academic misconduct effective [Day, Month, Year]" |

2. The transcript entries for "probation" or "suspension" will be removed entirely upon the expiration of the penalty.

## 5.11.8 Disposition of Documentation

1. The disposition of documents relating to allegations under these procedures shall be as follows:

- In cases where the accused was not found guilty, none of the documentation shall be retained.
- In the case of a resolution effected through **Academic Misconduct - General Procedure** or **Procedures for Resolution of Alleged Academic Offences at the Unit Level**, a brief description of the offence and the penalty(ies) applied shall be forwarded by the head of the academic or administrative unit to and retained by the Office of the Registrar, separate from the student files.
- In the case of a resolution effected through the **Procedures for Resolution of Alleged Academic Offences by the Senate Committee on Undergraduate Studies**, all documentation shall be forwarded to and retained in the Office of the Registrar, separate from the student files.

## 5.12 Graduation

### 5.12.1 Application for Graduation - Degrees, Diplomas and Certificates

Students in their graduating year must apply to the Registrar to be admitted to a degree or to be awarded a diploma or certificate. Application must be made on the prescribed form which is available from the Office of the Registrar at www.mun.ca/regoff/forms.php and on Student Web/Self-Service at www.mun.ca/regoff/.. The deadlines for application are listed in the **University Diary** for the Spring and Fall convocations.

1. No student can be awarded a degree, diploma or certificate unless and until an average of at least 2 points has been obtained on the total number of credit hours required for such degree, diploma or certificate. The degree of Doctor of Medicine is not included in this requirement since all courses comprising the degree are graded on a PAS or FAL basis.
2. It is the duty of the Registrar to certify to the Senate, where appropriate, that students for degrees, diplomas and certificates have met all the regulations and requirements of the University.

### 5.12.2 Classification of General Degrees

1. General degrees are awarded as "Classified", "Unclassified" or are not classified, in compliance with such regulations as may be required by the academic unit(s) offering the program(s). Refer to the degree regulations of the academic units for further information.
2. General degrees are awarded in three classes based on the system for granting points set forth in **Grading - Letter Grades, Numeric Grades and Points per Credit Hour**, and determined as follows:
   - A student who obtains an average of 3.5 points or better on the total number of credit hours required for the degree shall be awarded the degree with First-Class Standing and provided that all other degree requirements are met.
   - A student who fails to obtain First-Class Standing but who obtains an average of 2.75 points or better on the total number of credit hours required for the degree shall be awarded the degree with Second-Class Standing provided that all other degree requirements are met.
   - All other students will be awarded the degree with Third-Class Standing, provided that they obtain an average of 2 points or better on the total number of credit hours required for the degree and provided that all other degree requirements are met.
3. When a student obtains credit for more credit hours than are required for the degree, his or her total degree points shall include only those received for the credit hours required. In eliminating from the total points those received for credit hours beyond the requirements of the degree, the credit hour(s) for which the student receives the fewest points shall be disregarded, provided that no credit hour is disregarded that is a requisite for the degree.
4. Where a student receives more than one classified bachelor's degree, the class of each degree will be determined independently by applying the scheme set forth in **Classification of General Degrees** and provided that in determining the points total for each degree only those credit hours may be counted which are applicable towards the degree concerned.
5. A student who has been granted credit for courses completed at Memorial University of Newfoundland before the introduction of the point system, and/or one who has been given credit for courses completed at another university, will have the class of his or her degree determined by applying the scheme set forth in **Classification of General Degrees** in proportion to the total of required credit hours completed at Memorial University of Newfoundland since the introduction of the point system.
6. An Unclassified degree will be awarded a student who has completed at Memorial University of Newfoundland, fewer than one-half of the credit hours required for the degree, or fewer than one-half of the required credit hours since the introduction of the point system. All students shall, however, obtain an average of 2 points or better on the total number of the credit hours required for the degree taken at this University since the introduction of the point system.
7. The following degrees are not classified: Bachelor of Education (Intermediate/Secondary), Bachelor of Engineering, Bachelor of Maritime Studies, Bachelor of Music Education, Bachelor of Post-Secondary Education (as a second degree), Bachelor of Special Education, Bachelor of Technology, Doctor of Medicine, and all degrees offered by the School of Human Kinetics and Recreation.

### 5.12.3 Classification of Honours Degrees

1. Honours degrees may be classified or not classified in compliance with such regulations as may be required by the academic unit offering the program. Refer to the appropriate degree regulations of the academic units for further information.
2. A student who has been granted credit for courses completed at Memorial University of Newfoundland before the introduction of the point system, and/or one who has been given credit for courses completed at another university, will have the class of his or her honours degree determined in proportion to the total number of required credit hours completed at Memorial University of Newfoundland since the introduction of the point system.
3. An honours degree awarded a student who has completed at Memorial University of Newfoundland, fewer than one half of the credit hours required for the degree, or fewer than one half of the required credit hours since the introduction of the point system, may be Unclassified or not classified.

### 5.12.4 Diplomas and Certificates

1. Diplomas and certificates are not classified.

## 5.13 Waiver of Regulations

1. All undergraduate regulations notwithstanding, the University reserves the right, in special circumstances, to modify, alter or waive any regulation in its application to individual students where, in the judgement of the head of the appropriate academic unit or committee, merit and equity so warrant. Requests for waivers should be directed as follows:

- Course Prerequisites or Co-requisites: the head of the academic unit of the course(s) in question.
- Departmental Regulations: the appropriate committee on undergraduate studies upon the recommendation of the head of the appropriate department.
- Faculty or School Regulations: the appropriate committee on undergraduate studies. Such waivers shall not reduce the total number of credit hours required for a minor, major, certificate, diploma, or degree program.
- General Academic Regulations (Undergraduate): the Senate Committee on Undergraduate Studies on the recommendation of the appropriate committee on undergraduate studies. Such waivers shall not reduce the total number of credit hours required for a minor, major, certificate, diploma, or degree program.
- Scholarships, Bursaries, Awards, Medals and Prizes Regulations: the Committee on Undergraduate Scholarships, Bursaries and Awards on the recommendation or request of the head of the appropriate academic unit.

2. Any student whose request for waiver of regulations has been denied has the right to appeal. For information regarding the appeal procedure refer to **Appeal of Regulations - Appeal Procedures**.

## 5.14 Appeal of Regulations

### 5.14.1 General Information

1. Every student has the right to appeal decisions resulting from the application of University regulations.
2. Appeals will be considered in the case of illness, bereavement or other acceptable cause, duly authenticated.
3. For assistance in the appeals process, students are advised to consult with the Office of the Registrar.
4. In preparing an appeal a student may consult advisors or facilitators. Such advisors or facilitators may include a faculty advisor, a counsellor, a representative from the Memorial University of Newfoundland Student Union (MUNSU) or faculty who have made themselves familiar with the appeals process and who are willing to undertake the role of student advisor or facilitator.
5. Appeals are made before specific committees that exist at the University to provide an objective review of cases. The appeals process is designed to assist students at critical points in their university career, not to intimidate them. Refer also to **Appeal Procedures** for information concerning where appeals should be directed.
6. While the University makes provision for students to appeal regulations, the academic, financial or other consequences of the appeals process rests with the students.
7. A student whose appeal is denied will be advised in the letter of denial of the next avenue of appeal that may be taken. Should a student's appeal be denied by the Senate, the student will be advised that within the University no further appeal is possible.

### 5.14.2 Appeal Procedures

1. The responsibility for making an appeal before the appropriate committee of the University rests with the student.
2. A student who is ineligible to officially register for courses but who wishes to attend classes, laboratories or other educational activities while an appeal is in progress can do so only with the written permission of the academic unit concerned. This provision excludes students charged with an offence under the *Code of Disciplinary Procedures for Students*. For information regarding the *Code of Disciplinary Procedures for Students* contact the Office of Student Affairs and Services.
3. Any student whose request for waiver of regulations has been denied has the right to appeal. Any such appeal should be made in writing clearly stating the basis for the appeal and should be directed as follows:
   - Course prerequisites or co-requisites: to the appropriate committee on undergraduate studies.
   - Departmental Regulations: to the appropriate committee on undergraduate studies where the department refuses to recommend the waiver, or to the Senate Committee on Undergraduate Studies, c/o The Office of the Registrar, where the committee on undergraduate studies denies the request for waiver.
   - Faculty and School Regulations: to the Senate Committee on Undergraduate Studies, c/o The Office of the Registrar.
   - General Academic Regulations (Undergraduate): to the Executive Committee of Senate, c/o The Office of the Registrar.
   - Scholarships, Bursaries, Awards, Medals and Prizes Regulations: to the Executive Committee of Senate, c/o The Office of the Registrar.

### 5.14.3 Information Required in Letters of Appeal

1. All appeals must be made in writing clearly stating the basis for the appeal and must be directed to the appropriate University committee.
2. Reasons for initiating an appeal, including medical problems, bereavement and/or other acceptable cause, must be stated in the letter of appeal.
3. Students must present independent evidence to corroborate statements made in the letter of appeal. Preferably, this evidence will come from a professional, such as a physician, a counsellor, or a professor. However letters from other knowledgeable parties may be acceptable.
4. In cases where an appeal is made on medical grounds, medical notes must be sufficiently specific to allow appropriate consideration of the student's case. The note must also clearly state that, in the opinion of the physician, the problem was serious enough to have interfered with the student's work. Students should refer to the policy respecting **Information Required for Medical Certificates** for more complete information.
5. Students claiming bereavement as grounds must provide proof of death and evidence of a close personal relationship between themselves and the deceased.
6. **Confidentiality:** The committees to which appeals are made do require substantial information about the reasons for the appeal in order to make their decisions. However, the committees also recognize the student's rights to confidentiality. With this in mind, a student may discuss the reasons for his or her appeal with a University or College counsellor, who, with the student's permission and provided sufficient reasons exist, may then write a letter to the appropriate committee confirming that there were sufficient grounds for an appeal without disclosing the special personal and confidential details of the case.

### 5.14.4 Information Required for Medical Certificates

1. Students who request permission to drop courses, to withdraw from University studies, to have examinations deferred or to obtain other waivers of University, departmental or course regulations based on medical grounds are required by the University to produce

a note from a physician in support of their request. Such notes must be sufficiently specific to allow a proper consideration of the student's case. The University requires that all medical notes must be on letterhead, must be signed by the physician, must confirm the specific dates on which the student visited the physician and should include details on the following:

- the degree to which the illness (or treatment, in the case of medication, for example) is likely to have affected the student's ability to study, attend classes, or sit examinations.
- the length of time over which the student's abilities were likely hampered by the medical condition (e.g., recurring and severe back pain over a two-month period would likely have a more adverse effect on studies than a single episode of back pain requiring bed rest for a week).
- the fitness of the student to resume studies (it is in the student's best interest not to return to studies prematurely).

2. **Confidentiality:** The University respects the confidentiality of all material contained in medical notes. Physicians are strongly advised to retain a copy of the medical note in case the medical note needs to be verified or reissued at a later date.

# 6 Non-Academic Regulations

## 6.1 Discipline

The President may use all means deemed necessary for maintaining discipline. Students found guilty of misbehaviour may be suspended or fined on the authority of the President, or expelled from the University by the President on the authority of the Board of Regents. (See the ***Discipline Code***.)

### 6.1.1 Traffic and Parking Regulations On Campus

Students, employees, service personnel, and other persons having a direct association with the University, Health Sciences Centre, or the Fisheries and Marine Institute wishing to park a vehicle in a designated area on campus must obtain a parking permit. Traffic and parking regulations on campus are enforced by Campus Enforcement and Patrol assisted by the Royal Newfoundland Constabulary.

Application forms for vehicle parking permits, copies of the Traffic and Parking Rules and Regulations, and other information pertaining to traffic and parking on campus, are available at the Campus Enforcement and Patrol Office, Facilities Management Building, or the Health Sciences Centre, Room H2720, or the Fisheries and Marine Institute, Room C2210. Additional Information regarding the Traffic and Parking Rules and Regulations is also available at www.mun.ca/facman/parking_roads/.