

*UNIVERSITY REGULATIONS*

# 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 Student Code of Conduct

Memorial University of Newfoundland expects that students will conduct themselves in compliance with University Regulations and Policies, Departmental Policies, and Federal, Provincial and Municipal laws, as well as codes of ethics that govern students who are members of regulated professions. The *Student Code of Conduct* outlines the behaviors which the University considers to be non-academic misconduct offences, and the range of remedies and/or penalties which may be imposed. Academic misconduct is outlined in **UNIVERSITY REGULATIONS - Academic Misconduct** in the University Calendar.

For more information about the *Student Code of Conduct*, see [www.mun.ca/student/sscm/conduct/](http://www.mun.ca/student/sscm/conduct/).

## 3 Fees and Charges

The fees and charges indicated herein are as of the date of publishing. 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 at [cashiers@mun.ca](mailto:cashiers@mun.ca), or by telephone at (709) 864-8228, or through the website at [www.mun.ca/finance](http://www.mun.ca/finance). Any questions concerning fees and charges for the Bursar's Office in Corner Brook should be directed in writing to the Bursar's Office, Grenfell Campus, University Drive, Corner Brook, NL, A2H 6P9, or by telephone at (709) 637-6286, or through the website at [www.grenfell.mun.ca/bursar](http://www.grenfell.mun.ca/bursar).

### 3.1 Information Governing Payment of Fees and Charges

#### 3.1.1 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.

#### 3.1.2 Methods of Payment

1. Telephone and on-line banking: information on the use of telephone or on-line banking systems can be obtained from local branches of banks.
2. 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.
3. 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
4. Credit card: MasterCard is the only accepted card. Payment using this method must be done via the web at [www.mun.ca](http://www.mun.ca).
5. 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](http://www.mun.ca).
6. Student Aid: students paying fees from a Canada Student Loan will have the amount owing signed out automatically from their loans.
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.

#### 3.1.3 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 less 1.8% per annum. Such interest will apply effective the first day of lectures in that semester.

## 3.2 Application and Admission Fees

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

### 3.2.1 Undergraduate Students

1. 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: \$60
  - Undergraduate students who have attended a post-secondary institution outside of Newfoundland or who are non-Canadian applicants, excluding medical students: \$120
  - Medical students: \$75
2. 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
3. Admission Fees in addition to General Application Processing Fee
  - Bachelor of Technology: \$300
  - Bachelor of Maritime Studies: \$300
4. Application Fee in addition to General Application Processing Fee
  - **School of Pharmacy**  
Canadian applicants: \$125  
International applicants: \$175
5. 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

### 3.2.2 Graduate Students

1. Application Processing Fee: payable with each application for admission to the University.
  - Application Processing Fee for Canadian Applicants: \$60
  - Application Processing Fee for non-Canadian Applicants: \$120

## 3.3 Tuition and Related Fees

### 3.3.1 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. Consult the course description to confirm credit value for a course.
3. Fees for citizens of Canada and permanent residents
  - Fee per credit hour: \$85
  - Co-operative education work terms: \$323
  - Maritime Studies/Technology Management 410A/B: \$1,154
  - Computer Science 3700 (per semester): \$154
4. Fees for international students
  - Fee per credit hour: \$293.34
  - Co-operative education work terms: \$1,020
  - Maritime Studies/Technology Management 410A/B: \$1,779
  - 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 four 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.

### 3.3.2 Undergraduate Students (Medical Students)

1. Fees for citizens of Canada and permanent residents
  - Annual tuition fee (September 1 - \$4,125, January 1 - \$4,125): \$8,250
2. Fees for international students
  - Annual tuition fee: \$30,000

### 3.3.3 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**.

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
<b>Masters candidate:</b>			
<b>Plan A</b>	\$953	\$1,239	6
<b>Plan B</b>	\$632	\$822	9
<b>Plan C</b>	\$1313	\$1,706	3
<b>Master of Science in Medicine (Applied Health Services Research)</b>	\$2,000	\$2000	6
<b>Graduate Diploma Candidate</b>	\$420	\$546	9
<b>Doctoral Program Candidate</b>	\$888	\$1,153	12

1. 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
2. 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.
3. 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.
4. 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.
5. 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
6. The program continuance fees per semester for citizens of Canada and permanent residents, and international students entering September 2004 or later 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
7. Any doctoral student engaged in a double degree program through a cotuelle agreement will be required to register at both Memorial University of Newfoundland and the cooperating institution for the duration of his/her program. Tuition fees are payable at only the 'home institution' i.e. the institution to which the doctoral student was initially admitted, as specified in the cotuelle agreement.
8. 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.
9. A graduate student who is permitted by the Dean of Graduate Studies to transfer from a diploma program to an affiliated 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.
10. 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
11. 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 Computer Engineering (Plan A)  
Canadian: \$15,302 (non-refundable) - to be paid \$9,981 in semester 1 and \$5,321 in semester 2  
International: \$20,282 (non-refundable) - to be paid \$12,969 in semester 1 and \$7,313 in semester 2
- Master of Applied Science in Environmental Systems Engineering and Management (Plan A)  
Canadian: \$11,602 (non-refundable) - to be paid \$7,761 in semester 1 and \$3,841 in semester 2  
International: \$16,282 (non-refundable) - to be paid \$10,569 in semester 1 and \$5,713 in semester 2
- Master of Applied Science in Oil and Gas Engineering (Plan A)  
Canadian: \$11,602 (non-refundable) - to be paid \$7,761 in semester 1 and \$3,841 in semester 2  
International: \$16,282 (non-refundable) - to be paid \$10,569 in semester 1 and \$5,713 in semester 2
- Master of Education (Information Technology)  
\$2,550: \$1,275 charged in semester 1 and \$1,275 charged in semester 4
- Master of Engineering Management (Plan A)  
Canadian: \$11,602 (non-refundable) - to be paid \$7,761 in semester 1 and \$3,841 in semester 2  
International: \$16,282 (non-refundable) - to be paid \$10,569 in semester 1 and \$5,713 in semester 2
- Master of Public Health  
\$1,460: charged \$730 in semester 1 and \$730.00 charged in semester 2
- Master of Science in Management  
Canadian: \$5,250 - to be paid \$2,625 in semester 1 and \$2,625 in semester 2  
International: \$10,250 - to be paid \$5,125 in semester 1 and \$5,125 in semester 2

### 3.3.4 Post-Graduate Residents and Interns

- Registration fee per annum: \$500

### 3.3.5 Centre for Innovation in Teaching and Learning (CITL)

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

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

### 3.4.1 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: \$1,947  
Single: \$2,202
  - Meal Plans  
**Fall**  
14 Meal Plan: \$2,415 per semester  
19 Meal Plan: \$2,515 per semester  
Freedom Meal Plan: \$2,515 per semester  
**Winter**  
14 Meal Plan: \$2,505 per semester  
19 Meal Plan: \$2,610 per semester  
Freedom Meal Plan: \$2,610 per semester
  - Burton's Pond Apartments  
Single: \$2,408  
Family Unit (per semester, per apartment): \$4,188
  - Macpherson  
Single: \$2,591
  - Battery Facility  
Graduate Students: \$700 - \$725 per month
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)

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- Paton College and Burton's Pond Apartments: \$19
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

### 3.4.2 Grenfell Campus

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 to all students who are applying to live in residence. The deposit is creditable and may be refunded when all conditions pertaining to it are met.
  - Residence deposit: \$500
  - Cancellation fee for all students who fail to cancel residence/chalet rooms by the deadline for Fall and Winter semester: \$500.00
3. Residence fees based on per semester basis
  - Arts and Science Residence Hall (standard): \$1,711
  - Arts and Science Residence Hall (bachelor): \$1,851
  - Residence Complex (standard): \$1,821
  - Chalet Apartment (standard): \$1,953
  - Chalet Apartment (family): \$3,007
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)
  - Arts and Science Residence: \$16.45
  - New Residence Complex: \$17.51
  - Chalet: \$18.78

## 3.5 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.

### 3.5.1 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: \$46.16
    - Canadian Federation of Students' fee (not collected Spring semester): \$4.49
    - Canadian Federation of Students - Newfoundland and Labrador fee (not collected Spring semester): \$4.49
    - 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 [www.munsu.ca](http://www.munsu.ca). 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, not enrolled, or a work-term student 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: \$19.00
  - Canadian Federation of Students - Provincial (not collected Spring semester): \$4.49
  - Canadian Federation of Students - Federal (not collected Spring semester): \$4.49
  - Media fee: \$4
3. Graduate students
  - Union fee: \$30.85
  - Canadian Federation of Students - Provincial (not collected Spring semester): \$4.49
  - Canadian Federation of Students - Federal (not collected Spring semester): \$4.49
  - Health/Dental Plans
    - Students who have alternative health and dental coverage may opt out of the plan(s). The deadline to opt out of the health and dental plans is three weeks after the start of class.
    - Drug and Health Insurance Plan fee (per annum): \$410.96
    - Dental Insurance Plan fee (per annum): \$260.90
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): \$10
    - Canadian Nursing Students' Association fee (part-time students, per annum): \$5

### 3.5.2 Grenfell Campus

#### 1. Undergraduate Students (full-time)

- Health/Dental Plans

Students who have alternative health and dental coverage may opt out of the plan(s) by completing a Student Health Opt Out at Quick Links on the Grenfell Campus home page at [www.swgc.mun.ca](http://www.swgc.mun.ca). The deadline to opt out of the health and dental plans is two weeks after the first day of lectures in September or January.

Student Health Plan: \$87.66

Dental Plan: \$55.50

- Student Union fee: \$65
  - SUB. Fund: \$5
  - Canadian Federation of Students - Newfoundland and Labrador fee (not collected Spring semester): \$4.49
  - Canadian Federation of Students' fee (not collected Spring semester): \$4.49
- #### 2. Undergraduates (part-time)
- Student Union fee: \$27.50
  - SUB. Fund: \$5
  - Canadian Federation of Students - Newfoundland and Labrador fee (not collected Spring semester): \$4.49
  - Canadian Federation of Students' fee (not collected Spring semester): \$4.49
- #### 3. Graduate students
- Union fee: \$30.85
  - Canadian Federation of Students - Provincial (not collected Spring semester): \$4.49
  - Canadian Federation of Students - Federal (not collected Spring semester): \$4.49

### 3.5.3 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.

## 3.6 Fees and Charges Pertaining to Appeals

### 3.6.1 Challenge for Credit Fee

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

### 3.6.2 Supplementary Examination Fee

- Fee: \$50

### 3.6.3 Reread of Final Examination Fee

- Fee: \$50

## 3.7 Miscellaneous Fees and Charges

### 3.7.1 Campus Renewal Fee

#### 3.7.1.1 Undergraduate Students

Unless otherwise specified, Campus renewal fees are charged according to the credit hour value associated with the registered course(s). Courses are 3 credit hours unless otherwise indicated.

- Fee per credit hour: \$16.67 to a maximum of \$250 per semester, including courses in diploma and certificate programs
- Co-operative education work terms: \$250 per semester

#### 3.7.1.2 Graduate Students

- Fee per semester: \$167

### 3.7.2 Student Services Fee

- Per semester: \$50

### 3.7.3 Recreation Fee (The Works)

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

- Fee (St. John's Campus and Fisheries and Marine Institute)
- Per semester: \$59.76
- Per session: \$29.38

### 3.7.4 Student Parking Fees

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

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

### 3.7.5 Transcript Fee

- Per transcript: \$10

### 3.7.6 Books and Supplies

- 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.

### 3.7.7 Damages or Destruction to University Property

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

## 3.8 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.

### 3.8.1 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.

#### 3.8.1.1 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.

#### 3.8.1.2 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.

### 3.8.2 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.

### 3.8.3 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.

### 3.8.4 Information Required for Medical Certificates

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

## 4 Admission/Readmission to the University (Undergraduate)

### 4.1 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.

The application for admission or readmission to the University is submitted online; current and returning Memorial University of Newfoundland applicants should apply using the Admissions menu within Memorial Self-Service at [www5.mun.ca/admit/twbkwbs.P\\_WWWLogin](http://www5.mun.ca/admit/twbkwbs.P_WWWLogin). Applicants who are new to Memorial University of Newfoundland should follow the application instructions at [www.mun.ca/undergrad/apply](http://www.mun.ca/undergrad/apply).

Applicants seeking admission to a particular faculty or school may be required to submit additional supplementary documents beyond those required for general applications for admission to the University. Applicants 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 than the stated deadline dates will be processed as time and resources permit.
2. Each application must be accompanied by the appropriate application processing fee. An additional application processing fee 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 fees and charges can be found at the **Fees and Charges**.
3. Applicants who have previously attended Memorial University of Newfoundland and have not registered for courses for the past three consecutive semesters (Fall, Winter, Spring) are required to submit a new Application for Admission/Readmission together with the appropriate 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. Applicants who meet the University's general admission requirements may not necessarily meet the pre-requisites for registration in all first-year courses. Course registration may require the achievement of a minimum grade or score in a specific high school subject or in a specific placement or other standardized examination. For information on first-year English course placement for students who have been required to prove English proficiency for general admission purposes, see the regulations outlined under **English Language Proficiency Requirements** below. For information on course placement and pre-requisites for first-year mathematics and other subjects, consult the respective faculty and school sections of this Calendar.
7. 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.
8. The University reserves the right to refuse admission to any applicant.
9. Applicants may be required to provide medical evidence of their fitness to pursue university studies.

### 4.2 English Language Proficiency Requirements

As 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.

#### 4.2.1 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 12 or equivalent level. English as a Second Language (ESL) courses are not acceptable for meeting this requirement. The University may require, as deemed appropriate by the University Committee on Admissions, further proof of English proficiency through one of the standardized tests below.

#### 4.2.2 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**.

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

Applicants are required to successfully complete Memorial University of Newfoundland's Intensive English Program (IEP) assessment with an acceptable score, as noted below under **Standardized Tests**, on the CAEL administered by the University. Information regarding Memorial University of Newfoundland's IEP can be found in the **Faculty of Humanities and Social Sciences** or the **Grenfell Campus** sections of the Calendar.

#### 4.2.4 Standardized Tests

Applicants proving English Proficiency through one of the following forms may be required to write a placement test 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 Placement Test, Faculty of Science Mathematics Course Descriptions**, and **Grenfell Campus Mathematics Course Descriptions**. The official results of the following standardized tests must be forwarded to Memorial University of Newfoundland directly from an authorized test reporting centre.

**4.2.4.1 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. Information regarding the TOEFL program is available from the Educational Testing Service (ETS), TOEFL/TSE Services, online at [www.ets.org/toefl/](http://www.ets.org/toefl/), from U.S. embassies or consulates, or from offices of the U.S. Information Services.

**4.2.4.2 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. Information regarding the IELTS may be obtained from the IELTS Subject Officer, University of Cambridge Local, Examinations Syndicate via [www.ielts.org/](http://www.ielts.org/).

**4.2.4.3 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 CAEL Assessment. Information regarding the CAEL Assessment may be obtained from the CAEL Assessment Office at [www.cael.ca](http://www.cael.ca).

**4.2.4.4 Cambridge English for Speakers of Other Languages (ESOL)**

A minimum grade of "B" or, for those who have completed this test since January 2015, an Overall Cambridge English Scale score of 176 in the Certificate of Advanced English (CAE) or a minimum grade of "C" in the Certificate of Proficiency in English (CPE) are required. Information regarding these examinations may be obtained from University of Cambridge ESOL Examinations via [www.cambridgeenglish.org/](http://www.cambridgeenglish.org/).

**4.2.4.5 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 CanTEST. Information regarding this examination may be obtained from the Language Testing Service of the University of Ottawa online at [www.cantest.uottawa.ca/index.php](http://www.cantest.uottawa.ca/index.php).

**4.2.4.6 Michigan English Language Assessment Battery (MELAB)**

A minimum score of 85 is required on the MELAB. Information on the MELAB testing program may be obtained from the University of Michigan and Cambridge Collaboration Organization (CaMLA) online at [www.cambridgemichigan.org/melab](http://www.cambridgemichigan.org/melab).

**4.2.4.7 Pearson Test of English Academic (PTE Academic)**

A minimum score of 58 in each of the reading, writing, listening, and speaking components of the PTE Academic is required. Information about the PTE Academic is available online at [www.pearsonpte.com](http://www.pearsonpte.com).

**4.2.5 English Language Placement Test**

1. With the exception of applicants who demonstrate English language proficiency under **English Language Proficiency Requirements, English Language Secondary Institution** and **English Language Proficiency Requirements, English Language Post-Secondary Institution**, all 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.
2. Students who are registered for courses at the St. John's Campus or by Distance/Online Learning whose first language is not English and whose performance in the placement test in English language indicates that appropriate placement is in a first-year English credit course will normally be placed in English 1020.
3. Students who are registered for courses at the St. John's Campus or by Distance/Online Learning and 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.
4. Students who are registered for courses at the Grenfell Campus should consult with the Office of the Registrar at Grenfell Campus.

**4.2.6 Other**

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

**4.3 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.

**4.3.1 Applicants Who Have Followed the High School Curriculum of Newfoundland and Labrador****4.3.1.1 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.

#### 4.3.1.2 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.

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

#### 4.3.2.1 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](mailto:admissions@mun.ca) or through the website at [www.mun.ca](http://www.mun.ca).

#### 4.3.2.2 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.

### 4.3.3 Applicants Who Have Followed the College of the North Atlantic Comprehensive Arts and Science Transition Program

#### 4.3.3.1 Admission Criteria

Students who do not meet the requirements for admission to Memorial University of Newfoundland under one of the two categories above but who do hold a high school diploma may be eligible for admission under this category. Students applying under this category must successfully complete all qualification requirements for the award of the Comprehensive Arts and Science (CAS) Transition Year Certificate from the College of the North Atlantic. A full outline of this program is available in the College of the North Atlantic Calendar which is available online at [www.cna.nl.ca](http://www.cna.nl.ca).

This does not preclude the application of selective admission criteria for particular faculty/school programs. Students may wish to consider the course requirements for their intended program of study at Memorial University of Newfoundland when selecting CAS Transition Year courses for completion of the Transition Year Certificate program.

#### 4.3.3.2 Early Acceptance

Applicants who have completed, or who are completing, a slate of courses which meets the **Admission Criteria** as described above for applicants completing the College of the North Atlantic CAS Transition Year program 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 College of the North Atlantic, 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.

#### 4.3.3.3 Other Information

- English Language Proficiency Requirements will apply to all applicants.

### 4.3.4 Applicants for Concurrent Studies

#### 4.3.4.1 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 in completed English, Math and Science courses at the 2000 or 3000 level) may apply to enrol in university 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 and provide a list of final year registrations; an official high school transcript; and a letter from the high school principal or guidance counsellor clearly supporting 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**.
- Normally, enrolment for concurrent studies students will be limited to 3 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.
- Normally, eligibility to enrol is limited to the Fall and Winter semesters.
- Concurrent studies students will be automatically considered for general admission to the University for the Fall semester of the following academic year. The requirements for admission to the University, as specified in **Applicants Who Have Followed the High School Curriculum of Newfoundland and Labrador**, will apply. Additional faculty application and admission requirements may apply.

#### 4.3.4.2 Other Information

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

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

#### 4.3.5.1 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: IBT 3113, 3115, 3211, 3212A/B, 3214, and 3316 **OR**
  - Biology: 2101A, 2101B, 2101C, 3101A, 3101B, and 3101C
  - Chemistry: ICH 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

#### 4.3.5.2 Other Information

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

### 4.3.6 Applicants for Mature Student Status

#### 4.3.6.1 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.

#### 4.3.6.2 Other Information

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

### 4.3.7 Applicants for Visiting Student Status

An applicant who wishes to enrol as a student at Memorial University of Newfoundland for a limited period of time and who does not

wish to be admitted to a program for the purpose of completing a degree at this University may apply for admission under the Visiting Student category. This category includes, but is not limited to, students who are in good standing at their current or most recently attended post-secondary institution and who either:

- wish to complete one or more courses for the purpose of transferring the resulting credit to their home institutions; or
- wish to come to Memorial University of Newfoundland to complete an unpaid research internship under the supervision of a Memorial University of Newfoundland faculty member; or
- have been offered provisional acceptance to a Memorial University of Newfoundland graduate-level program subject to the completion of specific pre-requisite courses.

#### 4.3.7.1 Application and Admission Criteria

- Applicants will be required to submit a completed Undergraduate Application for Admission/Readmission together with the appropriate fee. For further information refer to **Fees and Charges**.
- Applicants for admission as visiting students will be required to supply one of either (1) a final official transcript from the most recent institution attended, (2) a Letter of Permission (LOP) from their current or former institution, or (3) a letter of recommendation from the School of Graduate Studies confirming the courses that are pre-requisites for admission to a graduate-level program.
- Visiting students enrolling at Memorial University of Newfoundland under an approved exchange agreement or as visiting interns will also be required to submit a letter of recommendation from the head of the academic unit that will host the student confirming that the nature and duration of the student's visit and the courses for which the student will register.
- Visiting students are normally eligible to register at Memorial University of Newfoundland under this category for a maximum of two semesters and registration eligibility is subject to course availability and completion of course pre-requisites. For courses at a level beyond first year in particular, consultation with the academic unit offering course(s) of interest for the purpose of verifying registration eligibility, prior to submission of an application, is strongly encouraged.
- In order to obtain access to University resources and, where applicable a study permit, visiting research interns will be required to register for each semester of their visit for one of either (1) UGRD 5900 if they are visitors at the undergraduate student level or (2) GRAD 9900 if they are visitors at the graduate student level. Registration for one of these courses will be conducted by using a Course Change Form.
- Visiting research interns will be exempt from tuition fees. However, all visiting research students will be required, as a condition of registration, to participate in the University's mandatory health insurance plan and enrol in the University's recreation program.

#### 4.3.7.2 Other Information

- **English Language Proficiency Requirements** and the regulations outlined under **Admission/Readmission to the University** will apply to all applicants.
- All visiting students are subject to all other applicable Memorial University of Newfoundland regulations as published in the University Calendar.

### 4.3.8 Applicants Who Are Senior Citizens

#### 4.3.8.1 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.

### 4.3.9 Applicants Who Have Followed the High School Curriculum of Another Country or a Recognized Standardized Curriculum

The criteria below apply to applicants who have completed a high school program and diploma under a curriculum sanctioned by a ministry of education or government jurisdiction other than the ministry of education of a province or territory of Canada or under an organization that offers internationally-recognized standardized examinations.

Applicants shall have completed the requirements for a recognized high school diploma or senior secondary certificate following completion of university-preparatory courses at, as a minimum, either the senior secondary or grade 12 level in the following five subject areas: Mathematics, English, Laboratory Science (Biology, Chemistry, Earth Systems/Geology, or Physics), Social Science or Modern or Classical Language, and an Elective. The courses in each subject area shall have been of a depth and breadth that prepares students to continue studies in the related subject areas at the undergraduate university level. An overall minimum average grade among the courses used to satisfy admission requirements may also be required.

#### 4.3.9.1 International Baccalaureate (IB)

- Applicants seeking admission on the basis of the International Baccalaureate Organization's IB Diploma program may be admitted upon award of the IB Diploma with a minimum total score of 24. See **Transfer Credit** regulations and [www.mun.ca/regoff](http://www.mun.ca/regoff) for details regarding the University's IB transfer credit eligibility and IB score conversion policies.

#### 4.3.9.2 American-based High School Curriculum

- Applicants completing an American-based high school program are required to provide official transcripts reflecting a minimum overall average of "B" or better in the required five grade 12 subjects.

#### 4.3.9.3 United Kingdom (UK) or UK-patterned Curriculum

- Applicants are required to have completed the General Certificate of Education (GCE) with at least five subjects. These must include at least three Advanced Subsidiary ("AS") Level subjects or two Advanced ("A") Level subjects with grades of "C" or better or, for applicants completing the Higher-Level subjects of the Scottish Leaving Certificate, at least two subjects at the Higher-Level with grades of "C" or better. Exceptional candidates may be admitted based upon Ordinary ("O") Level results. Applicants should refer to **Transfer Credit** for information concerning transfer credit eligibility.

#### 4.3.9.4 France and French-Patterned Curriculum

- Applicants are required to complete and supply a certified copy of the Diplôme du Baccalauréat General (Diploma of General Baccalaureate) with a minimum grade of 12 in the required subject areas.

#### 4.3.9.5 West Africa (Nigeria, the Gambia, Ghana, Liberia, and Sierra Leone)

- Applicants are required to complete the West African Examinations Council (WAEC) Senior School Certificate with a minimum grade of C6 in the required subjects. Applicants from Nigeria may also be considered based upon completion of National Examinations Council (NECO) examination results with a minimum grade of C6 in the required subjects.

#### 4.3.9.6 Caribbean (Anguilla, Antigua and Barbuda, Barbados, Belize, British Virgin Islands, Cayman Islands, Dominica, Grenada, Guyana, Jamaica, Montserrat, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, and Turks and Caicos Islands)

- Applicants are required to hold a Caribbean Examinations Council Secondary Education Certificate (CESC) with a minimum grade of 2 in the required subject areas and a minimum of two 2-unit subjects on the Caribbean Advanced Proficiency Examination (CAPE) examinations. Applicants who have completed Caribbean Advanced Proficiency Examination (CAPE) examinations may be eligible for transfer credit at the undergraduate level.

Further details regarding admission criteria by country are provided online at [www.mun.ca/regoff](http://www.mun.ca/regoff). Applicants may also contact the Admissions Office, Office of the Registrar by e-mail at [admissions@mun.ca](mailto:admissions@mun.ca).

#### 4.3.9.7 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 Who Have Followed the High School Curriculum of Another Country or a Recognized Standardized Curriculum** 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 Who Have Followed the High School Curriculum of Another Country or a Recognized Standardized Curriculum**. 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.

### 4.3.10 Applicants Transferring From Other Recognized Universities or Colleges

#### 4.3.10.1 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.

#### 4.3.10.2 Other Information

- In addition to the non-refundable application processing fee, an additional fee 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.

#### 4.3.11 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.

#### 4.3.11.1 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.

#### 4.3.11.2 Other Information

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

### 4.4 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 online or in-person 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. The award of transfer credit is subject to the following regulations:

- 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.
- Memorial University of Newfoundland will consider for transfer credit courses for which credit has been granted through a Prior Learning Assessment and Recognition 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).
- 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.

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

#### 4.4.1 College Board Advanced Placement (AP)

- 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).

#### 4.4.2 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.

#### 4.4.3 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.

#### 4.4.4 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.

#### 4.4.5 Member Institutions of Universities Canada

- 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 Universities Canada 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**.

#### 4.4.6 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.

#### 4.4.7 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.

### 4.5 Prior Learning Assessment and Recognition (PLAR)

Memorial University of Newfoundland recognizes that learning may occur outside a formal institutional setting through professional or personal experience or through participation in unaccredited learning. Students of Memorial University of Newfoundland may be eligible for the award of credit for informal or non-formal learning in specific circumstances. Where PLAR is offered, it is available only to those students who have applied for admission or who are currently registered at the University. PLAR at Memorial University of Newfoundland is subject to the following regulations and procedures:

- The recognition of informal learning, assessed on the basis of recognized professional achievement, may exist in the form of program admission, advanced placement, or academic credit in selected programs. Students are advised to consult the regulations governing programs of interest in the appropriate section of the University Calendar for further information.
- The recognition of learning that has not been recognized through the award of credit, for the purposes of determining pre-requisite waiver eligibility, may be approved by academic units on the basis of interviews or a review of unofficial documents. Students are advised to contact the academic unit offering the course(s) involved for further advice.
- Assessment of learning in the form of written or practical challenge examinations may be offered at the discretion of academic units. Recognition of learning assessed through challenge examinations is subject to the regulations outlined below.

- PLAR may be used to receive credit for Work Terms or Internships at the discretion of the individual faculty or school.

### 4.5.1 Challenge for Credit

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

1. Applications to challenge for credit are available online at [www.mun.ca/regoff/forms.php](http://www.mun.ca/regoff/forms.php) or in-person 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.
2. A student who has applied for transfer credit evaluation may not apply to challenge for credit until the transfer credit evaluation has been completed.
3. 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).
4. For the purpose of satisfying the regulations governing 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**.
5. The appropriate fee must be paid at the time of application. For further information refer to the 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.

## 5 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) 864-8801; those students attending the Grenfell 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 beyond their first year 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.

## 6 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 Decisions**.

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**.

### 6.1 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 Structured Practice Experiences required of the School of Pharmacy will be deemed full-time students.
  - d. Provided they had been admitted to the University, the members of the Executive of the Memorial University of Newfoundland Students' Union (MUNSU), the Grenfell Campus Student Union (GCSU) and the Marine Institute Student Union (MISU) shall be deemed, for the purpose of membership on University committees, the Senate and the Board of Regents, to be full-time students during their tenure.
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.

## 6.2 Degree and Departmental Regulations

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

### 6.2.1 Year of Degree and Departmental Regulations - Faculty of Humanities and Social Sciences and Faculty of Science

1. A student completing a degree program in the Faculty of Humanities and Social Sciences 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.

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

1. A student registered in any program, other than programs in the Faculty of Humanities and Social Sciences, programs in the Faculty of Science, the Bachelor of Business Administration program offered by the Faculty of Business Administration, or in the Bachelor of Maritime Studies or Bachelor of Technology programs offered by the Fisheries and Marine Institute will normally follow regulations in effect in the academic year in which the student first completes a course(s) in the 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 completing a Bachelor of Business Administration will normally follow the degree regulations in effect in the academic year in which the student first earns a total of 12 credit hours in Business courses at the 1000-level. However, the student may elect to follow subsequent regulations introduced during the student's tenure in a program.
3. A student who has been admitted to and who is currently completing courses in one of the Fisheries and Marine Institute diploma programs that meets the admission criteria to the Bachelor of Technology program may simultaneously complete the requirements for the Bachelor of Technology program. Under those circumstances, for the purpose of meeting **Degree and Departmental Regulations, Year of Degree and Departmental Regulations - All Other Faculties and Schools**, students will normally follow the degree regulations in effect in the academic year in which the student first completes an undergraduate degree course in the Maritime Studies/Technology Management (MSTM) subject area. However, the student may elect to follow subsequent regulations introduced during the student's tenure in the program.
4. For the purpose of meeting **Degree and Departmental Regulations, Year of Degree and Departmental Regulations - All Other Faculties and Schools**, a student who is completing the Bachelor of Maritime Studies/Bachelor of Technology will normally follow the degree regulations in effect in the academic year in which the student first completes a course(s) in the program following formal admission to that program. However, the student may elect to follow subsequent regulations introduced during the student's tenure in the program.
5. A student in the Bachelor of Commerce (Co-operative) program, the International Bachelor of Business Administration program, or in the Faculty of Education, Faculty of Engineering and Applied Science, School of Nursing, Faculty of Medicine, School of Pharmacy, 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.
6. 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.

### 6.2.3 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**.

### 6.2.4 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.

## 6.3 Residence Requirements

### 6.3.1 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.

### 6.3.2 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 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.

### 6.3.3 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 all required courses in their stream of study 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.

## 6.4 Special/Selected Topics Courses

When a block of courses has been approved under a general heading such as selected topics, special areas, directed readings or like heading, each new course offered from that block of courses shall be approved in advance by the Faculty/School Undergraduate Studies Committee. To ensure an orderly use of the courses and non-duplication between course numbers, titles and contents, the Committee shall require the same quality and type of information as is needed for the approval of any single course.

## 6.5 Registration

### 6.5.1 General Information

1. Students register using the Student Web/Self-Service at [www.mun.ca/regoff](http://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.

### 6.5.2 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**.

### 6.5.3 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 *Undergraduate Registration Procedures*.

### 6.5.4 Adding Courses

#### 6.5.4.1 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 the

student was originally registered by adding and/or dropping a course(s).

### 6.5.5 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, division head, vice-president or associate vice-president of the student's faculty, school, or campus.
  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, division head, vice-president or associate vice-president of the student's faculty, school, or campus.

### 6.5.6 Dropping Courses

#### 6.5.6.1 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 the student was originally registered by adding and/or dropping a course(s).

#### 6.5.6.2 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.

#### 6.5.6.3 Dropping Courses Retroactively

An academic transcript is a complete and accurate reflection of a student's academic record. Once the final exam is written the course will be considered to be completed and, normally, no retroactive drop will be possible. A poor grade is not, in and of itself, acceptable grounds for dropping a course retroactively. On rare occasions, a student may request to drop a course retroactively (i.e. beyond the last day to add courses in the semester following the one in which the course was taken). Normally, such requests will be considered only for courses that were not completed as a result of circumstances beyond the student's control such as illness, bereavement, or other acceptable cause, duly authenticated. If a request for a retroactive drop is approved, a grade of DEX (Drop due to Exceptional Circumstances) will be assigned in these circumstances and entered on the student's record. Requests shall be submitted to the Office of the Registrar no later than five years following the last day of examinations for the semester in which the course was taken. Requests must include the following information:

- name,
- current address and telephone number,
- Memorial University of Newfoundland email address,
- student ID number,
- course(s) requested to drop retroactively,
- explanation of why course(s) could not be dropped during regular time frame for dropping,
- grounds for the request,
- supporting documentation, and
- documentation from the course instructor regarding grading scheme and final grade.

#### 6.5.6.4 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.

### 6.5.6.5 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)**. Further information can be found at **Fees and Charges**.
- 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.

## 6.5.7 Withdrawing from the University

### 6.5.7.1 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.

### 6.5.7.2 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, division head, vice-president or associate vice-president of the student's faculty, school, or campus 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.

### 6.5.7.3 Withdrawing from the University Retroactively

An academic transcript is a complete and accurate reflection of a student's academic record. Once the student has written one or more final exams, the semester will be considered to be completed and, normally, no retroactive withdrawal will be possible. Poor grades are not, in and of themselves, acceptable grounds for withdrawing retroactively. On rare occasions, a student may request to withdraw from the University retroactively (i.e. beyond the last day to add courses in the semester following the one in which the courses were taken). Normally, such requests will be considered only for courses that were not completed as a result of circumstances beyond the student's control such as illness, bereavement, or other acceptable cause, duly authenticated. If a request for a retroactive withdrawal is approved, a grade of DEX (Drop due to Exceptional Circumstances) will be assigned in these circumstances and entered on the student's record. Requests shall be submitted to the Office of the Registrar no later than five years following the last day of examinations for the semester in which the courses were taken. Requests must include the following information:

- name,
- current address and telephone number,
- Memorial University of Newfoundland email address,
- student ID number,
- semester(s) for which retroactive withdrawal is requested,
- explanation of why course(s) could not be dropped during regular time frame for dropping,
- grounds for the request,
- supporting documentation, and
- documentation from the course instructors regarding grading scheme and final grade.

### 6.5.7.4 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.

## 6.5.8 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.

## 6.5.9 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.

## 6.6 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.

## 6.7 Evaluation of Student Work

### 6.7.1 Method of Evaluation

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

### 6.7.2 Course Syllabus

1. Before the end of the first week of lectures in any semester or session, the course syllabus shall be made known to students. The course syllabus shall include:
  - the method of evaluation,
  - any required prerequisites or co-requisites,
  - any required textbooks or other resources which must be purchased,
  - information about the availability of the instructor for consultation (in-person and, where appropriate, by other means of communication) outside of class,
  - a statement of Memorial University of Newfoundland's commitment to accommodation of students with disabilities, and
  - a statement regarding academic integrity, including a reference to the entry on **Academic Misconduct** in this Calendar.
2. 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;
  - wherever possible, an explanation of the alternate evaluation which will be offered to students who are unable to complete a part of the evaluation due to acceptable cause, as described under **Exemptions from Parts of the Evaluation**; and
  - with the exception of the final examination, and in accordance with **Scheduling of Parts of the Evaluation** below, the probable dates of all in-class parts of the evaluation, and the probable dates on which all take-home parts of the evaluation are due.
3. The course syllabus shall be provided in paper form to students present in class, or in electronic form via a University approved email account or learning management system.
4. As early as possible following the start of lectures in each semester or session, and no later than the end of the first week of lectures, the course instructor shall file a copy of the course syllabus with the appropriate academic unit.
5. Methods used for notification of grades earned in all parts of the evaluation and for the return of graded evaluative instruments will be in keeping with the Access to Information and Protection of Privacy Act (Government of Newfoundland and Labrador).

### 6.7.3 Scheduling of Parts of the Evaluation

1. Every effort should be made to adhere to the dates given on the course syllabus. Deviations from these dates of one calendar week or less are subject to the restrictions listed in clauses 2 to 5. Longer deviations are permitted only as described under **Changing the Method of Evaluation**.
2. 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, the Faculty of Medicine and the School of Pharmacy 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 semester or session 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 meetings of another course for any student involved.
3. Any other in-class work 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 in-class work in individual courses in a given semester or session upon recommendation of the appropriate committee on undergraduate studies. Such waivers will be considered only if it can be shown that such in-class work does not conflict with regularly scheduled meetings of another course for any student involved.
4. No form of evaluation shall take place or be due during the last two weeks of the lecturing period in any semester or the last week of the lecturing period in any session, with the exception of oral exams and presentations, laboratory exams and reports, grading on participation, and take-home work which has been made available to students prior to this part of the lecturing period. Courses taught outside the regular time frame are exempt from the application of this regulation. In exceptional circumstances, the undergraduate studies committee of the appropriate faculty or school may, upon the recommendation of the head of an academic unit, grant a waiver of this regulation with the proviso that the total value of all parts of the evaluation thereby permitted shall not exceed 20% of the final mark in that course. At the end of each semester, the Senate Committee on Undergraduate Studies must be notified of waivers granted.
5. No evaluation of any nature shall be held or due 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.
6. In the event of an officially declared emergency which results in the cancellation or interruption of in-class work 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 work 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 work be held in the last week of lectures of a semester.

#### 6.7.4 Changing the Method of Evaluation

1. 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 course instructor that they are disadvantaged by the change.

#### 6.7.5 Exemptions from Parts of the Evaluation

1. For information and procedures regarding exemptions from final examinations, refer to **Exemptions From Final Examinations and Procedures for Applying to Write Deferred Final Examinations**.
2. A student is, at times, prevented from completing a part of the evaluation by illness or medical conditions of less than five calendar days' duration. In such cases, a student may apply for an alternate evaluation by declaring to the relevant instructor that the student has experienced such an illness or medical condition. This declaration should be made via telephone or in writing through the student's University approved e-mail account. This declaration should be made in advance of the original date on which an in-class part of the evaluation is to be held or a take-home part of the evaluation is due, wherever possible, but no later than 48 hours after the original date of the part of the evaluation. If the declaration is made by telephone, written confirmation must then be received by the relevant instructor within seven calendar days of the original date of the part of the evaluation.
3. A student who is prevented from completing a part of the evaluation by illness of at least five calendar days' duration, bereavement or other acceptable cause, duly authenticated in writing, may apply for an alternate evaluation. This application should be made in advance of the original date on which an in-class part of the evaluation is to be held or a take-home part of the evaluation is due, wherever possible, but no later than 48 hours after the original date of the part of the evaluation. If application is made by telephone, written confirmation must then be received by the head of the appropriate academic unit within seven calendar days of the original date of the part of the evaluation. The following supporting documentation is required:
  - For illness or medical conditions, medical documentation from a health professional is required. Students should provide the health professional with a copy of the Student Medical Certificate.
  - For bereavement or other acceptable cause, official documents or letters that support the reason for the request (e.g. death certificate, letter from employer, etc.) are required.
4. The alternate evaluation may consist of the deferral of in-class work, the extension of the deadline for take-home work, an alternative allocation of marks, or another appropriate accommodation as determined by the course instructor. A student who is dissatisfied with the accommodation offered by the instructor may consult with the head of the appropriate academic unit.

#### 6.7.6 Correction and Return of Student Work

1. Provided that students submit work by the due date outlined in the method of evaluation, instructors shall mark and return work that is worth a total of at least 20% of the final grade before the last day to drop courses without academic prejudice. This excludes practicums, placements, internships, theses, and courses where a single piece of work is used to determine the entire mark for the course. In exceptional circumstances, a waiver of this clause may be granted to an individual section of a course in a given semester upon application by the course instructor. For courses at the 1000- and 2000-level, such a waiver may be granted by the Senate Committee on Undergraduate Studies. For all other courses, such a waiver may be granted by the undergraduate studies committee of the appropriate faculty or school; at the end of each semester, the Senate Committee on Undergraduate Studies shall be notified of waivers granted.
2. Instructors shall mark and return all work in a timely manner. In courses where evaluation includes a final examination, instructors shall make all reasonable efforts to mark and return all work before the beginning of the examination period, provided that students submit this work by the due date specified in the method of evaluation.

### 6.8 Final Examinations

#### 6.8.1 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 or session 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 Final 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 course syllabus.
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 or session. Academic units should indicate whether the examination is to be held during the day or the evening.

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

1. A student who is prevented from writing a final examination by acceptable cause may apply, with supporting documents, to have the course graded based on the work completed or have the final examination deferred.
2. For a student who is prevented from writing a final examination as described under **Scheduling of Final Examinations**, the application to defer this examination should be made in writing to the head of the appropriate academic unit (or delegate). It should



be submitted as soon as possible after the release of the final examination schedule, and in any case no later than two weeks before the end of the semester or session.

3. A student who is scheduled to write three final examinations which begin and end within a twenty-four-hour period may request to write a deferred examination. Normally, only the second examination in the twenty-four-hour period may be deferred. The application to defer this examination should be made in writing to the head of the appropriate academic unit (or delegate). It should be submitted as soon as possible after the release of the final examination schedule, and in any case no later than two weeks before the end of the semester or session.
4. For a student who is prevented from writing a final examination by illness, bereavement or other acceptable cause, duly authenticated in writing, the application to defer this examination should be made via telephone or in writing through the student's University approved e-mail account to the head of the appropriate academic unit (or delegate) and the course instructor. This application should be made in advance of the examination wherever possible, but no later than 48 hours after the original date of the examination. If application is made by telephone, written confirmation must then be received by the head of the appropriate academic unit (or delegate) within seven calendar days of the original date of the examination. The following supporting documentation is required:
  - For illness or medical conditions, medical documentation from a health professional is required. Students should provide the health professional with a copy of the Student Medical Certificate.
  - For bereavement or other acceptable cause, official documents or letters that support the reason for the request (e.g. death certificate, letter from employer, etc.) are required.
5. The decision regarding the request of the student to have a course graded based on the work completed 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 by the head of the appropriate academic unit (or delegate) to the student and to the Registrar within seven calendar days of the receipt of the student's complete application. For further information refer to **Appeal of Decisions**.
6. 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 the work completed 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 seven calendar days following the start of classes in the next semester or session.
7. A student who is prevented from writing a deferred final examination by illness, bereavement, or other acceptable cause, duly authenticated in writing, may apply, with supporting documents, to have the deferred final examination further deferred. This application should be made via telephone or in writing through the student's University approved e-mail account to the head of the appropriate academic unit (or delegate) and the course instructor. This application should be made in advance of the examination wherever possible, but no later than 48 hours after the original date of the examination. If application is made by telephone, written confirmation must then be received by the head of the appropriate academic unit (or delegate) within seven calendar days of the original date of the 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. The following supporting documentation is required:
  - For illness or medical conditions, medical documentation from a health professional is required. Students should provide the health professional with a copy of the Student Medical Certificate.
  - For bereavement or other acceptable cause, official documents or letters that support the reason for the request (e.g. death certificate, letter from employer, etc.) are required.

### 6.8.3 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 or session 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.
3. All final examination scripts shall be retained by the academic unit for a minimum of one academic year.

### 6.8.4 Rereading of Final Examination Scripts

1. A student may apply to have a final examination script reread whether or not the student has obtained a passing grade in that course.
2. A student is encouraged to request to access the final examination script prior to submitting a request to have the final examination reread. For further information refer to **Access to Final Examination Scripts**.
3. 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 rereads of examinations.
4. 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 letter grade in the course is raised after rereading or if the final numeric grade increases by at least 5%, then the fee is refunded. If the final letter grade in the course is unchanged or lowered, and if the final numeric grade increases by less than 5% or is unchanged or lowered, then the fee is forfeited.

## 6.9 Grading

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

The academic standing of each student will be based upon the course(s) for which the student 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
DEX (drop) – drop without academic prejudice (exceptional circumstances)	no numeric grade	not applicable
DR (drop) - drop without academic prejudice	no numeric grade	not applicable
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
REX (re-examination)	no numeric grade	not applicable

### 6.9.2 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.

### 6.9.3 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.

#### 6.9.4 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.

#### 6.9.5 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. A student 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 last date for examinations in the semester following that in which the student was enrolled in the course. Such an extension may be granted by the head of the appropriate academic unit at the request of the student. In the event that a numeric grade has not been received by the Registrar by this new deadline the INC shall be changed to the letter grade F with a numeric grade 0%. In special circumstances, students registered for a Social Work Internship may be given an extension not exceeding two semesters. Students registered in one of Human Kinetics and Recreation 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.

#### 6.9.6 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.

#### 6.9.7 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.

### 6.10 Dean's and Vice-President's List

#### 6.10.1 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 or vice-president'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.

#### 6.10.2 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 and vice-president's list 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 or vice-president's list.

## 6.11 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.

### 6.11.1 Eligibility for Continuance

#### 6.11.1.1 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 the student is registered on the last day for dropping courses without academic prejudice, or
- to have obtained a cumulative average of at least 55%.

#### 6.11.1.2 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.

#### 6.11.1.3 Other

- Students who meet the academic criteria for continuance in the University but who have not registered for courses for three 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.

### 6.11.2 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.

### 6.11.3 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. In very exceptional circumstances, a student who has been required to withdraw under **Eligibility for Continuance - Academic Criteria for Continuance in the University** may be permitted to return to the University without serving the full period of dismissal. However, this is possible only once a student has served at least one-half of the required dismissal period. An appeal for readmission will only be considered in the case of health issues, bereavement and/or other acceptable cause, duly authenticated.

Requests shall be submitted to the Office of the Registrar no later than June 15 for readmission to Fall semester, October 15 for readmission to Winter semester, and February 15 for readmission to Spring semester.

Requests must include the following information:

- name,
- current address and telephone number,
- Memorial University of Newfoundland email address,
- student ID number,

- semester to which student is seeking readmission
  - grounds for the request, and
  - supporting documentation.
5. Certain conditions may be set for students who are readmitted after a period of ineligibility. These conditions are outlined under **Academic Warning**.
  6. 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.
  7. 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 Decisions**.
  8. These regulations notwithstanding, the readmission of any student at this University is subject to all University regulations.

## 6.12 Academic Misconduct

### 6.12.1 Principles

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

### 6.12.2 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/or 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 suspension or expulsion, 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 Student Conduct*. For information regarding the *Code of Student Conduct* contact the Office of Student Life.
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**.
6. Where an allegation of academic misconduct relates to research and the Tri-Agency Framework: Responsible Conduct of Research, as amended from time to time, the Framework applies. These procedures shall be applied in a manner consistent with the minimal requirements of the Framework.
7. Where an allegation of academic misconduct relates to research involving United States Public Health Service (USPHS) funds, these procedures shall be applied in a manner consistent with the minimal requirements of the U.S. Office of Research Integrity or other appropriate offices of the U.S. Department of Health and Human Services, including U.S. Federal Regulation 42 CFR Parts 50 and 93, as amended from time to time, and the 'Statement on Dealing with Allegations of Research Misconduct Under USPHS Research-related Activities for Foreign Institutions.'

### 6.12.3 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.

### 6.12.4 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, laboratory assignments, laboratory reports or internship reports:** This 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; possessing unauthorized aids; 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, laboratory assignments, laboratory reports, 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:** This 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:** 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 assignments, 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 practices is available through the Writing Centre at [www.mun.ca/writingcentre](http://www.mun.ca/writingcentre).
  - **Theft of examination papers or other material:** This includes obtaining by any improper means examination papers, tests, or any other such material.
  - **Use and/or distribution of stolen material:** This includes the use of material which the student knows to have been improperly obtained and/or the distribution of such material.
  - **Submitting false information:** This 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:** This 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.
  - **Prevention or obstruction of access to works or materials provided by the University needed by others for academic purposes.**
  - **Attempt of bribery, and/or threat of blackmail to influence the award of any credit, grade, honour or academic decisions.**
  - **Failure to follow relevant University/Faculty/School guidelines on ethics.**
  - **Failure to follow the Memorial University of Newfoundland Code.**

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

#### 6.12.5.1 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**.

#### 6.12.5.2 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:

1. 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.
2. At the second meeting the accuser and accused shall endeavour to obtain a mutually satisfactory resolution of the matter.
3. The accuser and accused shall report jointly to the head of the academic or administrative unit on the result of their second meeting.
4. 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 the head of the academic or administrative unit will endeavour to obtain an alternative satisfactory resolution directly with the parties.
5. 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.
6. 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.
7. 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.

#### 6.12.5.3 Failure to Appear or Respond

1. 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.

2. 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.

#### 6.12.5.4 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:

1. **Resubmission:** of work with appropriate reduction in grade: will allow a student to complete and submit the work a second time.
2. **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.
3. **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.

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

#### 6.12.6.1 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 Grenfell Campus, the Grenfell Campus Sub-Committee of the Senate Committee on Undergraduate Studies shall assume the role and authority defined below for the Senate Committee on Undergraduate Studies. Should there be an instance where the case cannot be heard by the Senate Committee on Undergraduate Studies or the Grenfell Campus Sub-Committee of the Senate Committee on Undergraduate Studies, but is in the first instance heard by the Senate Committee on Academic Appeals, the Senate Committee on Academic Appeals shall assume the role and authority defined below for the Senate Committee on Undergraduate Studies.

#### 6.12.6.2 Explanation of Procedures

1. 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 the student. 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 member of the Senate Committee on Undergraduate Studies other than Committee members from that Faculty or School, student representatives, and ex-officio members of the Senate Committee on Undergraduate Studies. 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.
2. 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.
3. 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.
4. 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.
5. 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**.

#### 6.12.6.3 Failure to Appear or Respond

1. 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.
2. 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.

#### 6.12.6.4 Appeals Against Decisions of the Senate Committee on Undergraduate Studies

Appeals against findings of guilt and/or penalties assigned by the Senate Committee on Undergraduate Studies or the Grenfell Campus Sub-Committee can be directed to the Senate Committee on Academic Appeals, c/o The Office of the Registrar in accordance with **Appeal of Decisions, The Senate Committee on Academic Appeals**.

When considering an appeal against decisions of the Senate Committee on Undergraduate Studies, the Senate Committee on Academic Appeals has the authority to:

- Uphold the decision of the Senate Committee on Undergraduate Studies and, if applicable, the penalty assigned by that Committee.
- Uphold the decision of the Senate Committee on Undergraduate Studies and assign a new penalty, if applicable.
- Reverse the decision of the Senate Committee on Undergraduate Studies and assign a penalty, if applicable.

### 6.12.6.5 Penalties in the Case of Resolution by the Senate Committee on Undergraduate Studies or the Senate Committee on Academic Appeals

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. A student who has been found guilty will be issued a Reprimand, which shall be in the nature of a warning to the student that the student's behavior has been unacceptable to the University. Additionally, a student who has been found guilty will be required to successfully complete specific modules of INTG 100 A/B, Academic Integrity and submit a written reflective evaluation as assigned. In addition to the Reprimand and INTG 100 A/B, the range of penalties and their determination is:

1. **Resubmission:** of work with appropriate reduction in grade; will allow a student to complete and submit the work a second time.
2. **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 or the Senate Committee on Academic Appeals.
3. **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. In the case of a decision by the Senate Committee on Academic Appeals to rescind scholarships, bursaries or other awards, the decision will be forwarded to the Senate Committee on Scholarships and Awards for information. The Senate Committee on Undergraduate Studies or the Senate Committee on Academic Appeals will notify the student, in writing or by email, of the recommendation or decision.
4. **Probation:** the period of probation will be determined by the Senate Committee on Undergraduate Studies or the Senate Committee on Academic Appeals. 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.
5. **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 or the Senate Committee on Academic Appeals and shall not exceed six consecutive semesters.
6. **Expulsion:** the recommendation for expulsion from the University will be made by the Senate Committee on Undergraduate Studies or the Senate Committee on Academic Appeals to the President of the University for a final decision. Prior to the President's decision, the Senate Committee on Undergraduate Studies or the Senate Committee on Academic Appeals 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. If the penalty was assigned by the Senate Committee on Undergraduate Studies, any such appeal should be made in writing or by email to the Senate Committee on Academic Appeals, c/o the Office of the Registrar. If the penalty was assigned by the Senate Committee on Academic Appeals, any such appeal should be made in writing or by email to the Executive Committee of Senate, c/o the Office of the Registrar.
7. **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 or the Senate Committee on Academic Appeals to Senate for a final decision. Prior to Senate's decision the Senate Committee on Undergraduate Studies or the Senate Committee on Academic Appeals 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. If the penalty was assigned by the Senate Committee on Undergraduate Studies, any such appeal should be made in writing or by email to the Senate Committee on Academic Appeals, c/o the Office of the Registrar. If the penalty was assigned by the Senate Committee on Academic Appeals, any such appeal should be made in writing to the Executive Committee of Senate, c/o the Office of the Registrar.

### 6.12.7 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]"
Rescinding of Degree	"Degree rescinded for academic misconduct"

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

### 6.12.8 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.



## 6.13 Graduation

### 6.13.1 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 through the Student Web/Self-Service at [www.mun.ca/regoff](http://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.

### 6.13.2 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 to 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 Science (Pharmacy), Bachelor of Special Education, Bachelor of Technology, Doctor of Medicine, Doctor of Pharmacy, and all degrees offered by the School of Human Kinetics and Recreation.

### 6.13.3 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.

### 6.13.4 Diplomas and Certificates

1. Diplomas and certificates are not classified.

## 6.14 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 judgment of the head of the appropriate academic unit or the appropriate committee, merit and equity so warrant. In keeping with the principle that decisions to waive regulations should be made as close as possible to the University officer or committee with responsibility for the regulations, requests for waivers, which normally must be made in writing, must 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. With the exception of verbal requests for waiver of Course Prerequisites or Co-requisites, the student will be advised in writing of the reasons for the decision and of the avenue of appeal that may be taken. For information regarding the appeal procedure refer to **Appeal of Decisions**.

## 6.15 Appeal of Decisions

### 6.15.1 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 health issues, bereavement and/or other acceptable cause, duly authenticated.
3. For assistance in the appeals process, a student is advised to consult with the Office of the Registrar.
4. In preparing an appeal a student may consult advisors. Such advisors may include a representative from a Memorial University of Newfoundland student union, an international student advisor, a faculty advisor, a counsellor or a faculty member who is familiar with the appeals process and who is 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 a student at critical points in the student's university career, and to provide an accessible and transparent process for a student. A student should refer also to the **Routes of Appeal of Academic Regulations** below for information concerning where appeals should be directed.
6. The principles of natural justice shall be applied to the appeals processes and decisions. These principles include, but are not limited to, such practices as all parties to the appeal receiving timely and adequate notice, all parties to the appeal having the opportunity to submit arguments and supporting documentation and all parties to the appeal being made aware of the evidence considered by the committee. No person shall sit in judgment on an appeal if that person has been previously involved in a decision-making process related to the matter under appeal or if that person has any conflict of interest, bias or reasonable apprehension of bias.
7. While the University makes provision for a student to appeal decisions made under University regulations, the academic, financial or other consequences of the appeals process rests with the student.
8. When an appeal is denied, the student shall be advised in writing of the reasons for the decision and if there are further steps that can be taken in the appeals process.
9. A student whose appeal is denied by the Senate Committee on Undergraduate Studies may appeal to the Senate Committee on Academic Appeals. Academic units whose decisions are overturned by the Senate Committee on Undergraduate Studies may appeal to the Senate Committee on Academic Appeals. Decisions of the Senate Committee on Academic Appeals are final and within the University there is no further appeal.
10. Unless the student bringing the appeal requests otherwise, student appeals are heard anonymously by all committees except the Senate Committee on Academic Appeals.

### 6.15.2 Routes of Appeal of Academic Regulations

1. Normally, the responsibility for making an appeal before the appropriate committee of the University rests with the student.
2. A student who is ineligible to register for courses officially 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 units offering the courses. Such permission shall not be unreasonably withheld.
3. A student whose request for waiver of regulations has been denied may direct the appeal as described below.
  - Course prerequisites or co-requisites: to the appropriate faculty/school committee on undergraduate studies. No further appeal is possible;
  - Applications to write Deferred Final Examinations: to the appropriate faculty/school committee on undergraduate studies;
  - Program Regulations: to the Senate Committee on Undergraduate Studies, c/o The Office of the Registrar, where the appropriate committee on undergraduate studies denies the request for waiver;
  - General Academic Regulations (Undergraduate): to the Senate Committee on Academic Appeals, c/o The Office of the Registrar;
  - Decisions of the Senate Committee on Undergraduate Studies: to the Senate Committee on Academic Appeals, c/o The Office of the Registrar;
  - Scholarships, Bursaries, Awards, Medals and Prizes Regulations: to the Senate Committee on Academic Appeals, c/o The Office of the Registrar; and
  - Decisions of a Faculty/School under **Regulations for Readmission and Advancement**, 7. of the Faculty of Education; **Promotion Regulations, Other Information**, bullet four of the School of Human Kinetics and Recreation; **Regulations for the Degree of Doctor of Medicine, Promotion**, 6. of the Faculty of Medicine; **Promotion Regulations**, 6. of the School of Nursing; **Promotion Regulations, Other Information** of the School of Pharmacy; or **Academic Requirements and Promotion Regulations, Promotion Status, Other Information**, 1., bullet three of the School of Social Work: to the Senate Committee on Academic Appeals, c/o The Office of the Registrar.

### 6.15.3 Route for Questioning Grades

1. Grades awarded in individual courses cannot be appealed, as the student shall normally have had the opportunity to contest grades immediately after the release of examination results (see **Access to Final Examination Scripts** and **Rereading of Final Examination Scripts**). Dissatisfaction with grades is not sufficient grounds for an appeal.
2. Notwithstanding the above, and recognizing that the awarding of grades is an academic matter within the purview of experts in a discipline or subject area, a student who wishes to question the grades awarded in individual courses may consult with the following in the order given:
  - the course instructor
  - the head of the appropriate academic unit
  - the Dean of the appropriate Faculty/School, Associate Vice-President (Academic) of the Grenfell Campus or Vice-President of

the Marine Institute.

#### 6.15.4 Information Required in Letters of Appeal

1. Except in the case of appeals to the Senate Committee on Academic Appeals, appeals must be made in writing, clearly stating the basis for the appeal, and must be directed to the secretary of the appropriate University committee.
2. In the letter of appeal, the student must clearly and fully provide:
  - name,
  - current address and telephone number,
  - Memorial University of Newfoundland e-mail address,
  - student ID number,
  - the decision being appealed,
  - the grounds of appeal, and
  - the resolution being sought.
3. When providing grounds for the appeal, including health issues, bereavement and/or other acceptable cause, a student must present independent evidence to corroborate statements made in the letter of appeal. Preferably, this evidence will come from a professional, such as a health professional, a counsellor, or a professor. However, certificates from other knowledgeable parties may be acceptable.
4. A student shall include with the letter of appeal any submissions the student wishes to make in support of the appeal.
5. In cases where an appeal is based on health issues, the student must produce an original certificate from a health professional in the form of a note or letter. Such a certificate must be sufficiently specific to allow appropriate consideration of the student's case. The certificate must also clearly state that, in the opinion of the health professional, the problem was serious enough to have interfered with the student's work. A student should refer to the section below, **Information Required in Certificates from Health Professionals**, for more complete information.
6. A student claiming bereavement as grounds must provide an obituary notice or death certificate, together with evidence of a close personal relationship between the student and the deceased.
7. Privacy and Confidentiality: The committees to which appeals are made do require substantial information about the reasons for the appeals in order to make their decisions. However, the committees also recognize each student's right to privacy and its obligations, under the Access to Information and Protection of Privacy Act, to safeguard a student's personal information.

#### 6.15.5 The Senate Committee on Academic Appeals

1. Appeals shall be initiated by submitting a written Notice of Appeal, c/o The Office of the Registrar, containing the following:
 

When the Notice of Appeal is from a student:

  - name,
  - current address and telephone number,
  - Memorial University of Newfoundland e-mail address,
  - student ID number,
  - a copy of the decision giving rise to the appeal,
  - supporting documentation,
  - a description of the matter under appeal,
  - the grounds of appeal, and
  - the resolution being sought.

When the Notice of Appeal is from an academic unit:

  - name of the Head of the academic unit,
  - Memorial University of Newfoundland e-mail address,
  - a copy of the decision giving rise to the appeal,
  - supporting documentation,
  - a description of the matter under appeal,
  - the grounds of appeal, and
  - the resolution being sought.
2. The Notice of Appeal should include, in writing, relevant information in support of the appeal.
3. Except with the approval of the Executive Committee of Senate, notices of appeal shall be submitted no later than the last day of classes in the semester following the semester in which the decision under appeal was sent to the student.
4. In accordance with the principles of natural justice, students and academic units are entitled to make an oral presentation.
5. Appeals shall be heard either through written submission only or through an oral presentation, as requested. No inferences shall be drawn from the choice.
6. When an appeal is heard by an oral presentation, a student may be accompanied by an advisor (see **Appeal of Decisions, General Information**, 4.). A student may participate in person, or at the expense of the University, by way of teleconference, or by such other means approved in advance by the Committee; however, any expenses incurred by the student are the responsibility of the student.
7. Decisions of the Senate Committee on Academic Appeals are final and within the University there is no further appeal.

#### 6.15.6 Information Required in Certificates from Health Professionals

1. A student who requests 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 health issues is required by the University to provide, in support of the request, a certificate from a health professional in the form of a note or letter. Such certificates must be sufficiently specific to allow a proper consideration of a student's case. The University requires that all such certificates must be on letterhead, must be signed by the health professional, must confirm the specific dates on which the student visited the health professional and should include details on the following:

- the degree to which the health issue (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 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. The University respects the privacy of students and will keep confidential all such certificates. A student should request that the health professional retain a copy of such a certificate in case the certificate needs to be verified or reissued at a later date.

## 7 Certificate Programs

Certificate courses are specially designed courses relating to specific areas of study for which no equivalent degree credit course exists and are not applicable towards an existing diploma or degree program.

A student is required to meet **UNIVERSITY REGULATIONS - Admission/Readmission to the University (Undergraduate)** for entry to Memorial University of Newfoundland.

A student may receive up to three exemptions for equivalent course work completed through another program or at another institution. If a student has previously obtained credit from Memorial University of Newfoundland for any of the courses on a certificate program, the student will not be required to repeat these courses. To receive exemptions for certificate credit courses, a student must make a written request with supporting documents (transcripts and course descriptions).

### 7.1 Admission Requirements

A student who wishes to complete certificate programs must be admitted to the University as an undergraduate student and comply with the **General Academic Regulations (Undergraduate)**.

### 7.2 Regulations for a First Certificate

A Memorial University of Newfoundland certificate is awarded to a student who completes certificate program requirements.

1. Every candidate for a certificate shall comply with all the course requirements governing the award of that certificate.
2. Candidates shall complete at this University a minimum of 9 credit hours of the total number of credit hours required for a certificate.
3. No candidate will be awarded a certificate unless an average of 2 points or better on the total number of credit hours required for the certificate has been obtained.

### 7.3 Regulations for a Second Certificate

A student who has completed a certificate program and wishes to complete a second certificate must:

1. comply with all course requirements governing the award of that certificate; and
2. complete at least 9 credit hours beyond those required for the first certificate. The courses which comprise these credit hours must be applicable to the certificate sought.

## 8 Non-Academic Regulations

### 8.1 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 **Code of Student Conduct**)

#### 8.1.1 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, Room FM1018, 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/cep/parking](http://www.mun.ca/cep/parking).

### 8.2 Firearms on Campus

Memorial University of Newfoundland prohibits firearms in classrooms on its campuses.