

MEMORIAL UNIVERSITY OF NEWFOUNDLAND
SENATE

The regular meeting of Senate was held on December 8, 2009 at 4:00 p.m. in Room E5004, Education Building.

45. PRESENT

The President Pro Tempore, Dr. R. Tremblay, Dr. H. Pike, Ms. R. Cochrane, Dr. M. Abrahams, Dr. P. Fisher (for Mr. G. Blackwood), Ms. L. Busby, Mr. G. Collins, Dean D. Dibbon, Dr. D. Foster, Dr. N. Golfman, Dr. T. Gordon, Dr. L. Hensman, Ms. K. Kennedy, Dr. J. McFetridge-Durdle, Professor E. Oliver, Dr. J. Quaicoe, Dr. N. Roy, Dean L. Walker, Dr. S. Abhyankar, Professor M. Beaton, Dr. J. Brunton, Dr. J.J. Connor, Mr. C. Couturier, Dr. S. Ghazala, Dr. G. George, Dr. D. Kelly, Dr. D. Kimberley, Professor V. Kuester, Dr. P. Marino, Dr. D. McKay, Dr. W. Okshevsky, Dr. D. Peters, Mr. B. Riggs, Professor G. Riser, Professor W. Schipper, Dr. C. Sharpe, Professor D. Walsh, Dr. E. Warkentin, Dr. P. Wilson, Dr. J. Wyse, Mr. S. Despres, Ms. C. Jalbert, Mr. A. Raman, Mr. C. Campbell, Mr. T. Collins, Mr. B. Evoy, Mr. R. Marshall, Ms. H. Morris, Mr. T. Randell, Ms. R. Winsor.

Dr. Loomis noted for inclusion in the minutes that since the last meeting of Senate, Dr. Ross McGowan, Faculty of Science (Biochemistry) has resigned from Senate.

A by-election, which will coincide with the regular elections for 2010/11, will be held in the new year.

46. APOLOGIES FOR ABSENCE

Apologies were received from Dean J. Rourke, Dr. F. Balisch, Mr. C. Clarke, Dr. J. Connor, Dr. A. Fiech, Dr. C. Kovacs, Dr. K. Mearow, Dr. A. Rose, Dr. P. Trnka.

47. MINUTES

It was moved by Dr. Wyse, seconded by Dr. Ghazala and carried that the Minutes of the regular meeting held on November 10, 2009 be taken as read and confirmed.

CONSENT AGENDA

It was moved by Professor Walsh, seconded by Dr. Golfman, and carried that the consent agenda, comprising the items listed in 48 and 49 below, be approved as follows:

48. REPORT OF THE SENATE COMMITTEE ON UNDERGRADUATE STUDIES

48.1 Faculty of Engineering and Applied Science

Page 218, 2009-2010 Calendar, under the heading 3.2 Complementary Studies, clause 2, amend the fourth bullet to read as follows:

“One 3 credit hour course that deals with the effect of technology on society and the environment. The course is to be chosen from Engineering 6101,

Faculty of Engineering and Applied Science (cont'd)

Sociology 2120, Philosophy 2571 or the former Philosophy 2801, Women's Studies 4107.”

Page 234, 2009-2010 Calendar, under the heading 9.3 Academic Term 3 Courses, amend the prerequisite for Engineering 3934 to read as follows:

“PR: ENGI 1010, Mathematics 1001, 2050”

Page 232, 2009-2010 Calendar, under the heading 6.2 Promotion Status (Engineering One), amend clause 1 to read as follows:

- “1. The requirements for promotion to Academic Term 3 are:
 - a. an average of at least 65% over the courses Mathematics 1001, Mathematics 2050, Physics 1051, Chemistry 1050, English 1080 (or equivalent), ENGI 1010, ENGI 1020, ENGI 1030 and ENGI 1040; and
 - b. a grade of at least 55% in each of the above nine courses.”

48.2 Faculty of Business Administration

Page 183, 2009-2010 Calendar, under the heading 14.3 Business Electives Course Descriptions, insert the following new block of special topic courses:

“6041 - 6060 Special Topics Courses”

Page 183, 2009-2010 Calendar, under the heading 14.3 Business Electives Course Descriptions, amend 6000-6029 to read as follows:

“6000-6029 (Excluding 6001, 6004, 6008, 6009, 6010, 6021 and 6022) Special Topics will have the topics to be studied announced by the Faculty.”

Page 183, 2009-2010 Calendar, under the heading 14.3 Business Electives Course Descriptions, insert the following new course:

“7315 Human Resource Management Training. Through a variety of methods including lecture, discussion, case analysis, research, and the development of a detailed training program, students will become exposed to many topics in the area of human resource management training; including: needs analysis, training design, on and off-the-job training methods, technology and training, training implementation and delivery, transfer of training, and training evaluation.

CR: The former 6021

PR: Business 6310 (advanced HRM) is the prerequisite, as students are required to have advanced knowledge on a variety of human resource topics in order to successfully complete a training manual.”

48.3 Department of Anthropology

Page 93, 2009-2010 Calendar, under the heading 8.2.1 General Degree, subheading 1 First Courses, delete “Archaeology 1030 and” from the list of courses.

Page 93, 2009-2010 Calendar, under the heading 8.2.1 General Degree, subheading 2 Major Options, clause a., delete “Archaeology 1030 and” from the list of courses.

Department of Anthropology (cont'd)

Page 93, 2009-2010 Calendar, under the heading 8.2.1 General Degree, subheading 3 Minor Options, clause a., delete “Archaeology 1030” from the list of courses.

Page 94, 2009-2010 Calendar, under the heading 8.2.3 Regulations for Joint Honours, Anthropology and Another Major Subject, clause 2.a., delete “Archaeology 1030 and” from the list of courses.

48.4 Department of Classics and History

Page 101, 2009-2010 Calendar, under the heading 8.6.4.3 Greek and Roman Studies Course Descriptions, delete the course Classics 2040.

Page 101, 2009-2010 Calendar, under the heading 8.6.4.3 Greek and Roman Studies Course Descriptions, add the following note after the title of Classics 2041 and amend the credit restriction note to read as follows:

“2041 History of the Roman Republic (same as History 2041)
Credit Restriction Note: Students may not receive credit for CLAS/History 2041 and the former CLAS/History 2040.”

Page 101, 2009-2010 Calendar, under the heading 8.6.4.3 Greek and Roman Studies Course Descriptions, add the following note after the title of Classics 2042 and amend the credit restriction note to read as follows:

“2042 History of the Roman Empire (same as History 2042)
Credit Restriction Note: Students may not receive credit for CLAS/History 2042 and the former CLAS/History 2040.”

Page 136, 2009-2010 Calendar, under the heading 8.19.3 Course Descriptions, delete the course History 2040.

Page 136, 2009-2010 Calendar, under the heading 8.19.3 Course Descriptions, add the following courses:

“2041 History of the Roman Republic (same as Classics 2041) is a survey of Roman history from the early monarchy to the death of Julius Caesar, with special reference to the society and politics of the late Republican period.
Note: Students may not receive credit for HIST/Classics 2041 and the former History/Classics 2040.

2042 History of the Roman Empire (same as Classics 2042) is a survey of Roman history from the death of Julius Caesar to the rise of Constantine, with special reference to the society and politics of the early Imperial period.
Note: Students may not receive credit for HIST/Classics 2042 and the former History/Classics 2040.”

48.5 Department of Folklore

Page 120, 2009-2010 Calendar, under the heading 8.15.2 Major in Folklore, clause 4, add “4810” to the list of courses.

48.6 Law and Society

Page 3 of the Senate minutes dated September 8, 2009, under the heading Major Program in Law and Society, delete the (e.g., S/A 3240 Regional

Law and Society (cont'd)

Studies: Contemporary Native Peoples of Canada) in the paragraph beginning with “The programs listed below.....and the end of the programs.”

Page 4 of the Senate minutes dated September 8, 2009, under the heading Elective Courses Approved for Inclusion in the Law and Society Major Program Subject to the Foregoing Regulations, in the 2nd column of the table Linguistics 3320 should be 3220.

Page 139, 2009-2010 Calendar, following the entry for 8.20.1 Regulations insert the following new section:

“8.20.2 Minor Program

A minor program in Law and Society will consist of a minimum of 24 credit hours in courses selected according to the stipulations below:

1. Required Courses:

LWSO 2000: Introduction to Law and Society
LWSO 4000: Multidisciplinary Perspectives on Law and Society

2. Elective Courses:

In addition to Law and Society 2000 and Law and Society 4000, students must complete 18 credit hours chosen from the list of Elective Courses in 8.20.1.8, with a maximum of 6 credit hours in courses from each participating department or program. At least 12 of the 18 credit hours must be completed in courses numbered 3000 or higher. The normal departmental prerequisites are applicable, but Department Heads may waive course prerequisites in cases where alternate preparation can be demonstrated.

3. Students majoring in one of the participating disciplines, may not use courses counted toward their major to fulfil the Law and Society minor requirements; however, up to 6 additional credit hours from their major subject area, listed in 8.20.1.8 above, may be used to fulfil the requirements of the minor.

4. Up to 6 credit hours in special Topics courses in Law and Society may be used to fulfil the requirements of the minor under regulation 8.20.2.2 above.

8.20.3 Course Descriptions

In accordance with Senate's *Policy Regarding Inactive Courses*, the course descriptions for courses which have not been offered in the previous three academic years and which are not scheduled to be offered in the current academic year have been removed from the following listing. For information about any of these inactive courses, please contact the Program Co-ordinator.

Law and Society courses are designated by LWSO.

2000 Law and Society is an introduction to law in Canadian society and the role which it has played in societies past and present.
Prerequisite: Completion of at least 18 university credit hours.

Law and Society (cont'd)

3012 Aboriginal Peoples: Concepts of Land, the Law and the Constitution traces the historical development of Aboriginal land and resource rights; colonial and Canadian law; and the Constitution of Canada as it relates to the Indian, Inuit and Metis people of Canada. The developing concept of Aboriginal law is presented within the context of the treaty process, Indian Act, contemporary land claims, the Canadian Constitution, and federal/provincial relations.

Prerequisite: LWSO 2000

3013 Resource Management and Collective Bargaining deals with the challenges facing Newfoundland and Labrador in the realm of resource policy jurisdiction. Specific topics include constitutional limitations upon the development and marketing of hydroelectricity, constitutional restrictions upon offshore oil and subsurface resources policy, and international law restrictions upon the management and control of the fisheries.

Prerequisite: LWSO 2000

3014 Aboriginal Government Relations in Newfoundland and Labrador traces the historical development of Aboriginal and Government relations in Newfoundland and Labrador. Topics include: the current legal and constitutional status of the Inuit, Indian and Metis people within the context of land claims, application of the Indian Act, access to programs and services, and federal/provincial relations.

Prerequisite: LWSO 2000

3015 Women and Law in Canada looks at the interplay between law and women's lives in Canada. Beginning with an overview of women's historical status under the law, the course proceeds to look at some of the main legal issues affecting women today, such as equality, reproductive rights, and immigration. This course provides students with the opportunity to study cases in depth, and it will also provide a solid introduction to feminist legal theory.

Prerequisite: LWSO 2000

3016 Western Traditions of Law and War provides students with a historical overview of the law of war. The course goes beyond the traditional legal definition of war as an armed conflict between states, and examines whether the law of war should be applied to terrorism and wars of national liberation. Topics include: just war theory, the legality of the various means of warfare, the treatment of protected people and places and the prosecution of war criminals.

Prerequisite: LWSO 2000

3200 Women and Law in Newfoundland History (same as History 3200) examines how legal reforms addressed or challenged the values of the community. Students will investigate the various ways in which Newfoundland women interacted with the law and on occasion found themselves before a magistrate.

Prerequisite: LWSO 2000

3300 Understanding Human Rights introduces students to the theory and practice of human rights. Course topics include: history; philosophy; and international and Canadian structures and provisions. The course includes an examination of selected areas of human rights, i.e. labour, women's and

Law and Society (cont'd)

children's rights, and explores current and future applications of human rights.

Prerequisite: LWSO 2000

3400 Organized Crime in Canada: National and Global Perspective examines the origins, expansion, and changing character of organized crime in Canada from the early twentieth century to the present. Laws relating to criminal activity, law enforcement and available tools to combat organized crime are assessed according to the inherent problems of investigation, evidence, and litigation.

Prerequisite: LWSO 2000

4000 Multidisciplinary Perspectives on Law and Society is an appreciation and understanding of those rules and activities termed legal that can be gained from a variety of disciplinary perspectives. The purpose of this seminar is to introduce students to the different ways in which law may be approached within the social sciences and humanities. The topic or topics to be discussed in a given semester will depend on the availability and participation of faculty from participating departments. Through seminar readings, discussions and research, students will gain a wider understanding of the role of law in society and of the diverse academic approaches for understanding it.

Prerequisites: LWSO 2000 and at least 15 credit hours in courses applicable to the LWSO major or minor.

4900 Development of Law in Newfoundland (same as History 4232) traces the evolution of the legal system of Newfoundland and Labrador from its earliest beginnings. Students are responsible for contributing to seminar discussions and presenting a research essay on some major themes that distinguish legal developments in Newfoundland and Labrador.

Prerequisite: Completion of at least two LWSO courses at the 3000 level.

Note: Credit may not be obtained for LWSO 4900 and either History 4232 or the former History 4214.

4901-4909 Special Topics in Law and Society will have topics to be studied announced by the Program Co-ordinator.

Prerequisite: LWSO 2000”

48.7 Polices Studies

Page 149, 2009-2010 Calendar, under the heading 8.26.3 Major Regulations, clause 1.c. Elective Courses, amend Police Studies 3200 to read as “Police Studies 3100, 3200”.

Page 149, 2009-2010 Calendar, under the heading 8.26.4 Course Descriptions, insert the following new course:

“**3100 Gender, Crime and Criminal Justice** examines the gendered aspects of criminal offending, victimization, criminal justice responses (police, courts, corrections), and workers in the criminal justice system.

Prerequisites: A minimum of 60 credit hours including Sociology 1000 and Police Studies 2000.”

48.8 Department of Women's Studies

Page 163, 2009-2010 Calendar, under the heading 8.32.3 Course Descriptions, subheading Elective Courses, delete "German 4802" and add "German 3914" from the list of courses.

48.9 Sir Wilfred Grenfell College

Page 451, 2009-2010 Calendar, under the heading 12.16 History, insert the following new course:

"4101 The renaissance in Europe, 1400-1550 is a seminar on the Renaissance in Europe, particularly in Italy and northern Europe, focusing especially on its intellectual and cultural aspects but also the social and gender history of the topic.

CO: History 1100, 1101 and an additional six credit hours in History or permission of the instructor.

PR: History 1100, 1101 and an additional six credit hours in History or permission of the instructor."

Page 448, 2009-2010 Calendar, under the heading 12.12 Environmental Studies, amend the prerequisite for Environmental Studies 2000 to read as follows:

"PR: Geography 1000 or Earth Sciences 1002"

48.10 Department of Chemistry

Page 373, 2009-2010 Calendar, under the heading 7.3.5 Honours Degree in Chemistry, subheading Required Courses, amend clause 1 to read as follows:

"Chemistry 1050 and 1051.....3500, 4110, 490A/B and a selection of 15 credit hours from all remaining 4000 level Chemistry courses."

49. REPORT OF THE ACADEMIC COUNCIL OF THE SCHOOL OF GRADUATE STUDIES

49.1 Department of Psychology

Page 563, 2009-2010 Calendar, under the heading 20.21.1 Master of Science, subheading Courses, amend 6100-6114 Special Topics in Experimental Psychology to read as follows:

"6100-6130 Special Topics in Experimental Psychology"

Page 600, 2009-2010 Calendar, under the heading 26.28.2 Courses, amend 6100-6114 Special Topics in Experimental Psychology to read as follows:

"6100-6130 Special Topics in Experimental Psychology"

49.2 Department of Biology

Page 552, 2009-2010 Calendar, under the heading 20.7.2 Marine Biology, subheading Courses, amend 7920-7940 Special Topics in Biology to read as follows:

"7920-7960 Special Topics in Biology"

Department of Biology (cont'd)

Page 577, 2009-2010 Calendar, under the heading 26.4.3 Courses, amend 7920-7940 Special Topics in Biology to read as follows:

“7920-7960 Special Topics in Biology”

49.3 Master of Marine Studies

Page 538, 2009-2010 Calendar, amend the entire section 14 Regulations Governing the Degree of Master of Marine Studies (Fisheries Resource Management) as follows:

“14 Regulations Governing the Degree of Master of Marine Studies (Fisheries Resource Management)

Executive Director Marine Institute

G. Blackwood

Academic Director

TBA

14.1 Administration

The Programs will be administered by an Academic Director appointed by the Executive Director of the Fisheries and Marine Institute, together with an Academic Advisory Committee.

An Academic Advisory committee will be appointed by the Dean of Graduate Studies on recommendation of the Executive Director of the Fisheries and Marine Institute. This committee will consist of the Academic Director as Chair, three members from the Marine Institute and two members from other academic units of the University. Normally, all appointments will be for a period of three (3) years.

A Technical Advisory Committee consisting of a cross-section of members with professional expertise related to the fishery, will provide regular feedback on program content, instruction, and future direction of the Program. Members of this Committee will be appointed by the Dean of Graduate Studies on recommendation of the Executive Director of the Fisheries and Marine Institute. The Academic Director will be an ex officio member and Chair of the Technical Advisory Committee. Normally all appointments will be for a period of three (3) years.

14.2 Programs

There are two graduate programs in Fisheries Resource Management: the Graduate Diploma and the Master of Marine Studies. The Master’s Degree requires successful completion of 8 courses plus a major report. The Graduate Diploma requires completion of 6 courses. The programs are aimed at professionals working in or intending to enter careers in fisheries management.

14.3 Graduate Diploma

The Graduate Diploma in Fisheries Resource Management provides an opportunity for fisheries professionals to enhance their perspective on fishery issues from a variety of disciplines.

Master of Marine Studies (cont'd)

1. **Admission Requirements**
To be admitted to the Graduate Diploma in Fisheries Resource Management, a student must be eligible to register in the Master of Marine Studies program (see **Master of Marine Studies, Admission Requirements** below).
2. **Program of Study**
The program consists of 18 credit hours. Students must complete 6001 plus five other courses chosen from 6002, 6003, 6004, 6005, 6006 and 6007.
3. **Evaluation**
Candidates for the Graduate Diploma in Fisheries Resource Management must obtain a grade of B or better in all program courses.

14.4 Master of Marine Studies

The Degree of Master of Marine Studies (Fisheries Resource Management) (M.M.S.) is a multi-disciplinary program of study that will provide the candidate with exposure to all dimensions of modern fisheries resource management. The program is aimed at professionals working in or intending to enter careers in fisheries management and is available on a full-time or part-time basis. All candidates must take the full complement of 24 credit hours, including a required seminar, plus a major report. Candidates registered on a full-time basis may complete the program in one academic year. Students who have successfully completed the requirements for the Graduate Diploma may elect to continue their program of study in order to earn the Degree.

1. Admission Requirements

- a. Admission to the program is on a competitive basis. To be considered for admission to the program an applicant must normally have an undergraduate degree with a minimum of a high second class standing from an institution recognized by the Senate.
- b. In addition to the academic requirements in a. applicants will normally have a demonstrated commitment to fisheries through employment or experience in a sector of the fishery, in a regulatory agency or government Department connected to fisheries, in a non-governmental agency, or through self-employment or consulting activities related to fisheries.
- c. Applicants must submit, along with the normal academic application form, a letter outlining their reasons for applying for admission to the program, their expectations of the program and its anticipated impact on their work and career progression.
- d. In exceptional cases persons who do not meet the requirements specified in a. but who have a significant connection to fisheries and demonstrated equivalent experience acceptable to the Academic Advisory Committee may be admitted. Such persons will undergo an interview by the Academic Advisory Committee before being admitted.

Master of Marine Studies (cont'd)

- e. Applications for admission in September must be received no later than April 30 of the year in which admission is sought.

2. Program of Study

- a. The program consists of 24 credit hours made up of the courses numbered 6001-6008 listed below, plus a major report. Courses will normally be offered only once in an academic year with four courses offered in the Fall semester and four, including the Seminar course offered in the Winter. Full-time candidates are expected to undertake and complete the work required for the report during the Spring semester.
- b. A waiver of a program course may be granted by the Dean of Graduate Studies on the recommendation of the Academic Advisory Committee if the candidate can demonstrate to the Academic Advisory Committee that the course material has been substantially covered by a course taken at this or another recognized university. In such cases the course must be replaced by another course approved by the Academic Advisory Committee. This replacement course must be taken during the candidate's period of enrolment in the program.

3. Evaluation

- a. Candidates for the Master's Degree must obtain a grade of B or better in all program courses and successfully complete the seminar.
- b. Candidates who have received a grade less than a B in a program course will be permitted to remain in the program, provided the course is retaken and passed with a grade of B or better. Alternatively the candidate may, on the recommendation of the Academic Advisory Committee, substitute another graduate course. Only one such repeat or substitution will be permitted in the program.
- c. The major report is a fundamental component of the program and will normally be undertaken in the final semester of the program. The topic of the report and a faculty Supervisor will be chosen by the candidate in consultation with the Academic Advisory Committee. The report provides an opportunity to synthesise an original perspective on a selected fisheries issue through the examination of appropriate literature and other sources of information. Normally the report will be multi-disciplinary in nature and will result in a document equivalent to a publishable periodical journal article or a consultant's report on a particular issue. It will be assessed in accordance with General Regulation **Theses and Reports** of the School of Graduate Studies.

Courses

- 6001 Fisheries Ecology
- 6002 Quantitative Methods in Fisheries
- 6003 Fisheries Economics
- 6004 Fisheries Policy
- 6005 Fisheries Planning and Development
- 6006 Business Management for Fisheries

Master of Marine Studies (cont'd)

- 6007 Evolution of Fisheries
- 6008 Seminar in Fisheries Management”

49.4 Faculty of Engineering and Applied Science

Page 498, 2009-2010 Calendar, under the heading 3.3.1 Program of Study, amend clause 1 to read as follows:

“1. The Faculty of Engineering and Applied Science offers a program in Environmental Systems Engineering and Management (ESEM) leading to the Degree of Master of Applied Science. The program is available on a full-time or part-time basis.”

Page 498, 2009-2010 Calendar, under the heading 3.3.3 Degree Requirements, amend clause 1.c. to read as follows:

“c. 9 credit hours (three courses) to be selected from 9603, 9605, 9610-9615, 9621, 9622, 9624, 9625, 9629, 9630, ENVE/ENVS 6001, ENVE/ENVS 6002, ENVE/ENVS 6003, and Geography 6250.”

Page 498, 2009-2010 Calendar, under the heading 3.3.3 Degree Requirements, delete clause 1.d.

Page 498, 2009-2010 Calendar, under the heading 3.3.4 Evaluation, subheading Courses, amend 9605 and 9625 to read as follows:

“9605 Water and Wastewater Treatment
9625 Environmental Impacts of Offshore Oil and Gas Operations”

Page 499, 2009-2010 Calendar, under the heading 3.4.4 Courses, amend 9625 to read as follows:

“9625 Environmental Impacts of Offshore Oil and Gas Operations”

Page 499, 2009-2010 Calendar, under the heading 3.4.3 Degree Requirements, amend clause 1.b. to read as follows:

“b. 15 credit hours by completing Engineering 9113, 9114, 9110, 9118, and 9121.”

Page 535, 2009-2010 Calendar, under the heading 11.12 Courses, subheading Other Courses, amend 9605 and 9625 to read as follows:

“9605 Water and Wastewater Treatment
9625 Environmental Impacts of Offshore Oil and Gas Operations.”

REGULAR AGENDA

50. REPORT OF THE SENATE COMMITTEE ON UNDERGRADUATE STUDIES

50.1 School of Pharmacy

It was moved by Professor Walsh, seconded by Dr. Hensman, and carried to approve the following calendar changes including several friendly amendments made on the floor of Senate.

School of Pharmacy (cont'd)

Page 340, 2009-2010 Calendar, under the heading 10 Course Descriptions, delete the last sentence of Pharmacy 3150, "Students will complete a first aid course."

Page 340, 2009-2010 Calendar, under the heading 10 Course Descriptions, delete the last sentence of Pharmacy 5150, "Students will also complete a basic CPR course."

Page 336, 2009-2010 Calendar, under the heading 3.1 Structured Practice Experience, add a new number 6 as follows and re-number subsequent numbers accordingly:

"6. Students are required to provide evidence of a valid certificate, normally, in St. John Ambulance or Canadian Red Cross Standard First Aid Level C that is valid for the duration of the SPE. Equivalent certificates will be considered and assessed on an individual basis for acceptability."

Page 336, 2009-2010 Calendar, under the heading 4.1 General Information, amend clause 2 to read as follows:

"2. Entry to the School is competitive for a limited number of placements. Priority is given to applicants who are bona fide residents of Newfoundland and Labrador. The final decision on admission rests with the Admissions Committee of the School."

50.2 School of Social Work

It was moved by Professor Walsh, seconded by Ms. Winsor, and carried that on page 468, 2009-2010 Calendar, following the heading 3.1.1 Social Work Internships, delete sections 3.2 Diploma in Social Work up to and including 9 SCWK Courses Available to Students Not Admitted to a Program Offered By the School and replace with the following:

"3.1.2 General Information

1. Entry to the program is competitive for a limited number of placements.
2. Selection of candidates will be based on academic standing, relevant work/volunteer experience, and personal suitability for a career in social work.
3. The School of Social Work depends on the cooperation of community agencies external to the University to provide field internships and instruction to its students. Many of these agencies have a range of requirements, such as a Certificate of Conduct or a Child Protection Records Check, which must be completed before starting the internship. Students unable to meet these agencies' requirements may be delayed in their program or prevented from completing their program of study. Students are required to complete and update these requirements in a timely fashion and at their own expense. The procedures of any given agency may change from time to time and are beyond the control of the university.

School of Social Work (cont'd)

4. The School may, at its discretion, give preference to applicants with special needs, provided that they have met the minimum numeric grade and course requirements for admission to the program.
5. Students applying for readmission must meet all admission and promotion requirements of the School of Social Work in effect for the year in which re-admission is being sought.

3.1.3 Application Forms and Deadlines

1. The Bachelor of Social Work as a First Degree program commences in the Fall semester. The Bachelor of Social Work as a Second Degree program will normally commence in the Spring semester. The deadline for application for admission is March 1. Students are encouraged to submit their applications as early as possible.
2. Applications received after the deadline, and incomplete applications will not be considered.
3. Application forms are available in person from the School and the Office of the Registrar. Application forms may be obtained by writing the School of Social Work, Memorial University of Newfoundland, St. John's, NL, A1C 5S7 or the Office of the Registrar, Admissions Office, Memorial University of Newfoundland, St. John's, NL, A1C 5S7.
4. Applicants for readmission to the School of Social Work must submit a School of Social Work application to the Office of the Registrar by March 1 for Fall semester readmission, February 1 for Spring semester readmission, and October 1 for Winter semester readmission. Applications received after these deadlines will be considered only if a place is available in the School of Social Work.
5. All applications for admission or readmission must be submitted to the Office of the Registrar. A complete application package includes an application to the University (for those who have not attended Memorial University of Newfoundland in the two preceding semesters), an application to the School and any other required documentation.

3.1.4 Bachelor of Social Work as a First Degree

The Bachelor of Social Work as First Degree is a 120 credit hour program intended for candidates who have completed the required courses, meet the academic performance requirements, and have employment and/or volunteer experience.

3.1.4.1 Admission Requirements

1. To be considered for admission to the Bachelor of Social Work program, applicants must have completed the 30 credit hours outlined below by the end of the Winter semester for the year in which admission is being sought and must achieve an overall average of at least 65% in these courses. These courses and credits must have been taken at Memorial University of Newfoundland or accepted for

School of Social Work (cont'd)

transfer credit from a recognized university or university college. The 30 credit hours are:

- six credit hours in English
- Psychology 1000 and 1001
- Sociology 1000
- Social Work 1710 (or the former 2700)
- 12 credit hours in non-social work elective courses. No more than 6 of these credit hours can be taken from areas other than arts and science.

In addition, applicants must have achieved an average of at least 65% in the courses comprising the last 30 credit hours attempted by the end of the Winter semester for the year in which admission is being sought and for which a numeric grade has been assigned.

In addition to other criteria used in the selection process, applicants for admission will be ranked according to their academic performance, which will be based on the cumulative average, together with the average on the last 30 credit hours for which a numeric grade was given and the overall average on the 30 prerequisite credit hours noted above.

2. Successful candidates completing courses during the Spring semester will be required to meet the **Academic Requirements and Promotion Regulations** of the School of Social Work.
3. A student will not be considered for admission if he/she has attempted and failed to receive a grade of 65% or higher in two or more SCWK courses or has failed to receive a grade of 65% or higher in the same social work course twice.

3.1.4.2 Acceptance Procedures for Admission

1. Applicants will normally be notified of admission decisions by May 15. Approved applicants to the School of Social Work will be admitted in Fall semester only.

3.1.4.3 Readmission Requirements

1. In addition to requirements specified in **Admission/Readmission Regulations for the Bachelor of Social Work Program**, applicants for readmission to the Bachelor of Social Work will be assessed for eligibility in accordance with **Academic Requirements and Promotion Regulations**, in effect for the year in which readmission is being sought, and contingent upon availability of a seat in the semester for which readmission is sought. Students who are readmitted to the program following a five-year absence will be required to do remedial work upon the recommendation of the Committee on Undergraduate Studies. Remedial work may include the repetition of classroom and/or internship courses.

3.1.4.4 Regulations for the Bachelor of Social Work as a First Degree

1. The 120 credit hour Bachelor of Social Work requires, 48 non-SCWK credit hours and 72 SCWK credit hours that include two internships as defined in **Table 1 Bachelor of Social Work as a First Degree**.

School of Social Work (cont'd)

2. Following admission to Year 2, credit hours shall normally be taken in the sequence as set out in **Table 1 Bachelor of Social Work as a First Degree**. Students wishing to change the sequence and/or reduce the course load specified for Years 2 - 4 must receive prior written approval from the Director of the School. A change in course sequence may result in an extension to the length of time normally required to complete the program.
3. Students must complete the application for Social Work internship placement three months prior to the semester in which the internship begins.

Table 1 Bachelor of Social Work as a First Degree

| Year/Term | Required Courses | Elective Courses |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Year 1 Fall and Winter | 6 credit hours in English Psychology 1000 and 1001 Sociology 1000 Social Work 1710 | 12 credit hours in non-social work elective courses. No more than 6 of these credit hours can be taken from areas other than arts and science. |
| Year 2 Fall | Psychology 2010 Political Science 1010, 2600, 2800, Sociology 2230 or 2240 SCWK 2211 SCWK 2320 SCWK 2711 | |
| Year 2 Winter | One of Philosophy 2551, 2552, 2553 or 2591 Psychology 2011 3 credit hours in Sociology at the 2000 level or above SCWK 2321 SCWK 2520 | |
| Year 3 Fall | SCWK 3311 SCWK 3300 | |
| Year 3 Winter | One of Sociology 3318, 3290 or 3100 One of Sociology 3314, Anthropology 3305 or Women's Studies 1000 SCWK 3221 SCWK 3521 SCWK 3720 | |
| Year 4 Fall | SCWK 4312 SCWK 4313 SCWK 4314 SCWK 4410 | 3 credit hours from: SCWK 4317 or 4620 |

| | | |
|------------------|-----------|------------------------------------------------------------------------|
| Year 4 Winter | SCWK 4302 | 3 credit hours from: SCWK 4321, 4322, 4323 or SCWK 4820- 4829 |
|------------------|-----------|------------------------------------------------------------------------|

3.1.4.5 Program Residency Requirements

Students shall be required to successfully complete all social work courses on the St. John's campus except for: SCWK 1710, 3300, 3311, 4302, 4321, 4322, 4323, and 4820-29.

3.1.5 Bachelor of Social Work as a Second Degree

The Bachelor of Social Work as Second Degree is a 60 credit hour program intended for candidates who have completed the required courses, meet the academic performance requirements, and have extensive employment and/or formal volunteer experience. Priority is given to applicants who are bona fide residents of the province of Newfoundland and Labrador.

3.1.5.1 Admission Requirements

1. To be considered for admission to the Bachelor of Social Work as a Second Degree, individuals must have:
 - a. been awarded a Bachelor's Degree, or approved (prior to program startup) for the award of a Bachelor's Degree from a university recognized by Memorial University;
 - b. achieved a minimum average of at least 70% in the last 60 credit hours of undergraduate study attempted by the end of the winter semester for the year in which admission is being sought and for which a numeric grade has been assigned;
 - c. completed the 30 credit hours outlined below by the end of the winter semester for the year in which admission is being sought and achieved an overall average of at least 70% in these courses. These courses and credits must have been taken at Memorial University of Newfoundland or accepted for transfer credit from a recognized university or university college. The 30 credit hours are:
 - Social Work 1710
 - Six credit hours in English
 - Psychology 2010 and 2011 or (2025 and three credit hours in Psychology at the 2000 level or above)
 - Six credit hours in Sociology of which three must be at the 2000 level or above
 - Nine credit hours at the 2000 level or above selected from the following: Anthropology, Economics, Folklore, Geography, History, Linguistics, Philosophy, Political Science, Psychology, Sociology and/or Women's Studies (1000 level will be acceptable for Women's Studies only).
 - d. completed 300 hours of verified formal work/volunteer experience in human services.
2. In addition to other criteria used in the selection process, applicants for admission will be ranked according to their academic performance.

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3. A student will not be considered for admission if he/she has attempted and failed to receive a grade of 65% or higher in two or more SCWK courses or has failed to receive a grade of 65% or higher in the same social work course twice.

3.1.5.2 Acceptance Procedures for Admission

1. Applicants will normally be notified of admission decisions by April 30. Approved applicants to the School of Social Work will normally be admitted to the Spring semester only.

3.1.5.3 Readmission Requirements

In addition to requirements specified in Admission/Readmission Regulations for the Bachelor of Social Work Program, applicants for readmission to the Bachelor of Social Work will be assessed for eligibility in accordance with Academic Requirements and Promotion Regulations, in effect for the year in which readmission is being sought, and contingent upon availability of a seat in the semester for which readmission is sought. Students who are readmitted to the program following a five-year absence will be required to do remedial work upon the recommendation of the Committee on Undergraduate Studies. Remedial work may include the repetition of classroom and/or internship courses.

3.1.5.4 Regulations for the Bachelor of Social Work as a Second Degree

1. The 60 credit hour Bachelor of Social Work required 60 SCWK credit hours including two internships as defined in Table 2 Bachelor of Social Work.
2. Following admission, credit hours shall normally be taken in the sequence as set out in Table 2 Bachelor of Social Work as a Second Degree. Students wishing to change the sequence and/or reduce the course load specified for semesters 1-4 must receive prior written approval from the Director of the School. A change in course sequence may result in an extension to the length of time normally required to complete the program.
3. Students must complete the application for Social Work internship placement three months prior to the semester in which the internship begins.

Table 2 Bachelor of Social Work as a Second Degree

| Year/Term | Required Courses | Elective Courses |
|------------------|--------------------------------------------------------------------------------------------------|------------------|
| Year 1 Term 1 | Social Work 2211 Social Work 2320 Social Work 2321 Social Work 2711 Social Work 2520 | |

| | | |
|------------------|--------------------------------------------------------------------------------------------------|--|
| Year 1 Term 2 | Social Work 3720 Social Work 4312 Social Work 4313 Social Work 4314 Social Work 4410 | |
| Year 1 Term 3 | Social Work 3300 Social Work 3311 | |
| Year 2 Term 4 | Social Work 3521 Social Work 4302 | |

3.1.5.5 Program Residency Requirements

Students shall be required to successfully complete all social work courses on the St. John’s campus except for: SCWK 3300, 3311, 3521, and 4302.

3.2 Diploma in Social Work

Pending availability of resources, a program leading to the Diploma in Social Work may be designed for groups of students with particular needs. Admission of individual students to a diploma program is competitive and selective. Groups can obtain information about diploma programs by contacting the Director of the School of Social Work

4. Admission/Readmission Regulations for the Bachelor of Social Work Program

In addition to meeting the UNIVERSITY REGULATIONS students must meet the admission/readmission regulations for the School of Social Work.

5 Academic Requirements and Promotion Regulations

5.1 General Information

1. The Committee on Undergraduate Studies will determine a student’s promotion status at the end of each academic term.
2. These regulations shall apply from the date of the application for admission/re-admission to the program to the completion of the program.
3. In addition to meeting the academic requirements and promotion regulations for the School all students must meet the general academic regulations (undergraduate). For further information refer to **UNIVERSITY REGULATIONS - General Academic Regulations (Undergraduate)**.

5.2. Promotion Status

A student’s promotion status at the end of each term will be in one of the following three categories:

5.2.1 Clear Promotion

Clear Promotion means that a student can proceed to the next term without restrictions. Clear Promotion will be given to a student

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- who has completed the academic term with an overall average of at least 65% and with a numeric grade of at least 65% in each SCWK course.
- who has completed an internship with a letter grade of PAS (pass).
- who has maintained professional behaviour consistent with the current Code of Ethics of the Canadian Association of Social Workers (CASW) which is available at www.casw-acts.ca/ and the Suitability Policy of the School of Social Work which is available at www.mun.ca/socwrk/undergraduate/fieldBSW/Appendix_SF-2.pdf.

5.2.2 Probationary Promotion

Probationary Promotion means that a student has not received a **Clear Promotion** and must meet certain conditions to obtain Clear Promotion. Probationary Promotion will be given to a student

- who has not obtained an overall term average of at least 65%. The student will be issued a letter of warning and must obtain an overall average of at least 65% in the subsequent academic term.
- who has not obtained a numeric grade of at least 65% in each required SCWK course. The student must repeat the course(s) within three academic terms from the unsuccessful completion and obtain a numeric grade of at least 65%. The student will not be permitted to repeat more than two SCWK courses in the program and will subsequently be denied promotion should she/he receive less than 65% in the same social work course twice.
- who has not obtained a numeric grade of at least 65% in each elective SCWK course. The student must successfully complete this course or another appropriate SCWK elective with a numeric grade of at least 65% before completion of the program. The student will not be permitted to repeat more than two SCWK courses in the program and will subsequently be denied promotion should she/he receive less than 65% in the same social work course twice.
- who has voluntarily withdrawn from an internship before its completion with the prior approval of the Field Administrator and the Committee on Undergraduate Studies. In addition to the designation Probationary Promotion, the student will also receive a letter grade of DR (drop) for that internship. The student will be required to successfully complete another internship before continuing in the program.
- who behaves in a manner that breaches the current Code of Ethics of the Canadian Association of Social Workers which is available at www.casw-acts.ca/ and/or the Suitability Policy of the School of Social Work but for which the School considers that withdrawal from the program is not warranted. The Suitability Policy of the School of Social Work is available at www.mun.ca/socwrk/undergraduate/fieldBSW/Appendix_SF-2.pdf.

5.2.3 Promotion Denied

Promotion Denied means that a student has not received either a **Clear Promotion** or a **Probationary Promotion** and must withdraw from the school. A student's eligibility for readmission is governed by conditions detailed below in **Other Information**. Promotion denied will be given to a student:

- who has not met the conditions of his/her probation.

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- who has received a numeric grade of less than 65% in more than two SCWK courses.
- who has received a numeric grade of less than 65% in the same social work course twice.
- who has withdrawn from an internship without the prior approval of the Field Administrator and the Committee on Undergraduate Studies.
- who has received a letter grade of FAL (fail) in an internship.
- who behaves in a manner that breaches the current Code of Ethics of the Canadian Association of Social Workers which is available at www.casw-acts.ca/ and/or the Suitability Policy of the School of Social Work and for which the School considers that withdrawal from the program is warranted. The Suitability Policy of the School of Social Work is available at www.mun.ca/socwrk/undergraduate/fieldBSW/Appendix_SF-2.pdf.

5.2.4 Other Information

1. A student will not be eligible for consideration for admission or readmission to the School if he/she has:
 - received a numeric grade of less than 65% in more than two SCWK courses in the entire program, or received a numeric grade of less than 65% in the same SCWK course twice;
 - received a letter grade of FAL (fail) in more than one internship; or
 - behaved in a manner that breaches the current Code of Ethics of the Canadian Association of Social Workers which is available at www.casw-acts.ca/ and/or the Suitability Policy of the School of Social Work and for which the School considers that withdrawal from the program is warranted. The Suitability Policy of the School of Social Work is available at www.mun.ca/socwrk/undergraduate/fieldBSW/Appendix_SF-2.pdf.
2. A student who has been denied promotion and has had to withdraw from the School but is eligible for consideration of readmission to the School
 - must withdraw from the School for two academic terms before reapplying; and
 - will be permitted only one readmission to the School.

5.3 Leave of Absence

Any student who wishes to withdraw from the program and to retain his/her status in the program may do so only with the written approval of the Committee on Undergraduate Studies and for a maximum period of one academic year. A student who wishes to resume his/her studies within this period must notify the Director in writing three months prior to the beginning of the term in which he/she wishes to continue his/her program.

5.4 Student Withdrawal

1. A student may be required to withdraw from the program at any time, on the recommendation of the Committee on Undergraduate Studies, if the student is deemed to have behaved in a manner that breaches

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the Canadian Association of Social Workers Code of Ethics and/or the School of Social Work Suitability Policy and for which the committee considers that withdrawal from the program is warranted. The Committee on Undergraduate Studies may determine the withdrawal to be conditional or permanent depending on the circumstances precipitating the action.

2. In the case of a conditional withdrawal, the Committee on Undergraduate Studies will determine the duration of the withdrawal and any conditions the student must fulfill during the withdrawal. Upon successful completion of the conditions, the student may be permitted re-entry to the program. Failure to meet conditions may result in a permanent withdrawal.
3. In the case of a permanent withdrawal, the student will not be eligible for future admission/readmission to the Bachelor of Social Work program.

6 Waiver of School Regulations

Every student has the right to request waiver of School regulations. A student wishing waiver of University academic regulations should refer to **UNIVERSITY REGULATIONS - General Academic Regulations (Undergraduate) - Waiver of Regulations**.

6.1 General Information

1. The School reserves the right in special circumstances to modify, alter, or waive any School regulation in its application to individual students where merit and equity so warrant in the judgment of the Committee on Undergraduate Studies of the School.
2. All requests must be submitted to the Committee on Undergraduate Studies of the School for consideration.
3. A student requesting a waiver of a School regulation must submit the request in writing to the Chair of the Committee on Undergraduate Studies. Medical and/or other documentation to substantiate the request must be provided.
4. Any waiver granted does not reduce the total number of credit hours required for the degree.

7 Appeal of Regulations

1. Any student whose request for waiver of School regulations has been denied has the right to appeal. For further information refer to **UNIVERSITY REGULATIONS - General Academic Regulations (Undergraduate) - Appeal of Regulations**.
2. An applicant who has been denied admission has the right to appeal this decision of the Admissions Committee if it is felt by the applicant that the decision was reached on grounds other than those outlined in **Admission/Readmission Regulations for the Bachelor of Social Work Program**. The appeal should be made in writing within

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fourteen days of the notification of the decision and should be directed to the Director of the School. The letter should state clearly and fully the grounds for the appeal. If the Director of the School, in consultation with the Registrar, judges the grounds to be sufficient, the formal appeals mechanism will be initiated.

8 SCWK Courses Available to Students Not Admitted to a Program Offered By the School

If space is available students may be permitted to register for any SCWK course with the approval of the Director, School of Social Work.”

50.3 Admission Regulations

It was moved by Professor Walsh, seconded by Mr. Collins, and carried that on page 55, 2009-2010 Calendar, following the heading 3.3.2 Applicants who Have Followed the High School Curricula of Other Provinces of Canada, insert the following new section, and re-number subsequent sections accordingly:

“3.3.3 Applicants Who Have Followed the College of the North Atlantic Comprehensive Arts and Science College Transition Program

3.3.3.1 Admission Criteria

Students who do not meet the requirements for admission to Memorial 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.

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 when selecting CAS Transition Year courses for completion of the Transition Year Certificate program.

3.3.3.2 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 College 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.

Admission Regulations (cont'd)

3.3.3.3 Other Information

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

50.4 Review of Waiver and Appeal Regulations

It was moved by Professor Walsh, seconded by Mr. Collins, to approve the following calendar changes including one friendly amendment made on the floor of Senate to delete the word “normally,” in Regulation 5.14.3, clause 1.

It was moved by Dr. Sharpe, seconded by Mr. Couturier, in Regulation 5.14.1, clause 8, to delete the words “another person” and replace with “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”. When put to a vote, the motion to amend failed.

The main motion was then carried with two abstentions.

It was agreed that these regulations would become effective on September 1, 2010.

Page 71, 2009-2010 Calendar, amend the sections 5.13 Waiver of Regulations and 5.14 Appeal of Regulations to read as follows:

“5.13 Waiver of Regulations

1. All undergraduate regulations notwithstanding, the University reserves the right, in special circumstances, to modify, alter or waive any regulation in its application to individual students where, in the 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.

Review of Waiver and Appeal Regulations (cont'd)

- 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 Regulations - Appeal Procedures**.

5.14 Appeal of Regulations

5.14.1 General Information

1. Every student has the right to appeal decisions resulting from the application of University regulations.
2. Appeals will be considered in the case of health issues, bereavement and/or other acceptable cause, duly authenticated.
3. For assistance in the appeals process, students are advised to consult with the Office of the Registrar.
4. In preparing an appeal a student may consult advisors or facilitators. Such advisors or facilitators may include a 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 students at critical points in their university career, and to provide an accessible and transparent process for students. Refer also to **Appeal Procedures** for information concerning where appeals should be directed.
6. The principle of fairness should be applied to all parties in appeals processes and decisions. Fairness includes, but is 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 be heard, all parties to the appeal being made aware of the evidence considered by the committee and no individual sitting in judgment on an appeal at a higher level who has already been a party to the decision at a lower level. Any member of a committee hearing an appeal, who was previously involved in a decision making process at a lower level of process, will abstain from voting.
7. While the University makes provision for students to appeal regulations, the academic, financial or other consequences of the appeals process rests with the student.

Review of Waiver and Appeal Regulations (cont'd)

8. When an appeal is denied, the student will be advised in writing of the reasons for the decision and of further steps that can be taken in the appeals process. A student whose appeal is denied by the Executive Committee of Senate may appeal to the Senate. Appeals to the Senate will be heard in the first instance by the Senate Committee on Academic Appeals and that committee will investigate the appeal and submit a report to the Senate with its findings and recommendations as expeditiously as possible. Students have the right to appear in person before the Senate Committee on Academic Appeals, and have the right to be accompanied by another person to assist them with their presentation. Normally, however, the presentation of the student's case rests with the student. Advance notice of the student's intention to appear and the identity of the accompanying individual, if any, must be provided to the Secretary of the Senate Committee on Academic Appeals. Should the student's appeal be denied by the Senate, the student will be advised that within the University no further appeal is possible.
9. Student appeals are heard anonymously. However, this provision does not apply to a student who elects to appear in person before the Senate Committee on Academic Appeals as outlined in Clause 8 above.

5.14.2 Appeal Procedures

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 officially register for courses but who wishes to attend classes, laboratories or other educational activities while an appeal is in progress can do so only with the written permission of the head of the academic unit offering the courses. Such permission will not be unnecessarily withheld.
3. Any student whose request for waiver of regulations has been denied has the right to appeal. Normally, any such appeal must be made in writing, clearly stating the basis for the appeal, and must be directed as follows:
 - Course Prerequisites or Co-requisites: to the appropriate committee on undergraduate studies.
 - Departmental Regulations: to the appropriate committee on undergraduate studies where the department refuses to recommend the waiver, or to the Senate Committee on Undergraduate Studies, c/o The Office of the Registrar, where the appropriate committee on undergraduate studies denies the request for waiver.
 - Faculty and School Regulations: to the Senate Committee on Undergraduate Studies, c/o The Office of the Registrar.
 - General Academic Regulations (Undergraduate): to the Executive Committee of Senate, c/o The Office of the Registrar.
 - Scholarships, Bursaries, Awards, Medals and Prizes Regulations: to the Executive Committee of Senate, c/o The Office of the Registrar.

Review of Waiver and Appeal Regulations (cont'd)

4. Appeals cannot be made on the basis of the grades awarded in individual courses, as the student will normally have had the opportunity to contest grades immediately after the release of examination results (see 4.7.4 Access to Final Examination Scripts and 4.7.5 Rereading of Final Examination Scripts). Dissatisfaction with grades is not sufficient grounds for an appeal.

Note: 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, students who wish to question the grades awarded in individual courses may consult with the following in the order given:

- (1) the course instructor,
- (2) the head of the appropriate academic unit,
- (3) the Dean, Director, Principal or Executive Director of the appropriate Faculty, School College or Institute.

5.14.3 Information Required in Letters of Appeal

1. 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, telephone number, MUN e-mail address, student ID number, the decision being appealed and the remedy being sought. The grounds for the appeal, including health issues, bereavement and/or other acceptable cause, must be stated in the letter of appeal. Students must present independent evidence to corroborate statements made in the letter of appeal. Preferably, this evidence will come from a professional, such as a health professional, a counsellor, or a professor. However, letters from other knowledgeable parties may be acceptable.
3. In cases where an appeal is based on health issues, the student must produce a certificate from a health professional in the form of a note or letter. Such a note must be sufficiently specific to allow appropriate consideration of the student's case. The note must also clearly state that, in the opinion of the health professional, the problem was serious enough to have interfered with the student's work. Students should refer to **Information Required for Certificates from Health Professionals** for more complete information.
4. Students claiming bereavement as grounds must provide proof of death and evidence of a close personal relationship between themselves and the deceased.
5. **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 the students' rights to confidentiality. With this in mind, a student may discuss the reasons for his or her appeal with a University, College or Institute counsellor, who, with the student's

Review of Waiver and Appeal Regulations (cont'd)

permission and provided sufficient reasons exist, may then write a letter to the appropriate committee confirming that there were sufficient grounds for an appeal, without disclosing the special personal and confidential details of the case.

5.14.4 Information Required in Certificates from Health Professionals

1. Students who request permission to drop courses, to withdraw from University studies, to have examinations deferred or to obtain other waivers of University, departmental or course regulations based on health issues are 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 notes must be sufficiently specific to allow a proper consideration of students' cases. The University requires that all such notes 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. **Confidentiality:** The University respects the confidentiality of all material contained in such notes. Students should request that their health professional retain a copy of such a note in case the note needs to be verified or reissued at a later date."

51. REPORT OF THE ACADEMIC COUNCIL OF THE SCHOOL OF GRADUATE STUDIES

51.1 New Industrial Internship Option

It was moved by Dr. Golfman, seconded by Dean Dibbon, and carried that on page 496, 2009-2010 Calendar, under the heading 3.1 Computer Engineering, insert new section 3.1 Industrial Internship Option and re-number all subsequent sections accordingly.

"3.1 Industrial Internship Option

The Faculty permits graduate students to undertake internships of work in industry. These internships will allow students to either (a) enhance the application of their knowledge and skills within industry, or (b) complete a research project defined by the industry. Encouragement to undertake an internship will be given only where it is clear that one of these expectations can be met.

New Industrial Internship Option (cont'd)

Students registered in the M.A.Sc. program may, with the permission of their Board of Studies, the Dean of the Faculty of Engineering and Applied Science, and the Dean of Graduate Studies, select the industrial Internship Option. Students pursuing this option must satisfy the degree regulations for an M.A.Sc. program. In addition, students in the Industrial Internship Option:

- shall normally complete at least 18 credit hours of the courses required for their program with an average of 75% or higher prior to the internship; the remaining required courses may be taken on campus or by distance
- shall normally spend at least two continuous semesters on campus on a full-time basis as a graduate student at this university
- shall normally spend 4 to 8 months of their program at an internship in industry
- shall submit monthly reports to a university supervisor appointed by their Board of Studies, and shall submit a concise progress report to their Board of Studies no later than the end of each semester while on an internship
- shall normally not opt out once the internship starts.

Successful completion of an internship will be indicated by a descriptive notation on the student transcript.”

Page 537, 2009-2010 Calendar, under the heading 12.4 Courses, insert new section 12.4 Industrial Internship Option and re-number the subsequent section accordingly.

“12.4 Industrial Internship Option

The Faculty permits graduates students to undertake internships of work in industry. These internships will allow students to either (a) enhance the application of their knowledge and skills within industry, or (b) complete a research project defined by the industry. Encouragement to undertake an internship will be given only where it is clear that one of these expectations can be met.

Students registered in the M.E.M. program may, with the permission of their Board of Studies, the Dean of the Faculty of Engineering and Applied Science, and the Dean of Graduate Studies, select the industrial Internship Option. Students pursuing this option must satisfy the degree regulations for an M.E.M. program. In addition, students in the Industrial Internship Option:

- shall normally complete at least 18 credit hours of the courses required for their program with an average of 75% or higher prior to the internship; the remaining required courses may be taken on campus or by distance
- shall normally spend at least two continuous semesters on campus on a full-time basis as a graduate student at this university
- shall normally spend 4 to 8 months of their program at an internship in industry
- shall submit monthly reports to a university supervisor appointed by their Board of Studies, and shall submit a concise progress report to their Board of Studies no later than the end of each semester while on an internship
- shall normally not opt out once the internship starts.

New Industrial Internship Option (cont'd)

Successful completion of an internship will be indicated by a descriptive notation on the student transcript.”

51.2 General Regulation 2.2.6 Governing Appeals Procedures

It was moved by Dr. Golfman, seconded by Mr. Despres, and carried to approve the following calendar changes including one friendly amendment made on the floor of Senate.

On the recommendation of the Dean of Graduate Studies, it was agreed that these regulations would become effective on January 1, 2010.

Page 489, 2009-2010 Calendar, delete the entire section 2.2.6 Appeals Procedures and replace with the following section 2.2.6 Appeal of Regulations

“2.2.6 Appeal of Regulations

2.2.6.1 General Information

1. Every graduate 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, students are advised to consult with the School of Graduate Studies.
4. In preparing an appeal a student may consult advisors or facilitators. Such advisors or facilitators may include an international advisor, a faculty advisor, a counsellor, a representative from the Memorial University of Newfoundland Graduate Students' Union (GSU) 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 students at critical points in their graduate program and to provide an accessible and transparent process for students. Refer also to **Appeal Procedures** for information concerning where appeals should be directed.
6. The principle of fairness should be applied to all parties in appeals processes and decisions. Fairness includes, but is 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 be heard, all parties to the appeal being made aware of the evidence considered by the committee, and no individual sitting in judgment on an appeal at a higher level who has already been a party to the decision at a lower level. Any member of a committee hearing an appeal, who was previously involved in a decision making process at a lower level of process, will abstain from voting.
7. While the University makes provision for students to appeal regulations, the academic, financial or other consequences of the appeal process rests with the students.
8. When an appeal is denied, the student will be advised in writing of the reasons for the decision and of further steps that can be taken in the appeals process. A student whose appeal is denied by the Executive Committee of Senate may appeal to the Senate. Appeals to

General Regulation 2.2.6 Governing Appeals Procedures (cont'd)

the Senate will be heard in the first instance by the Senate Committee on Academic Appeals and that Committee will investigate the appeal and file a report to the Senate with its findings and recommendations as expeditiously as possible. Students have the right to appear in person before the Senate Committee on Academic Appeals, and have the right to be accompanied by another person in order to assist them with their presentation. Normally, however, the presentation of the student's case rests with the student. Advance notice of the student's intention to appear and the identity of the accompanying individual, if any, must be provided to the Secretary of the Senate Committee on Academic Appeals. Should the student's appeal be denied by the Senate, the student will be advised that within the University no further appeal is possible.

9. Student appeals are heard anonymously. However, this provision ceases to apply to a student who elects to appear in person before the Senate Committee on Academic Appeals as outlined in Clause 8 above.

2.2.6.2 Appeal Procedures

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 officially register for courses but who wishes to attend classes, laboratories or other educational activities while an appeal is in progress can do so only with the written permission of the head of the academic unit concerned. Such permission will not be unnecessarily withheld.
3. Any student whose request for waiver of regulations has been denied has the right to appeal. Normally, any such appeal should be made in writing, clearly stating the basis for the appeal, and should be directed as follows:
 - i. Appeals against decisions of the Head of an Academic Unit will be made directly to the Dean of Graduate Studies.
 - ii. Appeals against decisions of the Dean may be made to the Appeals Committee, School of Graduate Studies. Letters of appeal should be directed to the Chair of the Appeals Committee, c/o School of Graduate Studies.
 - iii. Appeals against decisions of the Executive Committee of the Academic Council may be made to the Appeals Committee, School of Graduate Studies. Letters of appeal should be directed to the Chair of the Appeals Committee, c/o School of Graduate Studies.
 - iv. Appeals against decisions of the Appeals Committee, School of Graduate Studies, may be made to the Executive Committee of Senate, c/o Office of the Registrar.
4. Appeals cannot be made on the basis of the grades awarded in individual courses. Dissatisfaction with grades is not sufficient grounds for an appeal.

Note: Notwithstanding the above, and recognizing that the award of grades is an academic matter within the purview of experts in a discipline or subject area, students who wish to question the award of grades in

General Regulation 2.2.6 Governing Appeals Procedures (cont'd)

individual courses are encouraged to consult with the following in the order given:

- (1) The course instructor
- (2) The head of the appropriate academic unit
- (3) The Dean of Graduate Studies

2.2.6.3 Information Required in Letters of Appeal

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

2.2.6.4 Information Required for Certificates from Health Professionals

1. Students who request permission to drop courses, to withdraw from University studies, to have examinations deferred or to obtain other waivers of University, departmental or course regulations based on health issues are 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 notes must be sufficiently specific to allow a proper consideration of students' cases. The University requires that all such notes must be on letterhead, must be signed by the health

General Regulation 2.2.6 Governing Appeals Procedures (cont'd)

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, sit examinations, or continue with research;
 - 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. **Confidentiality:** The University respects the confidentiality of all material contained in notes. Student should request that their health professional retain a copy of the note in case the note needs to be verified or reissued at a later date.

52. Appeals to Senate

Dr. Loomis noted that several members of Senate have had previous involvement in the following student appeals by virtue of membership on the Executive Committee of Senate, on the Senate Committee on Undergraduate Studies, on the Academic Council of the School of Graduate Studies or its committees or as members of academic units. In this regard, he observed that one of the principles of natural justice and fairness is that there should be no individual sitting in judgement on an appeal at a higher level who has already been a party to the decision at a lower level. In the interests of fairness and natural justice he suggested that those Senators who have had previous dealings with these cases be available to provide information pertinent to the case and to answer questions raised by Senators but should not be making motions or voting on motions regarding these appeals.

- A. ECS 2009-10: #3 - Appeal against the decision of the Executive Committee of Senate, the Senate Committee on Undergraduate Studies and the Faculty of Engineering and Applied Science to deny the student promotion to Academic Term 3.

Dr. Loomis noted that at today's meeting of Senate, substantial changes to the Appeals Regulations were approved, particularly Regulation 5.14.1, clause 8 which reads as follows:

"8. When an appeal is denied, the student will be advised in writing of the reasons for the decision and of further steps that can be taken in the appeals process.

A student whose appeal is denied by the Executive Committee of Senate may appeal to the Senate. Appeals to the Senate will be heard in the first instance by the Senate Committee on Academic Appeals and that committee will investigate the appeal and submit a report to the Senate with its findings and recommendations as expeditiously as possible. Students have the right to appear in person before the Senate Committee on Academic Appeals, and have the right to be accompanied by another person to assist them with their presentation. Normally, however, the presentation of the student's case rests

Appeals to Senate (cont'd)

with the student. Advance notice of the student's intention to appear and identity of the accompanying individual, if any, must be provided to the Secretary of the Senate Committee on Academic Appeals.

Should the student's appeal be denied by the Senate, the student will be advised that within the University no further appeal is possible."

It was moved by Dr. Tremblay, seconded by Mr. Despres, and carried to give the student the option of having his/her appeal:

1) considered under the new regulation as given above in which case the student would have the right "to appear in person before the Senate Committee on Academic Appeals, and have the right to be accompanied by another person to assist them with their presentation". The student is to be advised that the new process would take several months before he/she would know the final decision of Senate.

or

2) considered under the old regulations in which case the written appeal would be considered by Senate at its next regularly scheduled meeting to be held on January 12, 2010, following which the student will be advised of the outcome.

B. ECS 2009-10: #6 - Appeal against the decision of the Academic Council of the School of Graduate Studies not to allow the student to proceed to an oral examination of their thesis.

It was moved by Dr. Wyse, seconded by Mr. Raman, and carried to offer the student the same two options as ECS 2009-10: #3.

C. ECS 2009-10:#7 - The Faculty of Business Administration is appealing the decision of the Executive Committee of Senate that this student's appeal be approved.

It was moved by Dr. Wyse, seconded by Mr. Raman, and carried to offer the student the same two options as ECS 2009-10: #3.

53. Grenfell College Students' Union (GCSU) Representation on Senate Committees

Emails have been received from Brad Evoy, Vice President Academic, Grenfell College Students' Union (GCSU), regarding the Grenfell College Students' Union representation on Senate Committees.

It was agreed to approve this request in principle noting that the Marine Institute Students' Union should be offered the same opportunity for student representation on Senate Committees. It was agreed to forward the request to the Committee on Committees for appropriate action including consultation with the Marine Institute Students' Union.

54. Senate Seat for Distance Education and Learning Technologies

At a meeting held on October 29, 2009, the Executive Committee of Senate considered a memorandum dated September 18, 2009, from Ann Marie

Senate Seat for Distance Education and Learning Technologies (cont'd)

Vaughan, Director, Distance Education and Learning Technologies, requesting a Senate Seat for Distance Education and Learning Technologies.

Ms. Vaughan noted that when the School of Continuing Education was restructured in 2001 to create 2 separate units, DELT and Lifelong Learning, the Senate seat formerly held by the School of Continuing Education was assigned to the Division of Lifelong Learning to permit the advancement of certificates and diplomas from that unit.

Since that time, however, the activities under DELT's responsibility have evolved significantly to impact student recruitment and retention, as well as teaching and learning functions.

While DELT currently has representatives on numerous Faculty Councils at the University, Ms. Vaughan believes that DELT could bring to Senate an important and institution-wide perspective regarding the impact of distance education and technology enabled curriculum on academic programming, teaching and learning.

In this regard, the committee was provided with a memorandum dated June 26, 2008 from the Secretary outlining the historical background for allocating Senate seats to non-statutory ex-officio members.

The Secretary also noted that the request has been forward to the Committee on Senate Elections for analysis and for a list of options which may be available. In the interim, it was agreed to invite Ms. Vaughan to meetings of Senate as an observer. In this regard, it was agreed to forward Ms. Vaughan a copy of the agendas for future meetings of Senate.

55. Items for Information

55.1 The Executive Committee of Senate denied the following appeal:

ECS 2009-10: #8 - Appeal against the decision of the Senate Committee on Undergraduate Studies and the Faculty of Engineering and Applied Science to deny the student promotion to Academic Term 8.

56. REMARKS FROM THE CHAIR - QUESTIONS/COMMENTS FROM SENATORS

In the interests of time, Dr. Loomis restricted his remarks to the following item:

Dr. Loomis reported the positive news that he has received verbal notice from the Department of Education that cabinet has approved the formation of a Joint University/Government Committee on Autonomy with three members each from Government and the University. Dr. Loomis remarked that Senate will be consulted on the process of deciding who will be the member from Senate.

Dr. Loomis wished everyone a Merry Christmas and Happy Holidays and looks forward to seeing everyone in the new year.

57. ADJOURNMENT

The meeting adjourned at 5:10 p.m.

CHAIRMAN

SECRETARY