

SENATE MINUTES

JANUARY 8, 2002

The regular meeting of Senate was held on Tuesday, January 8, 2002, at 4:00 p.m. in Room E5004, Education Building.

50. PRESENT

The President, Dr. E. Simpson, Dr. C. Loomis, Professor A. Fowler, Interim Dean J. Black, Dean W. Blake, Dean. I Bowmer, Mr. G. Collins, Mr. R. Ellis, Dr. S. Birnie-Lefcovitch, Dr. T. Gordon, Interim Dean C. Jablonski, Dean R. Lucas, Dr. C. Orchard, Mr. L. O'Reilly, Dean R. Seshadri, Dean L. Walker, Ms. D. Whalen, Dr. R. Adamec, Dr. J. Ashton, Dr. G. Bassler, Dr. M. Brosnan, Dr. G. Clark, Professor M. Coyne, Dr. J. deBruyn, Mr. C. Dennis, Mr. E. Durnford, Dr. J. Evans, Dr. D. Goldstein, Professor M. Hackett, Dr. G. Herzberg, Dr. M. Kara, Professor K. Knowles, Professor V. Kuester, Ms. K. Lippold, Dr. D. McKay, Dr. J. McLean, Dr. M. Mulligan, Dr. M. Murray, Dr. D. Neville, Dr. H. Pike, Ms. D. Rehner, Dr. V. Richardson, Dr. D. Rideout, Dr. G. Sabin, Dr. C. Sharpe, Dr. P. Sinclair, Dr. M. Skipton, Dr. D. Thompson, Dr. D. Treslan, Dr. J. Usher, Professor D. Walsh, Dr. B. Watson, Ms. L. Moss, Mr. S. Sullivan, Mr. K. Wiseman, Mr. J. Clements, Mr. J. Baker, Ms. G. Bell, Mr. C. Blundon, Ms. C. Powell.

51. APOLOGIES FOR ABSENCE

Apologies were received from Dean B. Burnaby, Dr. C. Couturier, Ms. B. Kitchen.

52. MINUTES

The Minutes of the regular meeting held on December 11, 2001 were taken as read and confirmed.

REPORT OF THE EXECUTIVE COMMITTEE OF SENATE

It was agreed by separate motion where necessary, that the report of the Executive Committee be approved as follows:

53. Report of the Committee on Honorary Degrees and Ceremonial

The names of eleven candidates recommended by the Committee on Honorary Degrees and Ceremonial were presented to the Senate for awarding of doctoral degrees honoris causa. Members were given the opportunity to discuss the merits of each of the candidates before voting. Upon voting by a show of hands, each candidate was approved by at least a two-thirds majority vote.

The President advised Senators that the list of candidates who have previously been approved for the award of an honorary degree but who have not yet received their degree is available for viewing in the Office of the Secretary of Senate.

54. Report of the Senate Committee on Undergraduate Studies

54.1 Law and Societies Minor Programme

Page 182, 2001–2002 Calendar, under the heading Course List, following the entry for Law and Society 2000, insert:

"Law and Society 3010–3019. Special Topics in Law and Society."

54.2 Sir Wilfred Grenfell College

Page 100, 2001–2002 Calendar, following the course description for 3215. 20th Century American Literature, delete "Prerequisites: English 2215 or permission of the instructor."

54.3 School of Nursing

Page 356, 2001–2002 Calendar, following the prerequisite for N 3520, 3521, 3522. Extended Practice III (Nine credit hours), insert the following:

"In addition N3520 and N3521 are prerequisites for N3522."

Following "Eight weeks of leadership...week elective.", add the following:

"NOTE: N3520 is scheduled for the first third of the semester, N3521 is scheduled for the middle third of the semester and N3522 is scheduled for the final third of the semester."

54.4 Faculty of Engineering and Applied Sciences

Amend Table 1. Civil Engineering – Offshore Oil and Gas Option, Academic Term 6, as approved at the April 10, 2001, Senate meeting as follows:

Replace "OUGE Elective" with "6713: Hydraulics".

New courses:

7824. Discrete-Time Systems and Signals. Sampling Theory; elementary discrete-time signals; discrete-time linear and time-invariant systems; the convolution sum; linear constant-coefficient difference equations; the discrete-time Fourier series; the discrete-time Fourier transform; frequency response; frequency mapping from continuous-time to discrete-time; the Fast Fourier Transform (FFT); the z-transform and transfer functions; introduction to digital filter design techniques; digital signal processing applications. Relevant software lab exercises will be included.

7800. Electrical / Computer Engineering Design Project I (1 cr. hr.). Each student is required to work independently on the development of the specification and design for a project of Electrical / Computer Engineering pertinence. Projects will normally be open-ended and involve design of hardware and / or software components. Lectures will be scheduled as required.

Delete course:

"5824. Systems & Signals II"

Re-name "4823. Systems and Signals I" as "4823. Introduction to Systems & Signals"

Re-name "8800. Electrical / Computer Engineering Design Project" as "8800. Electrical / Computer Engineering Design Project II"

Renumber the following courses:

"6821. Control Systems I" as "5821. Control Systems I"

"7825. Control Systems II" as "6825. Control Systems II"

"7877. Voice & Data Communications" as "6876. Voice & Data Communications"

"6895. Software Design" as "5895. Software Design"

"5863. Computer Architecture" as "6861. Computer Architecture"

Page 384, amend Technical Engineering Chart as follows:

Remove "4322. Thermal Sciences" from "Electrical Engineering, Spring Term 7" and add "4322. Thermal Sciences" to "Technical Electives, Spring, Term 7".

Insert new charts for:

Computer Engineering Curriculum – Class of 2004 and later
Computer Engineering Curriculum – OUGE Option – Class of 2004 and later

Electrical Engineering Curriculum – Class of 2004 and later

Electrical Engineering Curriculum – OUGE Option – Class of 2004 and later

54.5 General Academic Regulations – Calendar Changes

Ms. Suzanne Sexty, Chair of the University Calendar Review Committee was in attendance by invitation.

A memorandum dated December 14, 2001 was received from the Senate Committee on Undergraduate Studies forwarding to Senate changes to the 2001–2002 Calendar, General Academic Regulations as recommended in a memorandum dated December 6, 2001 from the University Registrar.

These changes result from a joint effort by the University Calendar Review Committee and the Office of the Registrar to clarify and/or simplify the regulations pertaining to the General Academic Regulations section of the Calendar in the context of Action 6.1 of the Strategic Framework which reads as follows: 6.1. Simplify and clarify academic regulations throughout the University. We will seek greater consistency of expectations among our faculties and schools and give these expectations clear expression through a user-friendly Calendar and other publications.

A letter from the Committee outlining the rationale as it relates to these revisions was also attached for the information of Senate. While the proposed changes are primarily stylistic and editorial in nature, the following items in the revised document are noteworthy:

GLOSSARY OF TERMS USED IN THIS CALENDAR:

1. The GLOSSARY OF TERMS USED IN THIS CALENDAR is meant to replace "Explanation of Terms used in this Calendar" p. 7, 2001–2002 Calendar. The majority of these terms are new and are frequently used throughout the regulations.

GENERAL ACADEMIC REGULATIONS (UNDERGRADUATE)

1. The first sentence of the first paragraph is new and is intended to identify the principles and purposes of the general academic regulations.

1. P.2, under 3.1 now reflects the current practice in that distance education courses may be used to satisfy residence requirements for certain degree programmes.

1. P.2, under 2.2.2 "...or the like" is new. This will now permit students who complete further credentials, such as a concentration or focus area, to have it recorded on the academic record.

1. P.3, under 4.3, Registration Priority, while new to the calendar, reflects policies previously approved by Senate.

1. Pp. 3–4, bullet 4 under 4.6.1 and bullet 1 under 4.7.1 are new. These regulations notify students as to the information that appears on the academic record as a result of dropping and withdrawing from courses before the start of classes.

1. P.7, under 8, GRADING – DR, DRF and AEG have been added. These are grades already approved by Senate but not previously included in the complete grades listing.

1. P. 8, 8.4, Linked Course, is a fuller explanation of this type of course.

1. Calculation of Averages – all of this section is new and explains how the various averages, that appear on the academic record of students, are calculated.

1. p.56 of the current calendar – O. CREDIT BY PRIVATE STUDY is being removed as credit for private study is permitted under the provisions of the CHALLENGE FOR CREDIT regulations.....

1. P.56 of the current calendar – N. SPECIAL TOPICS COURSES is being removed as it is not a regulation but rather is an explanation of a procedure. However, it is recommended that this section be replaced in the Senate Digest for the information of faculty and staff.

Also circulated at the meeting was a memorandum dated January 7, 2002 from the Secretary of Senate recommending amendments to correct inconsistencies in the document which were identified by Dr. J. Black, Interim Dean of Arts.

It was moved by Professor Walsh, seconded by Mr. Collins and carried, that the following amendments to the General Academic Regulations, including amendments suggested by Dr. Black and minor amendments suggested by Senators:

"GLOSSARY OF TERMS USED IN THIS CALENDAR

In this calendar "Grenfell College" refers to Sir Wilfred Grenfell College and "Marine Institute" refers to the Fisheries and Marine Institute of Memorial University of Newfoundland. "University", when capitalized, refers to Memorial University of Newfoundland.

Academic standing
Academic unit
Academic year
Accelerated course
Administrative unit
Appeal
Assignment
Certificate
Challenge for credit
Course
Co-requisite course
Course

Course number
Courses offered outside the normal time frame.
Credit hour
Credit-restricted courses
Cross-listed courses
Degree
Diploma
Distance education course
Equivalent courses
Examination
Foundation course
GPA
Head of academic unit
Lecturing period
Linked course
Major
Minor
Prerequisite course
Program
Registration
Registration period
Repeatable course
Semester
Session
Student-Web
Transcript
Transfer credit
TRS
Waiver

GLOSSARY OF TERMS USED IN THIS CALENDAR Academic standing:
is an enrolment status normally determined each semester by a regular evaluation procedure used to assess whether or not students are meeting the standards prescribed for continuing in the University and/or their programs.

Academic unit: refers to a centre, department, division, faculty, program or school, other than an administrative unit, as the context requires.

Academic year: runs from September 1 to August 31.

Accelerated course: is a course that is offered in a shorter time frame than a semester or session.

Administrative unit: refers to an office, division or centre, other than an academic unit, as listed in the Administrative Offices of the University section of the Calendar.

Appeal: is the challenge of, or the request for review of, a judgment regarding the application of regulations.

Assignment: is an evaluative exercise including but not limited to assigned work, term papers and projects.

Certificate: is an academic designation awarded for the completion of a specified program of study which is of shorter duration than a degree or diploma.

Challenge for credit: is the request for consideration of academic credit resulting from experience or knowledge gained elsewhere for which transfer credit cannot be awarded.

Co-requisite course: is a course which may be taken concurrently with or successfully completed prior to the course for which it is required.

Course: is a unit of work in a particular subject normally extending through one semester or session, the completion of which normally carries credit toward the fulfilment of the requirements of certain degrees, diplomas or certificates.

Course number: courses are designated by four characters. The first character signifies the level of the course. Where all four characters are numeric, the last three are used by academic units to indicate various information such as course sequence and area of study. Where the last character is alphabetic, the letter:

A or B identifies a linked course. No credits or points are given until the "B" part is completed.

C identifies an English course that does not carry credit towards a degree, diploma or certificate.

F identifies a foundation course that is intended to remedy a specific academic weakness and does not carry credit towards a degree, diploma or certificate.

W identifies a course in either a work term in a co-operative program or a special project in certain of the professional schools and faculties and may or may not be assigned credit hours.

X identifies a course which represents an entire semester's work and carries 15 credit hours.

Courses offered outside of the normal time frame: are those with different start and/or end dates than those of the semester or session.

Credit hour: is the measure used to reflect the relative weight of a given course toward the fulfilment of appropriate degree, diploma, certificate, major, minor, or other program requirements. A weight of 1 credit hour normally means that the course meets for lectures one hour per week for the duration of a semester or two hours per week for the duration of a session. Unless otherwise indicated, a course normally has a credit value of 3 credit hours.

Credit-restricted courses: are courses which are closely related but not equivalent. Credit is limited to one of the credit-restricted courses. Normally, credit-restricted courses cannot be substituted, one for the other, to satisfy program requirements.

Cross-listed courses: are courses which are listed under two or more academic units and which can be taken for credit from one unit only. Cross-listed courses can be substituted, one for the other, to satisfy program requirements.

Degree: is an academic designation awarded for the completion of a specified program of study which is of longer duration than a diploma or certificate.

Diploma: is an academic designation awarded for the completion of a specified program of study which is of shorter duration than a degree and longer duration than a certificate.

Distance education course: is a university course designed for people who wish to study outside a traditional university setting. Instructors and students are separated by time and/or space.

Distance education courses include correspondence, teleconference and world wide web courses.

Equivalent courses: are those which are determined to be equal for credit determination, although the subject area or course number will differ. These are normally identified with the phrase "Same as".

Examination: is an evaluative exercise including but not limited to tests, quizzes or mid-term, final or supplementary examinations.

Foundation course: is a course intended to remedy a specific academic weakness and is identified by the letter "F" as the last character of the course number. A foundation course does not carry credit towards a degree, diploma or certificate.

GPA: is the abbreviation for grade point average.

Head of academic unit: includes but is not limited to co-ordinator, dean, department head, director, principal, or equivalent.

Lecturing period: is a designated period of lectures within a semester or session as defined by the University Diary.

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 given until the "B" part is completed.

Major: is a subject or field of study which a student normally specializes in during the course of degree studies.

Minor: is a subject or field of study which a student normally pursues secondary to a major during the course of degree studies.

Prerequisite course: is a course which must be successfully completed prior to commencing the course for which it is required.

Program: is a series of courses, the successful completion of which, if all requirements are met, qualifies the candidate for a degree, diploma or certificate.

Registration: is the process of selecting, enrolling in, and being assessed fees for courses.

Registration period: is, in any semester, the period extending from the first day of registration to two weeks following the first day of lectures, as stated in the University Diary. In any session, it is the period extending from the first day of registration to one week following the first day of lectures, as stated in the University Diary.

Repeatable course: is a course that may be taken for credit in several semesters to a maximum number of credit hours. All such courses shall have specified both the number of credit hours assigned per semester and the maximum number of credit hours to be awarded.

Semester: is a period of approximately fourteen consecutive weeks during which there are at least twelve weeks of lecture. Normally the Fall Semester commences in early September, the Winter Semester in early January, and the Spring Semester in early May.

Session: is a period of approximately seven consecutive weeks in the Spring Semester during which there are at least six weeks of lecture. The first half of Spring Semester is designated as Intersession; the second half of Spring Semester is designated as Summer Session.

Student-Web: is a suite of e-business student services including registration and the provision of personalized student information.

Transcript: is the complete and unabridged report of a student's academic record.

Transfer credit: is academic credit granted for work completed at an institution other than Memorial University of Newfoundland.

TRS: is the abbreviation for the Telephone Registration System.

Waiver: is the permission granted by the appropriate authority for exemption from a particular program requirement and/or a particular university regulation.

GENERAL ACADEMIC REGULATIONS (UNDERGRADUATE)

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GENERAL ACADEMIC REGULATIONS (UNDERGRADUATE)

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

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

Descriptions and regulations for individual programs can be found in the appropriate academic–unit section of this Calendar. The terminology is explained in the GLOSSARY OF TERMS USED IN THIS CALENDAR.

1 Classification of Students

1.1 Full-time students: 1.1.1 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. 1.1.2 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. 1.1.3 Students who are registered for the duration of any semester

in a co-operative education work term, the internship required of the Computer Industry Internship Option (CIIO), or the studentship required of the School of Pharmacy will be deemed full-time students. 1.1.4 Provided he or she has been admitted to the University, the President of the Memorial University of Newfoundland Student Union (MUNSU) shall be deemed, for the purpose of membership on University committees, the Senate and the Board of Regents, to be a full-time student during his or her tenure, to a maximum of one term, while President of the Union.

1.2 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.

1.3 First-year students are students who have earned fewer than 18 credit hours.

1.4 Second-year students are students who have earned from 18 to 47 credit hours inclusive.

1.5 Third-Year Students are students who have earned from 48 to 77 credit hours inclusive.

1.6 Fourth-Year Students are students who have earned from 78 to 107 credit hours inclusive.

1.7 Fifth-Year Students are students who have earned not fewer than 108 credit hours.

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. 2.1 Year of Degree and Departmental Regulations – Faculty of Arts and Faculty of Science 2.1.1 A student completing a degree program in the Faculty of Arts or in the Faculty of Science will normally follow the degree regulations in effect in the academic year in which the student first completes a course(s) at Memorial University of Newfoundland. However, the student may elect to follow subsequent regulations introduced during the student's tenure in a program. 2.1.2 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.

2.2 Year of Degree and Departmental Regulations – All Other Faculties and Schools

2.2.1 A student registered in any faculty or school, other than the Faculty of Arts or the Faculty of Science, will normally follow regulations in effect in the academic year in which the student first completes a course(s) in that faculty or school following formal admission to that program. However, the student may elect to follow subsequent regulations introduced during the student's tenure in a program.

2.2.2 A student in either the Faculty of Business Administration, Faculty of Education, Faculty of Engineering and Applied Science, or Faculty of Medicine who fails to obtain promotion or is not registered for full-time studies for one or more semesters and is readmitted to full-time studies in the faculty will normally follow regulations in effect at the time of readmission.

2.2.3 A student in the School of Music who is required to withdraw from the Bachelor of Music degree program for academic reasons, or who has withdrawn from the principal applied study course will normally follow regulations in effect at the time the student is readmitted to the School. However, the student may elect to follow subsequent regulations introduced during the student's tenure in a program.

2.3 Further Credentials

2.3.1 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.

2.3.2 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).

2.3.3 A student who has completed a bachelor's degree from this University may complete the requirements for another major, minor, or the like applicable to that degree. Such a student will not be awarded the same degree again but a notation indicating the completion of the requirements for the additional major, minor, or the like will be included on the student's academic record.

2.3.4 For further information refer to Residence Requirements – Second Degree.

2.4 Time Limits

2.4.1 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.

3 Residence Requirements

3.1 General Information

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

3.2 First Degree

3.2.1 For a first bachelor's degree students shall have completed a minimum of 24 credit hours through attendance at classes on the campus of a recognized university or university college. Distance education courses may be used to satisfy the requirements of this clause only for the degrees of Bachelor of Business Administration, Bachelor of Business Administration (Honours), Bachelor of Commerce, Bachelor of Commerce (Honours), Bachelor of Maritime Studies, Bachelor of Nursing (Post-RN) and Bachelor of Technology.

3.2.2 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.

3.2.3 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.

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: 3.3.1 Every student for a second bachelor's degree 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.

4 Registration

4.1 General Information

4.1.1 The University provides two methods for registration: the Student Web at www.mun.ca/regoff/ or the Telephone Registration System (TRS) at (709)733-9949.

4.1.2 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.

4.1.3 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.

4.2 Student Responsibility

4.2.1 Students are strongly encouraged to seek academic advice before registering.

4.2.2 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 counseling and advising services, to ensure that students are informed of the suitability and accuracy of their registrations.

4.2.3 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.

4.3 Registration Priority

4.3.1 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).

4.3.2 Academic units may reserve spaces in course sections for students in a particular degree, major, minor, or the like.

4.3.3 For further information on registration priority consult Undergraduate Registration Procedures.

4.4 Adding Courses 4.4.1 General Information

* Specific deadlines for adding courses in any semester or session are stated in the University Diary. In the case of sessions, accelerated courses, and courses offered outside the normal time frame of a semester or session, deadlines for adding courses will be prorated accordingly.

* No course will be considered to have been added until the Registrar has received official notification and certified the add.

* Attending classes or informing an instructor of the intent to add a course does not constitute an official adding of a course.

* Only under special circumstances may a course(s) be added after the end of the registration period. For information contact the Office of the Registrar.

* Before the end of the registration period a student may, upon formal notification to the Registrar, change the course(s) for which he or she was originally registered by adding and/or dropping a course(s).

4.5 Course Weight/Course Load

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

* The course weight of each of the A and B components of a linked course shall be equivalent to one half of the credit hour value of the B component.

* The course weight of courses with C or F as the last character shall be three.

* The course weight of courses with W as the last character will vary according to individual program requirements.

4.5.1 Semester Course Load: The normal course load in a semester shall be 15 credit hours, except where academic regulations require more than that number. No student shall register for more than 15 credit hours or more credit hours than required by degree regulations in a semester except with the written permission of the dean, director, principal, or executive director of the student's faculty, school, college or institute. 4.5.2 Session Course Load: The normal course load in a session shall be 6 credit hours. No student shall register for more than 6 credit hours in a session except with the written permission of the dean, director, principal, or executive director of the student's faculty, school, college or institute.

4.6 Dropping Courses 4.6.1 General Information

* Specific deadlines for dropping courses in any semester or session are stated in the University Diary. In the case of sessions, accelerated courses, and courses offered outside the normal time frame of a semester or session, deadlines for dropping courses without academic prejudice will be prorated accordingly.

* No course will be considered to have been dropped until the Registrar has received official notification and certified the drop.

* Ceasing to attend classes, or informing an instructor of the intent to drop a course, does not constitute an official dropping of a course.

* A student who drops all courses in any given semester will be considered to have withdrawn from the University for that semester. A student who has withdrawn from the University, before the start of classes in any semester, is deemed to be not registered for that semester. For information regarding applying for readmission to the University refer to ADMISSION/READMISSION TO THE UNIVERSITY (UNDERGRADUATE).

* In the event that a student drops a co-requisite course, the student will be required to drop the course for which that course is a co-requisite.

* Before the end of the registration period a student may, upon formal notification to the Registrar, change the course(s) for which

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

4.6.2 Dropping Courses Without Academic Prejudice

* For two weeks 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 two weeks to seven weeks 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 seven weeks 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.

4.6.3 Dropping Courses With Academic Prejudice

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

4.6.4 Work Terms

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

4.6.5 Tuition Fee Implications

* A student who drops a course within two weeks following the first day of lecture in any semester will not be liable for tuition fees for that course. Tuition fee refunds for dropping courses after that period will be prorated in accordance with FEES AND CHARGES – Tuition Refunds Based on Withdrawal from Course(s).

* In the case of sessions, accelerated courses, and courses offered outside the normal time frame of a semester or session, deadlines for dropping courses without financial liability will be prorated accordingly.

4.7 Withdrawing from the University 4.7.1 General Information

* A student who drops all courses in any given semester will be considered to have withdrawn from the University for that semester. A student who has withdrawn from the University, before the start of classes in any semester, is deemed to be not registered for that semester. For information regarding applying for readmission to the University refer to ADMISSION/READMISSION TO THE UNIVERSITY (UNDERGRADUATE).

* A withdrawal is not official until the Registrar has received official notification and certified the changes.

* Ceasing to attend classes, or informing an instructor of the intent to drop a course, does not constitute an official withdrawal.

4.7.2 Withdrawing from the University Without Academic Prejudice

* For seven weeks 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 seven weeks following the first day of lectures in any semester to the last day to add courses in the following semester as stated in the University Diary, a student who is prevented from completing the semester by illness, bereavement, or other acceptable cause, duly authenticated in writing, may withdraw from the University without academic prejudice. This may occur only with the approval of the dean, director, principal, or executive director of

the student's faculty, school, college or institute and upon formal notification to the Registrar. The letter grade DR will be assigned to all courses in these circumstances.

* 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.

4.7.3 Withdrawing from the University With Academic Prejudice

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

4.7.4 Work Terms

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

4.8 Auditing of Courses

4.8.1 Individuals auditing courses must have met the University's admission or readmission requirements as stated in **ADMISSION/READMISSION TO THE UNIVERSITY (UNDERGRADUATE)**.

4.8.2 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.

4.8.3 Individuals auditing courses shall limit their participation to that deemed appropriate by the instructor.

4.8.4 Auditors are not permitted to write formal examinations or have their work formally assessed.

4.8.5 Audited courses will not be considered as meeting prerequisites, admission, or course requirements for any undergraduate programs, nor will audited courses be listed on the individual's transcript of University studies.

5 Attendance

5.1 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.

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

6 Evaluation

6.1 Method of evaluation

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

6.2 Informing Students of the Method of Evaluation

6.2.1 The method of evaluation and required prerequisites or co-requisites shall be made known to students before the end of the first week of lectures in any semester or session.

6.2.2 This information shall be in typewritten or computer-generated format and shall be provided in paper form to the students present in each class during the first week of lectures. In the case of Web-based courses, this information may be provided electronically.

6.2.3 The following shall be included in the explanation of the method of evaluation:

- * the allocation of marks for all parts of the evaluation, e.g., assignments, laboratory projects, presentations, tests, mid-term examinations, final examinations;

- * the approximate dates of all parts of the method of evaluation that will take place in class, e.g., tests, mid-term examinations, presentations, and assignments; and

* the dates on which all parts of the evaluation to be completed out of class are due.

6.2.4 When it is determined that there will be a common final examination for day and evening sections of a course, students must be so informed in the explanation of the method of evaluation for the course and prior to the end of the registration period.

6.3 Changing the Method of Evaluation

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

6.4 Good Writing Skills

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

6.5 Completing a Course

6.5.1 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.

7 Examinations

7.1 Scheduling of Examinations

7.1.1 No laboratory examinations totalling more than one laboratory period in length shall be given in any laboratory course in any week during a lecturing period in any semester or session. Such examinations shall be administered in the laboratory time period assigned for that course section. The application of this

clause in the Faculty of Engineering and Applied Science and the Faculty of Medicine is subject to interpretation by the appropriate committee on undergraduate studies. The Senate Committee on Undergraduate Studies may grant a waiver of this clause for laboratory examinations in individual courses in a given term upon recommendation of the appropriate committee on undergraduate studies. Such waivers will be considered only if it can be shown that such laboratory examinations do not conflict with regularly scheduled sessions of another course for any student involved.

7.1.2 Any other examinations shall not extend beyond the class period assigned to that course section in any week during a lecturing period in any semester or session. The application of this clause in the Faculty of Engineering and Applied Science and the Faculty of Medicine is subject to interpretation by the appropriate committee on undergraduate studies. The Senate Committee on Undergraduate Studies may grant a waiver of this clause for examinations in individual courses in a given term upon recommendation of the appropriate committee on undergraduate studies. Such waivers will be considered only if it can be shown that such examinations do not conflict with regularly scheduled sessions of another course for any student involved.

7.1.3 During the last two weeks of the lecturing period in any semester or the last week of the lecturing period in any session, no examinations or assignments, whether in-class or take home, shall be administered or assigned. However, assignments which have been notified under Evaluation may be submitted and oral and laboratory examinations may be administered. The application of this clause in the Faculty of Education (with respect to accelerated courses), the Faculty of Medicine, the School of Human Kinetics and Recreation (with respect to activity courses, 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.

7.1.4 No examinations of any nature shall be held between the last day of lectures and the start of the formal examination period in any semester or session. The application of this clause to the Faculty of Education (with respect to accelerated courses), the Faculty of Medicine, the School of Human Kinetics and Recreation (with respect to accelerated courses and courses offered outside the

normal time frame during the Spring semester) and the School of Nursing is subject to interpretation by the appropriate committee on undergraduate studies.

7.1.5 In the event of an officially declared emergency which results in the cancellation or interruption of in-class examinations or tests previously scheduled and notified to be held in the final class period of the third last week of lectures of a semester or the second last week of lectures of a session, teaching units may reschedule such examinations or tests in the next regularly scheduled class or as early as possible in the second last week of lectures of a semester or the last week of lectures of a session. In no circumstances can the rescheduled examinations or tests be held in the last week of lectures of a semester.

7.2 Scheduling of Final Examinations

7.2.1 Final examinations, if any, whether of the normal two-hour duration or longer, shall be held in each course at the end of the semester during which it was given in accordance with the schedule of examinations published by the Office of the Registrar. The application of this clause to the Bachelor of Education (Intermediate/Secondary) and all degree programs offered by the School of Human Kinetics and Recreation is subject to interpretation by the appropriate committee on undergraduate studies.

7.2.2 Normally, course sections offered during the day will have their final examinations, if any, scheduled in the day, and course sections offered in the evening will have their final examinations, if any, scheduled in the evening. When a student is unable for good reason to write a final examination scheduled outside the provisions of this clause, the student will be entitled to write a deferred examination. For further information refer to Exemptions From Final Examinations and Procedures for Applying to Write Deferred Examinations.

7.2.3 When an academic unit determines that there will be a common final examination for day and evening sections of a course, students must be so informed in the explanation of the method of evaluation for the course and prior to the end of the registration period.

7.2.4 Where possible, academic units should inform the Office of the Registrar when they submit their class schedules if it is anticipated that a common final examination will be required for day and evening sections of a course, so that this information can be publicized in the class schedule for the appropriate semester. Academic units should indicate whether the examination is to be held during the day or the evening.

7.3 Exemptions From Final Examinations and Procedures for Applying to Write Deferred Examinations

7.3.1 A student who is prevented from writing a final examination by illness or bereavement or other acceptable cause, duly authenticated in writing, may apply, with supporting documents, to have the course graded or have the final examination deferred. This application must be made within one week of the original date of the examination to the head of the appropriate academic unit.

7.3.2 The decision regarding the request of the student to have a course graded or have the final examination deferred, including information on the appeals route open to the student in the case of a negative decision, must be communicated in writing to the student and to the Registrar within one week of the receipt of the student's complete application. For further information refer to Appeal of Regulations.

7.3.3 In those cases where the academic unit accepts the extenuating circumstances the student may be permitted to write a deferred examination or, with the consent of both the academic unit and the student, the grade submitted may be based on term work alone. An interim grade of ABS will be assigned by the academic unit in the case of a student granted a deferred examination. This grade will be replaced by the final grade which must be received by the Registrar within one week following the start of classes in the next academic semester or session.

7.3.4 A student who is prevented from writing a deferred examination by illness, bereavement, or other acceptable cause, duly authenticated in writing, may apply, with supporting documents, to the head of the appropriate academic unit to have the deferred examination further deferred. This application must be submitted within one week of the scheduled date of the deferred examination. The examination will be postponed to a time not later

than the last date for examinations in the semester following that in which the student was enrolled in the course.

7.4 Access to Final Examination Scripts

7.4.1 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.

7.4.2 To access a final examination script, a student must make a written request to the head of the academic unit in which a course is offered. This request is subject to the following conditions:

- * Any such request must be made following release of examination results for the semester in which the course was taken and within one month of the official release of grades by the University.

- * The final examination script must be viewed in the presence of the course instructor or other person delegated by the head of the academic unit. Both the instructor and the student have the right to be accompanied by a registered student or a member of the faculty or staff of the University.

- * The final examination script must not be taken away or tampered with in any way.

7.5 Rereading of Final Examination Scripts

7.5.1 A student may apply to have a final examination script reread whether or not he or she has obtained a passing grade in that course.

7.5.2 A student who wishes to have a final examination script reread must make application in writing to the Office of the Registrar within one month of the official release of grades by the University. When a rereading is requested, the University will make every reasonable attempt to have the rereading conducted by a faculty member(s) other than the original marker(s).

7.5.3 An appropriate fee per course must be paid at the time of application. For further information refer to FEES AND CHARGES –

Reread of Final Examination Fee. If the final numeric grade is raised after rereading, the fee is refunded. If the final numeric grade is unchanged or lowered, the fee is forfeited.

8 GRADING

8.1 Letter Grades, Numeric Grades and Points Per Credit Hour

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

Letter Grades	Numeric Grades	Points Per Credit Hour
A	80-100%	4
B	65-79%	3
C	55-64%	2
D	50-54%	1
F	below 50%	0

PWD (pass with distinction) – indicates excellent performance no numeric grade not applicable

PAS (pass) – indicates performance meets expectations no numeric grade not applicable

FAL (fail) – indicates failing performance no numeric grade not applicable

DR (drop) – drop without academic prejudice no numeric grade not applicable

DRF (drop fail) – drop with academic prejudice 0% 0

ABS (absent) – absent for acceptable cause no numeric grade not applicable

INC (incomplete) – incomplete pending final grade no numeric grade not applicable

AEG (aegrotat) no numeric grade not applicable

8.2 Descriptions of Letter Grades

* "A" indicates excellent performance with clear evidence of:
comprehensive knowledge of the subject matter and principles treated in the course,
a high degree of originality and independence of thought,

a superior ability to organize and analyze 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 analyze 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 analyze 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 analyze ideas, and an inability to communicate.

8.3 Good Writing

8.3.1 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

8.3.2 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.

8.4 Linked Course

8.4.1 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.

8.5 Incomplete Grades

8.5.1 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%.

8.5.2 Students unable to complete the requirements of a course by the end of one week following the start of classes in the next academic semester or session as stated in the University Diary, may be permitted an extension of time not exceeding the end of the semester following that in which the INC was given. Such an extension may be granted by the appropriate committee on undergraduate studies, on the recommendation of the academic unit. In special circumstances, students registered for a Social Work Internship may be given an extension not exceeding two semesters.

8.6 Calculation of Averages

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

8.6.1 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.

8.6.2 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.

8.6.3 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.

8.6.4 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.

8.7 Aegrotat Status

8.7.1 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.

8.7.2 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.

9 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.

9.1 Eligibility for Continuance

9.1.1 Academic Criteria for Continuance in the University

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

* to obtain a current average of 50% in the courses for which he or she is registered on the last day for dropping courses without academic prejudice, or

* to have obtained a cumulative average of at least 55%.

9.1.2 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.

9.1.3 Other

These regulations notwithstanding, the continuance of any student at this University is subject to all University regulations.

9.2 Academic Warning

9.2.1 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.

9.2.2 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.

9.3 Ineligibility for Readmission

9.3.1 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.

9.3.2 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.

9.3.3 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.

9.3.4 Certain conditions may be set for students who are readmitted after a period of ineligibility. These conditions are outlined under Academic Warning.

9.3.5 Academic units reserve the right to deny readmission where a student has been determined to have engaged in unprofessional conduct. The code of ethics of the appropriate profession will serve as the guidelines when making this determination. However, should there not be an appropriate code of ethics, the following standard will apply: unprofessional conduct is that conduct which involves a breach of the duties required by professional ethics.

9.3.6 The University reserves the right to deny a student readmission where, in the opinion of the Senate Committee on Undergraduate Studies, following appropriate professional consultation, there is a reasonable likelihood that the student's health or behaviour could endanger the lives, health, or safety of other persons on-campus or off-campus where such a location pertains to University studies. If the University denies a student readmission, the student must be advised of the nature of the case, must be provided with an opportunity to answer the case, and must be advised of the right to appeal before the penalty imposed takes effect. For information regarding the appeal procedure refer to Appeal of Regulations.

9.3.7 These regulations notwithstanding, the readmission of any student at this University is subject to all University regulations.

10 Academic Misconduct

10.1 Principles

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

10.2 General Information

10.2.1 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. 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.

10.2.2 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. This provision excludes students charged with an offence under the Code Of Disciplinary Procedures For Students. For information regarding the Code Of Disciplinary Procedures For Students contact the Office of Student Affairs and Services.

10.2.3 While 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 effect on grades or promotion within a program.

10.3 General Procedure

10.3.1 When a member of the University community (faculty, staff, student) has grounds for belief that an academic offence has been committed, that person shall report the matter without delay to the head of the appropriate academic or administrative unit. There should then be an attempt between the parties concerned to resolve minor offences. Only if resolution proves impossible, or one party is dissatisfied with the resolution, should the head of the academic or administrative unit become further involved.

10.3.2 If, in the judgment of the head of the academic or administrative unit, the offence warrants resolution through informal procedures, the individuals involved will be advised to attempt to resolve the matter through Procedures for Informal Resolution of Alleged Academic Offences. In the event that no resolution is possible through informal procedures between the individual parties, the head of the academic or administrative unit will institute formal proceedings.

10.3.3 If, in the judgement of the head of the academic or administrative unit, the alleged offence against University regulations is such as to warrant resolution through formal

procedures, the head of the academic or administrative unit will refer the matter to the chair of the appropriate committee on undergraduate studies, and Procedures for Formal Resolution of Alleged Academic Offences will be implemented.

10.3.4 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.

10.4 Academic Offences 10.4.1 In the following section the plural shall be deemed to include the singular.

10.4.2 Academic offences shall be deemed to include, but shall not be limited to, the following:

* Cheating on examinations or any other tests, theses, assignments, work term reports, projects or internship reports: includes copying from another student's work or allowing another student to copy from one's own work; consulting with any unauthorized person during an examination or test; using unauthorized aids; or knowingly recording or reporting false empirical or statistical data. The work referred to includes examinations, theses, assignments, work term reports, projects, internship reports, or any other tests which are to be used in judging the student's performance in a course or program of study, or on any special tests which the University may offer.

* Impersonating another student or allowing oneself to be impersonated: includes the imitation of a student or the entrance into an arrangement with another person to be impersonated for the purposes of taking examinations or tests or carrying out laboratory or other assignments.

* Plagiarism: is the act of presenting the ideas or works of another as one's own. This applies to all material such as essays, laboratory reports, work term reports, design projects, seminar presentations, statistical data, computer programs and research results. 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.

* Theft of examination papers or other material: includes obtaining by any improper means examination papers, tests, or any other such material.

* Use and/or distribution of stolen material: includes the use of material which the student knows to have been improperly obtained and/or the distribution of such material is considered to be an academic offence.

* Submitting false information: includes falsifying academic forms or records, submitting false credentials, medical or other certificates, or making a false, misleading or incomplete declaration to the University.

* Submitting work for one course or work term which has been or is being submitted for another course or work term at this or any other institution without express permission to do so: includes the presentation of an essay, report or assignment to satisfy some or all of the requirements of a course when that essay, report, or assignment has been previously submitted or is concurrently being submitted for another course without the express permission of the professor(s) involved.

10.5 Procedures for Informal Resolution of Alleged Academic Offences
10.5.1 General Information These procedures will not be applied to cases involving alleged offences on final examinations. Alleged offences on final examinations are governed by the Procedures for Formal Resolution of Alleged Academic Offences.
10.5.2 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 informally the following procedures shall apply:

* 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 Informal Resolution of Alleged Academic Offences including the range of applicable penalties, and arrange a second meeting between the accuser and the accused only.

* At the second meeting the accuser and accused shall endeavor to obtain a mutually satisfactory resolution of the matter.

* The accuser and accused shall report jointly to the head of the academic or administrative unit on the result of their second meeting.

* If the report is of a resolution which the head of the academic or administrative unit considers to be fair and equitable the matter shall be considered closed. If the head of the academic or administrative unit considers the reported resolution to be unfair and/or inequitable he or she will endeavor to obtain an alternative satisfactory resolution directly with the parties.

* Should all reasonable efforts to obtain an informal resolution fail, the head of the academic or administrative unit will refer the case to the chair of the appropriate committee on undergraduate studies and shall inform the accuser and the accused accordingly. From this stage onward Procedures for Formal Resolution of Alleged Academic Offences will apply.

* A student may request, during the Procedures for Informal Resolution of Alleged Academic Offences, that his or her case be referred to the chair of the appropriate committee on undergraduate studies, and thereafter the Procedures for Formal Resolution of Alleged Academic Offences will apply.

10.5.3 Failure to Appear or Respond

* If at any stage of the Procedures for Informal Resolution of Alleged Academic Offences, the accused fails to appear or to respond to a charge, without reasonable cause, within two weeks of notification of an allegation, action may be taken on the charge in the absence of the accused.

* If at any stage of the Procedures for Informal Resolution of Alleged Academic Offences, the accuser fails to appear at a scheduled hearing to defend an allegation, without reasonable cause, within two weeks of notification by the head of the academic or administrative unit, the action will be dismissed.

10.5.4 Penalties in the Case of Informal Resolution

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 penalties. The range of penalties and their determination are:

* Reprimand: will be in the nature of a warning by the head of the academic or administrative unit or the appropriate committee to the student that the student's behaviour has been unacceptable to the University.

* Reduction of grade: will apply to an examination, test, or assignment to which an offence is relevant, and will be decided by the head of the academic or administrative unit.

10.6 Procedures for Formal Resolution of Alleged Academic Offences

10.6.1 General Information

If the matter cannot be resolved following the Procedures for Informal Resolution of Alleged Academic Offences, or if, in the opinion of the head of the appropriate academic or administrative unit, the allegation involves a major breach of University regulations, or in the case of alleged offences on final examinations, the following Procedures for Formal Resolution of Alleged Academic Offences shall apply.

10.6.2 Explanation of Procedures

* If the head of the academic or administrative unit (in the case of departmentalized faculties, the head in consultation with the dean) is satisfied that the student has a serious allegation to answer, that person shall inform the student in writing of the nature of the allegation against him or her. In addition, the head of the academic or administrative unit shall report to the chair of the appropriate faculty committee on undergraduate studies who will interview separately the accuser, the accused and relevant witnesses. At these interviews the chair of the appropriate committee on undergraduate studies, 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. The Memorial University of Newfoundland Student Union (MUNSU) and the Sir Wilfred Grenfell College Council of the Students' Union (SWGC CSU) will provide students with information on their legal rights.

* Upon completion of these interviews, the faculty chair shall submit a written report of all findings to the Secretary, Senate Committee on Undergraduate Studies, c/o Office of the Registrar.

* The Secretary of the Senate Committee on Undergraduate Studies shall present this report to both the accuser and accused for perusal and comment. Once in receipt of this report, the accuser and accused shall have two weeks in which to submit to the Secretary, Senate Committee on Undergraduate Studies any additional comments on the report that the person wishes to be considered in the deliberations of the Senate Committee on Undergraduate Studies.

* The Secretary of the Senate Committee on Undergraduate Studies shall present to the Senate Committee on Undergraduate Studies for decision all information received from the chair of the appropriate Committee on Undergraduate Studies as well as comments from the accuser and accused. The chair who submitted the written report shall remain at 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.

* The Senate Committee on Undergraduate Studies shall take appropriate action in accordance with Penalties in the Case of Formal Resolution.

10.6.3 Failure to Appear or Respond

* If at any stage of the Procedures for Formal Resolution of Alleged Academic Offences, the accused fails to appear or to respond to a charge, without reasonable cause, within two weeks of notification of an allegation, action may be taken on the charge in the absence of the accused.

* If at any stage of the Procedures for Formal Resolution of Alleged Academic Offences, the accuser fails to appear at a scheduled hearing to defend an allegation, without reasonable cause, within two weeks of notification by the head of the academic or administrative unit, the action will be dismissed.

* 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 penalties. Enforcement of penalties resulting from Procedures for Formal Resolution of Alleged Academic Offences will be overseen by the Registrar. The range of penalties and their determination is:

* Reprimand: shall be in the nature of a warning by the head of the academic or administrative unit or the appropriate committee to the student that the student's behaviour has been unacceptable to the University.

* Reduction of grade: will apply to an examination, test, or assignment to which an offence is relevant, and will be decided by the Senate Committee on Undergraduate Studies upon the recommendation of the appropriate academic or administrative unit.

* Probation: the period of probation will be determined by the Senate Committee on Undergraduate Studies. The impact of being placed on probation is that the commission of any further academic offence during the period of probation may lead to suspension or expulsion.

* Suspension: will apply to a course, department, faculty, school, or the University. The period of suspension will be determined by the Senate Committee on Undergraduate Studies and shall not exceed six consecutive semesters.

* Expulsion: the recommendation for expulsion from the University will be made by the Senate Committee on Undergraduate Studies to the President of the University for a final decision. Prior to the President's decision, the Senate Committee on Undergraduate Studies will notify the accused, in writing, of the recommendation

for expulsion from the University. The accused will be allowed a period of two weeks following the date of release of such notification to lodge an appeal before the President's final decision concerning expulsion from the University. Any such appeal should be made in writing to the Executive Committee of Senate, c/o the Office of the Registrar.

10.7 Transcript Entries Related to Penalties 10.7.1 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]"

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

10.8 Disposition of Documentation

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

* In cases where the allegation was decided either "not proven" or "unfounded" none of the documentation shall be retained.

* In the case of a resolution effected through the Procedures for Informal Resolution of Alleged Academic Offences, all documentation shall be retained in the office of the head of the academic or administrative unit.

* In the case of a resolution effected through the Procedures for Formal Resolution of Alleged Academic Offences, all documentation shall be forwarded to and retained in the Office of the Registrar.

11 Graduation

11.1 Application for Graduation – Degrees, Diplomas and Certificates

Students in their graduating year must apply to the Registrar to be admitted to a degree or to be awarded a diploma or certificate. Application must be made on the prescribed form which is available from the Office of the Registrar. The deadlines for application are listed in the University Diary for the Spring and Fall convocations.

11.1.1 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.

11.1.2 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.

11.2 Classification of General Degrees

11.2.1 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.

11.2.2 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.

11.2.3 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.

11.2.4 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.

11.2.5 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.

11.2.6 An Unclassified degree will be awarded a student who has completed at Memorial University of Newfoundland, fewer than one-half of the credit hours required for the degree, or fewer than one-half of the required credit hours since the introduction of the point system. All students shall, however, obtain an average of 2 points or better on the total number of the credit hours required for the degree taken at this University since the introduction of the point system.

11.2.7 The following degree are not classified: Bachelor of Education (Intermediate/Secondary), Bachelor of Engineering, Bachelor of Maritime Studies, Bachelor of Music Education, Bachelor of Post-Secondary Education (as a second degree), Bachelor of Special Education, Doctor of Medicine and all degrees offered by the School of Human Kinetics and Recreation.

11.3 Classification of Honours Degrees 11.3.1 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.

11.3.2 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.

11.3.3 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.

11.4 Diplomas and Certificates

11.4.1 Diplomas and certificates are not classified.

12 Waiver of Regulations

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

* Course Prerequisites or Co-requisites: the head of the academic unit of the course(s) in question.

* Departmental Regulations: the appropriate committee on undergraduate studies upon the recommendation of the head of the appropriate department.

* Faculty or School Regulations: the appropriate committee on undergraduate studies. Such waivers shall not reduce the total number of credit hours required for a minor, major, certificate, diploma, or degree program.

* General Academic Regulations (Undergraduate): the Senate Committee on Undergraduate Studies on the recommendation of the appropriate committee on undergraduate studies. Such waivers shall not reduce the total number of credit hours required for a minor, major, certificate, diploma, or degree program.

* Scholarships, Bursaries, Awards, Medals and Prizes Regulations: the Senate Committee on Undergraduate Scholarships and Financial Aid on the recommendation or request of the head of the appropriate academic unit.

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

13 Appeal of Regulations

13.1 General Information

13.1.1 Every student has the right to appeal decisions resulting from the application of University regulations.

13.1.2 Appeals will be considered in the case of illness, bereavement or other acceptable cause, duly authenticated.

13.1.3 For assistance in the appeals process, students are advised to consult with the Office of the Registrar.

13.1.4 In preparing an appeal a student may consult advisors or facilitators. Such advisors or facilitators may include a faculty advisor, a counselor, a representative from the Memorial University of Newfoundland Student Union (MUNSU) or faculty who have made themselves familiar with the appeals process and who are willing to undertake the role of student advisor or facilitator.

13.1.5 Appeals are made before specific committees that exist at the University to provide an objective review of cases. The appeals process is designed to assist students at critical points in their university career, not to intimidate them. Refer also to Appeal Procedures for information concerning where appeals should be directed.

13.1.6 While the University makes provision for students to appeal regulations, the academic, financial or other consequences of the appeals process rests with the students.

13.1.7 A student whose appeal is denied will be advised in the letter of denial of the next avenue of appeal that may be taken. Should a student's appeal be denied by the Senate, the student will be advised that within the University no further appeal is possible.

13.2 Appeal Procedures

13.2.1 The responsibility for making an appeal before the appropriate committee of the University rests with the student.

13.2.2 A student who is ineligible to officially register for courses but who wishes to attend classes, laboratories or other educational activities while an appeal is in progress can do so only with the written permission of the academic unit concerned. This provision excludes students charged with an offence under the Code Of Disciplinary Procedures For Students. For information regarding the Code Of Disciplinary Procedures For Students contact the Office of Student Affairs and Services.

13.2.3 Any student whose request for waiver of regulations has been denied has the right to appeal. Any such appeal should be made in writing clearly stating the basis for the appeal and should be directed as follows:

* Course prerequisites or co-requisites: to the appropriate committee on undergraduate studies.

* Departmental Regulations: to the appropriate committee on undergraduate studies where the department refuses to recommend the waiver, or to the Senate Committee on Undergraduate Studies, c/o The Office of the Registrar, where the committee on undergraduate studies denies the request for waiver.

* Faculty and School Regulations: to the Senate Committee on Undergraduate Studies, c/o The Office of the Registrar.

* General Academic Regulations (Undergraduate): to the Executive Committee of Senate, c/o The Office of the Registrar.

* Scholarships, Bursaries, Awards, Medals and Prizes Regulations: to the Executive Committee of Senate, c/o The Office of the Registrar.

13.3 Information Required in Letters of Appeal

13.3.1 All appeals must be made in writing clearly stating the basis for the appeal and must be directed to the appropriate University committee.

13.3.2 Reasons for initiating an appeal, including medical problems, bereavement and/or other acceptable cause, must be stated in the letter of appeal.

13.3.3 Students must present independent evidence to corroborate statements made in the letter of appeal. Preferably, this evidence will come from a professional, such as a physician, a counselor, or a professor. However letters from other knowledgeable parties may be acceptable.

13.3.4 In cases where an appeal is made on medical grounds, medical notes must be sufficiently specific to allow appropriate consideration of the student's case. The note must also clearly state that, in the opinion of the physician, the problem was serious enough to have interfered with the student's work. Students should refer to the policy respecting Information Required for Medical Certificates for more complete information.

13.3.5 Students claiming bereavement as grounds must provide proof of death and evidence of a close personal relationship between themselves and the deceased.

13.3.6 Confidentiality: The committees to which appeals are made do require substantial information about the reasons for the appeal in order to make their decisions. However, the committees also recognize the student's rights to confidentiality. With this in mind, a student may discuss the reasons for his or her appeal with a University or College counselor, 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.

13.4 Information Required for Medical Certificates

13.4.1 Students who request permission to drop courses, to withdraw from University studies, to have examinations deferred or to obtain other waivers of University, departmental or course regulations based on medical grounds are required by the University to produce a note from a physician in support of their request. Such notes must be sufficiently specific to allow a proper consideration of the student's case. The University requests that all medical notes be on letterhead, be signed by the physician and include details on the following:

- * confirmation of the specific dates on which the student visited the physician.

- * the degree to which the illness (or treatment, in the case of medication, for example) is likely to have affected the student's ability to study, attend classes, or sit examinations.

- * the length of time over which the student's abilities were likely hampered by the medical condition (e.g., recurring and severe back pain over a two-month period would likely have a more adverse effect on studies than a single episode of back pain requiring bed rest for a week).

* the fitness of the student to resume studies (it is in the student's best interest not to return to studies prematurely).

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

Ms. Sexty advised Senate that the Committee is now moving its focus to the Departmental Regulations section of the Calendar and any suggestions from Senators regarding this task would be welcome.

Dr. Simpson commented that difficulties had been experienced in reading the Calendar both by students and others. While there is still a lot of work to be done, the Calendar is now imminently more readable and user friendly than it was eighteen months ago. He noted that a debt of gratitude is owed to the Committee for the remarkable job which has been done on a largely volunteer basis, and requested that a statement of appreciation on behalf of Senate be sent to the Committee.

54.6 Department of Chemistry

New course:

4205. Current Problems in Inorganic Chemistry. Excited States and Reactive Intermediates. An introduction to electronic excited states in transition metal complexes. Emphasis will be placed on the long-lived excited states of d6 polypyridyl complexes. Radiative and non-radiative decay theory will be introduced. Excited state chemical reactions such as Energy and Electron-Transfer processes, photodissociation, and photoionization will be surveyed. Applications of excited state chemistry of transition metal complexes to problems in artificial photosynthesis, C-H activation, photodynamic therapy, molecular photovoltaics and molecular electronics will be developed.

Chemistry 3211; Chemistry 3301 is recommended.

Lectures: 3 hours per week.

54.7 Department of Psychology

Page 267, 2001–2002 Calendar, under heading Requirements for a major in Behavioural Neuroscience (B.Sc. Only), replace the current clause 1)c)

"Three further credit hours of Psychology from the Selected Topics", with the following:

"Three further credit hours of Psychology courses at the 4000–level."

Page 268, under the heading Requirements for Honours in Behavioural Neuroscience (B.Sc. Only), replace the phrase "one further selected topics course" in clause 1 with the following:

"one further 4000–level course"

Page 229, under the subheading Biochemistry (Nutrition)/Psychology (Behavioural Neuroscience) Joint Honours, replace the phrase "one further Psychology course from the Selected Topics" in clause c) with the following:

"one further 4000–level Psychology course"

Under the subheading Biochemistry/Psychology (Behavioural Neuroscience) Joint Honours, replace the phrase "one further Psychology course from the Selected Topics" in clause c) with the following:

"one further 4000–level Psychology course"

Under the subheading Biology/Psychology (Behavioural Neuroscience) Joint Honours, replace the phrase "one further Selected Topics course" in clause 2 with the following:

"one further 4000–level Psychology course"

54.8 Department of Biochemistry

Page 236, 2001–2002 Calendar, under the heading Biochemistry Programme, subheading Major in Biochemistry, in the second

paragraph "Required courses to complete the major", delete from clause (e) "Chemistry 3100" and add new clause "(f) one of Chemistry 3100, Environmental Sciences 3210, Environmental Sciences 3211" and renumber the existing clauses "(f) through (h)" as "(g) through (i)".

Under the subheading Honours Degree in Biochemistry, in the second paragraph "Required courses" delete existing clause (g) and replace with the following:

"(g) One of Chemistry 3100, Chemistry 3500, Environmental Sciences 3210, Environmental Sciences 3211."

Page 238, under the heading Honours Degree in Dietetics, delete existing clause (a) and replace with the following:

"(a) Either Biochemistry 499A/B or Biochemistry 4999 plus three additional credit hours in Nutrition at Memorial or Acadia at the 4000-level."

Delete existing clause (b).

Under the heading Course List, delete the existing course description for Biochemistry 3105 and replace with the following:

"3105. Physical Biochemistry. Types of intermolecular forces in biomolecules. The folding of biomolecules and the role of water. PH, buffers, and ionisation of biomolecules. Thermodynamics: equilibria, coupled reactions, transport across membranes and redox reactions. Ligand binding. Size and shape of biomolecules. Isotopes in biochemistry. Spectroscopy of biomolecules.

Prerequisites: Biochemistry 2101; and Chemistry 2300 or Physics 2053.

Lectures: Three hours per week and a two hour problem-solving class."

Delete the existing course description for Biochemistry 4101 and replace with the following:

"4101. Proteins. Review of history of protein research and general properties of proteins. Strategy and methods for purification. Chemical structure, properties, modification and determination of the protein amino acids. Sequencing strategy, chain cleavage methods and end group analysis. Folding of the protein main chain and techniques to determine structure. The relationship between structure and function: protein filaments, motors and regulators. Disease-related proteins and other examples from the current literature.

Prerequisite: Biochemistry 3105.

Lectures: Two to three hours per week and assigned reading."

Page 240, following the course description for 4300. Nutrition in the Life Cycle, amend the prerequisites to read as follows:

"Prerequisites: Biochemistry 311B, 3200, 3201."

Following the course description for 4301. Nutrition and Disease, amend the prerequisites to read as follows:

"Prerequisites: Biochemistry 311B, 3200/3201."

54.9 Department of Physics and Physical Oceanography

Page 226, 2001–2002 Calendar, under the heading Regulations to Govern Supplementary Examinations in the Departments of Biochemistry and Physics and Physical Oceanography, under clause 4) replace "45F" with "45–49F"

Page 263, under the heading Minor in Physics, amend the paragraph to read as follows:

"A minor in Physics...whose major is Chemistry or Biochemistry, the 24...include P2053."

Following the heading Programmes in Physics, add to the end of Note 5) the following sentence:

"Students may receive credit for only one of Physics 1050 and 1020."

Page 265, following the course description for 3550. Electric Circuits (F)., delete the current prerequisites and replace with the following:

"Prerequisites: Mathematics 2050, Physics 2055 and AM/PM 3260. AM/PM 3260 may be taken concurrently."

Under 3750. Quantum Physics I (F)., amend the prerequisites to read as follows:

"Prerequisites: Physics 2054, 2056, 3220 and 3810 (or AM/PM 3202). Physics 3220 and 3810 (or AM/PM 3202) may be taken concurrently."

Page 266, following the course description for 4205. Introduction to Fluid Dynamics., amend the prerequisites to read as follows:

"Prerequisites: Physics 3220 and either AM 4160 or Physics 3821."

54.10 School of Music

Page 207, 2001–2002 Calendar, under Bachelor of Music Degree: Admission and Academic Standards, add a new Regulation 17 as follows:

"17. The active participation in School of Music ensembles is an integral part of a music student's education. One must be present at rehearsals and performances to have participated in the learning experience. Furthermore, the success of the ensemble as a whole is dependent upon the regular attendance and participation of all members in the ensemble. Accordingly, attendance will be required in School of Music ensembles with the following course numbers: Music 1611, 2611, 2612, 2613, 2614, 2615, 2616 and 3515."

Following the course descriptions for Music 1611, 2611, 2612, 2613, 2614, 2615, 2616 and 3515 add "Attendance is required."

Under Bachelor of Music Degree: Admission and Academic Standards, amend Regulation 9 to read as follows:

"9. A student will be required to withdraw from the music degree programme if a) the student's average in music courses falls below 65% in each of TWO consecutive semesters of registration in the programme, or b) the student's average in music courses falls below 65% in any THREE semesters of registration in the programme, or c) the student fails any music course more than once."

Page 212, amend the prerequisites for Music 340A/B and 345A/B to read as follows:

"Prerequisites: Music 240A/B and successful completion of Music 1003, 1108, 1118 AND 1128 or 1138."

Amend the prerequisites for Music 440A/B to read as follows:

"Prerequisites: Music 340A/B and successful completion of Music 2003, 2108, 2118 AND 2128 or 2138."

Amend the prerequisites for Music 445A/B to read as follows:

"Prerequisites: Music 345A/B and successful completion of Music 2003, 2108, 2118 AND 2128 or 2138."

Page 214, delete "Music 1121. Rudiments II (3 cr. hrs.)" in its entirety.

Amend the prerequisite requirements for Music 1107, 3014, 3015 and 3016 as follows:

Replace "Music 1121 with a minimum mark of 75%" with "Music 1120 with a minimum mark of 75%".

Amend the prerequisite requirement for Music 1002 as follows:

Replace "Music 1121" with "Music 1120".

New course:

1116. Basic Musicianship (1 cr. hr.). Introduction to sight-singing and dictation for students whose level of preparation is not adequate for Music 1117. Two hours per week.

NOTE: Credit for this course may not be applied to the Bachelor of Music degree."

54.11 Faculty of Education

New course:

3515. Current Approaches to Reading in the Primary and Elementary Grades (PE). This course will include a further examination of approaches to the teaching of reading in the primary and elementary grades.

NOTE: Credit may be obtained for only one of Education 3515 or the former Education 3510 or 3520.

Delete the following courses in their entirety:

"3510. Current Approaches to the Teaching of Reading in the Primary Grades (PE)

3520. Current Approaches to the Teaching of Reading in the Elementary Grades (PE)"

Page 276, under Regulations for Re-admission and Advancement, add the following sentence to end of clause 2):

"Students completing the Bachelor of Music Conjoint with the Bachelor of Music Education whose average in music courses falls below 65% in any semester will be placed on probation."

Delete clause 3) "Students completing...will either:" and replace with the following:

"Students completing the Bachelor of Education (Primary/Elementary), Bachelor of Music Conjoint with Bachelor of Music Education, or the Bachelor of Music Education as a Second Degree failing to attain an average of at least 65% during their internship will either:"

Page 282, under Bachelor of Music Conjoint with Bachelor of Music Education, amend clause 5) to read as follows:

"In addition to Clause 4 a), b), c) and d) above, a... required. Sample materials will be made available from faculty members prior to the skills demonstration."

Page 283, under Regulations for the Conjoint Degrees of Bachelor of Music and Bachelor of Music Education, Clause 2) a): replace "2610" with "3616 or 3618", Clause 2) b): replace "4360" with "4362", Clause 2) c): replace "4380" with "4383".

Under Regulations for the Bachelor of Music Education as a Second Degree, amend clause 2) to read as follows:

"Subject to Regulation 1, the degree of Bachelor of Music Education may be awarded upon the successful completion of at least thirty additional credit hours in accordance with clauses 3 and 4 below."

Add new clause 3) as follows:

"A candidate shall complete the following forty-five credit hours in Education:

- a) Education 3616 or 3618
- b) Education 4362
- c) Education 4370 or 4383
- d) Education 2510, 2520, 2530, 3920, 3925, and 4830
- e) Education 403X (15 credit hour Internship)
- f) Three other credit hours in Education other than Music Education."

Add new clause 4) as follows:

"A maximum of two of the following courses in music education may be used to fill the requirements of Regulation 6 (c) of the Bachelor of Music and Bachelor of Music Education Conjoint Degree Programme: 4835, 4840, 4845, 4850, 4855, 4860."

Add Note after new clause 4) as follows:

"NOTE: Students who decline an offer of admission to the Faculty of Education, or who do not register for courses during the academic year in which admission is granted must, if they wish to be subsequently considered for admission, submit a new application in competition with other applicants."

Page 289, add "ME" designation to the course title Education 2900.

Page 290 and 298, delete Education 3180 in its entirety.

Page 292 and 298, amend course title for Education 3925 to read as follows:

"Intermediate/Secondary School Music Methods (ME)."

Page 292 and 299, add "ME" designation to the course title of Education 3620 and 3660.

Page 296 and 298, delete Education 4800, 4810 and 4820 in their entirety.

Page 296 and 298, amend course title for Education 4860 to read as follows:

"Advanced Intermediate/Secondary School Music Methods (ME)."

Page 298 and 300, delete Education 3190 in its entirety.

Amend course description and Note for Education 3920 to read as follows:

"Current pedagogical...and percussion in band and orchestral school settings.

NOTE: Includes a laboratory section (MUN Lab Band and Orchestra) designed to provide practical teaching experience and methodology in both band and orchestral settings."

In course description for Education 3925 replace "secondary" with "intermediate/secondary".

Amend course description for "403X" to read as follows:

"One-semester internship in one or more schools to permit...elementary and intermediate/secondary schools."

Delete Note 1) and renumber 2) as 1).

In course description for Education 4835 replace "string" with "orchestra".

In course description for Education 4840 replace "instrumental" with "band".

In course description for Education 4860 replace "secondary" with "intermediate/secondary".

Delete Note from Education 2520, 2530, 3920, 3925, 4830, 4835, 4840, 4845, 4850, 4855, 4860.

Page 285, under Regulations for the Degree of Bachelor of Special Education, delete Notes 1) and 2) and replace with the following:

"NOTES: 1) The Bachelor of Special Education Degree programme is available through part-time or full-time study.

2) For the Bachelor of Special Education Degree a candidate must comply with the University's Regulations for a Second Degree as outlined in the General Regulations section of the Calendar."

Under the subheading Admission Requirements, amend clause 1) to read as follows:

"1) Applications for admission are only considered once a year to begin in Fall Semester. The deadline for submission of Faculty applications to the Registrar's Office is February 15. Consideration...time of application."

Under clause 3 delete a), b)(i), (ii) and replace with the following:

"a) hold a degree in Primary and/or Elementary, or Intermediate/Secondary Education from Memorial University or another Education degree deemed appropriate by the Faculty of

Education, AND have credit for one of Education 3220, 3230, 4240 or equivalent. Intermediate/Secondary graduates must also have credit for Education 4350."

Reletter clause 3) c) as b).

Delete clause 4).

In clause 5), line 3 insert quotation marks after...Programme".

In NOTES: 1), line 1, replace "register for" with "successfully complete".

Reletter clause 5) as clause 4).

Page 285, under Degree Requirements, amend "a)" (following EITHER) to read as follows:

"a) The Memorial University..Degree Primary and/or Elementary, or Intermediate/Secondary, or another...of Education, and"

Amend "a)" (following OR) to read as follows:

"c) The Memorial University...Degree Primary and/or Elementary, or Intermediate/Secondary, or another...of Education, and"

Reletter "b)" (following OR) as "d)".

Page 292 and 299, delete Education 3670 in its entirety.

Page 295 and 299, delete Education 4525 in its entirety.

Page 296 and 299, delete Education 4542 and 4550 in their entirety.

Page 304, delete the section Institute in Augmentative and Alternative Communication for Disabled Persons in its entirety.

Page 292 and 299, amend the course title of Education 3620 to read as follows:

"3620. Nature and Characteristics of Emotional/Behavioural Disorders (PE,SE)."

Page 295 and 299, amend the course titles of Education 4505, 4510 and 4515 to read as follows:

"4505. Life Skills and Transition Planning for Adolescents with Cognitive Challenges (SE).

"4510. Inclusive Practices for Children with Mild Cognitive Challenges (SE).

"4515. Inclusive Practices for Children with Moderate Cognitive Challenges (SE)."

Page 296 and 299, amend the course title of Education 4530 to read as follows:

"4530. Inclusive Practices for Children with Learning Disabilities (SE)."

54.12 Department of French and Spanish

Page 167, 2001–2002 Calendar, following the entry for Special Examinations in French Language, insert new entry as follows:

"SUPPLEMENTARY EXAMINATIONS

Students registered for French 1500, 1501, and 1502 whose overall final mark is less than 50% but no lower than 45F may write a supplementary examination subject to the following regulations:

1. Students will be admissible to the supplementary examination only if the average of all other components of the final mark is at least 50%.
2. The supplementary examination will normally be identical to the deferred examination, if any, administered in the same course for that semester and will in any case be written at the time of administration of deferred examinations and will be similar in content and level of difficulty to the final examination originally written.

3. Students who are eligible to sit the supplementary examination must apply to the department within one week following the release of final grades by the Office of the Registrar.

4. Students who pass the supplementary examination will receive a new final grade calculated according to the same method and weighting as the original, but with the mark on the supplementary examination replacing that given for the original written final examination. This new final grade, if higher than the original, will replace the original grade on the student's transcript, subject to the condition that the final mark will not exceed the student's pro-rated term mark. The student's transcript will indicate that the course result was earned as the result of a supplementary examination.

5. A student may write a supplementary examination for any one registration in a course only once; if the course result following the supplementary examination is a fail then the course must be repeated in order to obtain credit.

6. Students taking these courses through the College of the North Atlantic who successfully pass a supplementary examination will receive Memorial University credit for the course.

Under the heading Course List, immediately following the current note 1, insert:

"2) Students may not register concurrently for more than one of French 1500, 1501 and 1502 except with the permission of the Head of the Department."

Re-number current notes "2-4" as "3-5".

54.13 Regulations for the General Degree of Bachelor of Arts and Regulations for the Honours Degree of Bachelor of Arts

Page 135, 2001-2002 Calendar, under Regulations for the General Degree of Bachelor of Arts, delete the first paragraph and replace with the following:

"Students completing a degree programme in the Faculty of Arts will normally follow the degree regulations in effect in the academic year in which they first entered Memorial University. This is determined by the year of the student number. However, students may elect to follow subsequent regulations introduced during their tenure in the programme."

Page 137, under Regulations for the Honours Degree of Bachelor of Arts, delete the second paragraph and replace with the following:

"Students completing a degree programme in the Faculty of Arts will normally follow the degree regulations in effect in the academic year in which they first entered Memorial University. This is determined by the year of the student number. However, students may elect to follow subsequent regulations introduced during their tenure in the programme."

55. Report of the Academic Council of the School of Graduate Studies

55.1 General Regulation C.

Page 448, 2001–2002 Calendar, under General Regulation C.5, insert the following:

"(iii) Except as provided for elsewhere in this calendar, each student for a graduate diploma shall normally spend at least one semester in residence as a graduate student at this university."

55.2 Faculty of Business Administration – New Block of Special Topics Course Numbers

Page 471, 2001–2002 Calendar, under Table III – MBA Electives, delete 9001–9025 and replace with the following:

"9001–9035"

55.3 Revisions to the M.A.Sc. Environmental Engineering and Applied Science

Page 456, 2001–2002 Calendar, delete clause C) 2. ii and replace with the following:

"ii. The remaining courses must be selected so that 6 credit hours are selected from Eng. 9601, Eng. 9603, Eng. 9609, and Eng. 9624; 3 credit hours are selected from Eng. 9605 and Eng. 9621; and 12 credit hours are selected from Eng. 9622, Eng. 9625, Env.Sci./Eng. 6000, Env.Sci./Eng. 6001, Env.Sci./Eng. 6002, Env.Sci./Eng. 6003, and Geog. 6250."

55.4 Proposed New Course Psychology 7000

Page 493 and 509, following the heading Biopsychology Programme, subheading Courses, insert:

New course:

"7000. Field and Lab Methods in Animal Behaviour and Behavioural Ecology"

55.5 Department of Chemistry

New course:

"6110. Analytical Chemistry II"

56. Proposal for Academic Recognition of Atlantic Baptist University by Memorial University: Responses from the Senate Committee on Undergraduate Studies and the Academic Council of Graduate Studies

At a meeting held on November 29, 2001, the Executive Committee of Senate considered a document entitled A Proposal for Academic Recognition of Atlantic Baptist University by Memorial University of Newfoundland. It was agreed to forward this document to the Senate Committee on Undergraduate Studies and the Academic Council of the School of Graduate Studies for review and comment in the context of the Strategic Framework, Action 1.1:

"Increase accessibility to Memorial by expanding first- and second-year transfer courses and permitting direct entry to a broader spectrum of programs, and providing forms of prior learning assessment for mature students. Working with the college sector,

school teachers and counselors, and our own Faculties, we will help facilitate entry to the University for all capable students."

This general topic was previously discussed at a special meeting of Senate on December 13, 1994, when the topic for the meeting was "Recognition of Work Completed at Bible Colleges for Transfer Credit" . At that time, since no consensus was reached a decision was taken that current regulations and practices would remain in effect, i.e. that Memorial would recognize only those Canadian Universities/Colleges which are members of the Association of Universities and Colleges of Canada (AUCC) . Three years later in June 1997, a proposal was received from Atlantic Baptist University, which is not a member of AUCC, that Memorial recognize degrees and/or individual courses from that institution for transfer credit. The Senate Committee on Undergraduate Studies reviewed that proposal and following consideration of correspondence and information relating to Atlantic Baptist University, including documentation from other Atlantic Universities recommended that Memorial:

(i) consider, for transfer of credit, courses completed at Atlantic Baptist University, subject to departmental evaluation, and (ii) consider for admission to post-baccalaureate programmes graduates of degree programmes completed at Atlantic Baptist College subject to the agreement of the academic unit concerned and the applicability of the programme completed at Atlantic Baptist College to the programme sought at Memorial.

The Executive Committee of Senate at a meeting held on August 21, 1997, considered these recommendations of the Senate Committee on Undergraduate Studies but based on the results of the above-noted special meeting of Senate held in 1994 agreed to recommend to Senate that Memorial should continue its current policy of recognizing only those Canadian Universities/Colleges which are ordinary members of the AUCC. At a meeting held on September 9, 1997, Senate considered this recommendation and agreed that no action be taken in this regard.

A memorandum dated December 14, 2001, has now been received from the Senate Committee on Undergraduate Studies advising that having reviewed the documentation included with the proposal, and having taken into consideration the fact that other Canadian Universities, who are members of AUCC recognize courses and

programmes done at Atlantic Baptist University for transfer credit and admission to specific programmes, the Committee unanimously reaffirmed its earlier recommendations as stated above.

A memorandum dated December 18, 2001 was also received from the Academic Council of the School of Graduate Studies advising that the Academic Council of the School of Graduate Studies supports a motion that Memorial University join other Atlantic Universities in recognizing Atlantic Baptist University honours baccalaureate degrees. This allows students from Atlantic Baptist University to be considered for acceptance into graduate programmes.

In answer to questions from Senators as to whether the concerns expressed by Senate in 1994 have been answered, Dr. Simpson stated that it is perhaps incorrect to refer to Atlantic Baptist University as a Bible College. It is clear from the curricula that it is a university which espouses Christian values but maintains the rigor of other universities recognized by Memorial. He noted that the 1994 concerns have been substantially addressed. He also noted that AUCC is a voluntary association of universities rather than an accrediting body.

Following a lengthy discussion, it was moved by Professor Walsh, seconded by Dr. Jablonski and carried that Memorial University: (i) consider, for transfer of credits, courses completed at Atlantic Baptist University, subject to departmental evaluation; and (ii) consider for admission to post-baccalaureate programmes, graduates of degree programmes completed at Atlantic Baptist University subject to the agreement of the academic unit concerned and the applicability of the programme completed at Atlantic Baptist University to the programme sought at Memorial.

57. Report of the Committee on Committees

On behalf of the Committee on the Committees, it was moved by Dr. Brosnan, seconded by Dr. Watson and carried that the following nominations for appointment of graduate students to standing committees of Senate be approved:

Member Until March 31, 2002

Committee on Senate Elections: Nicole Snow

Committee on Research : Lorelei Stanley

Committee on Copyright: Brenda L. Kitchen

Committee on Educational Technology : Steven Taylor

Committee on Honorary Degrees and Ceremonial: Fiona Trend

Advisory Committee on the University Timetable: Tanya Dunphy

Advisory Committee on the Library: Julie Wells

Advisory Committee on the Bookstore: Ron Kelland

Committee on Course Evaluations: Lynn Loveys Kane

University Planning and Budget Committee: Tanya Dunphy

58. Policy and Procedures for Ethics of Research Involving Human Participants

Ms. Barbara Cox, Director, Office of Research, was in attendance for the discussion of this item of business.

A memorandum dated December 14, 2001 was received from the Senate Committee on Research forwarding for the approval of Senate draft Policy and Procedures for Ethics of Research Involving Human Participants. This is a revision of the existing Ethical Policy and Procedures for Research Involving Human Subjects as approved by Senate in November 1982. Revisions to the existing policy are required as a condition of funding from the national granting councils in support of research involving humans. In August of 1998, the three granting councils jointly issued a policy statement entitled Ethical Conduct for Research Involving Humans and required that institutions receiving funding for such research be in compliance with its stated principles and prescribed procedures and that institutional policy adopting the principles contained in the document be in place by September 2001.

Considerable discussion ensued regarding the draft policy, and Dr. Loomis and Ms. Cox responded to many of the concerns raised. Dr. Simpson noted such a policy is necessary to ensure that current research projects continue to be funded. He also noted that this is an interim document and that the comments made during the meeting would be taken into consideration by the Vice-President (Research and International Relations) when the policy is amended and brought back to Senate.

It was moved by Dr. Loomis, seconded by Dr. Adamac and carried that the following draft Policy and Procedures for Ethics of Research Involving Human Participants be approved:

POLICY AND PROCEDURES

FOR ETHICS OF RESEARCH INVOLVING

HUMAN PARTICIPANTS

I PURPOSES

The University is fully committed to the promotion and assistance of excellence in Research and Scholarship. It recognizes that the conduct of research must be guided by ethical principles which will protect fully the rights and welfare of the participants. The following is a statement of the University's policy and procedures to ensure that research involving the use of human participants is carried on in an ethical and responsible manner. The policies and procedures are designed to assist those conducting research in achieving a proper balance between respect for the dignity and welfare of the participants on the one hand, and the need for advancement of knowledge on the other.

II DEFINITIONS:

For the purpose of this policy: 1. The term "research" means a systematic investigation to establish facts, principles, or generalizable knowledge which involves humans as research

subjects. 2. The term "participant" means any person who is used as a source of data in the conduct of research.

3. The term "researcher" means the individual who is responsible for the intellectual direction and control of the research activity being carried out. This individual will often be a faculty member, but could also be a student in the case of research carried out under graduate or undergraduate program requirements, trainees in the case of postdoctoral researchers, staff of research units, or a community or industrial partner in the case of a research partnership initiative. The term "researcher" does not necessarily mean the individual who collects the information, i.e. in the case of either staff or student research assistants.

III POLICY

In all research involving human participants, Memorial University of Newfoundland endorses the principles of and will be guided in its ethics review processes by the Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans. The following general principles as outlined in the Tri-Council Policy Statement are adopted as key principles in the approval and oversight of research at Memorial University by Memorial's three Research Ethics Boards and approved departmental processes.

- * Respect for Human Dignity
- * Respect for Free and Informed Consent
- * Respect for Vulnerable Persons
- * Respect for Privacy and Confidentiality
- * Respect for Justice and Inclusiveness
- * Balancing Benefits and Harms

IV PROCEDURES

The University will ensure that all research undertaken by researchers under the auspices of Memorial and involving humans will be carried out in accordance with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (August 1998).

The responsibility for implementing and upholding the principles as stated in Section III above and as outlined in the Tri-Council Policy Statement rests with the Office of the Vice-President (Research and International Relations). The Office of the Vice-President (Research and International Relations) will carry out this function with the support of Memorial's three Research Ethics Boards and with advice from the Senate Committee on Research.

A. RESPONSIBILITIES OF OFFICE OF VICE-PRESIDENT (RESEARCH AND INTERNATIONAL RELATIONS)

+ Ensuring that the University's three Research Ethics Boards are properly constituted and that they have operational procedures in keeping with Section 1 of the Tri-Council Policy Statement. These three Research Ethics Boards shall be as follows:

The Human Investigations Committee (HIC).

The Interdisciplinary Committee on Ethics in Human Research (ICEHR).

The Ethics Review Board of the Sir Wilfred Grenfell College.

Ensuring that appropriate appeals mechanism is in place.

Ensuring that appropriate procedures are in place for the review and approval of any research involving human participants that is carried out by undergraduate, graduate, or postgraduate students as part of, but not the entirety of, a course offered by academic units.

Ensuring that appropriate mechanisms are in place for the education of the University community in the area of the ethical conduct of research involving human participants.

B. RESPONSIBILITIES OF THE SENATE COMMITTEE ON RESEARCH 1.

To provide advice to the Senate and to the Vice-President (Research and International Relations) on matters pertaining to human research policies and procedures. 2. To provide input to the Senate and the Vice-President (Research and International Relations) related to the education of the University community in the area of ethical conduct of research involving human participants.

C. RESPONSIBILITIES OF RESEARCH ETHICS BOARDS

1. To review all proposed research involving human participants to be carried out by all researchers who are employed directly or indirectly by the University or who are students of the university or who hold any honorary, adjunct or other associate status at the university to determine whether or not it meets the necessary standards of ethical acceptability in accordance with the Tri-Council Policy Statement except as in 3 below. Research in this context covers all research carried out by faculty, staff, or students under the aegis of the University whether it is externally funded under research grants or research contracts, funded by the University itself, or not formally funded.

2. To adhere to the standards and operational procedures as outlined in Section 1 of the Tri-Council Policy Statement including meetings and attendance, record keeping, the handling of expedited review, ensuring that there is no conflict of interest on the part of any member of the Ethics Review Board in dealing with any particular research proposal, establishing review procedures for ongoing research, review of multi-centered research, and review of research in other jurisdictions or countries.

3. To implement appropriate review of procedures as established by the institution for any undergraduate or graduate research involving human participants which is carried out as part of a course offered by an academic unit and which has been reviewed by departmental committees. 4. To submit a record of each project reviewed and the decision reached to the Office of Research for recording in the

Office's Research Information System. 5. To provide an annual written report of activity to the Vice-President (Research and International Relations) with a copy of the report for information to the Chair, Senate Committee on Research.

D. RESPONSIBILITIES OF RESEARCHERS

1. The researcher has the responsibility to ensure that his or her research is conducted in an ethical fashion. This shall be in accordance with the ethical principles and procedures provided in the guidelines of the appropriate Ethics Review Board, and the Tri-Council Policy Statement for Research Involving Humans and in accordance with any other appropriate guidelines adopted by the faculty or unit concerned.
2. Any researcher proposing to conduct research involving the use of human participants has the responsibility of ensuring that his or her proposed research is reviewed by the appropriate University Research Ethics Board and that it receives written confirmation of ethical acceptability before being conducted. The researcher must provide the Research Ethics Board with whatever information concerning his or her proposed research the REB might require in order to attest to the ethical acceptability of the research, including information on the source of support for the proposed research. No research on human participants may be carried out without concurrence of the appropriate REB.
- 3.. The researcher shall disclose to the Research Ethics Board any payment or compensation to research participants or researchers including the amount and the rationale for such payment or compensation.
4. The researcher is responsible for the storage, and/or appropriate disposition of data collected in the course of research involving human participants in keeping with Memorial University's Policy Statement on Integrity in Scholarly Research and as specifically covered under Section II of that Policy.

E. RESPONSIBILITIES OF THE OFFICE OF RESEARCH

1, To record ethics approvals for all projects in the Office's Research Information System upon receipt of this information from each of the three Research Ethics Boards.

3. To ensure that appropriate ethics clearances are in place before releasing funds for research involving human participants or before final acceptance of agreements with sponsors in the case of research contracts or clinical trials.

4. To assist the Office of the Vice-President (Research and International Relations) and the Senate Committee on Research in the education of members of the University research community about both the institutional Policy and Procedures for Ethics of Research Involving Human Participants and the Tri-Council Policy Statement.

59. MUNSU – Motion with regard to Day of Action

A memorandum dated December 10, 2001 was received from MUNSU requesting that the following motion be added to the agenda of Senate for the January 8, 2002 meeting:

Whereas government funding cuts to public post-secondary education have seriously impacted the ability of university administration and faculty to offer the broad level of advanced post-secondary education which Memorial University has in the past provided

Whereas government funding cuts to public post-secondary education are resulting in increasing numbers of students being denied access to public education for no other reason than their personal and familial financial situations

Whereas students, faculty, and other organizations across Canada will be participating in a National Day of Action on February 6th 2002 to demand the restoration of suitable levels of funding to public post-secondary institutions, and are hoping to maximize the effects of this Day of Action.

Be it Resolved That the Memorial University Senate authorize the cancellation of classes between 11:00 a.m.–3:00 p.m. on February 6th 2002, in order to demonstrate Memorial University's support of

these aims and so that students may freely participate in the Day of Action with no fear of academic repercussions.

It was moved by Mr. Wiseman and seconded by Mr. Baker that the Memorial University Senate authorize the cancellation of classes between 12:00 noon and 2:00 p.m. on February 6, 2002, in order to demonstrate Memorial University's support of these aims and so that students may freely participate in the Day of Action with no fear of academic repercussions. (Mr. Wiseman indicated that the reduction in time requested for cancellation of classes from 11:00 a.m. – 3:00 p.m. in the written notice to between 12:00 noon – 2:00 pm. in his verbal motion is designed to keep the academic implications to a minimum).

Dr. Simpson commented that Senate recently had discussions about the conditions which enable students to succeed in their programmes, and that it is difficult to believe that cancelling classes is conducive to this. He noted that, while it is the right and responsibility for students to demonstrate about such matters, and while Senate has a tradition of making it possible, we do not have the practice of cancelling classes for political action. He stated that the intent of the motion can be largely achieved by adopting an alternate motion that urges faculty members to show appropriate leniency to make provision for students who are absent because they are participating in the Day of Action, thereby recognizing our academic purpose without frustrating students' self-expression.

It was moved by Dr. Bassler and seconded by Dr. Pike that the motion be amended to recognize that students not be penalized for participating in the Day of Action.

Several Senators asked if the Senate has the authority to cancel classes as requested in the original motion or if such an action is the prerogative of the President.

On a point of order several Senators suggested that the amendment to the original motion was out of order since it contravenes the original motion.

The Chairman ruled the amendment acceptable since it does not take away the intent of the motion.

Mr. Baker then challenged the ruling of the Chair. A vote taken on the ruling of the Chair was lost and hence the amendment to the motion was deemed out of order.

Discussion then resumed on the main motion. Opinions expressed varied widely and included the following points:

- * canceling of classes between 12:00 noon and 2:00 p.m. would involve the cancellation of three classes at Sir Wilfred Grenfell College

- * the action suggested in the motion, while well intended in principle, is bad academic policy and the President should not be put in a position of having to decide such a question

- * this is an issue of such importance that the motion should be supported and consideration of previous precedent should be set aside

- * because the last Day of Protest apparently resulted in some movement on the part of the governments on behalf of students, the University should make a strong statement and support the students on this issue

- * a stronger statement is made if classes are not cancelled and students attend the protest

It was then moved by Dr. Evans and seconded by Dr. McKay that the motion be tabled. The motion was DEFEATED.

At 6:10 p.m. it was moved by Mr. Baker, seconded by Dr. Adamec and CARRIED that the meeting time be extended for a further 15 minutes.

It was then suggested by several speakers that the motion be amended to read "that the Memorial University Senate directs the President to cancel classes..."

Mr. Collins indicated to Senators that in his view, since Senate determines the composition of a semester, it has the authority to modify the semester by authorizing the cancellation of classes should it determine that such a course of action is appropriate. He

suggested that the President's authority to cancel classes rests more in the event of emergencies such as storms, fire or other emergencies rather than situations like this.

Dr. Thompson and Dr. Adamec then suggested an amendment to the motion which was considered a friendly amendment by the mover and seconder, so that the motion would read "that the Memorial University Senate cancel classes between 12:00 noon and 2:00 p.m. ..."

Following a vote, the amended motion was DEFEATED.

It was then moved by Dr. Simpson, seconded by Dr. Bassler that Senate encourages academic units and professors to be flexible in making alternate arrangements for students who are absent from classes between 12:00 noon and 2:00 p.m. on February 6 on condition that these students make their intention known in writing to the professor by February 1.

Professor Hackett noted that when Senate took similar action previously in connection with the Peoples Summit the time period in question was during final examinations, which is not the case on this occasion. She suggested, with agreement from the mover and seconder the inclusion of an amendment to extend leniency to other academic matters, e.g. papers which might be due etc.

It was then moved by Mr. Wiseman, seconded by Mr. Sullivan and CARRIED that references to written notification be deleted.

A vote was then taken on the following amended motion and CARRIED:

That Senate encourages academic units and professors to be flexible in making alternate arrangements, including re-scheduling examinations and the deadlines for submission of assignments, for students who are absent from classes between 12:00 noon and 2:00 p.m. on February 6, 2002 so that they may freely participate in the Day of Action with no fear of academic repercussions.

60. ITEMS FOR INFORMATION

Memorandum from the Board of Regents re Constitution of the Academic Council, School of Graduate Studies.

61. Remarks from the Chair – Questions/Comments from Senators

Because of the lateness of the hour the President advised Senators that he would not be making his presentation at this meeting.

62. ADJOURNMENT

The meeting adjourned at 6:25 pm.