



ACADEMIC CALENDAR 2024-2025 edition

Part II: Academic Regulations

10 ACADEMIC REGULATIONS

The following regulations apply to students in all undergraduate degree or certificate programs. Students are responsible for knowing and adhering to these regulations as well as to the regulations pertaining to their particular programs.

10.1 COMMUNICATION

- a) Email is an official means of communication for academic and administrative purposes at Mount Allison.
- b) An email address assigned to a student by the university is the only email address used by Mount Allison for communication with students for academic and administrative purposes.
- c) Students are responsible for frequently checking the

10.3.5 Normal Course Loads and Overloads (Fall and Winter terms)

- a) Full-time students are expected to register for the equivalent of 30 credits in the Fall and Winter terms, normally 15 credits per term. Students in any program may add ensemble credits in Music to a normal course load.
- b) Full-time students are permitted to take up to six credits through self-directed distance learning as part of a normal course load.
- c) Students are permitted to take up to three credits through A

and are encouraged to use strategies that reduce opportunities for academic misconduct.

- d) Any member of the University who has reason to believe that academic misconduct has occurred has a responsibility to report the matter promptly to the instructor of the course or, if the allegation does not involve a specific course or courses, to the appropriate Academic Dean. A teaching assistant or exam invigilator shall report to the instructor of the course who will investigate and report the incident as per the Academic Integrity Policy, Appendix A, 7.2.1.
- e) Authority to deal with academic matters under the Academic Integrity Policy rests with the Academic Dean assigned with this responsibility as the Academic Integrity Officer (AIO) by the Provost and VP Academic and Research.
- f) All allegations of academic misconduct will be reported to the Academic Dean (AIO). It is the responsibility of the Academic Dean (AIO) to conduct the appropriate follow-up to ensure the implementation of educative action, academic penalties, or sanctions, if applicable.
- g) Decisions taken by the Academic Dean (AIO) may be appealed to the Academic Appeals Committee.

ii) Academic Penalties (may be imposed by Instructors), such as:

- lower grade or failure on the assignment, test, or exam
- failure in the course

iii) Academic Sanctions (may be imposed by the Academic Dean (AIO)* or Academic Appeals Committee)

- rescinding of an offer of admission
- disciplinary probation, suspension*, dismissal* or expulsion* which will be recorded on the transcript
- revocation of degree*, diploma*, certificate or course credit*

c) Disciplinary probation, suspension, dismissal and expulsion will be recorded on students' transcripts. Except in cases of expulsion, one year after the expiry of the sanction the student may make a written request to the Registrar to have the notation of the offence removed from the transcript.

*decision requires consultation with the Academic Integrity Committee

NOTES:

- "Being an accessory" equates to "committing the offence".
- Disciplinary suspension refers to a term up to 2 years, disciplinary dismissal is for 3 years, expulsion is permanent.
- Disciplinary suspension or dismissal for academic misconduct means complete withdrawal from the University for the specified period. This means that students may not attend classes, do presentations or submit tests, essays or assignments of any sort

Transfer

Credits	Descriptor	GPA Equivalent
P	Pass, may be used to fulfill prerequisite requirements	excluded from the GPA
	Conditional Pass - may not be used to fulfill	excluded from the GPA

- e) If accepted, students will be re-admitted on Academic Probation and special conditions may apply. To seek re-admission following a period of Suspension, students must complete a *Former Student Application* form and the *Supplementary Questionnaire*, available on the Mount Allison University website. These must be received by the Registrar's Office at least two months prior to the academic term for which the student is applying for re-admission and, if applying for re-admission to the study term commencing in September, no later than June 15.

10.9.17 Academic Dismissal

- a) Students who incur a second academic suspension are dismissed for three years.
- b) During dismissal, they may not register for any courses offered by Mount Allison, nor receive credit at Mount Allison for courses taken elsewhere during the dismissal period.
- c) Students may apply for re-admission at the end of the period of Academic Dismissal.
- d) The terms of Academic Dismissal are effective until such time as the student applies for and is offered re-admission to the University.
- e) To seek re-admission following a period of Dismissal, students should complete a *Former Student Application* form and the *Supplementary Questionnaire*, available on the Mount Allison University website. These should be received by the Registrar's Office at least two months prior to the academic term for which the student is applying for re-admission and, if applying for re-admission to the study term commencing in September, no later than June 15.
- f) Students returning after dismissal will be re-admitted on Academic Probation and special conditions may apply. If they fail to maintain a Session GPA of 1.5, they will be refused further registration at Mount Allison.

- ii) at least half of the requirements for a Major or Honours program, including all 3/4000 level credits, subject to 10.10.2 d); and
 - iii) at least 6 credits of the requirements for a Minor.
- b) For the purposes of this requirement, transfer credits earned from an approved Mount Allison study-abroad or international exchange program (Calendar section 11.12.1) may count towards the Minor, Major, or Honours, and towards degree requirements for 3/4000 level credits (Calendar sections 11.2.3, 11.3.5, 11.5.4, 11.8.3).
 - c) The total of credits earned through any form of Advanced Standing (Calendar section 3.9), through Transfer Credits (Calendar sections 3.10 and 10.5), and through Challenge for Credit (Calendar section 3.11) may not be greater than 60.
 - d) No more than six credits transferred at the 3/4000 level may be used to fulfill 3/4000 level requirements.
 - e) An Academic Dean must approve any exceptions to 10.10.2 a) ii., 10.10.2 a) iii., or 10.10.2 d).

10.10.3 Degree with Distinction Requirements

- a) The degrees of Bachelor of Arts, Bachelor of Science, Bachelor of Commerce, Bachelor of Fine Arts, and Bachelor of Music will be awarded with Distinction at the discretion of the Senate.
- b) To be considered for Distinction, a student should have achieved a Cumulative Grade Point Average (CGPA) of approximately 3.7 in all work undertaken at the University.

10.10.4 Honours GPA and Overall GPA Requirements

- a) A degree with First Class Honours requires attainment of a 3.7 Grade Point Average in the prescribed Honours work
- b) A degree with Honours requires attainment of a 3.0 Grade Point Average in the prescribed Honours work.
- c) When a thesis is part of the program, a minimum grade of B is required in all cases.
- d) In addition, an overall Grade Point Average of approximately 3.0 must be earned by all Honours candidates on all work undertaken beyond the first year at Mount Allison. In the event that a course is repeated during this period, only the higher grade will be used in calculating the overall Grade Point Average calculation. For those in full-time attendance at Mount Allison for three years or fewer, this average will be calculated on all Mount Allison courses taken.

10.10.5 Submitting a Thesis

- a) An Honours student's thesis must be submitted to the department or program for grading no later than the first day of the Winter term examination period.
- b) Both a bound paper copy and an electronic copy (Microsoft Word or pdf file format) of the thesis must be submitted to the office of the Academic Deans no later than the last day of the final examination period.

10.10.6 Falling Short of the Honours Requirements

Students failing to achieve the minimum standard for Honours as defined in 10.10.4, but who otherwise have satisfactorily completed all

of the courses in the prescribed curriculum, will be awarded a degree in the Major area of study.

10.10.7 Second Undergraduate Degree Requirements

- a) Students who hold one undergraduate degree from Mount Allison may apply for re-admission to be a candidate for a second different undergraduate degree under the following regulations:
 - i) the student should have demonstrated strong academic ability and must be approved by the Registrar (or direct delegate).
 - ii) the student must fulfill all the requirements for the second degree
 - iii) the student must complete Mount Allison courses totaling at least 36 additional credits, beyond those required for the first degree.
- b) Students who wish to complete the requirements for two different Bachelor's degrees concurrently may apply for approval by the Registrar (or direct delegate) after having achieved third year standing (54 credits) with at least one year of study at Mount Allison demonstrating strong academic ability. If approved, regulations 10.10.7a i, ii, and iii apply.

10.10.8 Honours Certificate

Recipients of a first degree from Mount Allison earned with a Cumulative Grade Point Average of approximately 3.0 in all work undertaken beyond the first year at Mount Allison and in the intended Honours program, may apply to an Academic Dean to return as a candidate for an Honours Certificate. Application forms are available on the Mount Allison University website.

10.11 GRADUATION AND CONVOCATION

10.11.1 Application for Graduation

All prospective graduates must complete an Application for Graduation by the deadline indicated in the Calendar of Events (Section 2.2) for the academic year in which they intend to graduate. Application forms are available on the Mount Allison University website.

10.11.2 Completed Degree Requirements - May

- a) Prospective degree and certificate candidates are responsible for completing degree requirements according to the regulations pertaining to their program.
- b) All full and part-time students must register for and complete all remaining work toward the degree or certificate during the preceding May to April academic session.
- c) Results must be officially reported to the Registrar before the deadline for submission of final grades (Section 10.9.2). In exceptional cases where there has been an approved extended deadline results may be accepted after this date.
- d) The Registrar posts a list of prospective degree1 0 0 1 445.698 226 Tm20 1 m

10.11.3 Completed Degree Requirements - October

- a) Students who complete degree and/or certificate requirements after May Convocation and who apply and are approved for graduation at the October Senate meeting, will have their degrees conferred *in absentia* and will be accorded the academic status of graduates from that date forward.
- b) October Graduates will be invited to participate in the subsequent May Convocation ceremony.

10.11.4 Academic Costumes

- a) Successful degree and/or certificate candidates who come to Convocation must wear proper academic costumes.
- b) Those who do not attend the ceremony will receive their diplomas in absentia. The diplomas will be mailed out after Convocation.

10.11.5 Authorized Hoods

The following hoods are authorized for holders of Mount Allison degrees:

- a) Bachelor of Arts: a hood of black stuff edged with garnet and silk and with front of loop bordered with gold silk.
- b) Bachelor of Science: a hood of black stuff edged on the inside with old gold silk.
- c) Bachelor of Music: a hood of black stuff edged on the inside with royal blue silk.
- d) Bachelor of Fine Arts: a hood of black stuff edged on the inside with green silk, and orange ornamentation.
- e) Bachelor of Commerce: a hood of black stuff edged on the inside with light grey silk.
- f) Bachelor of Teaching: a hood of black stuff edged on the inside with mauve silk.
- g) Bachelor of Education: a hood of black stuff edged on the inside with light blue silk.
- h) Bachelor of Music Education: a hood of black stuff edged on the inside with turquoise silk.
- i) Master of Arts: a hood of black silk or stuff with a full lining of garnet silk
- j) Master of Science: a hood of black silk or stuff with a full lining of old gold silk.
- k) Master of Social Work: a hood of black silk or stuff with a full lining of fuchsia silk.
- l) Master of Education: a hood of black silk or stuff with a full lining of light blue silk.
- m) Doctor of Divinity: a hood of black silk or stuff with a full lining of light blue silk.

A. Jane (Avar) Eaton Awards
David Ebert Memorial Prize
Ernst and Young Prize
Fensom Research Prize
Berkeley Fleming Prize in Sociology
Robert and Margaret Fleming Prize
Michael Gibbens Prize in Finance
Donald T. Goodwin Prize
Governor General's Gold Medal
Governor General's Silver Medal
Graham Atlantic Writing Prize
Graham Memorial Prize
M.

- a) If a duplicate is requested, evidence by affidavit or statutory declaration shall be furnished that the diploma has been destroyed or is no longer in existence. If a replacement diploma is requested in a different name from that on the original diploma, the original diploma shall be returned.
- b) If the present signing officers are the same as for the original diploma, a new diploma marked DUPLICATE or REPLACEMENT DIPLOMA may be issued.
- c) If the signing officers have changed, the duplicate or replacement diploma may be issued, with the original signing officers' names printed in and a note added below to state the diploma is a duplicate or replacement. This note is to be signed by the President.
- d) A fee is charged.

10.14 NOTIFICATION OF

