Mount Allison University

ACADEMIC CALENDAR
2026-2027 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 their Mount Allison email address to remain current with administrative and academic notifications.

10.2 COURSES OF INSTRUCTION

a) Courses offered by the University are listed and described, by program, in Section 12 of this Calendar.

b) Courses may be taught using a number of different formats.

c) The regulations outlined in Section 10 of this Calendar normally apply to all courses offered by the university.

d) In the case of intensive, experiential, or field courses, however, variations in the registration and withdrawal deadlines, the scheduling of classes, and the deadlines for completion of course work may be necessary. In these cases all variations will be stated clearly on the course outline and will be approved by an Academic Dean before the course is approved and available for registration.

   i) The A-Term is a two-week intensive course period at the beginning of the Fall term (normally the last two weeks of August). During this session, students may complete an entire 3-credit course or an intensive portion of a continuing fall-term course. A-Term registrations will be counted as part of the student's fall-term course load. Grades for A-Term courses will be available as per 10.9.2c (i).

10.3 REGISTRATION

10.3.1 Registration Procedures (Adding Courses)

a) Students are responsible for their registration.

b) Normally courses are added, changed, or dropped by the student through Self-Service.

c) Within 24 hours of making a change students should confirm their registration in Self-Service. If it does not reflect the addition, change, or deletion, or if students have problems viewing their schedule through Self-Service, they should contact the Registrar's Office.

d) Some academic departments require pre-registration of returning students for courses in their departments. For further information, please consult department heads.

10.3.2 Registration Deadline

a) All full and part-time students must register each year according to procedures and time frames supplied by the Registrar's Office. Failure to do so results in a financial penalty and possible denial of registration in certain courses.

b) In September and in January students must be registered and in attendance by the second Friday of each term. Exceptions must be approved by the Registrar (or direct delegate) on presentation of a medical certificate or on compassionate grounds.

c) In May students must be registered and in attendance (for in-class courses) by the first Friday of the term. Exceptions must be approved by the Registrar (or direct delegate) on presentation of a medical certificate or on compassionate grounds.

d) For specific intensive study courses the Registrar's Office will designate the deadline for registration.

e) Attending a course while not on the class list does not constitute registration and is not a basis for approval of a request for late registration. Under exceptional circumstances, an Academic Dean in consultation with the instructor, may approve late registration that is requested by the end of the term in which the course was delivered. A late registration fee may be charged. See section 4.4.1.

f) Within one week after the date for changes in registration at the beginning of each term, instructors will verify the list of students registered in the course.

g) Students must be properly registered in a course to receive a grade on any assignment or test.

h) Decisions concerning late registration in b) or c) above may be appealed to an Academic Dean within 3 calendar days of the decision.

10.3.3 Registration Deadline (Self-directed Distance Learning Courses)

a) Self-directed distance learning courses allow students to acquire credits toward a degree in a flexible, self-paced manner and are offered during the Fall, Winter, and Spring/Summer terms.

b) Any student registering for a self-directed distance learning course must follow the registration deadline specified in Regulation 10.3.2.

c) Any self-directed distance learning course must be completed by the end of the academic term in which it was started.

10.3.4 Determining Year Level

a) A student's year level is determined two times a year: 1) after Winter term grades have been recorded (normally by the end of May); and 2) after Spring/Summer term grades have been recorded (normally by mid-September).

b) Students who have earned less than 24 credits have first-year standing.

c) Students who have earned 24 to 53 credits have second-year standing.

d) Students who have earned 54 to 83 credits have third-year standing.

e) Students who have earned 84 or more credits have fourth-year standing.

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-Term courses offered in the Fall term.

d) Students with first-year standing are not permitted to register for more than 15 credits per term. Under exceptional circumstances first-year students may be permitted to overload in the Winter term if they achieve a TGPA of at least 3.5 in the Fall term.

e) Students with second- or third-year standing who are in Good Standing may register for up to 18 credits per term, provided they have attained a TGPA of at least 2.0 in the previous Fall or Winter term. Students in Good Standing who do not meet this requirement must have permission from the appropriate Academic Dean in order to register for overload credits.

f) Students with fourth-year standing who are in Good Standing may register for up to 18 credits per term. Students who are not in Good Standing must have permission from the appropriate Academic Dean in order to register for overload credits.

g) The permission of the appropriate Academic Dean is required for registration above 18 credits per term.

h) Students who qualify to overload under Section 10.3.5d or 10.3.5e may only register for the overload for the following Fall and Winter terms after June 1.

10.3.6 Normal Course Loads and Overloads (Spring/Summer term)

a) Students may register for a maximum of 12 credits during the Spring/Summer term unless approved by the appropriate Academic Dean.

10.3.7 Repeating Courses

a) No student may take the same course more than three times or be examined in it more than four times.

b) No student may take an Applied Music course more than twice or be examined in it more than three times. For the purposes of this regulation, students will be deemed to have taken an Applied Music course if they remain enrolled in it after the end of the fourth week of classes.

10.3.8 Auditing Courses

a) Students admitted to the university who wish to audit a course must obtain written permission of the instructor before formally registering for the course.

b) The instructor may deny permission to audit the course.

c) The nature and degree of class participation must be clarified in advance and are at the discretion of the course instructor.

d) Students auditing a course will not write final examinations or receive a grade for the course.

e) The notation of 'AU' will be indicated on the transcript upon verification by the instructor that the student has completed the specified nature and degree of class participation. If such verification is not received, a 'W' is automatically recorded on the transcript.

f) A course may not be changed from credit to audit or from audit to credit status after the last day of the change in registration period.

g) Registration and withdrawal deadlines apply to audited courses.

h) Fees are payable as indicated in the Financial Information section of the Calendar.

10.4 CHANGES IN REGISTRATION AND WITHDRAWAL

10.4.1 Change of Registration Period (Add/Drop)

a) Students may register for 3 credit Fall or Winter term courses until the second Friday of each term.

b) Students may register for 1, 3, and 6 credit full year courses until the second Friday of the Fall term.

c) Registration changes for Spring/Summer term courses are allowed until the first Friday of the term.

d) For specific intensive study courses the Registrar's Office will designate the deadline for registration changes.

10.4.2 Changing Programs

a) A student wishing to transfer from one program to another must apply to the Registrar's Office for a transfer, not later than the date specified for each program in the Calendar of Events (Section 2.2).

b) Request for *Change of Degree Program* forms are available on the Mount Allison University website.

10.4.3 Withdrawal Period Without Penalty

a) All students registered during the Fall and Winter terms may withdraw without academic penalty from a 3 credit course before the end of the eighth week of term.

b) All students registered during the Fall and Winter terms may withdraw without penalty from a full year 1, 3, or 6 credit course before the end of the second week in the Winter term.

c) Students registered for non-self-directed distance learning courses during Spring/Summer term may withdraw without academic penalty before the end of the fourth week of classes. Please see section 4.5.3 for financial information.

d) Students registered for an A-Term designated course may withdraw without academic penalty before the end of the first week of the A-Term session. For other specific intensive study courses the Registrar's Office will designate the deadline for withdrawal without penalty.

e) Students registered in a self-directed distance learning course in the Spring/Summer term may withdraw without academic penalty provided that such withdrawal occurs before not more than half the time limit for the course has elapsed.

f) Any student who does not withdraw from a course in accordance with these regulations must remain registered in the course and will receive a grade.

10.4.4 Late Course Withdrawal After the End of the Withdrawal Period

a) A student who wishes to withdraw after the deadline outlined in 10.4.3 because of a serious ongoing medical or personal issue that makes completion of a course unreasonable may apply to the Registrar (or direct delegate) to request consideration for late withdrawal by completing a Late Withdrawal Permission Request Form. Where appropriate, documentation from a medical professional to support the request for late withdrawal may be required. A decision will be made in consultation with the Director of Accessibility and Student Wellness

b) Any request for late withdrawal from a course must normally be submitted before the beginning of the exam period or, if there is no final exam, before the submission deadline for the final paper/assignment, and before a final grade has been recorded for a course.

c) A 'W' notation will be recorded on the transcript for approved late withdrawal from a course. A 'W' notation carries no academic penalty and is not factored into GPA calculations. Students may not petition to have a 'W' removed from the transcript.

d) Decisions concerning late withdrawal may be appealed to an Academic Dean within 3 calendar days of the decision.

10.4.5 Withdrawal from University

a) A student may withdraw from the University without academic penalty by completing the 'Withdrawal Request' form in Self-Service prior to the deadline for withdrawals from 1, 3, and 6 credit courses as outlined in regulation 10.4.3.

b) A student who withdraws from the University after this time, will remain registered and will receive grades, and Regulation 10.9.11 (Assessment of Academic Standing) will apply unless, on the recommendation of the Vice President Student Affairs, the student is granted late withdrawal because of serious ongoing medical or personal issues.

c) Any request for late withdrawal must normally be submitted before any final exams have been written or final paper/assignment has been submitted or final grades have been recorded for the term in which late withdrawal is being requested.

d) A series of 'x's will be recorded on the transcript indicating withdrawal from the university after the change of registration period as outlined in section 10.4.1. An 'x' notation carries no academic penalty and is not factored into GPA calculations. Students may not petition to have 'x's removed from the transcript.

10.4.6 Leave of Absence

a) A leave of absence is defined as an approved temporary absence from studies for one term or more.

b) Students in good academic standing may apply for a Leave of Absence for up to two academic terms.

c) Students may apply for one leave at any time, but the leave will not officially begin until the end of a term on condition that the student remains in good standing.

d) Students wishing to take a leave from their studies must first obtain the approval via the Registrar's Office by completing an *Application for a Leave of Absence*, available on the Mount Allison University website.

e) A student who has been approved for a Leave of Absence has permission to return to studies after the leave without having to apply for readmission. They may complete the degree requirements that were in effect at the time of leaving. Students with student loans or scholarships are advised to consult with the Financial Aid and Awards Counsellor prior to taking a leave, as there may be financial implications.

f) International students are advised to consult with the International Student Advisor to discuss the immigration implications of their leave request.

10.5 TRANSFER CREDITS

10.5.1 Letter of Permission to Take Courses at another Institution

a) Students planning to take courses at another university for Mount Allison credit must first obtain the Registrar's approval, by completing an *Application for a Letter of Permission*, available on the Mount Allison University website.

b) Letters of Permission are only issued on a retroactive basis if the application is made before the end of the academic term following completion of the course. A late application fee will be charged (see Section 4.4.1b).

c) Students must be in Good Standing to take courses on Letter of Permission at another university.

d) If approval is granted, a Letter of Permission will be issued on payment of the requisite fee. A passing grade may be accepted for transfer credit; however, students must obtain a grade of at least C- in all courses used to fulfill prerequisite requirements. Otherwise, written permission of the appropriate Department Head or Program Coordinator must be obtained.

e) Transfer credits are recorded on the transcript with credit value only, no grade is recorded and they are excluded from the Grade Point Average.

10.6 ACADEMIC INTEGRITY

All members of the University community are expected to conduct themselves in an ethical manner, demonstrating a commitment to academic integrity and inherent fundamental values of honesty, fairness, respect, including respectful disagreement, and responsibility. It is the policy of the University that academic misconduct will not be tolerated. The academic regulations pertaining to academic integrity and academic misconduct are to be read in conjunction with the Academic Integrity Policy and Procedures.

10.6.1 Responsibilities

a) All members of the University community (i.e. students, faculty, and staff) are responsible for maintaining an atmosphere of academic integrity in all aspects of the academic enterprise.

b) Students have a responsibility to familiarize themselves with the University regulations and the conduct expected of them while studying at Mount Allison University.

c) Instructors are required to articulate clearly academic expectations in course outlines, including proper form of citation and use of sources, and expectations regarding collaboration and group work,

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.

10.6.2 Academic Misconduct

Examples of academic misconduct include but are not limited to the following:

a) plagiarism or misrepresenting someone else's work, whether ideas, words, creative works, published or unpublished, as your own

b) submitting work you've already received academic credit for, or that you are already submitting for another course, without written permission from your instructor(s)

c) falsifying results in lab experiments, field exercises, or other assignments

d) copying someone else's work on assignments, tests, or exams

e) use of unauthorized aid or assistance in tests or exams

f) collaborating on assignments that were designated by the instructor as individual work

g) impersonating another student, or knowingly allowing someone to impersonate you, in an assignment, test, or exam

h) using someone else's computer account or using your computer account for unauthorized purposes

i) interfering with or damaging someone else's academic work including their access to campus resources

j) obtaining, viewing, or sharing information about an assignment, test, or exam

k) knowingly helping someone else engage in academically dishonest behavior

l) submitting false information or false medical documentation or misrepresenting personal circumstances to postpone or gain an advantage for any academic work

m) tampering with academic transcripts or records and/or submitting false credentials

n) any other form of misrepresentation, cheating, fraudulent academic behavior or other improper academic conduct of comparable severity

10.6.3 Determination of Offences and Outcomes

a) Academic misconduct may be alleged by a course instructor with respect to a course or courses taught by them. A determination of academic misconduct shall be based on a discussion between the student and the instructor, in person if possible, including a review of the evidence.

b) If academic misconduct has been determined, the instructor may impose an educative action (e.g. for instances that could be attributed to lack of understanding of appropriate citation) or an academic penalty (e.g for instances that reflect a serious breach of academic integrity).

c) The instructor will report the allegation and the outcome, whether educative action or academic penalty, to the Department Head and the Academic Dean (AIO) using the Report of Academic Misconduct form.

d) Academic misconduct may be alleged by a member (or members) of the university community other than a course instructor (e.g. invigilators in examinations, other students, Computing Services staff, etc.). If the allegation involves a course, it will be referred to the course instructor, who will follow procedures as above and as outlined in the Academic Integrity Policy, Appendix A, Section 7- Procedures for a Report of Academic Misconduct.

e) If the allegation does not involve a specific course or courses it will be referred to the Academic Dean (AIO), who will follow procedures as outlined in the Academic Integrity Policy, Appendix A, Section 7.

f) If the student disputes the allegation or the severity of the academic penalty imposed by the instructor they may appeal to the Academic Dean (AIO).

g) If the student's record (housed in the Registrar's office) shows a previous report of academic misconduct the Academic Dean (AIO) may impose additional sanctions.

h) All decisions of the Academic Dean (AIO) may be appealed to the Academic Appeals Committee (under the conditions outlined in the Academic Integrity Policy, Section 6).

i) Students must be advised of resources for support and their right to appeal decisions. Resources to advise students include any member of the University community such as: a MASU representative, Chaplain, Counselling Services, the Meighen Centre, and the Student Life Office.

10.6.4 Academic Penalties and Sanctions

a) In each case in which it has been determined that there has been academic misconduct, the relevant authority will determine and impose appropriate educative actions (Instructors, Academic Dean (AIO)), academic penalties (Instructors), or academic sanctions (Academic Dean (AIO) or the Academic Appeals Committee).

b) The following educative actions, academic penalties, or sanctions may be imposed:

   i) Educative Actions (may be imposed by Instructors or Academic Dean (AIO)) such as:

      - re-writing of the assignment
      - letter of reprimand and requirement to participate in an educational or remedial academic activity

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, whether online, on paper or other medium, nor may they receive credit for courses taken elsewhere during the period of suspension or dismissal.
- The terms of suspension or dismissal are effective until such time as the student applies for and is offered re-admission to the University.

10.7 MISSED COURSEWORK OR TESTS

10.7.1 Missed Coursework or Tests

a) Mount Allison University encourages students to take responsibility for any health or personal problems that affect their academic performance. If students miss any kind of course work or test or are unable to meet deadlines for assigned work due to medical or personal circumstances beyond their control, they are urged to notify their instructor(s) as soon as they are aware that the illness or problem will affect their attendance and/or academic performance. Together, student and instructor should work to find appropriate and reasonable accommodation(s).

b) The Student Life Office may, in some circumstances, issue a notice on behalf of a student (for example, in the case of a sudden departure from campus due to family or medical circumstances) indicating that in the opinion of that office the student's ability to focus on academic work has been compromised. In such cases, appropriate supporting documentation is held by the Student Life Office.

c) Notes offering suggested accommodation(s) for particular circumstances may occasionally be prepared by professional staff in the Student Life Office but the primary responsibility for such accommodation(s) is between student and instructor.

d) It is understood that students must take personal responsibility for their academic performance, including the management of circumstances that may be beyond their control. Any concerns or allegations of misrepresentation of personal circumstances will be deemed to constitute an allegation of academic dishonesty and may be referred to the Academic Integrity Officer.

10.8 EXAMINATION REGULATIONS

10.8.1 Scheduled Tests and Final Examinations (Fall and Winter terms)

a) All final exams, with the exception of laboratory examinations, will occur during the final exam period. All other in-class or take-home tests worth more than 10% of the final grade must take place before the first day of the twelfth week of classes of either term. Normally this will be outside of the last five days of regularly scheduled classes, not including make up days within the schedule. In unusual circumstances faculty may request a variance from this requirement from the Vice-President (Academic & Research).

b) Take-home final examinations may be distributed at any time. They may not be due before the third day of the examination period and must not be due after the last day of the examination period.

c) All final tests and examinations (except laboratory examinations) will be scheduled in the final examination period. Requests for exemption from this regulation must be directed to the Vice-President (Academic & Research) for authorization.

10.8.2 Scheduled Tests and Final Examinations (Spring/Summer term)

a) Normally final examinations for Spring/Summer term non-self-directed distance learning courses will take place during the last scheduled class.

b) Final examinations for Spring/Summer term self-directed distance learning courses will normally be written on the Saturday prior to the start of the Fall term.

10.8.3 Viewing Examination Papers

a) Academic Departments must retain all final examination papers on file for six months following the date of the examination.

b) On request, students may arrange with a department or program to review their own examination paper(s) after final grades have been released by the Registrar's Office; however papers may not be removed from the department.

c) For purposes of this regulation a final examination shall be defined as one written in the regular or deferred examination periods.

10.8.4 Accommodations for Missed Final Examinations

a) A student may request accommodation for a missed final examination as a result of illness or for compassionate reasons by submitting an *Application for Exam Accommodation* form, which is available on the Mount Allison University website.

b) Accommodations for missed final examinations will be determined by the Registrar (or direct delegate) after consultation with the instructor.

c) If a deferred examination is approved as the appropriate exam accommodation for a Fall term course, the deferred exam will normally be written during the first week of the Winter term. Exceptions must be approved by an Academic Dean.

d) A deferred examination in a Winter term course must normally be written by the end of May, to be arranged by the Registrar (or direct delegate) in consultation with the instructor and student. If the examination cannot be written by that time, the student's academic standing will not be assessed until final grades have been submitted.

e) Students who do not clear their deferred status by the start of classes in the Fall term will receive a non pro-rated final grade and academic standing will be assessed based on these results.

10.8.5 Extended Deadlines for Completion of Course Work

a) If illness or compassionate reasons prevent a student from submitting all course work by the prescribed deadlines, the Registrar (or direct delegate) and the instructor may agree to extend the deadline(s) for completion of the work for up to four weeks beyond the original deadline(s).

b) If a granted extension prevents an instructor from submitting a final grade, a notation of 'INC' will be recorded on the transcript with a credit value of '0.0'.

c) If no grade is submitted by the specified extended deadline, the notation of 'INC' will be converted to an 'F'. Exceptions must be approved by an Academic Dean.

10.8.6 Special Examinations

a) A student with fourth-year standing may apply for a special examination if the following conditions apply:

i) the student has failed a course three times,

ii) that course is required for a degree program, and

iii) there is no acceptable alternative to allow fulfillment of degree requirements

b) Application for a special examination must be made in writing by using the form available on the Mount Allison University website.

c) A fee is charged for each special examination. This fee will be refunded if the application is not approved.

d) Applications for special examination must be approved by the Registrar, following consultation with the student, the instructor, and the Academic Dean.

e) The result of a special examination will be recorded with a grade of 'Pass' or 'Fail' unless the Registrar, in consultation with the instructor, determines that a letter grade would be more appropriate.

10.9 EVALUATIONS OF STUDENT PERFORMANCE

10.9.1 Grading Policies for Courses

a) Normally within the first week of the academic term, but at minimum by the earlier of the add/drop date or the end of the second week of classes, instructors shall provide students in their courses with written information indicating the policy concerning assessment, including but not limited to, assignments, tests, final examination, practical and laboratory work, class participation and attendance. This should include due dates for the assessment items (with the exception of exams scheduled by the Registrar during the exam period). The same information shall also be provided to the Department Head and the appropriate Academic Dean.

b) In all courses, work worth at least 20% of the final grade should be evaluated and returned to students before the end of the eighth week of term for Fall and Winter 3 credit courses and before the end of the second week of the Winter term for full year 1, 3, and 6 credit courses. For A-Term and Spring/Summer term courses work worth at least 20% of the final grade will usually be evaluated and returned to students before the course is no more than 60% completed.

c) Changes to due dates, assessment and marking scheme set at the beginning of the course (as per a. above) must be agreed upon by a strong majority (e.g. 2/3rds). These changes will be communicated in writing to students. This does not preclude the instructor's right to offer due date extensions to some or all of the students in the class; or the instructor's right to make assessment accommodations for students in need.

10.9.2 Reporting of Grades

a) Course work must be completed prior to the deadline for submission of the final grades.

b) Faculty members may not provide final grades or final exam grades to students in any form prior to the release of grades by the Registrar's Office. The Registrar's Office reports results to students following each examination period if all accounts with the University have been paid.

c) Faculty members must submit final grades to the Registrar's Office according to the following deadlines:

i) Fall Term: Normally before the University closes for the December holiday. With permission of an Academic Dean an extension may be granted to the day before the start of Winter Term classes.

ii) Winter Term: For all students whose names appear on the prospective May graduation list, four calendar days after the last day of the April examination period. For all other students normally 30 April. For non-graduating students, with permission of an Academic Dean an extension may be granted to the day before the start of Spring/Summer Term classes.

iii) For all other courses: Within seven calendar days of the final exam or the submission of final written work for the course.

10.9.3 Letter Grades and their Meanings

Letter grades are assigned. These grades, with descriptors and Grade Point Average equivalents as applicable, are as follows:

Letter Grade	Descriptor	GPA Equivalent
A+	Outstanding	4.3
A	Excellent	4.0
A-	Very Good	3.7
B+	Good	3.3
B	Good	3.0
B-	Good	2.7
C+	Satisfactory	2.3
C	Satisfactory	2.0
C-	Satisfactory	1.7
D+	Conditional (non-continuing) Pass	1.3
D	Conditional (non-continuing) Pass	1.0
D-	Conditional (non-continuing) Pass	0.7
F	Failure	0.0

Transfer Credits	Descriptor	GPA Equivalent
P	Pass, may be used to fulfill prerequisite requirements	excluded from the GPA
CP	Conditional Pass - may not be used to fulfill prerequisite requirements (Also used for Aegrotat Pass)	excluded from the GPA

Other Notations	Descriptor	GPA Equivalent
AU	Audit	excluded from the GPA
CIP	Course in progress	excluded from the GPA
CTN	Continuing, full year course, final grade recorded in 2nd term	
DE	Course results deferred	excluded from the GPA
E	Exemption from a course	excluded from the GPA
INC	Incomplete	0.0
W	Withdrawal from a course after course withdrawal deadline, without academic penalty	excluded from the GPA
X	Withdrawal from University	excluded from the GPA
*	Indicates repeated course	

10.9.4 Prerequisite Grade Requirements

a) A grade of D (D+, D, D-) in any course will be considered a non-continuing pass. In order for a course to be used to fulfill prerequisite requirements, a grade of C- or better must be obtained. Otherwise, written permission of the appropriate Department Head or Program Coordinator must be obtained.

10.9.5 Grades Excluded from GPA

a) Results from Special Examinations are reported on a Pass/Fail basis and are excluded from Grade Point Average calculations.

b) Transfer credits are excluded from the Grade Point Average.

10.9.6 Calculation of TGPA, SGPA and CGPA

a) A Term Grade Point Average (TGPA) is calculated at the end of each term by dividing the total number of grade points obtained during the term (credit hours x grade points) by the number of credit hours attempted per term.

b) A Session Grade Point Average (SGPA) is calculated at the end of the Winter term in each academic session (Spring/Summer, Fall, Winter) by dividing the total number of grade points obtained during the session (credit hours x grade points) by the number of credit hours attempted.

c) A Cumulative Grade Point Average (CGPA) is calculated by dividing the total number of grade points obtained on all courses (credit hours x grade points) by the total number of credit hours attempted.

10.9.7 Repeated Courses, SGPA and CGPA

a) In the event that a course is repeated, only the higher grade will be used in the Cumulative Grade Point Average calculation and in calculating the total number of credit hours used for the Cumulative Grade Point Average calculation.

b) In the event that a course is repeated within the same academic session, only the higher grade will be used in the Session Grade Point Average calculation and in calculating the total number of credit hours used for the Session Grade Point Average calculation.

c) In the event that a course is repeated by transfer credit, the transfer credit is excluded from Cumulative Grade Point Average calculations, but the failed attempt(s) that the transfer credit replaces will also be excluded from the Cumulative Grade Point Average calculations.

d) All results from attempts at a course will remain on the transcript.

10.9.8 Grade Changes

a) The maximum time limit permitted for a change of final grade is two months from the last day of classes in the term.

b) A grade change must be approved by the Dean of the Faculty in which the course is offered.

c) Once a final grade has been submitted to the Registrar, unsanctioned supplementary examinations or any additional assignments for the purpose of changing that grade are not permitted.

10.9.9 Re-evaluation of a Grade

Students may apply in writing for re-evaluation of a grade within 30 days of the release of final grades at the end of each term under one of the following scenarios:

a) **Request for Re-calculation of a Grade.** Students may request a re-calculation of the final grade without any review of written material. The calculation of the final grade will be reviewed by the instructor who will report a change in grade to the Registrar.

b) **Application for Re-Read.** Students may apply in writing for a re-read of the final examination and/or any written material not returned to the class before the last day of the final examination period of the term in which the course is concluded. An Application for a Re-Read must be submitted to the Registrar's Office, specifying the material that is to be re-evaluated. The material in question will be re-read by the faculty member concerned as well as by another faculty member designated by the Department Head. If there is serious disagreement between the two readers, the Department Head, or Academic Dean where appropriate, will then review the material under re-evaluation. If the final mark is based on performance not evaluated by written material, the re-read by both participants will be confined to a review of the mark sheets compiled by the original instructor. Students should remind themselves of the value of these items in relation to the overall course mark before determining whether it is worthwhile to apply for a re-read. The results of the re-read will normally be conveyed to the student within 30 days of receipt of the application. Students should remember that a grade can be revised upwards or downwards. A fee must be submitted with the application. If the grade is revised upwards, the fee will be refunded. Application forms are available on the Mount Allison University website.

10.9.10 Aegrotat Standing

a) If for medical or compassionate reasons a student is unable to complete one or more courses with in the term in which the course is offered, the student shall first seek exam accommodations (10.8.4) or extended deadlines for completion of course work (10.8.5).

b) If the nature or severity of the circumstances prevents the student from completing the course work or the final examination within six months of the end of the term in which the course was offered, the student may be granted Aegrotat Standing if:

   i) a request for Aegrotat Standing and supporting documentation are sent to the Registrar within two (2) weeks of the date that was set for any extended deadline or deferred examination;

   ii) the Registrar, in consultation with the instructor or the department, confirms that the student completed with passing grades at least 60% of the work required in the course; and

   iii) an Academic Dean approves the recommendation of the Registrar to award Aegrotat Standing.

c) If Aegrotat Standing is approved, the grade will appear on the student's transcript as a 'CP' Conditional Pass.

10.9.11 Assessment of Academic Standing

a) Academic standing is determined on the basis of the Session Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).

b) Academic standing is assessed once per year at the end of the Winter term.

c) Students will be assessed for the first time when they have attempted at least 18 credits at Mount Allison.

10.9.12 Good Standing

a) Students remain in Good Standing if they attain a Session Grade Point Average (SGPA) of at least 1.5 and a Cumulative Grade Point Average (CGPA) of at least 1.5.

b) Students must be in Good Standing and have permission of the University for study abroad programs in which the University participates.

c) Students must be in Good Standing if they wish to apply for a Letter of Permission to take courses at another institution. Exceptions must be approved in writing by the appropriate Academic Dean.

d) Graduating students who have completed all other degree requirements but whose SGPA would normally place them on Academic Probation will remain in Good Standing if their CGPA remains at least 1.5.

10.9.13 Unsatisfactory Standing

a) Students whose academic performance is such that they fail to achieve Good Standing will be placed on Academic Probation, Academic Suspension or Academic Dismissal, which will be recorded on their transcript.

b) Students on Academic Suspension or Academic Dismissal will be notified in a letter from the Chair of the Admissions and Re-admissions Committee of their academic standing and the procedures and deadlines for appeal.

c) Those students seeking re-admission to the University must apply in a letter addressed to the Chair of the Admissions and Re-admissions Committee to be received by the Registrar's Office by the deadline specified (see 10.9.17 Procedures for Appeals and Re-admissions). Letters of appeal for re-admission received after the deadline will not be considered by the Admissions and Re-admissions Committee.

10.9.14 Academic Probation

a) Students who have been in Good Standing will be placed on Academic Probation if they attain:

   i) a Session Grade Point Average (SGPA) of less than 1.5 or

   ii) a Cumulative Grade Point Average (CGPA) of at least 1.0 but less than 1.5

b) Students who are on Academic Probation are not permitted to register for more than the normal course load (15 credits in each of the Fall and Winter terms, 12 credits in the Spring/Summer term).

c) To return to Good Standing, students on Academic Probation must attain:

   i) a Session Grade Point Average (SGPA) of at least 1.5, during the probationary period AND

   ii) a Cumulative Grade Point Average (CGPA) of at least 1.5.

d) Students on Probation are permitted to continue to register on Probation provided their SGPA during the probationary period is at least 1.5.

e) Students on Probation who do not achieve a SGPA of 1.5 will be placed on Suspension.

f) Students on Academic Probation are not eligible to take courses on Letter of Permission. Exceptions must be approved in writing by the Registrar (or direct delegate). Denied approval may be appealed to an Academic Dean within 3 calendar days of the decision.

10.9.15 Academic Suspension

a) Students in Good Standing will be placed on Academic Suspension if in any academic year they obtain a Cumulative Grade Point Average (CGPA) of less than 1.0.

b) Students who are on Academic Probation will be placed on Academic Suspension if they obtain a Session Grade Point Average (SGPA) of less than 1.5.

c) Students on Academic Suspension may not register for any Mount Allison courses nor receive credit at Mount Allison for courses taken elsewhere during the suspension period. Students may apply for re-admission at the end of the period of Academic Suspension.

d) The period of Academic Suspension is one full year; however, the terms of Academic Suspension are effective until such time as the student applies for and is offered re-admission to the University.

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.

10.9.16 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.

10.9.17 Procedures for Appeals and Re-admissions

a) Students who have been notified that their academic performance is such that they have been placed on Academic Suspension or Academic Dismissal may appeal their academic standing.

b) A Letter of appeal with all supporting evidence must be submitted to the Registrar's Office by the deadline specified in the notification.

c) Letters of appeal, which will be reviewed by the Admissions and Re-admissions Committee, should clearly and completely outline the factors that accounted for poor academic performance and explain why the applicant feels ready to commence studies again.

d) The appeal will be directed to the Admissions and Re-admissions Committee; should it be rejected by that Committee, the student will be informed of the grounds and deadline by which they may appeal the Committee's decision to the Re-admissions Appeals Committee, whose decision is final.

e) A Letter of appeal will only be forwarded for consideration by the Admissions and Re-admissions Committee or the Re-admissions Appeals Committee if there are no outstanding fees payable on the student's account (see 4.4.4 in the Fees section).

10.9.18 Disciplinary Suspension or Dismissal

a) Disciplinary suspension or dismissal may be imposed by the University Judicial Committee or Academic Judicial Committee for infractions of the Student Code of Conduct or Academic Integrity Policy

b) To seek re-admission following disciplinary suspension or dismissal, students should 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.

c) The Admissions and Re-admissions Committee will review the academic record only.

10.9.19 Dean's List

a) Mount Allison recognizes excellent academic performance through the Dean's List.

b) Dean's List standing is assessed once per year after grades have been submitted at the end of the Winter term.

c) To be placed on the Dean's List, a student must:

i) complete at least thirty credits over the academic session (May through April), including at least 24 credits taken in the Fall and Winter terms

ii) achieve a SGPA of at least 3.7 on that work

d) Students who achieved Dean's List standing in the academic session preceding a year long Study Abroad Program*, will maintain Dean's List standing until their Academic Standing is next assessed.

e) Students who participate in a one term Study Abroad Program* during an academic session will be assessed for Dean's list standing based on all credits completed at Mount Allison during the session, provided that they have carried the equivalent of a regular thirty credit course load from the combination of study abroad courses and Mount Allison courses.

f) Students with documented disabilities, on the written recommendation of the Meighen Centre, are entitled to reasonable accommodations with respect to course load expectations.

g) Students in their final year of study who reduce their course load over the academic session to a minimum of 24 credits over the fall and winter terms because they have sufficient credits for graduation, will be considered for Dean's List Standing

h) The Dean's List carries no financial award.

* for a list of eligible Study Abroad Programs, please refer to 11.13.1

10.10 DEGREE REQUIREMENTS

10.10.1 Academic Standing and Credits Required for a Degree

a) Students must be in Good Standing to be eligible to graduate (subject to 10.9.12 d).

b) All undergraduate degrees require completion of 120 credits.

c) Other degree requirements are set out in the summary of specific programs found in Section 11 of this Academic Calendar.

10.10.2 Academic Residency Requirements

a) Students must complete with courses from Mount Allison:

i) at least half the credits required for a degree

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 11.13.1) 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, 11.9.3).

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) A digital / 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 degree and certificate candidates for each May Convocation approximately five months prior to Convocation. All prospective degree and certificate candidates are responsible for checking the accuracy of this list and reporting any errors or omissions to the Registrar.

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) Bachelor of Arts and Science in Health Studies: a hood of black stuff edged on the inside with salmon silk

j) Master of Arts: a hood of black silk or stuff with a full lining of garnet silk

k) Master of Science: a hood of black silk or stuff with a full lining of old gold silk.

l) Master of Social Work: a hood of black silk or stuff with a full lining of fuchsia silk.

m) Master of Education: a hood of black silk or stuff with a full lining of light blue silk.

n) Doctor of Divinity, a hood of scarlet cloth lined with purple silk.

o) Doctor of Laws, a hood of scarlet cloth lined with blue silk.

p) Doctor of Civil Law, a hood of scarlet cloth lined with old gold silk.

q) Doctor of Literature, a hood of scarlet cloth lined with white silk.

r) Doctor of Music, a hood of scarlet cloth lined with blue silk lining and half-inch facings.

s) Doctor of Science, a hood of scarlet cloth lined with primrose yellow silk.

t) Doctor of Fine Arts, a hood of scarlet cloth lined with green silk.

10.11.6 Honorary Degrees

The Senate of the University has authorized the awarding of the following degrees Honoris Causa:

a) Doctor of Divinity (D.D.)

b) Doctor of Laws (LL.D.)

c) Doctor of Civil Law (D.C.L.)

d) Doctor of Literature (D.Litt.)

e) Doctor of Music (D.Mus.)

f) Doctor of Science (D.Sc.)

g) Doctor of Fine Arts (D.F.A.)

10.11.7 University Prizes

Francis S. Allison Award
Alumni Academic Achievement Award
Ambassador of France
Ambassador of Spain
Ambassador of Switzerland
Donald A. Anderson Prize
John P. Asimakos Award in Painting
Charles Frederick Allison Avard Prize
Ada Ayer Prize
Lady Banting Prize
Barritt-Marshall International Graduating Student of the Year
David Beatty History Prize
Allison Watson Beveridge Prize
Katherine (Shaw) Bigelow Prize
Biochemistry Prize
Bio Med Society Prize
Biology Prize for Research Excellence
Biology Teaching Assistant Prize
Birks Medal
David Blackwood Prize
Dr. Garland P. Brooks History of Psychology Prize
James Noel Brunton Prize
Roger Calkins Prize in Shakespeare Studies
Allison (A.F.D.) Calvert Memorial Award
Mary Ellen (Bronskill) Campbell Award in Fine Arts
Canadian Association of Geographers Undergraduate Award
A.D. Carter Prize
CPA New Brunswick Prize
David Gilchrist Chalmers Memorial Prize
Chancellor's Prize
J.H. Chase Prize
Arthur J. Ebbutt Prize
Amanda Elliott Clark Prize
Colpitts Prize
Commerce Marketing Prize
Prize of the Consulate General of the Federal Republic of Germany
CPA Certificate of Academic Excellence
Dr. J.E.A. Crake Award in Fine Arts
Dr. J.E.A. Crake Performance Award in Music
Dr. J.E.A. Crake Performance Award in Drama
Dr. J.E.A. Crake Foundation - W.B. Sawdon Award
W.S.H. Crawford Prize in Math and Computer Science
The Edgar and Dorothy Davidson Prizes in Visual and Material Culture Studies
Deloitte Prize
A. Jane (Avard) 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. Colin Grant Book Prize

Grant Thornton Accounting Prize
Marie Hammond-Callaghan Women's Prize in History
Frances Louise Hickey Prize
Charlie Hunter Award
James Robert Inch Memorial Prize
I.O.D.E. (NB Chapter) Prize
Curtis and Lyle Jarvis Memorial Prize
Allison H. Johnson Prize in Philosophy
KPMG Accounting Prize
Henry D. Larsen Prize
Gil Latter Prizes
Hibbert C. Laurence Prize
Alden Leard Memorial Prize
Reverend Stephen Lisson Prize in Philosophy
Jack MacAleese Memorial Prize
Bruce I. MacDonald Prize in Physical Geography
Cathy MacDonald-Arsenault Memorial Prize
Gordon Manson Award
Marster Prize for Humour in Art
George Everett Matthews Award
Wendall and Jean Halliday MacKay Award
J. Scott and Patricia McCain Athletics Award
Bryce McKiel Essay Prize
John Wesley McLeod Prize
Margaret Pauline Siddall McMath Prize
Hibberts Meekins First Generation Graduating Student Award
Chris Metallic Prize in Indigenous Leadership
Reginald Miller Management Prize
Prize of the Department of Modern Languages and Literatures
J.C. Moore Prize
Mount Allison Conservatory Prize
Music History Essay Prize
Ian Newbould Prize in British History
E. George Nichols Prize in Psychology
E. George Nichols Psychology Prize in Animal Behaviour
Dr. Karen Nicholson Psychology Prize
Don Norton Memorial Award
Ogden Memorial Prize
Osler Dean's List Awards
Harold Oxley Prize
Colin Paterson Prize
Ethel Peake Memorial Prize
John Edgar Peters Prize
Muriel Hewson Philp Prize in Drawing
Province of Quebec in the Atlantic Provinces
Donna L. Purdy Memorial Award
Beth Robinson Award
Jennie Robinson Quinn Prize
W. J. Robinson Prize
Harold Melville Rogers Memorial Prize
Scotiabank Prize
Kendall Scott Memorial Prize in Chemistry
Murray Sears Memorial Prize
Harry A. Sheffield Prize
Harold W. Simpson Memorial Prize
Dr. A. Smith Prize in Classics
Society of Chemical Industry Student Merit Award
Department of Sociology Prize
Robert L. and Mabel Stailing Prize
Reverend E.R.and Ross Stanway Prize in Philosophy
Harold Chapman and Annalea Steeves Memorial Prize
Hazel Steeves Prize in Creative Writing
Frank Strain International Relations Prize
F. A. Surbey Prize in Psychology
Roland F. Surette Award in Indigenous Leadership
Minnie Evans Tait Memorial Prize
Florence Webb Tate Prize
Grace Tomkinson Memorial Prize
Dr. Gordon Treash Prize
Michael J. Tucker Political Science Award
William Morley Tweedie Medal
Tyler Prize
Dr. R.N. Varma Gold Medal in Physics
Women's and Gender Studies Prize
Laura Sofia Wood Prize

10.12 TRANSCRIPTS

10.12.1 Privacy of Transcripts

a) A student's transcript of record is personal information as defined by New Brunswick's Personal Information and Protection of Privacy Act and will only be disclosed to a third party in accordance with the terms of that Act. In most cases, this means that the transcript will not be disclosed without the written consent of the student.

b) Students may request that transcripts be revealed to no one outside the university without written permission.

10.12.2 Transcript Requests

a) Students can have their transcripts sent outside the University on payment of a fee. All transcript orders must be placed in writing by the transcript holder. Application forms are available on the Mount Allison University website.

b) Telephone orders for transcripts cannot be accepted.

c) Partial transcripts are not issued.

d) Those requesting transcripts should be aware that at certain peak periods it may take approximately two weeks to process a transcript order.

10.13 REPLACEMENT/DUPLICATE DIPLOMAS

A duplicate or replacement diploma may be requested under the following conditions:

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 DISCLOSURE OF PERSONAL INFORMATION

10.14.1 Statistics Canada

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education. It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at postsecondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand 'outcomes'. In order to conduct such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada, student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity.

The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used for statistical purposes only, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify a student.

Students who do not wish to have their information used can ask Statistics Canada to remove their identifying information from the national database. On request by a student, Statistics Canada will delete an individual's contact information (name, address, or other personal identifiers) from the PSIS database. To make such a request or for further information please contact Statistics Canada by email at: <**PSIS-SIEP_contact@statcan.gc.ca**> or by mail: Institutional Surveys Section, Centre for Education Statistics, Statistics Canada, 150 Tunney's Pasture Driveway, Main Building, 2100-K, Ottawa, Ontario, K1A 0T6

10.14.2 Maritime Provinces Higher Education Commission (MPHEC)

The MPHEC collects the data described above on behalf of Statistics Canada. In addition, it archives these data and uses them to generate basic statistics, research products, as well as the sampling frame for its graduate survey. These activities support its mandate, which is to assist institutions and governments in enhancing post-secondary learning environment. The legal authority for these activities is provided by the Maritime Provinces Higher Education Commission Act. The Act also requires that all data received by the Commission is kept confidential, and ensures the protection of personal information. More information about the MPHEC and its Standard for Maintaining Confidentiality may be found at <**www.mphec.ca**>

Regarding those students who do not wish to have their information used, Statistics Canada will notify the MPHEC of any student choosing to have their personal information removed from the national database, and their information will subsequently be removed from the MPHEC's database.