

# ACADEMIC REGULATIONS

## Registration

### Student responsibility

Registering in courses is a binding contract between a student and the university. Students should check their forms carefully to ensure they are registered in the proper courses and sections.

Students that are not officially registered in a course before the applicable deadline will not receive credit for that course.

A student receives an “F” if she or he registers for a course but does not attend and does not officially withdraw from it prior to the course change deadline.

Professors and the Office of the Registrar have class lists indicating all students who have officially registered for courses.

**Students are completely responsible for initiating changes to their registration status or course schedules and must take the appropriate steps.**

**Verbal requests are not valid, nor are informal changes that have not been subject to proper procedure.**

### Registration in a college

Full-time students registering in an arts or science program must enroll in one of the four colleges: Huntington University, Thorneloe University, University of Sudbury or University College.

### Registration of part-time students

Part-time students are subject to the same registration regulations and requirements as full-time students. Instead of choosing a college, however, they must enroll in the Centre for Continuing Education (CCE).

### Enrolment status

**Full-time student:** one who registers for more than 21 credits in the regular winter session.

**Part-time student:** one who registers for 21 credits or less in the regular winter session.

### Auditing courses

An auditor is a student who is admitted to a course and may participate in class discussion, but may not hand in assignments or write examinations, and DOES NOT receive university credit for the course.

Students must indicate their willingness to enroll as auditors on the regular registration form. The last day to change status from credit to audit or audit to credit is the deadline for course changes.

Not all courses can be audited. Distance education courses and courses with more practical and developmental components (e.g. language, laboratory or activity courses) may not be audited. The deans, in consultation with departments or schools, designate which courses may or may not be audited.

To audit a university course, a student must:

- be admissible to the university;
- have completed prerequisites (or equivalent);
- obtain permission of the dean if the audited course constitutes an overload;
- choose no more than the normal number of courses available to students in any one given session.

Registering as an auditor consists of the same procedures as registering in normal credit courses.

### Limitations for first-year courses

In B.A. programs, students may obtain no more than 42 credits of 1000-series courses to count toward their degree program.

In B.Eng. programs, students may obtain no more than 60 credits of 1000-series courses to count toward their degree program.

In the B.Sc. in Kinesiology, students may obtain no more than 51 credits of 1000-series courses to count toward their degree program.

In other degree programs, students may obtain no more than 48 credits of 1000-series courses to count toward their degree program.

## Course overloads

### Winter session

A full-time student with an excellent academic record may, with the permission of the appropriate dean, take a maximum 6-credit course overload during the regular winter session.

The student must have had no failing grades on a minimum course load of 30 credits in the previous winter session.

A student is, under no circumstances, permitted more than a 6-credit overload. First-year students may not take a course overload.

### Spring session

Students registered in the spring session may take a maximum of 15 credits.

## Academic counselling

Students who require advice on any academic matter should consult their academic advisor.

### Full-time students

Year in program	1 <sup>st</sup> year
Faculty	Arts and Science
College	Federated Colleges
Academic advisor	College Registrar
Year in program	1 <sup>st</sup> year
Faculty	Arts and Science
College	University College
Academic advisor	Vice-dean of faculty
Year in program	ALL
Faculty	Professional Schools
College	n/a
Academic advisor	Director of professional school
Year in program	Upper years
Faculty	Arts and Science
College	ALL
Academic advisor	Chair of the department

### Part-time students

Year in program	1 <sup>st</sup> year (< 30 credits completed)
Faculty	ALL
Academic advisor	Advisor, Centre for Continuing Education
Year in program	Upper years (> 30 credits completed)
Faculty	ALL
Academic advisor	Chair of the department or director of professional school

All part-time students enrolled in a professional school or who have selected a concentration or specialization are strongly advised to plan their program of study in consultation with their school director or with the chair of the department.

## Program changes

A student who has been required to withdraw from a program of study is not eligible to transfer to another program.

### Change of concentration/specialization within Arts or Science

A student who wishes to change concentrations/specializations requires the permission of the department chair of the **new** concentration/specialization. The student's current academic status must be “may proceed in program” or “may proceed in program on probation.”

# Academic Regulations

## Transfer to an Arts or Science program from a Professional School program

A student who wishes to transfer to an arts or science program requires the permission of the department chair of the **new** concentration/specialization and that of the vice-dean of the faculty. The student's current academic status must be "may proceed in program" or "may proceed in program on probation."

### Notes

1. For all approved transfers, the vice-dean must complete a program approval form indicating the courses from the previous program for which the student may retain credit.
2. A student in an Arts program may count no more than 30 non-Arts credits towards an Arts degree.
3. A student must meet the degree requirements in effect at the time of transfer.

## Transfer to a Professional School program from all programs

A student who wishes to transfer to a Professional School program requires the permission of the director of the professional school of the **new** program. The student's current academic status must be "may proceed in program" or "may proceed in program on probation" and she or he must meet the admission criteria.

### Notes

1. For all approved transfers, the school director must complete a program approval form indicating the courses from the previous program for which the student may retain credit.
2. A student must meet the degree requirements in effect at the time of transfer.

## General regulations

### Television, correspondence, and other multi-media courses

There is no limit to the number of credits that a student may take through distance education. All full-time students, however, must have the approval of the vice-dean of their faculty if they wish to enroll in more than 6 credits of distance education courses in one academic session.

The method of evaluation for these courses includes a final written examination, which evaluates the student's performance on all of the course work. Authorized representatives of the Centre for Continuing Education ensure careful invigilation of all distance education course exams. These count for at least 25% of the student's final grade.

Students are expected to complete distance education courses within the same timeframe as a normal academic session (September to April, or April to mid-July). Only the dean of the faculty offering the course is authorized to grant course extensions.

### Language privilege

All students must submit essays and examination answers using the language in which the course is taught. If, however, a required course in a program is not offered in the same language as the program, the dean may waive this restriction.

### Attendance

Punctual and regular attendance at all academic exercises is expected from all students. After a lecture has begun, students may not be admitted to a classroom without the instructor's permission. The instructor must be notified of all extenuating circumstances that result in a student's absence. Absences in the excess of 20% of course time may jeopardize receipt of credit for the course.

### Class hours

During the regular winter session, classes are normally given at the rate of three 50-minute periods per week, two 75-minute periods per week, two 1.5-hour evening periods per week, or one 3-hour period one evening per week. In the case of some science courses, classes may be given at the rate of two 50-minute periods plus one laboratory session of varying duration per week.

### Letters of permission

A student who wishes to obtain a letter of permission to take course(s) at another university for credit toward a Laurentian degree must first obtain a form from the Office of the Registrar and pay the appropriate fee. The Office of the Registrar must ensure that the student is in good academic standing before releasing the form.

Full-time students must present the form to the dean/vice-dean or school director of their faculty or program. Part-time students present the form to the Centre for Continuing Education for course approval.

It is the student's responsibility to send to the Registrar of Laurentian University an official transcript of grade(s) from the host university. The Registrar then adds the course(s) to the student's academic record at Laurentian. The grade(s) received for course(s) completed on a Letter of Permission are not used in the calculation of averages.

Letters of permission are not normally issued unless the student is in good academic standing. Only under exceptional circumstances are letters of permission issued for students to complete the last five courses in their degree program.

### Second degree programs

Students with an undergraduate degree may pursue a second undergraduate degree in another area of concentration or specialization. Students must apply for admission through the Office of Admissions.

The Office of Admissions must clearly outline the requirements of the student's program of study and the appropriate school director or department chair must approve it.

The student then completes all approved courses for the second degree program. The Office of Admissions must approve all course substitutions, with a positive recommendation from the department chair or school director.

### Qualifying year programs

A qualifying year program is available to graduates of a 3-year B.A. or B.Sc. (general) program who wish to continue their studies at the Master's level at Laurentian or any other Canadian university, or pursue a program leading to a Type A Certificate, granted by an Ontario College of Education.

Students must apply for admission through the Office of Admissions and have their program of study approved by the department offering their concentration, prior to registration.

### Honours diplomas

Honours Science Diplomas and Honour Arts Diplomas are available in selected disciplines to graduates of a 3-year general degree with a minimum average of 70% in the area of concentration. Students must apply for admission through the Office of Admissions.

### Student appeals

A student who is dissatisfied with a grade, or a decision of the course instructor, or the way in which a course is conducted, is expected, first of all, to discuss the matter with the instructor and/or department chair/school director.

If the student is not satisfied with the results of the informal discussion, she or he may submit a formal appeal to the appropriate department/school or Faculty Appeal Committee. Complete details about the form and the procedures are available in each department/school office, in the Office of the Registrar and in the Centre for Continuing Education.

# Academic Regulations

## Special consideration

Requests for special consideration, in extenuating circumstances, for matters pertaining to admission or re-admission to the university, promotion, graduation and academic regulations should be addressed to the Senate Committee on Academic Regulations and Awards via the Registrar, the College Registrars, the School directors, or the Centre for Continuing Education. This is not a formal appeals committee.

## Grading

### Grading scheme

The grading scale for all individual courses, since September 1977, is as follows:

A	-	80 to 100%
B	-	70 to 79%
C	-	60 to 69%
D	-	50 to 59%
F	-	0 to 49% (failure)

**A - Exceptional performance:** comprehensive, in-depth knowledge of the principles and materials treated in the course; fluency in communicating that knowledge; and originality and independence in applying material and principles.

**B - Good performance:** thorough understanding of the breadth of materials and principles treated in the course and ability to apply and communicate that understanding effectively.

**C - Satisfactory performance:** basic understanding of the breadth of principles and material treated in the course; and ability to apply and communicate that understanding competently.

**D - Minimally competent performance:** adequate understanding of most principles and material treated in the course, but significant weakness in some areas and in the ability to apply and communicate that understanding.

**F - Failure:** inadequate or fragmentary knowledge of the principles and materials treated in the course or failure to complete the work required in the course.

### Letter grades

W	-	Honourable withdrawal
I	-	Incomplete course work, no credit granted
T	-	Course in progress
Z	-	Audit, no credit granted
S	-	Satisfactory, assigned where a percentage grade is inappropriate

In exceptional circumstances, a student may ask to receive an "Incomplete" (I) grade. This request must be submitted in writing, through the instructor, to the dean of the faculty in which the course is taught, together with the reasons for the request. A course graded "Incomplete" must be completed within one month following the end of the examination period. After that period, if the course is not complete and the dean has not granted an extension, an "F" grade is recorded on the student's academic record.

To request an extension of the completion date beyond the normal one-month period, a student must submit a written request to the dean, through the instructor, explaining the reasons for such an extension.

### Dean's Honour List

A Dean's Honour List has been established to recognize students with outstanding academic achievement. Students who achieve an overall average of at least 80% in their most recent year of full-time study (minimum of 30 credits) or the equivalent amount of part-time study, are named to the Dean's Honour List.

### Determination of final grades

1. Prior to the beginning of each session, instructors submit for the approval of the department/school council a method of determining final grades in each of their courses. This method must be consistent with department, school, faculty and Senate policies in this matter. The dean of the faculty gives final approval of the method of determining final grades in each course.
2. The method must include a way of evaluating the student's global performance on all the course work at the conclusion of the course (this must count for at least 25% of the final grade and be consistent with department/school/faculty and Senate policies concerning final evaluations).
3. Methods of determining final grades approved by the department chair/school director and the dean are filed, for each course, in the offices of the department, school, dean and registrar before the end of the second week of classes. The signature of a chair/director and dean indicates that the method of evaluation is consistent with existing department/school/faculty and Senate policies.

4. The method of determining final grades may be revised before the mid-point in the course provided the department chair/school director and the dean formally approve the revisions.
5. The approved method of determining final grades is explained to students in each course during the first week of classes. Revisions to the original method are explained to students during the week the revisions are approved.
6. Student appeals regarding the method of determining final grades must, first of all, be submitted to the department/school's appeals committee, no later than the end of the second week of classes. In the second instance, if necessary, they are submitted to the dean who makes a final resolution after consultation with the student(s), the instructor and the department chair/school director.
7. The instructor must inform students, upon request, of their standing prior to the date for honourable withdrawal from the course. If no written term work has been evaluated by that date, the information shall be given in the form of a written statement of the student's standing.
8. All written term work carried out for evaluation purposes must be returned to students with appropriate commentary. Students may discuss with their instructor the work they've presented, the comments made and the grade assigned. Final evaluation submissions are not returned to students but are kept on file by the department/school for a period of six months. Students may review their final evaluation submission with the instructor within the appeal period (see Student appeals).
9. For each course, a grade sheet is completed, signed by the instructor and submitted to the department chair/school director for approval. The chair/director's signature indicates that the grade submission is consistent with existing practices and policies of the department/school. Revisions to any previously assigned grade are submitted in writing for the approval of the chair/director and the dean, together with the reasons for such revisions.

# Academic Regulations

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## Examinations and tests

1. A written examination that is part of the final evaluation of a student's performance must last at least one hour and take place after the end of the regular class period for the term, in accordance with a schedule prepared by the Office of the Registrar.
2. If a mid-term test in a winter session, full-year course involves a written examination that is longer than one hour in duration, this test must take place after the end of classes for the term, in accordance with a schedule prepared by the Office of the Registrar.
3. During the regular winter session, classroom tests are not to be longer in duration than the regular scheduled class period.
4. During the regular winter session, no classroom tests are to be given during the last week of the first or second term.
5. Notwithstanding the above, where the final evaluation of a student's performance includes an oral examination, take-home examination, jury examination, major project, or case study, these are to be completed no later than the last day of classes for the term.
6. Notwithstanding the above, final laboratory tests (in courses that involve laboratory work) are normally held during the last laboratory period for the term.
7. No tests or examinations may be held during the official examination period other than those scheduled by the Office of the Registrar.

## Academic dishonesty

The University treats offences of academic honesty (i.e. plagiarism, cheating, and impersonation) as very serious matters. Penalties for such offences are very strictly enforced. A copy of the complete Policy Statement on Academic Dishonesty is available from the office of the Secretary of Senate.

## Aegrotat standing

Petitions for aegrotat standing must be submitted to the Registrar within one week after the last day of examinations. Full aegrotat standing is seldom granted. Instead, if the documentation submitted warrants such consideration, a student may be permitted to write a special examination. When aegrotat standing is granted, no mark is assigned in the course and the course is not used in the calculation of averages. Aegrotat standing may not be granted in more than one course in a student's subject of concentration or specialization.

## Special examinations

Requests for special examinations must be submitted to the Registrar with supporting documentation. If the request is approved, the student must contact the Office of the Registrar to make arrangements for the writing of the examination. There is a fee of \$40 per examination. Such requests are only considered if the student is in good academic standing in the course and has met one or more of the following criteria:

1. The student was ill and unable to be present or to adequately prepare for the examination (substantiated by a medical certificate);
2. The student was unable to be present or to adequately prepare for the examination due to a legal obligation such as jury duty, witness, defendant, etc;
3. A personal or family tragedy occurred which prevented the student from being present or from adequately preparing for the examination.

## Graduation

During the final year of study, all students who wish to graduate must present an application for graduation. Forms are obtained from the Office of the Registrar and must be returned, together with the graduation fee, before the end of August (for Fall Convocation) or before the end of January (for Spring Convocation). Applications received after the deadlines are held for the following graduation ceremony.

## Distinction at graduation

Students graduating with an overall average of 80% or more on all courses taken at Laurentian University and required for the degree, receive their degree with *Cum Laude* honours (the overall average must be calculated on a minimum of 60 credits completed at Laurentian University and presented for the degree).

## Laurentian course requirements

To be eligible to receive a degree from Laurentian University, a student must complete at least 30 credits at Laurentian, normally the last 30 of their program.

## Certificate of Bilingualism

Laurentian University awards a Certificate of Bilingualism to graduating students who successfully complete a written and an oral examination in both official languages.

All applicants must also have successfully completed at least one course at the upper-year level taught in each language with a minimum grade of C (60%).

The oral component consists of two separate 10-minute examinations and involves the reading of a short passage in each language. Students are evaluated on their comprehension of the readings and their verbal expression. They are judged more specifically on grammar, vocabulary, correct use of terms, fluency and pronunciation.

Certificates of Bilingualism are awarded at the Convocation ceremonies.

## Transcript of record

Transcripts of a student's official academic record may be obtained through the Office of the Registrar. Only signed written requests for transcripts are accepted. Transcripts are not released if fees or documents are outstanding.