

# Section II: Academic Policies at Shaftesbury Campus

## Registration

### *Registration Process*

After a student has received admission to CMU, that student is eligible to register for specific courses. CMU provides registration guides to new students early in May. The Admissions Coordinator and the Coordinator of Student Advising will be available to assist them in the selection of their courses.

Students returning to a second or subsequent year of studies must complete a Returning Student Continuance Form and submit it to the Student Life Office. Normally CMU will provide registration guides to returning students by early April. Students should consult with their faculty advisors or with the Coordinator for Student Advising for assistance in selecting their courses.

### *Academic Advising*

The Coordinator of Student Advising assigns a faculty advisor for each full-time student. Students are encouraged to consult with their faculty advisors or with the Coordinator of Student Advising for help in selecting their degree programs and the courses to fulfill the requirements of those programs.

### *Full-time or Part-time Status*

Students may register either as full-time or as part-time students. A student who registers for a minimum of nine credit hours per semester will be recognized as a full-time student. A student who registers for fewer than nine credit hours per semester will be considered part-time.

### *Academic Load*

Normally, a full course load is fifteen to seventeen credit hours per semester. In some circumstances, a student may register for more than seventeen credit hours per semester with the approval of her/his faculty advisor or the Coordinator of Student Advising.

### *Registration Requirements for the First and Second Years*

A student's first eighteen credit hours must include at least three credit hours of Biblical and Theological Studies, and at least three credit hours from another subject field. Within the first thirty credit hours, a student must complete at least six credit hours of Biblical and

Theological Studies, and twelve credit hours from other subject fields. The Biblical and Theological Studies courses for the first year must include:

One of the following:

- BTS-1110 Biblical Literature and Themes
- BTS-1120 Encountering the Bible
- BTS-1130 Introducing Jesus – An Overview of the Christian Bible

One of the following:

- BTS-2000 Introduction to Christianity
- BTS-2420 Exploring Christian Spirituality
- BTS-2550 History of Christianity
- BTS-2720 Theologies of the Global South
- BTS-2750 Introduction to Christian Ethics

Within the second thirty credit hours, students must register for at least six credit hours of Biblical and Theological Studies or Integrative Studies, making a total of twelve credit hours drawn from these areas. Students must also register for twelve credit hours from other subject fields, making a total of twenty-four credit hours drawn from those fields within the first sixty hours.

Students may use transfer credit to meet these requirements. The registration requirements for the first and second years apply to all students, except visiting students.

### *Declaring or Applying to a Degree Program*

CMU admits new students into one of the following programs: the Bachelor of Arts (four-year), the Bachelor of Business and Organizational Administration, or the Bachelor of Music. Students may change from their initial baccalaureate programs by applying for their desired programs after completing pertinent prerequisites.

Students enrolled in the Bachelor of Arts may declare their choice of major(s), and minor(s)/concentration(s) after completing fifteen credit hours and the necessary program prerequisites. Students must declare a major upon completion of sixty credit hours. To declare a major or to change into a Bachelor of Arts three-year, students must complete an Academic Program Declaration Form. The form is available on-line at [www.cmu.ca](http://www.cmu.ca) or from the Registrar's Office.

Students may be admitted directly into the Bachelor of Business Administration (co-op and non-co-op) or they may apply for admittance upon completion of fifteen credit hours. Students enrolled in the BBA may declare a major after completing fifteen credit hours. Students must declare a major upon completion of sixty credit hours. The program/major application form is available from the Registrar's Office or from the Business program advisor.

Students enrolled in the Bachelor of Music may apply for admission to a concentration within the Bachelor of Music or for admission to the Bachelor of Music Therapy

after completing two years of the Bachelor of Music program. For more information on making such an application, see the admission requirements pertaining to the respective programs as listed in the ACADEMIC PROGRAMS section of this calendar. The program/concentration application form is available from the Registrar's Office or from the School of Music.

Students who have completed a Bachelor of Music or its equivalent may apply for admission to the Bachelor of Music Therapy after-degree program.

### ***Course Changes***

Students may add or drop courses without financial or academic penalty during the course change period specified by the academic schedule. Course changes must be made through the on-line course change process or by way of a paper course change form. Failure to attend a class does not constitute an official withdrawal.

### ***Voluntary Withdrawal***

After the last date for course changes has passed, students may still voluntarily withdraw from courses without incurring academic penalty until the prescribed date. For courses following a twelve-week meeting format (i.e., they run throughout fall or winter semester), the prescribed date appears in the academic schedule. For courses following an intensive format (e.g., classes compressed into one or two weeks or over a series of three or four weekends), the prescribed date will appear in the header of the syllabus. Normally, withdrawal after the prescribed date will result in a failing grade on the student's transcript. In order to withdraw from a course, students must complete a Course Change Form. Discontinuing attendance in classes does not constitute official withdrawal.

### ***Repeating a Course***

Students who fail required courses must repeat those courses. Students may repeat any courses they fail, and students who wish to improve their academic performance in courses already successfully completed may repeat those courses. When a student repeats a course, the highest grade earned will become the grade for calculating the cumulative GPA.

### ***Payment of Fees***

When students have paid their fees, their registrations are complete! Students may view their fee statements through their Student Portals. Fees are calculated by semester and are due at the beginning of each semester. Students have the option of paying the fees for a semester in one full payment or by way of a deferred payment plan. Students may pay on-line through their banks' payment facility, or they may pay in person at South Side Reception or North Side Finance Office by cheque or debit card.

CMU's Financial and Student Services Advisor is available to assist students in planning for their financial requirements.

For details on due dates, the deferred payment plan, and procedures for payment of fees, please see the annual *Registration Guide*.

### **Overdue Accounts:**

Students who have balances owing beyond the payment due dates and have not been approved for a Deferred Payment Plan **OR** who have defaulted on a deferred payment are considered in financial default. The following are the consequences:

- A late payment fee of \$100 will be applied for each defaulted payment.
- Students' academic records will be placed on 'Financial Hold' and their grades, grade reports, graduation parchments, and transcripts will be withheld.
- Students may be asked to discontinue consumption of services including class attendance, exam writing, participation in graduation activities, and rent and board services.
- Students whose accounts are overdue are not permitted to register or attend classes in a subsequent semester.
- Where the tuition has not been paid, the *T22024 Tuition and Education Amounts Certificate* will be withheld. Payments received are always allocated first to other services and last to tuition.
- An account may be sent to a collection agency.

## **Transfer**

### ***From Post-Secondary Institutions***

Students may request a transfer of credit for courses completed at universities, Bible colleges or institutes, community colleges, and technical colleges or institutes toward the requirements for a degree program at CMU. Students must request the transfer assessment at time of admission and provide official transcripts. Copies of syllabi or course outlines may be required. Courses for which students have earned a minimum grade of 'C' (or equivalent) will be considered for transfer credit. Courses may be evaluated in one of three ways:

Students may request a transfer of credit for courses completed at universities, Bible colleges or institutes, community colleges, and technical colleges or institutes toward the requirements for a degree program at CMU. Students must provide official transcripts. Copies of syllabi or course outlines may be required. Courses for which students have earned a minimum grade of 'C' will be considered for transfer credit. Courses may be evaluated in one of three ways:

- For equivalency to a CMU course, on a course-for-course basis.
- For block-transfer credit, by grouping together several courses in a subject field.

- For unallocated credit in a subject field or as a general elective. (In this context the term ‘unallocated credit’ means that the credit does not match any course offered at CMU.)

The total amount of credit that can be transferred is limited by the residency requirement (see requirements for specific programs). Credits older than ten years may be considered outdated and therefore not transferable. They will be considered on a course-by-course basis.

Unallocated transfer credit is designated using the following format: ABCD-0XXX. The ABCD prefix indicates the subject field of the course. It is an alphabetic code of three or four characters. The digit, “0” indicates it is a transfer course and the remaining digits, XXX, indicate the level of the course. See examples below.

- BTS-0101 Unallocated Bible indicates the transfer credit is at the 1000-level in the area of Biblical and Theological studies.
- PSYC-0200 Unallocated Psychology indicates the transfer credit is at the 2000-level and serves as an elective in the area of psychology.
- UNAS-0320 Unallocated Social Science indicates the transfer credit is at the 3000-level and can fulfill a social science requirement.

Transfer students will need to work closely with their faculty advisors or the Coordinator of Student Advising to determine how the transfer credit will apply to their degree programs.

### ***Advanced Placement or International Baccalaureate***

Students who have completed courses in the Advanced Placement program (College Entrance Examination Board) or the International Baccalaureate program and students who have completed university-level courses while in high school may receive either course credit or advanced placement at CMU. An official record of scores or grades must be submitted. For details, contact a CMU Admissions Counsellor or the Registrar.

### ***Recognition for Experience-Based Learning for Exemption from the Practicum Requirement***

Students who have completed a service assignment with an approved service agency up to one year prior to registration may apply within one year of registration to have this experience recognized at CMU. Students must write a reflective essay to demonstrate learning gained from their service assignment. A service assignment of ten months duration may gain the student an exemption from the requirement to complete a six credit-hour practicum. For details, contact the Registrar.

### ***Prior Learning Assessment and Recognition***

Prior Learning Assessment and Recognition (PLAR) is a process by which adult learners identify, demonstrate,

and gain recognition for knowledge and skills they have gained, often outside the classroom, but comparable to what students learn through specific courses at CMU. The Registrar’s Office administers the process, relying on faculty members to carry out assessments. The assessment may be based on one or more of the following: a portfolio, an examination, a demonstration, an interview, a presentation, or some other means to which both the student and the faculty member agree. For details, contact the Registrar. Students applying for credit through the PLAR process pay one-third of the tuition price normally assessed for that credit. Students seeking exemption from a requirement or advanced standing in a subject field pay \$100 per exemption of three credit hours.

## **Courses and Their Requirements *Course Syllabi, Requirements, and Grading***

The specific requirements of a course, including due dates, and the value each item will have in the final grade shall be published by way of a finalized syllabus by the last date for course changes. Any changes made after this time must be negotiated with the class and made in consultation with the Registrar’s Office. If such changes are made, the instructor must immediately inform the students. All grading in the course shall then be done consistently with the agreed-upon course requirements.

The instructor shall assign a letter grade (A+, A, B+, B, C+, C, D, or F) to every submitted assignment that contributes toward the final grade for a course before returning it to the student (unless the syllabus stipulates that the assignment is to be marked as pass/fail or credit/no credit). It shall be possible for the student to discern from the mark how it affects the final grade.

All term work submitted on time shall be evaluated and returned with a grade to the student within a reasonably short period of time. At least 20% of the coursework assigned for a course must be graded and returned at least one week prior to the deadline for voluntary withdrawal (if submitted by the student by the relevant due dates).

Instructors are encouraged to utilize multiple means of assessment—tests, examinations, research projects, reports, minor papers, book reviews, journals, field assignments, etc. Instructors may give students options as to how they will meet the course requirements.

### ***Extensions and Incompletes***

All academic course requirements must be completed at the times specified by the syllabus for the course, unless the student requests and receives an extension for an assignment(s) within the semester or an extension for the course beyond the end of the semester.

**Extensions within the semester:** A student may request an extension for an assignment(s) within the semester from the instructor. A student should request the extension prior to the date the assignment is due. The instructor has discretion in granting extensions within the semester. Extensions for assignments cannot extend beyond December 15<sup>th</sup> for fall semester courses, April 15<sup>th</sup> for winter semester courses, and August 15<sup>th</sup> for spring/summer semester courses.

**Extensions beyond the end of semester:** If a student requires an extension for course work past the closing date of the semester, the student must submit an appeal to the Academic Student Issues Committee by way of the Registrar's Office. The last date to appeal is December 16<sup>th</sup> for fall semester courses, April 16<sup>th</sup> for winter semester courses, and August 16<sup>th</sup> for spring/summer semester courses.

If the student's appeal for an extension beyond the end of semester is granted, the Registrar's office, in consultation with the instructor and the student, will determine due dates for the remaining assignments. The maximum time allotted for extensions are: August 1, for courses ending in April; December 1, for courses ending in August; and April 1, for courses ending in December. Registrar's office will enter a grade of I (for incomplete) accompanied by a temporary grade, which is based on completed work, assuming a value of zero for uncompleted work. If the student completes the remaining work within the extension period, the grade will be recalculated and the incomplete status will be removed. If the student does not complete the work within the extension period, the incomplete status will be removed and the grade will remain as originally entered.

### ***Email Submission of Assignments***

Normally, students will submit all written assignments in paper form. If an instructor chooses to permit submissions by e-mail, the instructor should provide information within the course syllabus that specifies a confirmation process. For instance, the instructor could specify that after a student sends a submission, if the student does not receive an e-mail from the instructor within twenty-four hours confirming receipt of the submission, then the student must take initiative to resubmit, either electronically or in paper form, until the instructor's receipt of the submission is confirmed.

In some circumstances, an instructor may choose to give permission to a particular student to make a submission by e-mail. Again, the instructor should specify the confirmation process. It is the student's responsibility to gain confirmation of receipt for any particular submission.

### ***Multiple Submissions of the Same Work***

Students may, on occasion, wish to prepare one piece of work (e.g., an essay) to fulfill requirements for two

different courses. This can be an important way for students to bring different areas of study into dialogue or to study a topic relevant to two courses in greater depth. Students who have completed at least thirty credit hours of university-level courses may request such an arrangement. Such requests must conform to the following guidelines:

- The student will submit the request in a written proposal to the Academic Student Issues Committee by way of the Registrar.
- The student must receive consent from the instructors in both courses.
- The title page of the submission must indicate for which courses it is being submitted and what value it has been assigned in each of the two courses.
- Normally, the assigned value of the submission is no more than 30% in either course.
- The submission must reflect the amount of work approximately equivalent to what would be required to prepare the two assignments it replaces.
- When students make multiple submissions of the same work not governed by this policy, it will constitute academic misconduct.

### ***Attendance in Classes***

At CMU we regard the educational process as a community endeavour. It is much more than an individual undertaking by individual students. Each student has the potential to contribute to the learning in a class, and each will benefit from contributions by other students. Moreover, it is in the classroom that instructors communicate the subject matter of their courses, demonstrate ways of interpreting information, and provide guidance for students to work through important issues. Therefore, in order to maximize the potential of the educational process, it is important that each student attend classes regularly.

From time to time a student may need to miss a class. The student is responsible to advise the instructor before the class occurs, but if that is not possible, the student should communicate with the instructor as soon as possible after the class. The student is responsible to consult with other students in the class about the missed content.

A student who misses an excessive number of classes may be barred from further class attendance and from taking the examination in the course concerned. Normally six class hours (i.e., six fifty-minute periods, four seventy-five-minute periods, or two three-hour periods) would be an excessive number of classes.

- The instructor has the option to define "an excessive number of classes" differently in the course syllabus, and the instructor may set consequences for failure to attend as the instructor deems appropriate to the course.
- In all cases where the syllabus does not address attendance requirements, the instructor has the option

to debar any student whose absences come to a total of six class hours in a semester.

Debarment means the student may not continue attending classes, the instructor will not grade assignments submitted by the student, and the student may not write the final examination. Debarment may result in the student losing eligibility to play on athletic teams.

When an instructor chooses to debar a student, the following steps will occur:

- The instructor will send the student a note informing the student. The instructor will also send a copy of this note to the Registrar. The instructor must maintain a record of the student's absences as documentation for the grounds of debarment.
- If debarment occurs prior to the VW date, the student has the option to withdraw from the course. In order to withdraw from the course, the student must complete a course change form. Debarment from the course does not constitute official withdrawal. If the VW date has passed, the student will receive an "F" in the course.

A student who receives notice of debarment from a class may appeal for reinstatement.

- This process should begin with the student initiating a conversation with the instructor.
- If that does not result in a satisfactory outcome, and if the student believes s/he has received unjust treatment, the student may immediately appeal to the Academic Student Issues Committee in writing. The written appeal should include any documentation pertinent to the absences. The appeal should be directed through the Registrar's Office.

### ***Attendance in Individual Applied Music Studies***

Students who are unable to attend music lessons for valid reasons, such as illness, must make arrangements with the instructor concerned in order to reschedule such lessons at a time suitable to both the student and the instructor. A full year of individual applied music studies consists of twenty-four lessons. A student must attend a minimum of twenty lessons in order to receive credit.

### ***Examinations and Term Tests***

Between the last day of classes and the beginning of the examination period there is a reading period that is reserved for studying. No tests or examinations may be scheduled during this time.

Term tests may not be scheduled during the last five class-days of a semester. A term test may not count for more than 33% of the final grade. Term tests given during the last three weeks of classes may not collectively exceed 33% of the final grade. Normally, final examinations may not count for more than 50% of the final grade.

Other forms of examinations should be considered before take-home examinations are given. Take-home examinations have a time limit of seventy-two hours.

The weight of each question shall be clearly indicated on all tests and examinations. Also, the header of each test or examination shall include the course number and title and the name of the instructor.

Normally instructors will design final examinations for completion within two hours, but in a few subject fields (e.g., accounting, mathematics) examinations will have a longer duration. Instructors shall indicate the duration of the final examination (normally not exceeding two hours) within the course syllabus. An instructor has the freedom, at the time of the final examination, to offer extended time to all students in the class. Thus, for example, though the syllabus and the examination itself may indicate a duration of two hours, the instructor may choose to allow three hours for completion.

### ***Examination Rescheduling***

Final examinations must be written during the examination period, as scheduled. At the time of registration the student must choose courses in such a way that there will be no direct conflicts in the examination schedule for the courses chosen. Occasionally a scheduling conflict may arise for CMU students between examinations for courses taken at CMU and those taken at either the University of Manitoba or The University of Winnipeg. In such circumstances, the student should contact the Registrar at least two weeks before the end of classes to request the rescheduling of an examination. If such a conflict occurs for a visiting student, that student should seek a resolution of the conflict at her or his home institution.

In a few other situations a CMU student's request for rescheduling an examination will be granted—e.g., serious illness (documented by a doctor's note), accident, or a death in the family. Also, a student may request rescheduling if the examination timetable is such that within one day or within two consecutive days a student is scheduled to write (i) three examinations in three successive examination slots, or (ii) four examinations within five successive examination slots. The student should contact the Registrar at least two weeks before the end of classes to request rescheduling of an examination.

If a CMU student wishes to request the rescheduling of an examination on other grounds, the student must make an appeal in writing to the Academic Student Issues Committee at least two weeks before the beginning of the examination period. Students should be aware that appeals for reasons of personal convenience or to enable vacation travel do not normally succeed. If the appeal is granted, the student must pay a special examination fee of \$125 per examination before writing the rescheduled examination(s).

### ***Attendance at Term Tests and Final Examinations***

Students are responsible to attend term tests and final examinations at their scheduled times. However, students do occasionally miss tests or examinations due to illness or some other unanticipated circumstance. A student who misses a term test must contact the course instructor, providing an explanation for the absence. The instructor has full discretion over rescheduling the test for the student. A student who misses a final examination due to illness, a death in the family, or some other emergency should contact the Registrar to arrange for another opportunity to write the examination. The student should be prepared to present documentation regarding the circumstances preventing attendance. A student who misses a final examination for any other reason may submit an appeal to the Registrar's Office. The Registrar will adjudicate the appeal in consultation with the course instructor. If the appeal is granted, the student will pay the examination rescheduling fee before writing the examination.

### ***Thesis Writing***

Students enrolled in either CMU's four-year BTS Honours or its four-year Interdisciplinary Honours programs complete these courses (six credit hours) as part of those programs' requirements. However, students in other fields of study, completing a four year major, also have the option of applying for a thesis course. Completion of a thesis course may enhance their prospects for admission to a graduate school, especially in cases where the school prefers applicants from honours programs.

A student may apply for a thesis course when the student has completed

- 75 credit hours of coursework,
- with an overall minimum GPA of 3.5
- and a minimum GPA of 3.8 in the major.

The student will begin the application process early in the third-last semester of that student's program by requesting a Thesis Course Application Form from the Registrar, who will confirm the student's eligibility by signing the form.

The student will complete the requirements listed in that form by attaching to it a page with

- a description of the proposed thesis project,
- a provisional title,
- and a rationale for how the proposed thesis fits into the student's program and learning objectives.

The student will then seek the support of a faculty member to serve as a potential thesis advisor. The student and the potential thesis advisor will, together, propose a second reader. The student will then seek approval of the academic dean or the academic dean's designate. Approval of the application will be contingent

on the availability of faculty members to serve as thesis advisor and second reader. After the academic dean or designate signs the form, it proceeds to the Registrar's Office where it serves as a registration form for the thesis course that will normally take place in the final two semesters of a student's program. This entire application process must be completed by the end of the third-last semester of the student's program.

A student who successfully applies for a thesis course will submit a thesis prospectus to the thesis advisor by the mid-point of that student's second-last semester at CMU (i.e., October 15 or February 15). The prospectus must include the following: i) A description of the subject to be investigated including why it is worthy of investigation; ii) a thesis statement or central argument that will guide the research and writing (at this point, probably a speculative or provisional statement); iii) a preliminary account of the prevailing views on the subject that is being investigated, which addresses the questions, interests, and methods of previous scholarship; iv) a preliminary outline of what a completed thesis might look like; and v) a bibliography that demonstrates availability of resources and indicates that the student has begun to read widely in the field.

Having received the thesis prospectus, the thesis advisor, together with the second reader, will decide whether to approve the prospectus, require further revisions and a resubmission, or to reject the prospectus.

If the committee rejects the prospectus, the student has the option of changing the thesis course registration to that of an independent study with a value of three credit hours. To exercise this option, the student must de-register from the thesis course and register for an independent studies course.

The thesis is an extended essay, approximately 12,000 to 15,000 words (40-50 pages) in length, including documentation. The student must submit two printed copies of the completed thesis to the thesis advisor as well as an electronic copy at least four weeks (twenty class days) before the end of classes in that student's final semester.

The advisor and the second reader will evaluate the thesis to determine its readiness for oral presentation. They may agree to proceed with it as submitted, or they may require corrections and revisions. By two weeks (ten class days) before the end of classes, the thesis must be complete. At that time, the advisor, in consultation with the student and the second reader will secure a date and location for an oral presentation which will take place before the end of session.

The oral presentation will be seventy-five minutes in length, chaired by the thesis advisor and open to the public. The student will give a ten to fifteen minute introduction to the thesis, describing the argument and the conclusions reached. The student will also supply an

abstract of one or two pages, single-spaced, for those attending the presentation. The readers will then have opportunity to ask questions regarding any aspect of the thesis. Finally, the public will have opportunity to ask questions or offer comments.

After the conclusion of the oral presentation, the thesis advisor, in consultation with the second reader, will assign a letter grade for the thesis. The thesis may be accepted as submitted, or it may be accepted subject to corrections. All corrections must be completed prior to submission of a final grade and graduation.

## Grades and Grading

### *Grades*

To receive credit for a course, students must obtain one of the following passing grades—A+, A, B+, B, C+, C, D or P. An F is a failing grade. Registrar's office will make final grades available by way of transcripts through the students' portals.

### *Grade Points*

Grade points are assigned to each letter grade as follows:

Letter Grade	Grade Points	
A+	4.5	Exceptional
A	4.0	Excellent
B+	3.5	Very Good
B	3.0	Good
C+	2.5	Satisfactory
C	2.0	Adequate
D	1.0	Marginal
F	0	Failure
P		Pass

### *Grade Point Averages*

Grade point averages are calculated as follows: For each course a student has completed, its value in credit hours is multiplied by the grade points corresponding to the grade the student has earned for that course. The product is the number of weighted grade points the student receives for that course. The sum of the weighted grade points received in all courses completed is then divided by the total number of hours of credit taken. The result is the student's cumulative grade point average.

### *Grade Vetting*

CMU is committed to building a culture of fair and consistent grading. This is important for the integrity of the university, for its reputation among other universities, for the integrity of students' transcripts, and for the recognition of these transcripts at other universities.

Over the course of a semester, instructors will provide grades to students for each assignment submitted, and at its end instructors will provide a cumulative grade. Those grades are provisional until the completion of a vetting process. Thereafter the Registrar's Office will publish final vetted grades through the transcript function in the student portal. Normally vetted grades will be published

by January 15<sup>th</sup> for courses ending in December, by May 15<sup>th</sup> for courses ending in April, and by September 20<sup>th</sup> for courses ending in August.

For various reasons, grades vary from one class to another (e.g., large introductory courses will vary from small upper-level courses). However, if significant anomalies appear in grades for a particular course, an adjustment of grades in that course may be required. The vetting process includes consultation with the instructor. Factors such as the following are considered:

- the class GPA in comparison to the average GPA of all classes for the semester
- the class GPA in comparison to previous years for the same course
- the class GPA in comparison to the GPA in other classes within the same subject area
- the average grades of individual students in the class in comparison to the individual students' GPAs for other courses

### *Transcripts*

The academic transcript is an official university document, signed and sealed by the Registrar. It lists all courses for which a student has registered, final grades that have been assigned, credit hour values, and the cumulative grade point average. Students may order official transcripts by completing a form available on CMU's website or in the Registrar's Office and upon payment of the transcript fee.

## Academic Performance

### *Academic Standing*

The purpose of CMU's policy on academic standing is to promote strong academic achievement among students and to provide structure and support for students with academic difficulties.

There are four levels of academic standing at CMU: Satisfactory Standing, Academic Alert, Conditional Continuance, and Academic Suspension. An applicant may receive admission to CMU either in Satisfactory Standing or on Conditional Continuance. An applicant's academic standing at admission is determined by the applicant's level of academic performance in high school or in previous work at other post-secondary institutions.

At the end of each semester, the Registrar's Office will review the performance of all students who have attempted nine credit hours or more to reassess their academic standing. Assessments will be completed by the middle of January for performance during fall semester, by the end of May for performance during winter semester, and by the middle of September for performance during spring/summer semester.

After performance assessments are completed, the Registrar's Office will notify those students who do not achieve Satisfactory Standing. Academic transcripts will

indicate a student's standing if it is Conditional Continuance or Academic Suspension.

The four levels of Academic Standing are defined as follows:

- (i) **Satisfactory Standing**—The student achieves a sessional grade point average (GPA) of at least 2.5, or the student achieves a sessional grade point average of 2.0 and a course completion rate of at least 50%. The course completion rate is calculated by dividing the number of courses a student has completed by the total number of courses in the student's registration for the pertinent academic period. A course is complete if a final grade has been assigned. A course is incomplete if the student withdraws or if a student successfully appeals for an incomplete standing in the course.
- (ii) **Academic Alert**—The student has not satisfied the criteria for Satisfactory Standing but the student's sessional GPA is above 1.4. The student's standing will be reassessed after the student has attempted a minimum of nine additional credit hours.
- (iii) **Conditional Continuance**—The student has been admitted on Conditional Continuance, or the student's sessional achievement is below the standards set for Academic Alert, or the student has completed nine credit hours while on Academic Alert but has not achieved the minimum standards to return to Satisfactory Standing, or the student has been found guilty of academic misconduct. The student's standing will be reassessed after the student has attempted a minimum of eighteen additional credit hours.
- (iv) **Academic Suspension**—This standing will apply to two categories of student: (a) The student has attempted eighteen credit hours or more while on Conditional Continuance but has not met the minimum academic standards to return to Satisfactory Standing, or (b) the student has earned a sessional GPA of less than 1.0 in any particular semester and has shown a low level of academic engagement (e.g., missing classes, failing to submit assignments, etc.).

A student with the standing Academic Alert will meet with the Coordinator of Student Advising to discuss strategies to improve academic performance during the following semester. To achieve Satisfactory Standing, the student must earn a minimum sessional GPA of 2.0 over a minimum of nine credit hours with a course completion rate of at least 50%. If the student does not achieve this standard, the student may continue, but the student's standing will be Conditional Continuance.

A student on Conditional Continuance will fulfill the following four requirements:

- (i) The student will meet with the Registrar before registering for the following semester. The Registrar will appoint a faculty advisor for the student and

advise the student regarding an appropriate course load.

- (ii) The student will attend all classes.
- (iii) The student will prepare a master schedule of tests, examinations, and assignment due dates for submission to the faculty advisor by the end of the third week of classes.
- (iv) The student will develop an academic covenant in consultation with the faculty advisor. An academic covenant is (i) a personalized strategy, based on a careful assessment of factors contributing to the student's academic difficulties, (ii) a commitment by the student to work according to that strategy, and (iii) signed by both the student and the faculty advisor. A key element of the academic covenant will be an arrangement for regular meetings between the student and the faculty advisor, the focus and nature of which will be determined by the strategy. The student will provide copies of the covenant to the Registrar, to the faculty advisor, and retain one for herself/himself.

Students on Conditional Continuance may lose their eligibility to play on CMU's inter-varsity athletic teams or to participate at some levels in student governance. Students on Conditional Continuance who miss classes without adequate explanation, submit assignments late, or violate the covenant in any way (e.g., missing meetings with the faculty advisor) may be subject to disciplinary action. Disciplinary action could include deregistration from CMU. Such action will be the responsibility of the Registrar's Office.

A student will move from Conditional Continuance to Satisfactory Standing when, over the course of a minimum of eighteen credit hours, the student earns a GPA of 2.0 with a course completion rate of at least 50%, or a minimum GPA of 2.5. If the student does not achieve these standards, the student will normally be placed on Academic Suspension. When a student returns to Satisfactory Standing, the Registrar will provide a memorandum of commendation, informing the student of this change in standing.

A student with the standing Academic Suspension may appeal to the Academic Student Issues Committee for re-admission to CMU. If the student has attempted more than thirty credit hours at CMU, the student must accept suspension for a period of one full year before submitting such an appeal. A student who has attempted less than thirty credit hours may make an immediate appeal. During the period of Academic Suspension, the student should develop a strategy to address the factors that contributed to poor academic performance. This could include registering for courses to improve study skills, writing skills, English language skills, etc. Readmitted students will return under the terms of Conditional Continuance.

### ***Dean's Honour Roll***

CMU has established a Dean's Honour Roll in order to recognize academic excellence among undergraduate students. At the end of each academic year, all full-time students who have achieved a grade point average of 3.5 or higher over the course of the academic year are placed on the Dean's Honour Roll.

### ***The President's Medal—for Scholarship, Leadership, and Service***

The purpose of this award is to recognize and celebrate students graduating with a baccalaureate degree who best represent the ideals of the mission and vision of CMU. The award is shaped by CMU's mission to "inspire and equip women and men for lives of service, leadership, and reconciliation in church and society," and will focus especially on those students whose academic achievement is matched by their growth as well as potential in the practical application of their education. Recipients must have achieved a minimum GPA of 4.0 by January of the pertinent year, completed at least 60 credit hours at CMU, and demonstrated leadership and service within their community. CMU awards two medals each academic year.

## **Students with Disability**

CMU strives to provide a fair and supportive learning environment for academically qualified students with disabilities. The term "disability" refers to both mental and physical conditions which are permanent, ongoing, episodic, or of some persistence, and cause a significant limitation for the person in carrying out some of life's major activities.

CMU's Application for Admission form invites applicants to identify any physical or learning disabilities. It is the applicant's responsibility to make an adequate disclosure to enable CMU to assess its capability to respond to that applicant's disabilities.

When an applicant discloses a disability, the Admissions Counsellor will ask the applicant to provide detailed information by filling out the form entitled Self-Identification for Students with Disabilities. The applicant should normally complete and submit the form at least one month before classes begin.

At least a month before classes begin, applicants with disabilities should seek an interview with either or both the Coordinator of Accessibility Programs and the Registrar to work toward an understanding regarding responsibilities each of CMU and the prospective student will assume to appropriately structure the CMU experience for the prospective student.

The prospective student will normally provide current medical documentation regarding the nature of his or her disabilities from an appropriately licensed professional.

As much as possible, the student should also provide documentation that clearly identifies accommodations needed to enable the prospective student to work or live comfortably on campus at CMU and academic accommodations that would assist the prospective student in her or his efforts to learn and demonstrate mastery of course content.

The Academic Student Issues Committee, which includes the Coordinator of Accessibility Programs for this agenda, has authority to approve academic accommodations and responsibility to serve as a consultative body for the Registrar and the Coordinator of Accessibility Programs in their administration of academic accommodations.

In all cases where accommodations have implications for the delivery of courses, for tests, or for examinations, the Registrar will communicate them to the student's instructors by way of a memorandum copied to the student. During the first week of classes, the student should seek an interview with each of her/his instructors to ensure that arrangements are in place in accordance with the Registrar's memorandum.

## **Academic Integrity**

### *Purpose*

CMU has a responsibility to set standards of student conduct that promote and maintain an environment in which academic integrity is understood and valued, and serves as the basis for student learning. The objective of this policy is to encourage appropriate student conduct and, when necessary, to identify and regulate student academic misconduct that infringes on the culture of academic integrity upon which the University is built. The policy seeks to ensure fair and consistent process for students.

### *Foundations*

When students plagiarize or cheat, they violate trust. Mutual trust is essential to building an academic community. The foundation for mutual trust is integrity. It is the responsibility of all members of the community at CMU to foster and guard academic integrity.

### *Definitions*

Academic misconduct includes all of the following:

- Plagiarism
- Cheating
- Inappropriate research and writing practices
- Impersonation
- Forging, falsification or modification of an academic record

Plagiarism is presenting language or an idea from a source of any kind as if it were one's own, that is, without explicitly and clearly citing and documenting the source. The following are examples of plagiarism:

- Copying an essay in its entirety from a single source, or copying sections from several sources and connecting

them together with a few sentences of one's own, and submitting the product as one's own work.

- Copying a phrase, a sentence, or a paragraph from a source into a written submission without acknowledging the source by providing a reference and documentation.
- Presenting a paraphrase or summary of material from a source in one's paper without acknowledging the source through a reference and documentation.
- Quoting a phrase, sentence, or paragraph from a source without enclosing it in quotation marks or setting it off as a block quotation, even if one is acknowledging the source through a reference and documentation.

As the foregoing examples may suggest, a student may plagiarize intentionally or unintentionally. Sometimes students, due to a lack of understanding or due to negligence, submit assignments in which they have used sources inappropriately or have failed to adequately acknowledge them.

Cheating is dishonest or attempted dishonest conduct during examinations or tests or in the completion of any other requirement for a course, whether this conduct is to benefit oneself or to benefit another student. Cheating includes the following actions, but it could take many other forms:

- Copying from another student's test/examination paper in the test/examination room, or making one's test/examination visible to another student to copy.
- Communicating with another student during a test or examination.
- Bringing unauthorized material into the test or examination room, whether on paper, in electronic form, or in any other medium.
- Copying from another student's assignment, lab report, problem solutions, etc., and submitting it as one's own work, or making one's own work available for another student to use.
- Submitting the same work for more than one course without gaining permission in advance to do so.
- Acquiring a copy of a test or an examination in advance of the scheduled time for the test or examination.

Inappropriate research and writing practices include misrepresenting or falsifying research results, biasing the design of one's research to secure desired outcomes, and making references to non-existent resources.

Impersonation means to present oneself as someone else. To impersonate someone or to arrange to someone to impersonate oneself are acts of misconduct, whether in-person in a classroom or examination room setting, or virtually through an electronic medium.

Forging or modifying academic documents such as tests, examinations, letters of admission, recommendation, permission, academic transcripts, or any other formal academic document of the university are acts of misconduct. Similarly, submitting false or incomplete

information by way of a university form is academic misconduct.

#### *Procedure*

When an instructor has reason to suspect that a student has plagiarized or cheated, the instructor will immediately consult with the academic office (Academic Dean's designate) for an initial assessment of the nature and extent of the possible misconduct, and for guidance on how the case might be dealt with. It may be decided that the instructor is best positioned to initiate a conversation with the student (in cases of apparent misunderstanding or negligence in a student's first year), or that the matter should be taken up more formally by the academic office. The student will be informed of the apparent misconduct and what steps are being followed. If it is decided that the matter should be pursued informally by the instructor, the instructor will engage the student in conversation about what the student appears to have done inappropriately. The instructor may offer a warning and, depending on the course of conversation, may permit or require resubmission of the assignment. The instructor may also or instead deem the case of a sort that should be passed on the academic office for further consideration.

In cases where it appears that the matter should be taken up more formally by the academic office, normally the Academic Dean's designate and a faculty member from the Academic Student Issues Committee (ASIC subcommittee) will meet with the student to review the materials provided by the instructor. The student will have opportunity to provide an explanation, make a defence, or to make amends. After this meeting, the Academic Dean's designate and the designated faculty member will discern what further process is required.

If there is insufficient evidence of misconduct, the case will be dismissed.

If it is discerned that the evidence of misconduct is conclusive but that either the nature of the misconduct or the student's response has been such that the matter may be resolved without further formal process, the ASIC subcommittee may establish consequences short of course failure, according to the terms of reference provided below. The Academic Dean's designate will communicate the consequences to the student in writing and will provide documentation regarding the case to the student's file, and will regularly report these cases to the Academic Student Issues Committee. The student will be notified that they may appeal the decision to the Academic Student Issues Committee.

If it is discerned that the evidence of misconduct is substantial and that the student's response or the nature of the misconduct warrants further formal process, the Academic Dean's designate and the instructor will present the case to the Academic Student Issues Committee. The student will have an opportunity to offer

an explanation, make a defence, or to make amends. The student may choose a listener to accompany her/him during the meeting with the committee. An alternate faculty member will join when decisions of the ASIC subcommittee are appealed.

If the Academic Student Issues Committee determines that the evidence of misconduct is compelling, the committee will establish appropriate consequences, according to the terms of reference provided below. The Academic Dean's designate will communicate the consequences to the student in writing and will provide documentation regarding the case to the student's file.

If the committee determines that the evidence is inconclusive, the case will be dismissed.

#### *Consequences*

In determining the consequences for a particular case of academic misconduct, the following will be taken into consideration:

- the nature and the extent of the plagiarism or cheating;
- the nature and weight of the assignment;
- whether the student has committed a previous offence;
- the year in which the student is enrolled.

The possible consequences for academic misconduct include:

- a requirement to resubmit an assignment,
- a reduced grade or a failing grade for the submission,
- a failing grade for the assignment category in which cheating or plagiarism was evident,
- a failing grade for the course,
- remedial work and/or additional course work,
- academic suspension from the university for the period of one full academic year.

Significant plagiarism in an assignment that has a substantial value in the course, or cheating on a term test of substantial value, will automatically result in a failing grade for the course. The student will not have the option of withdrawing from the course to avoid an 'F' on the transcript. Cheating on a final examination will result in a failing grade for the course. Plagiarism or cheating in a course taken within the last thirty credit hours of a student's program will normally result in a failing grade for the course and in postponement of graduation to provide time for the student to re-establish integrity. Normally, the student will have an opportunity to re-establish academic integrity and graduate by completing one course to replace the course that was failed, plus at least one additional course.

If a student is suspended on account of academic misconduct, the student's academic transcript will indicate academic misconduct as the basis for suspension. The student may apply to the Registrar for reinstatement after a period of one year. If reinstatement

is granted, the student will return with the standing of Conditional Continuance. During the period the student has this standing, the student's instructors will give attention to assisting the student in practising academic integrity. If the student completes this period and achieves Satisfactory Standing, that student may appeal for the removal of the notation regarding academic misconduct from the transcript.

If a student believes s/he has been wrongfully sanctioned for academic misconduct, that student has the right to appeal within fifteen days after receiving notice of the sanction. The appeal will be directed to the Vice President Academic.

## **Appeals**

### ***Various Academic Matters***

Students should direct appeals pertaining to curricular matters (e.g., regarding exemption from a requirement or a substitution for a required course) to the Curriculum Appeals Committee. Appeals pertaining to other academic matters (e.g., regarding scheduling of examinations, extensions beyond the end of semester for a course, etc.) should be directed to the Academic Student Issues Committee. Students should submit all appeals in writing through the Registrar's Office.

An appeal consists of a statement of the requested exemption or variance and an argument or an explanation in support of the request. For the appeal to succeed, the argument or explanation must convince the committee that will consider the appeal. The Registrar will communicate committee's decision in writing to the student.

### ***Grades***

Faculty members at CMU are committed to evaluating students' work fairly. A student who believes that a grade assigned on a particular submission is unjust may appeal to have the grade reviewed. The student will first meet with the instructor to present a case for a higher grade and to request a new evaluation of the submission in question. If this step does not result in satisfactory resolution, the student may submit a written appeal to the Registrar. The appeal will consist of a copy of the particular submission in question together with the case the student has developed in support of a higher grade. The Registrar will forward completed appeals to the Academic Dean, who, in consultation with the instructor, will appoint a second faculty member to evaluate the submission. The Academic Dean and the instructor, in consultation, will use the results of the second faculty member's evaluation to determine a grade for the submission. Appeal of grades on particular submissions will not normally be allowed after the end of the semester.

A student who believes that a final grade recorded on the transcript of grades is incorrect will send a written

request both to the course instructor and to the Registrar's Office, requesting that the grade be checked.

A student who believes that a final grade recorded on the transcript of grades is unjust may, within six weeks of the publication of the transcript, appeal in writing to the Registrar's Office to have the grade reviewed. The appeal will consist of all the materials submitted for evaluation in the course together with a case the student develops in support of a higher grade. A processing fee will be charged to the student for each appeal submitted. (For the amount of the fee, see the schedule of fees published with the current registration materials.)

### ***Authorized Withdrawal***

In exceptional circumstances, illness, grief, or some other factors may impede a student in taking appropriate action to voluntarily withdraw from a course before the last date for such action has elapsed. In such circumstances, a student may appeal to the Academic Student Issues Committee to give consideration to an authorized withdrawal. The appeal together with supporting documentation should be routed through the registrar's office. Normally such an appeal should be submitted within one year of the end of the semester containing the course registration from which the student requests authorized withdrawal.

When the Academic Student Issues Committee grants an appeal, the registrar will enter a grade of 'AW' for 'authorized withdrawal' into the student's academic record for the courses concerned. The student will not receive credit for the course and it will not be calculated in the grade point average. There will be no tuition refunds payable, though there may be instances in which tuition credit will be granted in accordance with CMU's policy regarding withdrawals for medical reasons.

### ***Forfeiture of Credit Previously Earned***

Students who have not registered at any university or degree-granting institution for at least three years since last attending at CMU may choose to forfeit all their previous credits earned at CMU. Students who choose this option must submit their requests in writing to the Registrar's Office.

Students may elect to forfeit credits at the time of their returning to CMU, or they may take such action at any time before graduation. The forfeiture will apply only to and to all those courses attempted or completed before the minimum three year absence from post-secondary educational institutions.

When a student elects to forfeit credits, the courses the student previously attempted or completed continue to appear on the student's transcript together with the grades the student earned. However, the credit value of each course is set to zero so that the transcript shows

zero attempted credit hours and zero accumulated credit hours.

## **Graduation**

The graduation weekend in April is an important event at CMU. It marks the official culmination of studies for graduating students. It is a community event because academic work is more than an individualistic endeavour; the CMU community is an important part of the learning that takes place. Through the graduation events the CMU community formally acknowledges the graduating class. All graduating students are expected to participate in the events. Graduands who are unable to attend must send a written notice to the Registrar by February 1<sup>st</sup> of their graduating year.

Students who believe they will be eligible to participate in the graduation events in any particular year must complete and submit a Graduation Application form and pay the graduation fee by September 30th.

At the convocation ceremony a student will have status as one of the following:

- (i) **Graduand**—A student who has met all degree requirements. Graduands will receive an official degree parchment at convocation.
- (ii) **Conditional Graduand**—A student who has completed courses to cover all degree requirements but whose grades have not all reached Registrar's Office. For example, the student may have taken a course at another institution during the final semester. When the Registrar's Office receives the final grades, it will provide the degree parchment to the student. If the final grades do not reach the Registrar's Office by June 30<sup>th</sup>, the conditional graduation status lapses. The student must apply again for graduation.
- (iii) **Participant**—A student who has completed the academic writing requirement, the integrative studies requirement, and enough courses to be within six hours of completing the programs with a minimum GPA of 2.0. After a subsequent academic session, when a participant has completed all the remaining requirements of the degree program, the participant will notify the Registrar's Office to request conferral of the degree.

CMU also confers degrees in November but without a convocation ceremony. Students who believe they qualify to graduate in November must apply in writing to the Registrar by the end of September. If the final required courses are taken at another institution, a transcript must be received by the Registrar's Office by October 15th.

## **Completing a Second Major**

Students may include a second major within either the three- or the four-year Bachelor of Arts program by completing all the requirements of each major. Some

courses qualify to meet requirements in several different majors. Students may count a maximum of six credit hours of such courses toward the requirements of each of two three-year majors, and twelve credit hours toward the requirements of each of two four-year majors.

## Completing a Second Baccalaureate Degree

Students who already hold a baccalaureate degree may earn a second baccalaureate degree from CMU by completing the residency requirements as well as all the particular requirements of the degree sought. Credits earned to satisfy the requirements of the first degree may be used, wherever pertinent, to satisfy requirements of the second degree. Thus, to earn a second baccalaureate degree that is a three-year degree, a student must complete at least another thirty credit hours to meet the residency requirement of the second degree. To earn a second degree that is a four-year degree, a student must complete at least another sixty credit hours to meet the residency requirements of the second degree.

If a student has completed a three-year degree with a particular major and wishes to upgrade it to a four-year degree with that same major, the student may complete the additional requirements of the four-year degree, surrender the degree parchment obtained for the three-year degree, and receive the four-year degree parchment in its place. The student's transcript will indicate only the awarding of the four-year degree.

## Adding a Credential to a Degree already Earned

A student may add a credential (a major, a minor, a concentration) to a degree already earned at CMU by completing the requirements of the desired credential. This must occur within five years of the year in which the student graduated. The additional credential will appear in the student's transcript.

## Revision or Discontinuance of an Academic Program

When CMU revises or discontinues an academic program, students already in that program may finish that program by fulfilling the requirements in effect at the time of their initial registrations. They will have a maximum time frame of six years from the year their initial registration. Thereafter, students must choose a new program or fulfill the revised requirements of the program.

## Notification of Disclosure of Personal Information to 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 post-secondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand 'outcomes'. In order to carry out 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 only for statistical purposes, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify the student.

Students who do not wish to have their information used may ask Statistics Canada to remove their identification and contact information from the national database.

Further information on the use of this information can be obtained from Statistics Canada's web site: [www.statcan.ca](http://www.statcan.ca) or by writing to the Postsecondary Section, Centre for Education Statistics, 17th Floor, R. H. Coats Building, Tunney's Pasture, Ottawa, K1A 0T6.