

Academic Regulations

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UNDERGRADUATE CURRICULUM REDESIGN

The University of Calgary is a campus that values and provides innovative curricula, intellectually engaging both faculty members and students in exciting teaching and learning activities. All programs are being redesigned so that each reflects seven curricular features which enable students to develop core competencies and achieve a graduating student profile. Core competencies are an integrated set of skills and abilities, including critical and creative thinking, analysis of problems, effective written and oral communication, gathering and organizing information, logical calculation, abstract reasoning and its application, insight and intuition in generating knowledge, interpretive and assessment skills. Graduating students are intellectually powerful. They can: pose questions which approach the frontiers of knowledge; solve academic, professional, and ethical problems; relate theory and practice; establish and realize goals, working alone and with others; communicate meaning competently and effectively; engage meaningfully with representatives from other cultural and linguistic communities; and understand the world from a variety of perspectives.

Admission

Please refer to page 25 for the Admission Requirements policy for this year.

All enquiries relating to undergraduate admission to the University (except for those Faculties noted directly below) should be directed to:

Admissions Office
 University of Calgary
 2500 University Drive N.W.
 Calgary, Alberta T2N 1N4

All enquiries relating to admission to the Faculties of Environmental Design, Graduate Studies, Law and Medicine should be directed to those faculties.

The courses of study in the University are, unless otherwise noted, open to men and women on equal terms. There will be no discrimination in principle with the exception that General Faculties Council may from time to time recognize disadvantaged groups.

The language of instruction at the University of Calgary is English except in certain courses in the language departments. As resources permit, selected courses in some disciplines may also be offered in the French language.

The University of Calgary reserves the right, published requirements notwithstanding, to reject applicants for admission or registration in courses, even if they meet the entrance

requirements, on the basis of their overall academic records or on the basis of grounds that, in the opinion of the University, are reasonable in the circumstances.

Classification of Students

I. Undergraduate Students

Undergraduate students are those students who have fulfilled admission requirements and are registered in courses for credit towards an undergraduate degree, or possess an undergraduate degree and are pursuing a program of studies leading to a diploma or another undergraduate degree. Visiting students and Unclassified students are also considered as undergraduate students.

These students fall into two categories:

- (a) Full-time students — i.e., those students who are registered in the equivalent of three or more half courses each session;
- (b) Part-time students — i.e., those students who are registered in the

PRIVACY OF STUDENT INFORMATION

Applicants are required to sign a declaration on the Application for Admission form which includes the following:

“Further, I acknowledge that this information is collected under the authority of the Freedom of Information and Protection of Privacy Act, the Statistics Act (Canada) and the Income Tax Act (Canada). It is required to determine my eligibility for admission and will be used to contact me regarding university programs and services. If admitted, it will form part of the student record and will be disclosed to relevant academic and administrative units. If granted an award, pertinent information will be released to the award donors, high schools, provincial funding bodies, University of Calgary faculty and administrative offices, and will be used for University of Calgary promotional purposes. Specific data elements will be disclosed to the federal and provincial

governments to meet reporting requirements and to the Students’ Union/Graduate Students’ Association in accordance with contractual agreements. At the University of Calgary, the following information is defined as the student’s public record: name, dates of registration and graduation, faculty of registration and degree/diploma awarded. All other data is considered confidential and will be used and disclosed in accordance with privacy legislation. For more information regarding the collection or use of this information, contact the Director of Undergraduate Admissions, (403) 220-6645.”

The following statement is on the form used by Unclassified students and others when registering for courses at the University:

“This information is collected under the authority of the Freedom of Information and Protection of Privacy Act and the Federal Statistics Act. It is required to register and record course selection. Financial information is required for authorization to credit company. If you have any questions about

the collection or use of this information please contact the Registrar at (403) 220-5510.”

The University of Calgary has a Policy on the Confidentiality of Student Educational Records that was approved by General Faculties Council in 1989 and is in compliance with the above-named Acts. This policy defines what information is considered public and who has access to student records. A copy of the policy is available from the Registrar. All students have the opportunity to view their own record excluding file memos marked as confidential and information which was provided in confidence (either explicitly or implicitly). Students will be permitted to view such files under conditions which prevent any alteration or mutilation of the file or its contents and in the presence of a supervisor. This includes both Registrar’s and Faculty/Department Office files.

Further questions about the Privacy of Student Information can be directed to the Registrar.

equivalent of less than three half courses each session.

Undergraduate students, or students in programs identified with undergraduate faculties, are classified as follows:

1. A **Regular Student** is any student who has been formally admitted to study in the University and is registered in a program leading to a degree or diploma. This classification includes students who are admitted to the University under the Adult Student admission policy.

2. An **Unclassified Student** is a student who is permitted to register in credit courses, but who is not admitted to a program leading to a degree or diploma. Unclassified students must complete an Unclassified Student Application/Registration form which is available from the Office of the Registrar.

To be eligible for registration under this category, students must be either 18 years of age or older by the commencement of the session to which they are seeking admission or holders of an Alberta high school diploma or equivalent (Unclassified non-degree) or holders of an approved degree from an "accredited" institution with a minimum of three years of recognized university-level course work and an approximate 2.00 grade point average (Unclassified degree).

The following students are not permitted to register under the Unclassified student category:

- (a) students who are currently under suspension (required to withdraw from a faculty or from another post-secondary institution within the last twelve months);
- (b) students who have failed to complete the Effective Writing Test and are denied, by their faculty, further registration in any courses;
- (c) continuing students whose registrations have been denied due to enrollment restrictions.

Unclassified non-degree students:

- (a) are limited to registering in a maximum of two half courses per session to a total maximum of ten half-course equivalents (including withdrawals);
- (b) are allowed only one "D" or "D+" grade; students who obtain an "F" grade or a second "D" or "D+" grade will be refused further registration under this category (withdrawal may be considered as failing to achieve the required standard). Review for discontinuation takes place at the end of the Winter Session and the end of the Summer Session;
- (c) are not permitted to register in Fall/Winter Session courses until August 15;
- (d) are not permitted to register in 700-level or above courses.

Unclassified degree holders are not restricted by the limitations in course registration stated above but will not be

permitted to register for Fall/Winter Session courses until August 1. It should be noted that Unclassified degree holders will be subject to dismissal if their academic performance is less than satisfactory. Faculty regulations regarding performance apply.

Offshore applicants requiring acceptance letters for immigration purposes are required to submit their Application/Registration form and all required documents to the Office of the Registrar no later than June 1 for Fall Session, March 1 for Spring and/or Summer Sessions, and October 15 for Winter Session. Students are encouraged to apply early due to varying processing times required by Canadian Immigration. Students applying to the English Language Foundation program should refer to page 33.

Undergraduate rules and regulations of the University apply to all Unclassified students.

Unclassified students must satisfy the University's English Language Proficiency requirement.

3. A **Visiting Student** is a student who has not been formally admitted to the University but who, as a bona fide student (must have successfully completed at least one half-course equivalent) of another accredited degree granting institution, is permitted to take courses for credit towards a degree program in his/her home institution. A Visiting student:

- (a) is permitted to register, on a courtesy basis, with a written letter of approval from the home institution which gives the student permission to complete courses at the University of Calgary. The letter must indicate the number of courses as well as the session/year in which courses can be completed. It is also recommended that the letter indicate specific courses for the protection of the student;
- (b) will have all grades for the courses taken forwarded to the Registrar of the home institution (Grades are not forwarded until the end of the Winter Session and Summer Session; if transcripts are required for convocation at the home institution, application should be made by the student to have these forwarded at an earlier date.);
- (c) will be subject to all rules and regulations applicable to students of this University.

Visiting students must complete a Visiting Student Application/Registration form which is available from the Office of the Registrar. All students are required to attach: (a) a letter of permission from their home institution; and (b) a copy of their university transcript which includes all courses completed and grades received. Visiting students are permitted to register for Fall/Winter Session courses beginning on July 15 and may

only register in person or via mail. Registration by telephone is not available.

Offshore applicants requiring acceptance letters for immigration purposes are required to submit their Application/Registration form and all required documents to the Office of the Registrar no later than June 1 for Fall Session, March 1 for Spring and/or Summer Sessions, and October 15 for Winter Session. Students are encouraged to apply early due to varying processing times required by Canadian Immigration. Students applying to the English Language Foundation program should refer to page 33.

Additional procedures and regulations are indicated on the Visiting Student Application/Registration form. Visiting students must satisfy the University's English Language Proficiency requirement.

4. An **Exchange Student** is a student who is admitted to the University of Calgary under a formal exchange agreement to take courses for transfer to a degree program at his/her home institution. An Exchange student:

- (a) will have all grades for the courses taken forwarded to the Registrar of the home institution. (Grades are not generally forwarded until the end of the Winter Session and Summer Session; if transcripts are required for convocation at the home institution, application should be made by the student to have these forwarded at an earlier date.)
- (b) will be subject to all rules and regulations applicable to students of this University.

Exchange students must complete an Exchange Student Application/Registration form which should be available from the home institution's Exchange Coordinator. Permission to complete courses at the University of Calgary should be provided by either the home institution's signed approval on the Exchange Application/Registration form itself or by a separate written letter of approval. An up-to-date copy of the student's transcript including all courses completed and grades received must also be submitted. Exchange students are permitted to register in Fall/Winter Sessions courses beginning on June 17.

Exchange Application/Registration forms and all required documentation must be submitted to the specific University of Calgary Exchange Coordinator who administers the exchange agreement for the prospective student. Deadlines for applicants to submit Exchange Application/Registration forms and complete required documentation will be set individually by the University of Calgary Exchange Coordinator handling the specific exchange agreement. These deadlines will be prior to June 1 for Fall Session, prior to March 1 for Spring and/

or Summer Sessions, and prior to October 15 for Winter Session. Prospective students should either check with the Exchange Coordinator of their home institution or with their Exchange Coordinator at the University of Calgary for these deadlines. After review of the documentation and acceptance of the student, the forms and documents will then be directed to the Office of the Registrar of the University of Calgary. Students requiring letters of acceptance for immigration purposes are encouraged to apply early due to varying processing times required by Canadian Immigration.

Additional procedures and regulations are indicated on the Exchange Application/Registration form. Exchange students must satisfy the University's English Language Proficiency requirement.

Note: *It is the responsibility of the Exchange student to ensure that all courses taken at the University of Calgary have been approved for transfer credit by their home institution prior to commencement of courses.*

Unclassified, Visiting and Exchange students who wish to enroll in degree programs at the University must complete Application for Admission forms by the prescribed deadline, submit official transcripts and meet all admission requirements as set forth by the University.

II. Graduate Students

Graduate students are those students who are admitted to a program leading towards a master's or doctoral degree or are admitted as probationary, qualifying, special, or exchange graduate students. Please refer to the Faculty of Graduate Studies and the Faculty of Environmental Design calendars for further information.

“Admission Requirements” at the University of Calgary

The following policy for admitting students to the University of Calgary for Fall Session 2004 complements the standard admission requirements as presented in this Calendar. Additional information or clarification regarding admission requirements may be obtained from the Admissions Office, the Prospective Student Office and the offices of the faculty to which the student is seeking admission.

Admission to undergraduate faculties will follow the procedures outlined below provided students meet the minimum standards indicated in this Calendar. Applicants seeking admission to the Faculties of Environmental Design, Graduate Studies, Law, Medicine and Social Work are advised to contact these Faculties directly for admission procedures.

New students **admitted** to the University are permitted to register in courses primarily on a first-come, first-served basis. Therefore, the University cannot guarantee that upon

| Transfer Status | High School Average ^{1,2,3} | Transfer Admission GPA ^{3,4} |
|--|--|---------------------------------------|
| No transfer courses completed (e.g. applicant is applying directly from high school) | Considered | Not applicable |
| 1 - 2 half-course equivalent transfer courses completed | Considered | Not considered |
| 3 - 7 half-course equivalent transfer courses completed | Considered | Considered |
| 8 or more half-course equivalent transfer courses completed | Not considered but required high school subjects (or equivalents) must be successfully completed | Considered |

admission a space will be available in all selected courses. In addition, admission to the University does not guarantee subsequent admission to a particular degree program.

All applicants must satisfy the University's basic undergraduate admission requirements and must meet other admission criteria as may be stipulated by the admitting faculty.

Admission to all programs at the University of Calgary will be on a competitive basis. For each faculty/program, the final minimum average(s) required to secure an offer of admission will be determined once the qualifications of the applicant pool have been assessed. High school applicants are considered on the basis of their average over the five appropriate subjects; however, if an applicant has taken more than two half-course equivalent transfer courses, the average over the transfer courses will also be considered. The high school average will not be considered for applicants presenting eight or more half-course equivalent transfer courses. The above chart details when the High School Average and/or Admission grade point average (GPA) will be used.

For information regarding final admission averages for the previous year, please refer to the website: www.ucalgary.ca/admission/averages. Averages will change annually based upon demand for a specific faculty/program.

1. The High School Average for admission will be calculated using the five appropriate courses which are specified as being required for admission by the selected faculty (see Calendar or the website: www.ucalgary.ca/admissions/admission_requirements). The University reserves the right to determine the percentage equivalent for applicants whose subjects were completed outside of the Alberta secondary school system.
2. Students who are 21 years of age as of the start of the Fall Session may be considered for admission on the basis of

English 30 (or equivalent) and other 30-level subjects as may be required by the admitting faculty. Applicants to the Faculty of Communication and Culture shall have their average calculated on English 30 and one of Mathematics 30 or 31 or Pure Mathematics 30 or Applied Mathematics 30 or a language other than English at the 30 level. Applicants to the Faculty of Engineering shall have their average calculated on the five required subjects. Applicants to the Faculties of Fine Arts or Humanities shall be considered for admission on the basis of their grade in English 30. Applicants to the Faculties of Kinesiology and Nursing shall have their average calculated on the four specified subjects. Applicants to the Haskayne School of Business or the Faculty of Social Sciences shall have their average calculated on English 30 and Pure Mathematics 30 or Mathematics 30. Applicants to the Faculty of Science shall have their average calculated on English 30, Pure Mathematics 30 or Mathematics 30, and two of Biology 30, Chemistry 30, Physics 30 or Mathematics 31. Adult students are encouraged to contact their faculty office to ensure that they have adequate background for the program they intend to complete.

3. The following faculties require additional criteria: Education, Fine Arts, Medicine (BHSc), Nursing (Post-Diploma), and Social Work. Applicants to the Faculty of Engineering who have completed a 2-year Engineering Diploma or Applied Technology Degree should note that the Faculty considers the cumulative diploma or degree GPA. Credits transferable from individual courses in an Engineering Diploma or Applied Technology Degree will not be considered in lieu of the cumulative diploma or degree GPA. Please refer to the appropriate faculty sections for more information.

4. The Transfer Admission GPA shall be determined on the basis of the grade point average calculated over the most recent course work to a maximum of ten half-course equivalents (University of Calgary courses and/or transferable courses taken at other institutions). All grades within a session will be included except where the number of courses taken within a session exceeds that required to fulfill (to a maximum of) ten half-course equivalents, in which case the highest grades will be used. Transfer courses are courses which are considered transferable to the University of Calgary regardless of the grades obtained (including "D" and "F" grades) and all grades in such courses will be used in the determination of the Transfer Admission GPA. Grades in high school equivalent courses offered by post-secondary institutions will not be used in determining the Transfer Admission GPA.

Note: *Students will only be permitted to transfer to another faculty during their first year of study provided they possess the minimum average established for admission to that faculty for Fall Session. Students admitted to a faculty must register in courses which are directly applicable to the degree program offered by that faculty.*

Deadline Dates for Undergraduate Applications for Admission and Transcripts

Spring/Summer Sessions 2004

The University of Calgary will not be accepting applications for Spring/Summer Sessions, 2004. The only exception shall be for admission to the Faculty of Fine Arts Music diploma programs.

Exchange, Visiting, Unclassified Degree students and Unclassified Non-Degree students will be permitted to register for Spring/Summer Session, 2004 in accordance with the regulations governing such registrations as published in this Calendar. Visiting and Unclassified Degree students will be permitted to register for remaining spaces in Spring and Summer courses on March 1, 2004. Unclassified Non-Degree students (18 years of age or above or holders of the Alberta High School Diploma or equivalent) will be permitted to register for remaining spaces in Spring and Summer Session courses on March 15, 2004.

Fall Session 2004

Please refer to the chart on page 5.

Winter Session 2005

The University of Calgary will not accept applications to degree/diploma programs for Winter Session, 2005. The only exception shall be for admission to the Faculty of Education's BCR Community of Learners degree program. Due to admission limits, applicants admitted to degree/diploma programs for the Fall Session who are unable to attend the Fall Session cannot be permitted to automatically attend the Winter

Session, 2005. Such applicants are recommended to attend the Winter Session as Unclassified students on a part-time basis. Admitted International students who are unable to attend the Fall Session due to delays in the processing of their Study Permit may obtain special permission to commence studies in the Winter Session.

Unclassified Degree students, Unclassified Non-Degree students and Visiting students will be permitted to register for Winter Session, 2005 in accordance with the regulations governing such registrations as published in this Calendar.

Limitation of Enrollment

While every attempt will be made to accept every qualified applicant to the University of Calgary, enrollment in the University's courses and teaching units must necessarily be limited to the number of students that can be accommodated by the resources available and consistent with an acceptable quality of education.

Enrollment may be limited in any of the junior courses offered by the Faculty of Science. Continuing students in the Faculty of Science whose major programs require these junior courses will receive registration priority until a University determined date for those courses.

General Reservations on Admissions

Any student who wishes to become a registered student of the University must complete an Application for Admission, meet the admission requirements of the University and receive a notice of acceptance before registering in courses or attending any session.

No applicant will be admitted tentatively or allowed to register in courses until evidence of admissibility is received or prescribed tests are written. All applicants admitted on a tentative basis must provide evidence of admissibility prior to the last day for registration in any given session.

The University of Calgary reserves the right, published requirements notwithstanding, to reject applicants for admission or registration in courses, even if they technically meet the entrance requirements, on the basis of their overall academic records or on the basis of grounds that, in the opinion of the University, are reasonable in the circumstances.

All students seeking admission to the University must sign a declaration on the Application for Admission which includes the following:

"With regard to this application, I certify that the particulars furnished are true and complete in all respects. I understand that falsifying or omitting documents or omitting information on this application will result in immediate and permanent dismissal from the University. Falsified documents may be referred to the appropriate authorities for prosecution under the Criminal Code of Canada. Information on falsified documents

is shared with the Association of Universities and Colleges of Canada. Completion of this application gives express permission to the University of Calgary to request from other institutions any applicant's transcripts in addition to those already submitted. The University reserves the right to refuse admission or cancel any admission ruling, even if entrance requirements have been technically met, on the basis of their overall academic records or on the basis of grounds that, in the opinion of the University, are reasonable in the circumstances."

"I agree, if admitted to the University of Calgary, to comply with all rules and regulations of the University."

No student will be permitted to register in a University of Calgary degree or diploma program while simultaneously working towards a **degree or diploma** at another institution. Students, without special permission of their faculty office, are not permitted to register in **courses** offered by another institution while they are proceeding towards a degree at the University of Calgary. Students who elect on their own to take courses at another post-secondary institution must reapply for admission by the University's stated deadlines, and there is no guarantee that any course work completed elsewhere without special permission of the faculty office will be accepted for transfer credit.

Application for Admission

An undergraduate Application for Admission must be completed by students who wish to be admitted to an undergraduate degree or diploma program. The Application for Admission is available through the World Wide Web at www.ucalgary.ca. There are two ways to apply for admission: (1) complete the on-line application at this website or (2) download, complete and submit the PDF version of the Application for Admission available at this website.

Students wishing to enter the Faculties of Environmental Design, Graduate Studies, Law or Medicine should contact the appropriate faculty office for application for admission forms.

Students wishing to register as Visiting, Exchange or Unclassified (degree or non-degree) students must complete the designated application/registration forms available from the Office of the Registrar.

Students who have been suspended, expelled or required to withdraw from a faculty at the University of Calgary must reapply for admission to the University by the stated deadlines. Such applicants will not receive preference over new applicants. Students who have been required to withdraw should refer to the Required to Withdraw Students section for further information.

Students who have not attended the University of Calgary for two years or more or who attended most recently as Visiting or Unclassified students or who have attended another institution since leaving the University of Calgary must submit a new Application for Admission. Some faculties require students to

reapply for admission after an absence of one or two sessions. Students who have attended another institution since leaving the University must submit official transcripts of their record from such institutions. Official transcripts are those transcripts which are forwarded directly to the University from other educational institutions.

It should be noted that hard copy files of students who have not attended the University for five years will be destroyed (three years if a degree was obtained). At the time of seeking readmission to the University, it will be determined if it is necessary for the reapplicant to submit new official transcripts from previously attended institutions.

Any student who applied for admission to the University, but never attended, must complete a new Application for Admission and submit official transcripts. All documents are destroyed after being held for a period of one year.

Applications which are not completed fully and accurately, or which do not include the \$65.00 application fee will not be processed. Corrected applications and/or the application fee must be returned to the Admissions Office prior to the application deadline to be considered for admission for the session indicated. The University accepts no responsibility for denials of admission based on the failure of applicants to submit their applications and/or fees in a timely manner.

Prospective applicants should not wait until the results of test scores and/or final high school results are received before applying for admission.

Application Fee

Applicants submitting an Application for Admission to the University are required to pay a non-refundable \$65.00 application fee. Applications received without the fee cannot be processed. **Students who have previously applied or attended the University of Calgary are required to submit this fee.**

Students submitting a Visiting or Unclassified Application/Registration form are required to pay a non-refundable \$35.00 fee.

Cheques or money orders should be made payable to the University of Calgary.

The above fees are subject to change without advance notice.

Transcript Regulations

Students should bring or mail in personal copies of high school and post-secondary records to be considered for tentative admission. Notwithstanding this arrangement, transcripts must be received by the University by the deadlines indicated on page 5.

Official transcripts are documents which are sent directly to the Admissions Office from the Department of Education and/or other institutions maintaining such records. It is the applicant's responsibility to ask the issuing institutions to send complete official transcripts directly to the Admissions Office, University of Calgary.

International applicants seeking admission on the basis of documents which are in a

language other than English must submit official documents in original language as well as notarized English translations. Documents must indicate the subjects studied and the grades obtained in each subject.

Transcripts received by the Admissions Office become the property of the University of Calgary and will not be photocopied for the student or forwarded to other institutions.

Evaluation of documents not intended for admission to the University will not normally be undertaken.

Deadline Dates for Transcripts

Please note the deadline dates for receipt of transcripts as indicated on page 5.

Unofficial and/or official transcripts must be received in adequate time for a decision to be made concerning the admissibility of any applicant.

Failure to submit transcripts by the deadlines will result in the cancellation of the applicant's Application for Admission.

Applicants seeking admission for Fall or Winter Sessions, who have not received notification of their admissibility by August 15 or December 15 (respectively) are asked to contact the Admissions Office.

Applicants may not register in courses until granted admission. Applicants who have been admitted must register within three weeks of the issuance of the letter of admission.

Students granted tentative admission on the basis of unofficial transcripts and for whom official transcripts have not been received by the following dates, will have a withhold placed on their registration for the following session:

- Spring Session** — second day of classes
- Summer Session** — second day of classes
- Fall Session** — ten lecture days after the start of the session
- Winter Session** — ten lecture days after the start of the session.

Undergraduate Admission Requirements

All prospective applicants to undergraduate programs are referred to the "Admission Requirements" outlined on page 25.

Admission to an undergraduate program may be obtained under one of three categories:

- (i) Standard Admission,
- (ii) Adult Student Admission,
- (iii) Basis of Standing.

Applicants attending on a part-time basis, in the evening, or on the weekend are required to meet the same admission requirements as full-time or day students. Please refer to the second page of this section of the Calendar for more detailed information on attending as an Unclassified or Visiting student.

Applicants wishing to be considered for admission to a second bachelor's degree or

a diploma program after having completed a first degree must present an approved degree from an "accredited" institution with a minimum of three years of recognized university-level course work. Applicants not satisfying the above criteria will only be considered for admission to the regular four year baccalaureate degree with advanced credit, as may be applicable to the program.

All applicants must demonstrate English language proficiency (see page 33). In addition, all applicants are referred to the admission requirements as listed in the faculty sections of this Calendar.

Note: Enrollment in all programs and faculties may be limited due to space and/or resource restrictions.

I. Standard Admission

A. Clear Senior Matriculation — Alberta Applicants

| | |
|---------|--|
| GROUP A | Social Studies 30 French 30-level (see note 7) Languages other than English at 30-level (see notes 3 and 8) Sign Language 35 |
| GROUP B | Applied Mathematics 30 Biology 30 Chemistry 30 Mathematics 30 Mathematics 31 Physics 30 Pure Mathematics 30 Science 30 |
| GROUP C | Art 30 Art 31 Dance 35 Drama 30 Music 30 Music 31 |
| GROUP D | Other five-credit (or two three-credit) Grade XII subjects (excluding Special Projects 30) or five credits of Advanced series Career and Technology (CTS) courses. |

The basic general admission requirement to the University is Alberta Grade XII senior matriculation or equivalent with required standing in five appropriate subjects with no grade below 50.

1. The University's basic admission average is 60.0 (85.0 for Medicine - BHSc, 65.0 for Nursing) on five specified subjects. However, since applicants compete for positions primarily on the basis of academic merit, higher admission averages will normally be required (see "Admission Requirements").
2. Students presenting a subject from Group C or D as their fifth subject must

obtain a minimum average of 60.0 on the remaining four subjects and an overall average of 60.0 or better on the five subjects.

Alberta high school applicants should check the Alberta high school subject chart above and faculty listings below to ascertain the admission requirements of the faculty of their choice.

Notes:

1. For Alberta high school students, the University of Calgary uses the combined grade (50% teacher-reported grade; 50% diploma examination grade) when determining the student's admissibility and senior matriculation average. The Alberta advanced high school diploma is not required for admission.
2. English 30 or English Language Arts 30-1 is a required subject for admission to all faculties at the University of Calgary.
3. A student may not present for admission two subjects in the same field (e.g., both English 30 and English 33) with the following exceptions: Mathematics 30 and Mathematics 31; Pure Mathematics 30 and Mathematics 31; Applied Mathematics 30 and Mathematics 31; languages (excluding French - see Note 7) with the permission of the Director of Undergraduate Admissions; Art 30 and Art 31 (Fine Arts only); Music 30 and Music 31 (Fine Arts only).
4. Mathematics 33 is not acceptable in lieu of Mathematics 30, Pure Mathematics 30, or Applied Mathematics 30. For those faculties where Mathematics 30 or Pure Mathematics 30 is not required, Mathematics 33 may be presented as the fifth subject provided the applicant is not attempting to use another subject from Group D for admission. Mathematics 33 may not be presented for admission with Mathematics 30, Pure Mathematics 30, or Applied Mathematics 30 (see Note 3).
5. Both Applied Mathematics 30 and Pure Mathematics 30 cannot be presented for admission.
6. Applicants presenting Applied Mathematics 30 who subsequently wish to enter a program requiring Pure Mathematics 30 must successfully complete (in some cases with specified standing) Mathematics 101 through Athabasca University or Pure Mathematics 30 through an Alberta high school. Other alternatives may be available through the University and Mount Royal College.
7. Only one of French 30, French 30N, French N30, French 30S, French 31A, French 31B, French 31C, Français 30, or French Language Arts 30 may be used to satisfy admission requirements.
8. Only one of Chinese 35 and Mandarin 35 may be presented for admission.
9. Social Studies 33 is an acceptable Group D subject when Social Studies 30 is not presented.

Faculty of Communication and Culture

1. English 30 or English Language Arts 30-1
2. Mathematics 30 or 31 or Pure Mathematics 30 or Applied Mathematics 30 or a language other than English at the 30 level
3. Subject from Group A or B
4. Subject from Group A or B
5. Subject from Group A, B, C or D

Note: Students who intend to complete the BA (General Studies) or BGS degree must present one of Applied Mathematics 30, Pure Mathematics 30, Mathematics 30, Mathematics 31 or a language other than English at the 30 level. Students who intend to complete the BA or BSc (Major), BCS, or BSc (General Studies) degree must present one of Applied Mathematics 30, Pure Mathematics 30, Mathematics 30 or Mathematics 31.

Note: Enrollment in the Communications Studies and Law and Society majors is limited.

Faculty of Education

BEd (Master of Teaching Program)

Only those students who have completed a previous degree will be eligible for admission to the BEd (Master of Teaching Program).

BCR

1. English 30 or English Language Arts 30-1
2. Biology 30
3. Subject from Group A or B
4. Subject from Group A or B
5. Subject from Group A, B, C or D

Faculty of Engineering

1. English 30 or English Language Arts 30-1
2. Mathematics 30 or Pure Mathematics 30
3. Mathematics 31*
4. Chemistry 30
5. Physics 30

*A student who does not present Mathematics 31 but has a high academic average may present an alternate academic subject in lieu of Mathematics 31 for admission. Each case shall be judged by the Faculty. If admitted, such students will be required to take an alternative calculus stream to overcome this deficiency. **Note:** This excludes students who have previously taken Mathematics 31.

Faculty of Fine Arts

1. English 30 or English Language Arts 30-1
2. Subject from Group A or B
3. Subject from Group A or B
4. Subject from Group A, B or C
5. Subject from Group A, B, C or D

Note: In addition to the given requirements, students applying to the BFA(Art) must submit a portfolio and statement of interest. Students applying to the BMus program must complete an audition examination. For more information about BFA(Art) or BMus requirements, refer to the Faculty of Fine

Arts section of this Calendar. Students applying to the BA(Dance) program must attend a dance audition and submit a written statement of interest. Particulars are given in the Collaborative Programs section of this Calendar.

Haskayne School of Business

1. English 30 or English Language Arts 30-1
2. Pure Mathematics 30 or Mathematics 30
3. Subject from Group A or B
4. Subject from Group A or B
5. Subject from Group A, B, C or D

Faculty of Humanities

1. English 30 or English Language Arts 30-1
2. Subject from Group A or B
3. Subject from Group A or B
4. Subject from Group A or B
5. Subject from Group A, B, C or D

Faculty of Kinesiology

BKin or BSc Four-Year Degree (excluding Biomechanics and Exercise and Health Physiology - see below)

1. English 30 or English Language Arts 30-1
2. Mathematics 30 or 31 or Pure Mathematics 30
3. Biology 30
4. Chemistry 30
5. Subject from Group A, B, C or D

Biomechanics

1. English 30 or English Language Arts 30-1
2. Pure Mathematics 30 (or Mathematics 30) with a minimum grade of 70%
3. Mathematics 31
4. Chemistry 30
5. Biology 30

Note: Physics 30 is recommended.

Exercise and Health Physiology

1. English 30 or English Language Arts 30-1
2. Pure Mathematics 30 (or Mathematics 30) with a minimum grade of 70%
3. Biology 30
4. Chemistry 30
5. Subject from Group A, B, C or D

Faculty of Medicine

BHSc

1. English 30 or English Language Arts 30-1
2. Pure Mathematics 30 (or Mathematics 30) with a minimum grade of 70%
3. Biology 30
4. Chemistry 30
5. Subject from Group A, B, C or D

Faculty of Nursing

1. English 30 or English Language Arts 30-1
2. Pure Mathematics 30 or Mathematics 30
3. Biology 30

| Legend: C (Compulsory); R (Recommended) | | | | | | |
|---|-------------------------------|--------------------------|-------------------|---------------|-----------------|---------------|
| FACULTY OF SCIENCE Department and Major Field | MATRICULATION SUBJECTS | | | | | |
| | English 30* | Pure Mathematics 30** | Mathematics 31 | Biology 30 | Chemistry 30 | Physics 30 |
| BIOLOGICAL SCIENCES | | | | | | |
| Biochemistry | C | C | R | C | C | R |
| Biological Sciences | C | C | R | C | C | R |
| Botany | C | C | R | C | C | R |
| Cellular/Molecular/Microbial | C | C | R | C | C | R |
| Ecology | C | C | R | C | C | R |
| Zoology | C | C | R | C | C | R |
| CHEMISTRY | | | | | | |
| Applied Chemistry | C | C | R | — | C | R |
| Chemical Physics | C | C | R | — | C | R |
| Chemistry | C | C | R | — | C | R |
| COMPUTER SCIENCE | | | | | | |
| | C | C | R | — | — | — |
| ENVIRONMENTAL SCIENCE | | | | | | |
| | C | C | R | *** | C | *** |
| GEOLOGY AND GEOPHYSICS | | | | | | |
| Earth Science | C | C | R | — | C | R |
| Geology | C | C | R | — | C | R |
| Geophysics | C | C | R | — | C | R |
| MATHEMATICS AND STATISTICS | | | | | | |
| Actuarial Science | C | C | R | — | — | — |
| Applied Mathematics | C | C | R | — | — | R |
| Pure Mathematics | C | C | R | — | — | — |
| Statistics | C | C | R | — | — | — |
| PHYSICS AND ASTRONOMY | | | | | | |
| Applied Physics | C | C | R | — | C | R |
| Astrophysics | C | C | R | — | C | R |
| Chemical Physics | C | C | R | — | C | R |
| Physics | C | C | R | — | C | R |

* or English Language Arts 30-1

** or Mathematics 30

*** Biology 30 is required for the concentration in Biological Sciences. Geography concentration does not require completion of Physics courses.

| Legend: C (Compulsory); S (Suggested as useful preparation) | | | | | | |
|---|-------------------------------|--------------------------|---------------|-----------------|-------------------|---------------|
| FACULTY OF SOCIAL SCIENCES Department and Major Field | MATRICULATION SUBJECTS | | | | | |
| | English 30* | Pure Mathematics 30** | Biology 30 | Chemistry 30 | Mathematics 31 | Physics 30 |
| BSc Psychology | C | C | C*** | C*** | S | S |
| BSc (Honours) Primatology (Anthropology) | C | C | C | C | | |
| BA, BA (Hons), BSc, BSc (Hons) Archaeology (Concentration in Physical Anthropology) | C | C | C | C | | |
| BSc Geography | C | C | S | S | S | S |

* or English Language Arts 30-1

** or Mathematics 30

*** These subjects are compulsory for students entering the BSc Psychology major but are not compulsory for the BSc Psychology Honours Program until Fall Session 2006.

4. Chemistry 30
5. Subject from Group A, B, C or D (Social Studies 30 recommended)

Note: *Students seeking admission to the Post-Diploma Bachelor of Nursing program are referred to the Faculty of Nursing section of this Calendar.*

Faculty of Science

1. English 30 or English Language Arts 30-1
2. Pure Mathematics 30 or Mathematics 30
- 3., 4. Two of Biology 30, Chemistry 30, Physics 30 or Mathematics 31
5. Subject from Group A, B, C or D

To enter first-year courses for a Science major, students must present the Grade XII subjects listed in the table on page 29.

Note: *Enrollment in majors or concentrations offered by the Departments of Biological Sciences and Geology and Geophysics is limited.*

Faculty of Social Sciences

1. English 30 or English Language Arts 30-1
2. Pure Mathematics 30 or Mathematics 30 or 31
3. Subject from Group A or B
4. Subject from Group A or B
5. Subject from Group A, B, C or D

Additional Grade XII subjects are required prior to graduation for some programs. Refer to the table on page 29.

Note: *Enrollment in Economics and Psychology majors is limited.*

Faculty of Social Work

The Faculty of Social Work will consider for admission only those applicants who have successfully completed a minimum of ten half university courses. Normally, first-year students enter another undergraduate faculty.

Notes:

1. *Admission requirements for affiliated programs offered at the University are given in the Faculty of Science section of this Calendar.*
2. *Applicants applying under the College Entrance Examinations policy are required to present a high school diploma. All other applicants are strongly recommended to obtain a high school diploma or equivalent.*
3. *Applicants not able to present the required average or five subjects will not be admitted. Exceptions to this regulation are only made when applicants enter the University under the Adult Student policy.*
4. *The University reserves the right to prescribe additional examinations in cases where doubt exists concerning matriculation.*

Further details regarding admission requirements are given in each faculty entry in this Calendar.

Early Admission for High School Students

An offer of early admission may be granted to above-average students in Canadian high schools seeking admission to the Fall Session. Early admission is based on the current and/or final grades in two appropriate academic matriculation subjects (English 30 or Group A or Group B subjects as defined on page 27). Early admission will be granted if the applicant presents a specified average on these two subjects with no grade below 60% in all subjects for which grades are available. Where more than two grades are submitted, the best two grades will be used. When final grades are available, high school applicants will be required to meet the admission requirements and admission average required by their faculty. Students who fail to meet these requirements will have their admission and registration cancelled. If official transcripts verifying admissibility are not received by August 1, admission will be rescinded.

Qualified high school students who wish to be considered for early admission should include the required grade information directly on the Application for Admission. Alternatively, students can submit the application form as soon as possible and arrange for a separate school grade report to be submitted by the deadline if they become eligible for early admission at a later date.

Applicants may apply for early admission only once. Applicants who are not granted early admission will have their admissibility determined upon receipt of official transcripts of final grades.

Note: *Applicants who complete required matriculation subjects during the summer cannot be considered for early admission.*

B. Clear Senior Matriculation — Students from Other Provinces

The certificates below are generally accepted as equivalent to Alberta Grade XII senior matriculation. At least five prescribed subjects are required.

Whether or not students qualify for admission to the universities within their own province or country, they must meet the same minimal entrance requirements, present the same number of subjects, and present equivalent high school courses at the appropriate level as Alberta matriculants.

• British Columbia

Grade XII.

• Saskatchewan

Grade XII.

• Manitoba

Grade XII – five prescribed 40S subjects (one of the five subjects must be 2 credits in English) or five full credit subjects of which four must be “300” and the fifth subject may be either a “300” or “301.”

• Ontario

Satisfactory standing on five prescribed 4U or Ontario Academic Courses

(OAC's) or Grade XIII subjects. English at the 4U, OAC or Grade XIII level is required for admission to all faculties. A Grade XIII or OAC course in English as a Second Language may not be used to satisfy the entrance requirements.

• Quebec

First year CEGEP program in prescribed subjects. (The Secondaire V Certificate is not acceptable for admission.) Two semesters each of the five prescribed subjects with an overall average of at least 70.0% (75.0% for Nursing).

• New Brunswick

Grade XII.

• Nova Scotia

Grade XII.

• Prince Edward Island

Grade XII.

• Newfoundland

Grade XII.

C. Students from Other Countries The United States

Any applicant from the United States may be considered for admission on presentation of a full academic high school program plus acceptable scores on the Scholastic Aptitude tests administered by the Admissions Testing Program of the College Board. See chart under College Entrance Examinations for required tests and scores.

Any applicant who has attended a university/college may not subsequently complete Scholastic Aptitude tests in order to gain admission to the University of Calgary. These tests will only be accepted if completed prior to having taken university/college studies.

United Kingdom and Commonwealth Countries

The General Certificate of Education/General Certificate of Secondary Education (or their equivalents) with standing in five appropriate subjects, of which at least two must be at the Advanced/Principal Level, are accepted as senior matriculation. The same subject cannot be counted at both levels. Two Advanced Supplementary subjects will be considered in lieu of one Advanced level provided they do not duplicate subject matter of the Advanced or Ordinary levels. One Advanced Supplementary subject will be considered in lieu of an Ordinary level. Grades of D and E at the Ordinary and Advanced Supplementary levels and 7, 8 and 9 on School Certificates are not acceptable.

Applicants completing the Advanced International Certificate of Education (A.I.C.E.) must present five distinct and appropriate subjects and the completed certificate or diploma for admission. Individual A.I.C.E. subjects will be considered the same as G.C.E. AS subjects.

The University of Calgary awards advanced credit for specific Advanced level subjects. Students should refer to the Alternatives to

Regular Course Credit section of this Calendar for details.

Other Countries

Applicants educated in other countries may be considered for admission on their academic merits. Those completing Canadian high school subjects will always have the grades obtained in these subjects used in lieu of matriculation equivalents obtained on international certificates. More detailed information is available at www.ucalgary.ca/admissions/international.

Note: Applicants who are completing Alberta Grade XII subjects in lieu of Advanced Level and Ordinary Level subject requirements are required to present clear Alberta Grade XII senior matriculation (or equivalent from other provinces) with required standing in five appropriate subjects.

International students seeking admission on the basis of documents not listed above should submit to the Admissions Office certificates indicating the subjects studied and the grades secured. When these certificates are in a language other than English, notarized English translations must accompany them.

Canadian citizens who have completed their high school education (twelfth or thirteenth year) under an educational system listed above will be required to meet the same admission requirements as outlined for that country.

D. International Baccalaureate

Applicants who have completed the International Baccalaureate diploma can be considered for admission on the basis of their total diploma score. Students must meet the total score and specific course requirements set for the Faculty or degree program to which they have applied.

For applicants who complete both the International Baccalaureate diploma and senior matriculation/secondary school graduation, admission will be based on that credential which is to the advantage of the student.

Regardless of the basis of admission, the University of Calgary awards a full year of credit (five full-course equivalents) for the completed International Baccalaureate diploma. Specific course credit for Higher Level courses is awarded as set out in the Alternatives to Regular Course Credit section of this Calendar. The balance of credit required to bring the total to five full-course equivalents will be at the junior unassigned option level.

Students awarded the full year of credit for the completed International Baccalaureate diploma remain eligible for all admission categories and University awards normally open to entering first-year students.

E. College Entrance Examinations

Applicants who are completing or have completed their twelfth year of education at an American high school must write and

obtain acceptable scores on the Verbal and Mathematical Scholastic Aptitude Tests (SAT I) and three appropriate SAT II Tests (SAT II). Applicants under this category are required to have twelve years of schooling and must present proof of a high school diploma. These examinations are administered by the Admissions Testing Program of the College Board. **An acceptable score is considered by the University to be no mark below 400 and an average of 500 on the five tests.** Faculty of Nursing applicants are required to present an average of 520 or higher. However, since applicants compete for positions primarily on the basis of academic merit, higher averages will normally be required.

Students may be granted tentative admission on the basis of acceptable College Board test scores. Formal admission, however, will not be granted until such time as an official high school transcript and proof of high school diploma are received. The last day for receipt of such documents is August 1.

| | |
|---------|--|
| GROUP A | Writing (WR) Literature (LR) |
| GROUP B | United States History (UH) World History (WH) |
| GROUP C | Biology (BY) Chemistry (CH) Math Level IC (1C) Math Level IIC (2C) Physics (PH) |
| GROUP D | Chinese (CL) French (FR) German (GM) Modern Hebrew (MH) Italian (IT) Japanese (JL) Korean (KL) Latin (LT) Spanish (SP) |

Notes:

- This policy may also be used by applicants who have completed twelve years of schooling in a Canadian high school.*
- In order to be considered for admission to the University under the College Entrance Examinations category applicants must have completed the required tests prior to undertaking university/college studies.*
- Only one of Math Level IC or Math Level IIC may be presented for admission.*
- Applicants whose schooling has been completed in countries other than Canada or the United States (with the exception of those applicants who are completing their twelfth year of schooling at an American or Canadian high school overseas) are not eligible for*

entrance under the College Entrance Examinations category. Such applicants must present those certificates or credentials which normally grant admission to an accredited university within their home country.

- Application forms for the tests may be obtained from:*

College Board ATP
P.O. Box 6200
Princeton, New Jersey
U.S.A. 08541-6200

Faculty of Communication and Culture

- Verbal - SAT I
- Mathematical - SAT I
- Math Level IC or IIC or subject from Group D*
- Subject from Group A
- Subject from Group B, C or D

**Students intending to complete: (a) BA or BSc (Major), BCS, or BSc (General Studies) must present Math Level IC or IIC; (b) BA (General Studies) or BGS must present Math Level IC or IIC or a subject from Group D.*

Faculty of Education – BCR

- Verbal - SAT I
- Mathematical - SAT I
- Biology - SAT II
- Subject from Group A
- Subject from Group B, C or D

Faculty of Engineering

- Verbal - SAT I
- Mathematical - SAT I
- Math Level IIC - SAT II
- Chemistry - SAT II
- Physics - SAT II

Faculty of Fine Arts

- Verbal - SAT I
- Mathematical - SAT I
- Subject from Group A
- Subject from Group B, C or D
- Subject from Group B, C or D

Haskayne School of Business

- Verbal - SAT I
- Mathematical - SAT I
- Math Level IC or IIC - SAT II
- Subject from Group A
- Subject from Group B, C or D

Faculty of Humanities

- Verbal - SAT I
- Mathematical - SAT I
- Subject from Group A
- Subject from Group B, C or D
- Subject from Group B, C or D

Faculty of Kinesiology

- Verbal - SAT I
- Mathematical - SAT I

3. Math Level IC or IIC - SAT II
4. Biology - SAT II
5. Chemistry - SAT II

Note: *Physics - SAT II is recommended for Biomechanics majors.*

Faculty of Medicine – BHSC

1. Verbal - SAT I
2. Mathematical - SAT I
3. Math Level IC or IIC - SAT II
4. Biology - SAT II
5. Chemistry - SAT II

Faculty of Nursing

1. Verbal - SAT I
2. Mathematical - SAT I
3. Math Level IC - SAT II
4. Biology - SAT II
5. Chemistry - SAT II

Faculty of Science

1. Verbal - SAT I
2. Mathematical - SAT I
3. Math Level IC or IIC - SAT II
- 4., 5. Two of Biology SAT II, Chemistry SAT II or Physics SAT II

Faculty of Social Sciences

1. Verbal - SAT I
2. Mathematical - SAT I
3. Math Level IC or IIC - SAT II
4. Subject from Group A
5. Subject from Group B, C or D

II. Adult Student Admission

Applicants, who are 21 years of age or older by the commencement of the session to which they are seeking admission but are unable to present complete matriculation, may request admission as an Adult Student. Acceptance under this category is always at the discretion of the faculty. **Only applicants who are Canadian citizens or Permanent Residents may be considered for admission under this category.**

Adult Students must present English 30 or English Language Arts 30-1 or an acceptable background. Additional matriculation level subjects, or equivalent, may be and often are required by the faculty to which the student is seeking admission. In addition, the University's requirements for English language proficiency apply to Adult Students (see page 33).

Students applying as Adult Students are required to submit copies of records of their schooling regardless of the last level completed. Applicants who are required to complete certain matriculation level subjects must present documents indicating successful completion prior to admission being granted. Advanced credits, if any, are awarded only upon receipt of official transcripts by the Admissions Office. Students completing Mathematics II through Continuing Education will have their results

automatically forwarded to the Admissions Office. However, applicants are asked to indicate on their Application for Admission that these subjects or other subjects are being taken and the expected date of completion.

III. Basis of Standing

Applicants who do not meet the full matriculation requirements for entrance to a faculty (see below) but have satisfactorily completed ten half-course equivalents (including high school equivalents, transfer and non-transfer courses) or six half-course equivalent transfer courses at an accredited post-secondary institution will be considered for admission on the basis of standing.

Applicants must have completed during or prior to attendance at the post-secondary institution matriculation subjects or equivalent that are mandatory for entrance to a faculty at the University of Calgary. For example, students wishing to enter the Faculty of Communication and Culture on the basis of standing must have completed matriculation equivalents in English and one of Mathematics or a second language prior to or during their attendance at the sending institution.

Where selection procedures are involved in the admission to a faculty at the University of Calgary, basis of standing applicants will be treated on the same basis as any other person seeking admission to that faculty.

Please refer to the section on Advanced Standing with regard to transfer of credits.

Early Admission for Post-Secondary Students

An offer of early admission for the Fall Session may be granted to students with good grade point averages who meet basic admission requirements to the University of Calgary as stated in this Calendar and are currently registered in a post-secondary institution. Early admission will be based upon the grade point average on the most recently completed transfer courses to a maximum of five full-course equivalents.

Admission will be subject to verification of admissibility upon receipt of required official transcripts showing final grades. If admission requirements are not met or official transcripts verifying admissibility are not received by June 30, admission will be rescinded.

Applicants who submit their Application for Admission forms and supporting documents by March 1 will be automatically considered for early admission.

Applicants may wish to contact the faculty office or the Admissions Office for detailed information.

Admission with Probationary Status

(The following paragraph is not in effect due to the "Admission Requirements"

policy for this year.)

Applicants who have an unsatisfactory previous record at this or another post-secondary institution may be admitted on probation, but such applicants must present compelling reasons why their previous record does not reflect the kind of performance that can be expected from them. When determining the admissibility of an applicant on a probationary basis the grade point average, the number of withdrawals, the number of failures and the time which has elapsed since last attendance will be considered. Admission of a student on a probationary basis is always at the discretion of the faculty to which the student applies. An applicant whose grade point average is below 2.00 will only be considered for admission on a probationary basis.

Required to Withdraw Students

Students who have been required to withdraw for academic reasons from any faculty of this University or any other post-secondary institution will not be permitted to register under any student category at the University until at least twelve months have elapsed since the student was required to withdraw. To qualify for admission, such applicants are normally required to meet competitive admission criteria as outlined in the section titled "Admission Requirements." Exceptions to this regulation are as follows:

1. Students required to withdraw for **academic reasons** other than a low grade point average, may be eligible for consideration of admission by another faculty provided they maintained a 2.00 or higher grade point average since their last review.
2. Students required to obtain a grade point average above 2.00 for continuation in a program may be eligible for consideration of admission by another faculty provided they maintained at least a 2.00 grade point average since their last review.
3. Under exceptional circumstances, a University of Calgary student required to withdraw for **academic reasons** can be granted special permission by the Associate Dean (Student Affairs) of a faculty for immediate admission to the Fall Session. An Associate Dean can place restrictions on course registration and require a specific level of performance. Registration as a Non-Degree Unclassified student is not permitted.

These regulations do not apply in the case of academic/non-academic misconduct (see below).

Students seeking admission or readmission after having been required to withdraw for academic reasons must attach a letter to their application which (a) offers an explanation for their previously poor record, (b) outlines their academic plans, and (c) explains why they are now likely to be successful. Admission is not automatic and

will be considered on an individual basis by each faculty.

Students who are readmitted after having been required to withdraw will be readmitted on probation.

Students who have twice been required to withdraw from one or more faculties at this or any other institution will not normally be considered for admission at any time.

Applicants seeking admission who have been involved in academic/non-academic misconduct at this or other institutions which resulted in a suspension will only be considered for admission once the suspension period has elapsed or one year has elapsed, whichever comes first. In all cases of academic/non-academic misconduct, admission or readmission to the University of Calgary is at the discretion of the faculty to which the applicant is seeking entrance. A student expelled from a faculty will not be considered for readmission to the same faculty.

Matriculated Adult Students

Applicants who have completed university entrance requirements (matriculation) more than ten years ago, may not have adequate prerequisites for certain courses. Such students should contact the office of the faculty in which they are seeking admission.

Home Schooled Applicants

Home schooled applicants can qualify for admission by satisfying the requirements given under College Entrance Examinations. Applicants must possess a high school diploma and acceptable scores and average on the five appropriate SAT tests.

Aboriginal Admissions

When the University is controlling admission to non-quota programs/faculties, Aboriginal applicants are only required to meet the University's basic admission requirements upon recommendation from the Native Centre Office.

Combined Degree Admissions

Admission will only be considered for combined degrees outlined in the Faculty sections of this Calendar. Students wishing to enter such combined degrees must carefully read descriptions to determine when admission to a combined degree may be obtained. Applicants entering first year will not be considered for admission to a combined degree where both combined degrees are limited enrollment programs.

English Language Proficiency

All applicants must demonstrate English language proficiency for purposes of admission in one of the following ways:

- (a) successful completion of at least three years of formal, full-time study (not less than three courses per semester) at an English secondary or post-secondary institution in an English-speaking country which the University of Calgary recognizes as English language proficiency exempt; or
- (b) graduation from a degree program offered by an accredited university in a country which the University of Calgary recognizes as English language proficiency exempt; or
- (c) a mark of 75% or better on the Alberta English 30 Diploma Examination (not the blended grade) **OR** a mark of 80% or equivalent letter grade or better in Alberta English 30 (blended mark) or equivalent course from other Canadian provinces; or
- (d) a minimum score of 220 on the computer-based Test of English as a Foreign Language (TOEFL) examination; or
- (e) a minimum score of 560 on the paper-based TOEFL examination; or
- (f) a minimum score of 550 on the paper-based TOEFL examination, accompanied by a minimum score of 5.0 on the Test of Written English (TWE); or
- (g) a minimum score of 7.0 on the International English Language Test System (IELTS); or
- (h) a score of 70 or higher on the Canadian Academic English Language (CAEL) assessment; or
- (i) successful completion of the English Language Foundation Program at the University of Calgary.

No student will be admitted unless this requirement has first been satisfied.

Applications for the TOEFL examination may be obtained from: TOEFL Services, ETS, P.O. Box 6151, Princeton, New Jersey 08541, U.S.A.; from their website at www.toefl.org; or via the telephone at (609) 771-7100. When requesting official test results to be forwarded to the University of Calgary, please indicate institution code 0813 and department code 00.

The IELTS is administered by the British Council offices outside Canada and the United States. For further information about the test, contact the IELTS Liaison Officer, British Council, 10 Spring Gardens, London, England, SW1A2BN or go to their website at www.ielts.org.

Note: *Disabled students should contact the University of Calgary Disability Resource Centre for information regarding alternative methods of evaluating the English proficiency of individuals who cannot take tests under standard conditions.*

English Language Foundation Program

The English Language Foundation (ELF) program is a comprehensive intensive program designed to prepare academically

qualified students whose native language is not English for entry to the University's degree or diploma programs. The ELF program is for prospective international, Permanent Resident or Canadian students whose level of English language proficiency is at a high-intermediate to low-advanced level. **This program is not designed for beginners.** ELF students have the option of enrolling as ELF Only students to study English only or academically qualified students can apply for admission to the combined ELF + Degree program.

At the beginning of each session all ELF students are given a placement examination and the results determine whether the student will be placed in Level 1, 2 or 3, or at an introductory level, Pre-ELF. Each level of ELF consists of four half-course equivalents. Courses in each level are corequisites, i.e. they must be taken as a group. Courses in Levels 2 and 3 are delivered as modules. The placement examination results will determine appropriate placement. Students who wish to satisfy the proficiency requirement must complete all four half-course equivalents in Level 3. In addition to the courses, ELF students will participate in a series of organized activities designed to enhance conversational, learning and study skills. These programs will assist students to succeed while studying in a new educational system and environment. ELF students who are admitted into Level 2 or 3 are permitted to take one University credit course per session while enrolled in the program with the approval of the ELF Coordinator. ELF courses may not be used for credit toward a degree or diploma program.

One session (four months) is required to complete each Level. ELF courses are offered during Fall, Winter, and combined Spring/Summer Sessions and students can begin their ELF classes at the beginning of any session. The University of Calgary will accept applications for admission to the ELF program throughout the year for the next scheduled session. Fees are the same as regular University of Calgary courses. All international students (those on Study Permits) pay the regular differential fees. Regardless of the category under which a student registers, no waiver of fees will be made. Students cannot audit ELF courses. Class sizes are limited to 22 students per section.

Continuation Requirement

- (a) Pre-ELF, Level 1 Courses and Level 2 Courses: Students who achieve a grade of "C" or better in all ELF courses at these levels will be permitted to advance to the next level. Students who achieve a grade of "C-" in one or more courses may be deemed to have insufficient preparation for subsequent ELF courses and may be required to repeat and successfully complete all courses in that level before advancing. Students who obtain a grade of "D+," "D," or "F" in one or more courses **must** repeat and satisfactorily complete all courses in

Pre-ELF and Level 1 and the unsatisfactory courses in Level 2 before advancing to the next level.

- (b) Level 3 Courses: **Students who wish to satisfy the proficiency requirement must complete all four half-course equivalents in Level 3 with a grade of "C" or better.** Students who achieve a grade of "C-" in one or more courses may be deemed to have insufficient proficiency in that subject area and may be required to repeat and successfully complete the courses. Students who obtain a grade of "D+," "D," or "F" in one or more courses **must** repeat and satisfactorily complete those courses before advancing into full-time degree studies.

Students repeating courses will not have the original grade removed from the transcript of record. The transcript of record will indicate both the original grade and the repeated courses with the final grades in the session(s) in which they were taken. Appeals of grades in ELF courses will be heard by a special committee.

ELF + Degree

ELF students enrolled in University undergraduate degree/diploma programs:

A student may be admitted as a Regular Student to an undergraduate degree or diploma program with the requirement that he/she successfully completes the ELF. Students have 12 months to complete all three levels of ELF or their registration will be cancelled. Admission into regular university courses requires the successful completion of ELF Level 3 or a score of 560 (paper-based) or 220 (computer-based) on the Test of English as a Foreign Language (TOEFL) examination. Applicants admitted to the ELF program with an English 30 or equivalent deficiency must either complete ELF Level 3 in lieu of English 30 or complete an English 30 equivalent elsewhere prior to being admitted to a degree/diploma program. An acceptable TOEFL score will not be accepted in lieu of English 30. Once students reach Level 2 they may be entitled to take one credit course per session. Students enrolled in Level 3 may pre-register for credit courses offered in the next session(s). If a student does not complete Level 3 successfully or meet the University's TOEFL requirement, his/her registration will be cancelled. In exceptional circumstances, the Dean of the student's home faculty may extend the time required to complete the ELF program beyond the 12 months.

All ELF + Degree students must meet the University's Effective Writing Requirement within twelve months from the beginning of the session of the student's initial registration in credit courses.

Applications for Admission to the ELF + Degree will be accepted for the Fall Session only.

ELF + Degree students are advised that grades for ELF courses are not used in the calculation of yearly grade point averages for

the purposes of the official transcript of record nor cumulative and continuous grade point averages determined by the faculties. These students are also advised that faculty requirements for continuation in a degree/diploma program are significantly different than that for the ELF program. Students must refer to the appropriate sections of this Calendar for specific promotion and graduation requirements.

ELF Only

ELF students not enrolled in University undergraduate degree/diploma programs:

ELF students may register (as Unclassified students) for the English program only. If students are also interested in seeking admission to a degree/diploma program at the University, they must complete an Application for Admission form, meet the admission requirements of the University and receive a notice of acceptance before registering in credit courses. Students registered in ELF Level 2 or 3 are, however, permitted to register in one credit course per session upon approval of the ELF Coordinator. Successful completion of the ELF program does not guarantee admission to a degree or diploma program.

The University of Calgary will accept Applications for Admission to ELF Only in all three sessions.

Withdrawal from ELF Courses

The last day to withdraw from ELF courses will be the last day of lectures for ELF courses.

Further Information

The English Language Foundation program courses are listed in the courses of instruction section of this Calendar.

For information on admission to the ELF Only program or the combined ELF + Degree program, please contact the Office of International Marketing and Recruitment, English Language Foundation program.

Location: Biological Sciences 547

Telephone: (403) 220-4380

Fax: (403) 220-1342

E-mail: intrect@ucalgary.ca

Web: www.ucalgary.ca/UofC/students/prospects

Admission Requirements

The normal requirement for admission to the ELF program is English as a Second Language training with results at a high-intermediate to low-advanced level. Upon arrival at the University of Calgary, all students will be tested and placed in the appropriate level of training. Students must be present at the placement test in the session they are first attending. If unable to attend, students must notify the ELF Coordinator at elfprog@ucalgary.ca by the placement test date. Failure to notify the

Coordinator could result in cancellation of their acceptance into the program. Additionally, students applying to the ELF + Degree must meet the admission requirements of the faculty to which they are applying. Students requiring letters of acceptance for immigration purposes are strongly encouraged to apply early due to varying processing times required by Canadian Immigration.

ELF + Degree Application Deadlines

Students must submit their Application for Admission form and all required documents to the Admissions Office by the following dates:

International Students applying from outside Canada

Fall Session— December 1

International Students applying from within Canada

Fall Session – March 1

Canadian and Landed Immigrants

Fall Session – March 1

ELF Only Application Deadlines

Applicants must submit all required forms and documents to the English Language Foundation Coordinator no later than two weeks prior to the deadline stated below. The Coordinator will then submit the forms and documents to the Office of the Registrar by the appropriate deadline.

International Students applying from outside Canada

Fall Session – April 1

Winter Session – September 1

Spring/Summer Sessions – January 15

International Students applying from within Canada

Fall Session – July 1

Winter Session – November 1

Spring/Summer Sessions – March 1

Canadian and Landed Immigrants

Fall Session – August 1

Winter Session – November 15

Spring/Summer Sessions – April 15

Residence Requirements

Baccalaureate degree programs do not specify full-time study. However, given the scheduling of courses and the necessity to often complete courses concurrently or in a specified order, many students find it necessary to attend on a full-time basis. Students planning to obtain a degree by attending solely in the late afternoon and evening often find that required courses are only available during the day.

Many faculties have indicated an overall time limit in which a degree must be completed and the maximum amount of transfer credit which may be granted. Most undergraduate faculties require at least one half of the degree to be completed with courses offered by the University of Calgary. Faculties also

have the right to determine if a student will be permitted to attend another institution even though the maximum amount of transfer credit has not been awarded. See individual faculty sections in this Calendar for specific information.

To obtain an undergraduate degree from the University of Calgary a minimum of five full University of Calgary courses which are not part of the requirements for a previous degree/diploma must have been completed.

Residence requirements for graduate degrees are outlined in the Faculty of Graduate Studies and the Faculty of Environmental Design calendars.

Alternatives to Regular Course Credit

A. Advanced Credit/Placement

For information regarding transfer credit to the University of Calgary from post-secondary institutions in Alberta, see www.ucalgary.ca/Transfer2UofC

Students wishing to transfer should refer to the Alberta Transfer Guide which lists all course and program transfer agreements between post-secondary institutions in Alberta, Northwest Territories and Nunavut. The guide and other transfer information are available online at www.acat.gov.ab.ca or by contacting: Alberta Council on Admissions and Transfer, 909, 9942 – 108 Street, Edmonton, Alberta T5K 2J5. Telephone: (780) 422-9021 or 310-0000 (toll free). E-mail: acat@gov.ab.ca

Students from other universities or colleges may be admitted with advanced credit in undergraduate programs. The amount of advanced credit that may be granted is limited and determined by faculty regulations, which provide that a student proceeding toward a first degree is normally required to complete a specified number of University of Calgary courses within a specified time limit.

Students transferring from other institutions into programs at the University of Calgary must make themselves aware of the appropriate required (prerequisite) preparation for courses they wish to take. This may be done by consulting the Courses of Instruction section of this Calendar. Students receiving specified transfer credit status for particular courses should be aware that this does not necessarily imply that exact course equivalence is being awarded, but that this may indicate an equivalent level of experience in a subject area.

Students transferring to the University of Calgary who have attended publicly supported post-secondary institutions in Alberta shall be subject to the same regulations as those transferring from one faculty to another within the University. The University of Calgary will honour all extant transfer of credit arrangements as listed in the Alberta Transfer Guide.

Students who have taken the equivalent of

university courses in some other manner may be given **advanced placement** (i.e., excused from taking such courses) but will not be granted advanced credit in them. They will be required to substitute other courses to complete a program of normal weight at this University.

The University reserves the right to require applicants for advanced credit or advanced placement to write examinations at any level including that of matriculation standing.

B. International Baccalaureate (IB) Program

The University of Calgary awards a full year of credit (five full-course equivalents) for the completed International Baccalaureate diploma. Specific course credit or advanced standing for Higher Level courses is awarded as set out below. A grade of "5" or above is required to receive such specific credit or placement. The balance of credit (including credit for Higher Level courses with grades below "5") required to bring the total to five full-course equivalents will be at the junior unassigned option level. In the case of advanced credit, a grade of "CR" will be recorded on the student's record.

Applicants who have not completed the diploma will receive specific course credit or advanced placement as set out below for each Higher Level course completed with a grade of "5" or above. No junior unassigned option credit beyond that set out below is awarded to students who do not complete the full IB diploma. **Official IB transcripts are required as part of the evaluation process.**

Students awarded advanced credit or advanced placement for IB courses should consult their faculty regarding course selection. Note that if advanced credit is awarded for a 200-level course that is a stated prerequisite for a 300-level course, students will be permitted to enter the 300-level course in first year. Whether or not credit is applicable to any particular degree program is determined by the appropriate faculty.

Higher level IB courses approved for advanced credit or advanced placement are:

| IB Subject | University of Calgary Equivalent |
|------------------|---|
| Art/Design | Art 231/233 |
| Biology | Biology 233 |
| Chemistry | Chemistry 201/203 or 209 (Engineering only) |
| Computer Science | Computer Science 231 and half course junior Computer Science*† or Engineering 233 (Engineering only) |
| Economics | Economics 201/203 |
| English A1 | Half course junior English† |

| | |
|--------------------------------|---|
| French A or B | Full course junior French† (credit will not apply to major or minor French programs) |
| Geography | Geography 201/203 |
| German A or B | German 221/223 |
| History | Full course junior History† |
| Italian | Full course junior Italian† (credit will not apply to minor Italian programs) |
| Latin | Latin 301/303 |
| Mathematics | Mathematics 251 or Applied Mathematics 217 (Engineering only) |
| Mathematics with Further Maths | Mathematics 251 or Applied Mathematics 217 (Engineering only) |
| Music | Advanced Placement (Based on audition/placement tests with the Faculty of Fine Arts, students may be given advanced placement and permitted to take selected Music courses by "Special Assessment.") |
| Philosophy | Half course junior Philosophy† |
| Physics | Physics 211/213 |
| Psychology | Half course junior Psychology† |
| Spanish A or B | Full course junior Spanish† (credit will not apply to major or minor Spanish programs) |

**Students who successfully complete a challenge examination may receive credit for Computer Science 233 in lieu of the half junior Computer Science.*

† "Junior" refers to credit at the 200 level, but for which no direct University of Calgary equivalency exists.

C. Advanced Placement (AP) Program

AP students will automatically receive advanced credit or advanced placement in approved courses where they present grades of 4 or higher. In the case of advanced credit, a grade of "CR" will be recorded on the student's record. Official AP transcripts are required as part of the evaluation process.

Advanced Placement courses approved for advanced credit or advanced placement are:

| AP Course | University of Calgary Equivalent |
|--------------------------------|----------------------------------|
| Art History | Art 201/203 |
| Art Studio (Drawing Portfolio) | Art 241/243 |

| | |
|---|---|
| Art Studio (2-D Portfolio) | Art 231 |
| Art Studio (3-D Portfolio) | Art 233 |
| Biology | Biology 233 |
| Calculus AB and Calculus BC | Applied Mathematics 217 |
| Calculus BC | Mathematics 251 |
| Chemistry | Chemistry 201/203 or 209 (Engineering only) |
| Computer Science A | Computer Science 215* |
| Computer Science AB | Computer Science 231 and half course junior Computer Science**† or Engineering 233/335 (Engineering only) |
| Economics (Microeconomics) | Economics 201 |
| Economics (Macroeconomics) | Economics 203 |
| English (Language & Composition) | Half course junior English† |
| English (Literature & Composition) | Half course junior English† |
| German | German 221/223 |
| Government & Politics | Half course junior Political Science† |
| History (European History) | History 201 |
| History (United States History) | Half course junior History† |
| Latin | Latin 301/303 |
| Music (Listening/Literature) | Music History and Literature 201 |
| Music (Theory) | Music Theory and Composition 201 |
| Physics B | Full course junior Physics† |
| Physics C (Electricity & Magnetism) | Half course junior Physics† or Physics 259 (Engineering only) |
| Physics C (Mechanics) | Physics 221 |
| Physics C (Electricity & Magnetism) and Physics C (Mechanics) | Full course junior Physics† |
| Psychology | Psychology 205 |

*Students who successfully complete a challenge examination may receive credit for Computer Science 231 in lieu of Computer Science 215.

**Students who successfully complete a challenge examination may receive credit for Computer Science 233 in lieu of the half junior Computer Science.

†“Junior” refers to credit at the 200 level, but for which no direct University of Calgary equivalency exists.

D. General Certificate of Education – Advanced Levels

Students will automatically receive advanced credit in approved courses where they present grades of A, B or C. Examination results must be verified by the appropriate examining board. Attested or certified copies are not acceptable. Credit has been determined as follows:

| GCE Course | University of Calgary Equivalent |
|---------------------|---|
| Biology | Half course junior Biology*† |
| Chemistry | Chemistry 201/203 or 209 (Engineering only) |
| Economics | Economics 201/203 |
| English | Full course junior English† |
| English Literature | Full course junior English† |
| Further Mathematics | Mathematics 253 |
| Mathematics | Mathematics 251 |
| Physics | Physics 221/223 |
| Pure Mathematics | Mathematics 251 |
| Statistics | Statistics 213/217 |

*If University of Calgary Biology 231 or 233 is completed, this course will be extra to degree.

†“Junior” refers to credit at the 200 level, but for which no direct University of Calgary equivalency exists.

E. Credit in Courses by Special Assessment (Challenge Examinations)

Some faculties will allow students who feel knowledgeable in the subject matter of a particular course to seek credit through special assessment (i.e., subjecting to an examination only without attending the course and completing all requirements in the normal way during a regular session). Faculties and departments are free to determine which, if any, of their courses may be taken by special assessment, by any particular student, and to determine the nature and scheduling of the examination or assessment procedures involved. The evaluation must be completed and a grade reported by the specified deadline for that particular academic session. Only those courses listed on the master timetable and offered during an academic session may be taken by special assessment.

To complete a course under this policy, a student must obtain written permission by the registration deadline from the head of the department offering the course and the Dean's Office of the faculty in which the student is registered, on appropriate forms headed “Permission to Take Courses by Special Assessment” (obtainable from the Office of the Registrar).

Upon submission of a completed form to the Office of the Registrar, students may no longer cancel their registration in the course

being taken by special assessment or withdraw from the course being completed in this manner.

It should be noted that in all cases the fees for taking a course by special assessment are the same as regular course fees.

Failures in courses completed by special assessment shall be noted on the student's permanent record in the same manner as a course completed by attending lectures.

A course in which the student was previously registered may not be taken subsequently by special assessment, nor may any course be attempted more than once in this way.

Students wishing to seek credit for courses by this method are advised to contact their faculty offices for faculty regulations and to determine the number of courses which may be completed by this method in a given year or program.

F. Visiting Students

Students who are registered in degree programs at the University of Calgary may be granted permission to take a limited number of courses at other universities or colleges. Such permission is at the discretion of the dean of the faculty in which the student is registered. The number of courses which can be completed is also limited by the amount of transfer credit permitted towards a degree by the faculty concerned. Permission must be obtained **prior** to completing the courses and it is the student's responsibility to ensure that the University receives official transcripts indicating the results.

Students granted permission to complete their degrees at other institutions in the Winter Session of their graduating year **will graduate at the fall convocation** next following.

Students who fail to obtain permission prior to taking courses at another institution are required to reapply for admission and are subject to any new degree requirements. Students who fail to report that they have attended another institution are subject to dismissal.

Students should contact the faculty office in which they are registered for further information. A fee of \$25.00 may be charged for each letter of permission.

G. Auditing Regulations

1. Auditing privileges are extended to **students** who have applied for admission and have been officially admitted to the University and to Visiting and Unclassified students.
2. (a) The audit fees are outlined in the fees section of this Calendar.
(b) All auditing fees are non-refundable.
3. **ACADEMIC STAFF** and **VISITING SCHOLARS** (not to be interpreted as visiting students) are eligible to audit without payment of fees, are not required to seek admission to the

University, but must obtain written permission from the instructor of the course on a Permission to Audit form obtainable from the Office of the Registrar. Such audits will not be recorded on an official transcript. Academic staff and visiting scholars who wish to have an audit course recorded on an official transcript must pay the regular audit course fees.

4. A course in which the student is registered and attends as an auditor, will be entered on the student's record. It will not count towards any degree or diploma program, nor will the student in an undergraduate faculty be permitted to change registration in that course from audit to credit or credit to audit status after the change deadline at the beginning of the session in which the course begins. (Since attendance in an audit course is compulsory, the Registrar shall be informed when any student registered as an auditor is not attending the course and/or has been required to withdraw by the instructor. The course shall be deleted from the student's record.)
5. The auditing students shall, before admission to the class concerned, obtain written permission on a Permission to Audit form from: first, the dean of the faculty in which they are registered; and second, the instructor teaching the course. (Permission obtained from a dean shall not bind the instructor to accept a student as an auditor in the class.) In addition, students wishing to audit courses offered by quota faculties must obtain the approval of the dean of the quota faculty.
6. The auditing student shall not participate in class discussions, assignments, examinations or in laboratory or like parts of the course. An invitation by the instructor for a student to participate in activities other than class discussions must be subsequently approved by the head of the department offering the course.
7. Applicants may audit a course which was previously successfully completed and may take for credit a course which was previously audited. Approval will be required as stated above.
8. Any student seeking to audit courses must meet all admission, registration and fee deadlines applying to regular students.

Admission/Registration Refusal

Appeals against denial of admission will not be considered when the denial is based on a Calendar requirement or the "Admission Requirements" policy. Inquiries relevant to Calendar requirements or the "Admission Requirements" policy must be directed to the Director of Undergraduate Admissions whose ruling on such matters is final.

Applicants denied undergraduate admission to faculties for failure to satisfy other than Calendar requirements or the "Admission Requirements" policy shall have the right to appeal. The applicant will first contact the designated person within the faculty in which admission was refused concerning the grounds for refusal. All faculties shall have an Admission Appeals Committee which considers appeals based on substantive or procedural grounds. The Chairperson of the Faculty Admission Appeals Committee shall determine if there are reasonable grounds for the appeal. If the appeal is unsuccessful at the faculty level, the next step is an appeal to the Chairperson of the University's Committee on Admissions and Transferability. This appeal must be on the grounds of alleged bias and/or allegedly unfair procedures at the faculty level, or new evidence that could not have been presented to the Faculty Admission Appeals Committee. The Chairperson of the Committee on Admissions and Transferability shall either (a) deny the appeal for lack of grounds, or (b) return it to the faculty to be heard by a new committee struck by the dean, which is an extension of the Committee on Admissions and Transferability. The decision under (a) and (b) is final. (Further information about appeals to the Committee on Admissions and Transferability may be obtained from the Executive Secretary of the Committee or the Admissions Office.)

Because there is no general right of admission to a graduate program, appeals concerning denial of admission are not generally considered appropriate. See the Faculty of Graduate Studies calendar for more information.

The dean of a student's faculty or the dean of the faculty offering a course has the right to refuse registration. Refusal of registration in courses may be appealed, with grounds, to the Appeals Committee of the faculty whose dean denied registration.

Registration

The University of Calgary reserves the right, published requirements notwithstanding, to reject applicants for admission or registration in courses, even if they technically meet the entrance requirements, on the basis of their overall academic records or on the basis of grounds that, in the opinion of the University, are reasonable in the circumstances.

It is expected that students will follow the program outlined in this Calendar. Registration in a course does not indicate acceptance of the course for degree purposes. Faculties reserve the right to refuse a student's registration in courses when they are not appropriate to the degree program in which the student is registered.

Most undergraduate students will complete course registration for the Fall and Winter Sessions via the Web (Infonet) Registration System. It is strongly recommended that

students obtain academic counselling from their faculty or department advisors, as appropriate, prior to registration.

Students with Disabilities

The University of Calgary will provide academic accommodations to all students who have provided documentation of disability to the satisfaction of the Disability Resource Centre, to the extent that the accommodation does not cause undue hardship to the University of Calgary or lower the performance standards of any given academic program. The provision of academic accommodations is based on a balance of rights and shared responsibilities, and, as such, reflects the responsibilities and obligations of students with disabilities, course instructors, staff, and practicum supervisors for the provision of academic accommodation and the ongoing development of an accessible learning environment. Further information is given in the University of Calgary Policy on Academic Accommodation for Students with Disabilities, available on the University of Calgary website.

Registration Priority and Procedures

All continuing students will be assigned a Registration Priority based on their previous academic record. Registration in courses will be staged according to I.D. numbers. Refer to the Fall/Winter Sessions Course Registration and Planning Guide for individual registration start dates.

A continuing student's Registration Priority will be determined as described below.

Continuing students will be assigned a Registration Priority number in late March. Those students who have a grade point average of 2.00 or better over their most recent University of Calgary course work, up to and including a maximum of five full-course equivalents, will be assigned a priority of "1." Students with less than a 2.00 grade point average will be assigned a priority of "4." Students will not be permitted to register earlier than the dates specified above, relative to their priority number. All continuing students will have their Registration Priority re-evaluated after the Winter Session grades have been recorded (mid May).

Priority "1" continuing students must register by June 30.

Registration instructions and master timetables will be made available to students prior to the beginning of registration. Once their registration date occurs, students can register using the Infonet System. Students in the Faculty of Medicine are not eligible to use this registration system and must register either in person or via mail using a registration form available from their faculty. Students may choose courses for both Fall and Winter Sessions at the same time. Students may print their Confirmation/Statement of Fees from Infonet after they have registered.

Newly admitted or re-admitted students will be mailed the necessary registration materials at the time of admission. Students are strongly encouraged to seek advice on course selection from the Student Affairs Officer of their faculty. This should be done as early as possible.

Registration must be completed as soon as possible, and **not later than three weeks**, following the date of admission.

Unclassified students with prior approval are able to register (add, drop and change courses) using the Infonet. Students not taking advantage of the prior approval procedure will register for courses at the Office of the Registrar.

Registration will begin for degree holding Unclassified students on August 1. Non-degree Unclassified students will be permitted to register on August 15 for remaining spaces in all courses, except those courses which have been indicated by faculties and/or departments as being closed to such students.

Unclassified degree holders, at the time of obtaining prior approval or registration, must provide a transcript indicating courses completed and the degree awarded.

Visiting students are not eligible to register via Infonet and may obtain a combined application/registration form at the Office of the Registrar or at www.ucalgary.ca/registrar.

Visiting students will be permitted to register in Fall/Winter Session courses starting on July 15.

At the time of registration, Visiting students must provide a written letter of approval from the home institution which gives the student permission to complete courses at the University of Calgary. The letter must indicate the number of courses as well as the session/year in which courses can be completed. It is also recommended that the letter indicate specific courses for the protection of the student.

Exchange students are not eligible to register via Infonet and must register on a combined application/registration form through the Exchange Coordinator at their home university.

Registration Deposit

Students will not be permitted to register for any classes until they have paid the \$100.00 registration deposit.

The deposit can be paid in advance at the Fee Office (MLB 122) during normal business hours or at any of the following banking institutions: Royal Bank, Canadian Imperial Bank of Commerce, Bank of Montreal, Scotiabank or TD Canada Trust. Please allow one week for the bank to forward your payment to the University of Calgary. The deposit can also be paid with a valid Visa or MasterCard on Infonet. **There will be no grace period.**

The deposit is refundable only if written notification of cancellation is received in the Office of the Registrar prior to the first day of

the session for which the student has registered.

For information on the various methods of payment, please refer to the Fees section of this Calendar.

Withholds

Withholds may be placed on student access to registration and other services for reasons including, but not restricted to, the following: indebtedness to the University (fees, library fines, parking, residence, laboratory fees, etc.), faculty registration restrictions, outstanding documents, etc. Prior to registering for a session, students are advised to check for any withholds on their records. The issue(s) may then be dealt with to ensure any withhold is removed permitting the student access to course registration.

Master Timetable

The courses offered in each session are published in the master timetable before the opening of the session. The University reserves the right to make any changes it deems necessary including the cancellation of particular courses and to adjust a student's timetable to meet this schedule. Timetable information is available from the Office of the Registrar and Infonet. Students should refer to the master timetable to ensure that they are not selecting courses at overlapping times.

Course Enrollment Limitations

It should be noted that some faculties limit enrollment in their courses solely to students registered in their faculty or in a particular program, and that limits on class or laboratory sizes are frequently imposed. A listing of such limitations is provided in the master timetable.

Block Week Courses

The University of Calgary has set aside five days at the start of Fall and Winter Sessions as Block Weeks mainly for the offering of regular courses in an intensive manner. Dates for Block Weeks are given in the Academic Schedule. (In addition, the Faculty of Environmental Design offers block course weeks throughout the academic year. For information about these weeks, refer to the Faculty of Environmental Design calendar.)

The following regulations apply to courses offered during Block Weeks:

- Block Week is for the offering of regular credit and non-credit courses. Some courses will be available only in a Block Week format.
- Lectures for Block Week courses must be held within the days set aside at the beginning of Fall and Winter Sessions. Permission of the Vice-President (Academic) is required to start or end a Block Week course earlier or later.

- The number of hours for attendance each day during Block Week shall not exceed eight hours. The total number of hours is recommended to approximate those offered during a regular session.
- Junior (200-level) courses may not be offered during Fall Session Block Week.
- The last day to drop a Block Week course (without it appearing on the student's transcript) shall be the end of the first day of lectures. Students dropping such courses who are not registered in other courses for that session will forfeit their registration deposit.
- The last day to withdraw from a Block Week course shall be the final day of lectures during the Block Week.
- Block Week courses beginning in the Fall may extend over both the Fall and Winter Block Weeks.
- Attendance at lectures, tutorials, laboratories, etc. will not be required beyond the duration of the Block Week(s). Students may be required to meet with instructors regarding assignments during the session.
- Although lectures, etc. are completed during the Block Week, students should be prepared to complete assignments and a final examination during the remainder of the session.
- Final grades for Block Week courses will not be required until the end of the session in which the course is offered.
- Final examinations for credit Block Week courses will be held during the regular examination period at the end of the session. In lieu of a final examination, a take-home final examination can be given out on the last day of lectures. Tests held on the last day of lectures cannot be worth more than 10% of the final grade. Exceptions to these regulations require the approval of the Vice-President (Academic).
- Pre-session study is not permitted in Block Week courses unless the deadline to register in the course is one month in advance of the start of lectures. Sending of pre-session study materials to registered students shall be the responsibility of the department and/or faculty offering the course.
- A Block Week course can be a prerequisite for a regular credit course. Normally, a prerequisite course will not be offered in the Block Week immediately preceding the session in which the follow-up course is being offered.
- Where a mandatory course for a degree is available only in the Block Week format, departments shall make arrangements for students who, for legitimate reasons, are unable to complete a course during Block Week.
- Use of a Block Week format will not be indicated on the student's transcript of record.

- It is at the discretion of the faculty in which a student is registered as to the number of courses that a student may attempt during a session, including Block Week courses.
- All Block Week courses will be subject to the GFC approved policy on Universal Student Ratings of Instruction.

Graduate Level Courses

Undergraduate students are permitted to register in graduate level courses only with permission of both their faculty and the department offering the course. Courses numbered 700 level or above are open only to holders of recognized degrees or students registered in graduate programs.

Repeating Courses

A student may repeat a course previously attempted (including withdrawals) only once. To repeat a course more than once will require the permission of the faculty in which the student is registered and the department offering the course. Permission is granted only under exceptional circumstances.

Students repeating courses taken at the University of Calgary will not have the original grade, failure or otherwise, removed from the transcript of record. The transcript of record will indicate both the original grade and the repeated course with its final grade in the session in which it was taken.

Taking or repeating a course that is a prerequisite for a higher level course after having completed the higher level course with a grade of "C-" or better will be allowed only with the permission of both the faculty in which the student is registered and the department offering the course.

Repeating High Demand Courses

Each department indicates prior to the start of registration which, if any, of their courses are to be designated as high demand. A listing is provided in the master timetable.

Students who are repeating high demand courses will not be given priority in registration for those courses until four consecutive sessions (including Spring and Summer Sessions) have elapsed since their last attempt. All attempts including audits and withdrawals will be included in the application of this regulation.

Students not permitted to register for high demand courses at the time of initial registration must wait until August 15 to register for Fall Session courses or December 15 for Winter Session courses.

Faculty Approval of Course Selections

Students should obtain the advice of their faculty in selecting courses; however, the student is ultimately responsible for the correct selection. Faculties reserve the right

to cancel a student's registration in a course, regardless of the date, if the student fails to meet a stated prerequisite. Approval for waiver of prerequisites must be obtained prior to registration in a course.

Course Load

Normally the maximum course load for a student in Fall or Winter Session is five courses; however, this is subject to individual faculty requirements. Students wishing to take more than the normal course load require faculty approval.

Student Responsibility

Each student is personally responsible for the continuing completeness and accuracy of his/her course registration. Advice is available from faculty or department offices. Students should ensure that courses selected are appropriate to their degree program, including the number of courses to complete requirements for graduation. Particular care should be exercised with the sequence in which courses are taken to meet any prerequisite or corequisite requirements.

Each student is also responsible for any change of registration made necessary by the results of final grades at the end of a session.

Late Registration

Priority "1" continuing students must register by June 30. Permission to register after June 30 will be at the discretion of the Registrar and the faculty in which the student wishes to register. Continuing students not permitted to register until July 2 and who have not done so by the end of July can be refused permission to register by their faculty or the University, if found necessary.

Students admitted after the start of Fall Session registration in June must register within three weeks of the issuance of the letter of admission. Failure to do so can result in cancellation of the student's admission.

Changes of Courses or Course Sections

Students wishing to drop a course or change from one course to another may do so via Infonet. Note however that a Notice of Withdrawal form is required when a student is withdrawing from the last course in a session.

No student may attend a section of a course in which he/she is not officially enrolled.

No changes in courses will be permitted later than the dates specified in the Academic Schedule.

Withdrawal from Courses and Withdrawal from the Session

Students who withdraw from course(s):

- prior to the first day of classes will have the course(s) removed from their permanent record, will not be required to pay fees for the course(s), and will have their \$100.00 registration deposit **refunded if they withdraw from all courses**,
- on or after the first day of classes but prior to the registration deadline will have the course(s) removed from their permanent record, will not be required to pay fees for the course(s), but will forfeit the \$100.00 registration deposit **if they withdraw from all courses**,
- after the registration deadline will have the withdrawal recorded on their permanent record and will receive no fee refund.

New students at the University of Calgary who withdraw completely from their first session must reapply for admission, and will be considered using the criteria in effect at the time of re-application.

Students withdrawing completely from a session after the registration deadline must submit a Notice of Withdrawal form to the Office of the Registrar **prior to the deadline date for withdrawal**. A complete withdrawal from a session may not be completed using Infonet.

Withdrawal by Infonet will not be permitted if a student has previously withdrawn from the same course or already has five full-course withdrawals. For such withdrawals, students must obtain faculty approval. Students are also not permitted to withdraw from specific courses without faculty approval (e.g., practicum courses).

Students not eligible to use the Infonet must withdraw by completing a Change of Registration form and obtaining approval from their faculty office. Certain faculties may require the approval of the course instructor prior to approving the withdrawal form.

Students will not be permitted to withdraw more than once from a particular course. Students will be required to withdraw from their faculty and the University if they have accumulated a total of more than five full-course equivalent withdrawals while in attendance at the University of Calgary.

Students shall have been informed by their instructors of the grades **currently earned** by one week before the withdrawal deadline in all courses. (Provided a term paper, assignment or test has been submitted with sufficient time for marking.)

The date of withdrawal from a course or from the session will be noted on the student's permanent record. The date of withdrawal from the session or course will be the date the dean of the faculty signed the Withdrawal or Change of Registration form or the date the student withdrew using Infonet.

Payment of Fees or Notification of Financial Assistance

A student's registration is not complete until the balance of fees for any session has been paid. Fees are due and payable by the prescribed deadlines. (See Fees section for details.)

Students whose fees are not paid by the prescribed deadlines and who have not applied for financial assistance will not have their course registrations cancelled and will be indebted to the University for their tuition and general fees. A \$60.00 penalty will be levied for late payment of fees. Students expecting awards, grants, or other financial assistance from authorized agencies must notify the Director of Student Awards before the deadlines for fee payment.

Students who apply for financial assistance and subsequently decide not to attend University, must advise the Registrar to cancel their registrations before the deadline for fee payments, otherwise, they will be indebted to the University for their tuition and general fees.

Fee Refund

No refund of tuition and general fees will be made after the change of registration deadlines given in the Academic Schedule.

Change of Personal Information

Students should promptly inform the Registrar of changes in personal information — changes in address, name, marital status, citizenship. Students who wish to change their surnames or given names must provide proof in the form of legal documentation.

A Change of Personal Information form, for this purpose, is obtainable at the Office of the Registrar or on the web at www.ucalgary.ca/registrar. Students should change their mailing and e-mail addresses on Infonet. **The University is not responsible for incorrect mailing and for missed deadlines, etc. due to the student's failure to report a change of address.**

It is to the student's advantage even after graduation to maintain an up-to-date address at the University.

Changes in Regulations

The University reserves the right to make changes in regulations governing degree programs from time to time. All such changes apply to new and continuing students. However, students continuing in the same program will be phased into the new program regulations without extending the number of full-course equivalents required for their degree. Where a required course for a degree program is no longer offered, the faculty may specify an alternate. Students who interrupt their program by a Fall or Winter Session or more will be

required to comply with new regulations upon resumption of their studies. Students should annually refer to the Calendar for appropriate faculty regulations governing their degree programs.

Competence Tests

Effective Writing Requirement

All students, full or part time, must meet the Effective Writing Requirement. Students who have not satisfied the Effective Writing Requirement will not be allowed to register for any session which begins twelve or more months after they first started classes as regular registered (i.e., not Unclassified) students. For example, students who begin their studies at the University of Calgary in the Fall Session will not be allowed to register for the subsequent Fall Session until they have completed the Effective Writing Requirement. In practice this means that students must complete the requirement by **May of their first year** in order to avoid delays in their second year registration.

Students transferring to the University of Calgary who have only five full-course equivalents remaining to complete their degree requirements must satisfy the Effective Writing Requirement within a year, as outlined above. In all cases, the Effective Writing Requirement must be completed prior to graduation.

Students with an Effective Writing Requirement withhold are not permitted to register under any student category (including Unclassified) until the requirement has been met.

To meet the Effective Writing Requirement, all students must either:

1. pass the Effective Writing Test (otherwise known as the Alberta Universities' Writing Competence Test), or
2. be exempt from the test.

Exemptions

Exemptions from the test are granted to newly admitted students who meet one or more of the following criteria:

1. A mark of 75% or better on the Alberta English 30 Diploma Examination (not the blended grade).
2. A mark of 80% or equivalent letter grade or better in Alberta English 30 (blended mark) or equivalent course from other Canadian provinces.
3. A mark of 5 or better on the International Baccalaureate Higher or Standard Level English A1 examination or a mark of 6 or better on the International Baccalaureate English B (Higher Level) examination.
4. A mark of 4 or better on the Literature and Composition Advanced Placement examination.
5. Completion of a degree from an accredited institution.

6. Evidence of passing a test equivalent to the Effective Writing Test. (It is the responsibility of the Effective Writing Program to determine which tests and what scores on such tests may be accepted as equivalent.) A list of tests deemed equivalent, to date, along with the required scores on such tests, as determined by the Effective Writing Program, is posted on the Effective Writing Program website (www.ucalgary.ca/~efwr). Students requesting an exemption under this criterion must contact the Effective Writing Program office.
7. Receipt of a grade of "B-" or better in a University of Calgary English course or Comparative Literature course or equivalent.
8. Receipt of a grade of "C+" or better in a University of Calgary Academic Writing course.
9. Receipt of a grade of pass in designated non-credit Effective Writing courses offered by the Effective Writing Program.
10. Special exemption by the dean of the student's home faculty.
11. Receipt of a grade of 65% or better in the Certified General Accountants Association of Canada's Business Communications (CM1) course.
12. Receipt of a grade of "B" or better in a post-secondary writing or communication course deemed acceptable by the Effective Writing Program. A list of courses approved, to date, is posted on the Effective Writing Program website (www.ucalgary.ca/~efwr). Students requesting an exemption under this criterion must contact the Effective Writing Program office.

The Effective Writing Test

To pass the test, students are required to write an essay of about 400 words on one of four general topics in which they demonstrate a university entrance-level competence in their ability to express ideas clearly, logically, and grammatically in well-developed paragraphs, within an effectively structured essay.

Registration and Test Fee

Students may register for a test by telephone (220-7255) or in person at the Effective Writing Program Office (Social Sciences 110).

The test fee is \$50.00 for each writing. The fee must be paid at the Fee Office in advance of the test date; **students will be required to present proof of payment for admission to the test.**

Place and Time

The Effective Writing Qualification Test will be held in the Science Theatres on the following dates:

Thursday, May 13, 2004 - 18:30 to 21:00

Thursday, September 23, 2004 - 18:30 to 21:00

Thursday, November 4, 2004 - 18:30 to 21:00

Thursday, January 20, 2005 - 18:30 to 21:00

Thursday, March 17, 2005 - 18:30 to 21:00

Thursday, May 12, 2005 - 18:30 to 21:00

Thursday, September 22, 2005 - 18:30 to 21:00

Thursday, November 17, 2005 - 18:30 to 21:00

It is recommended that students write the test at their earliest convenience once they have received notice of admission and their University of Calgary I.D. number.

Students who live outside Calgary may take the Effective Writing Test at the University of Alberta in Edmonton or at the University of Lethbridge. Students planning to do so should check with the University of Alberta, (780) 492-0991, or the University of Lethbridge, (403) 329-2766, to confirm test dates at those institutions and to register.

The Effective Writing Test has the same status as a University final examination. Accordingly, any form of cheating will be considered grounds for suspension or expulsion from the University. Proof of identity will be required during the test. Students more than thirty minutes late will not be admitted to the examination.

Help Available

Students who are experiencing difficulties with their writing, whether or not they have completed the Effective Writing Requirement, may:

1. Seek free individual tutoring through the Effective Writing Program's Writing Centre. To book an appointment, please go to Social Sciences 110.
2. Register in an Effective Writing course. These non-credit courses are primarily intended to give University of Calgary students the writing skills needed to pass the Effective Writing Requirement. Students who receive a pass and achieve a high enough grade on the final in-class essay will be exempt from the Effective Writing Requirement. However, students who must meet the requirement before the end of the session they are in should not wait until they receive their final marks in the expectation of being exempted; rather, they should attempt the Effective Writing Test at least once even while they are registered in an Effective Writing course.

Information about dates, times and the cost of these courses can be obtained by calling the Effective Writing Office at 220-7255 or by visiting the web (www.ucalgary.ca/~efwr).

Mathematics Diagnostic Test

Mathematics II, offered by Continuing Education, with a grade of "D" or better is

acceptable in lieu of Pure Mathematics 30 for general admission requirements.

Students who wish to enroll in courses in the Faculty of Science for which Pure Mathematics 30 is a prerequisite, and who wish to use Mathematics II to satisfy that prerequisite, must achieve a grade of "C-" or higher in Mathematics II.

Students whose programs require Mathematics 211 or 221 and/or 249 should note that entry to these courses is restricted to students who have met one of the following three prerequisites:

- (a) a grade of 70% or higher in Mathematics 30 or Pure Mathematics 30;
- (b) a grade of "B-" or better in the non-credit courses Mathematics II or College Algebra and Trigonometry offered by Continuing Education;
- (c) a grade of 70% or higher on the Mathematics Diagnostic Test administered by the Department of Mathematics and Statistics.

For entry to Mathematics 251, students must present one of the above and Mathematics 31.

Notes:

1. *Students meeting prerequisite (a) should enroll directly into Mathematics 211 or 221 and/or 249; students meeting prerequisite (a) plus Mathematics 31 should enroll directly into Mathematics 251; all other students must take either Mathematics II or College Algebra and Trigonometry or must write the Mathematics Diagnostic Test.*
2. *The prerequisite for Mathematics II is Mathematics I or Pure Mathematics 20. Students who have not completed one of these prerequisites (including those who have completed Applied Mathematics 30) are directed to begin with Mathematics I.*
3. *Students who have completed Pure Mathematics 20 or Mathematics 20, but feel their skills are not current enough to take Mathematics II, are encouraged to take the Mathematics II Assessment Test administered by Continuing Education.*
4. *Students from outside Alberta who may have previously studied the material in Mathematics I may also be required to take the Mathematics II Assessment Test.*

The Mathematics Diagnostic Test is a one hour test of the student's mastery of topics in Mathematics 10, 20 and 30. It is offered four times per year. Newly admitted students who wish to write the Mathematics Diagnostic Test are advised to do so at their earliest convenience after they have received their notice of admission.

The test will be offered during the week preceding the start of classes in each of the Fall, Winter, Spring and Summer Sessions.

The test fee is \$50.00 for each writing. The fee must be paid at the Fee Office in advance of the test date; students will be

required to present proof of payment for admission to the test.

The test is administered on a computer and the results are available to the student immediately.

The Mathematics Diagnostic Test has the same status as a University final examination. Accordingly, any form of cheating will be considered grounds for suspension or expulsion from the University. Proof of identity will be required during the test. Students more than thirty minutes late will not be admitted to the examination.

Information about the test is available from the Undergraduate Office in the Department of Mathematics and Statistics.

Change of Faculty or Program

Requests for a Change of Program may be made through the website at www.ucalgary.ca/infonet. The deadline dates for Change of Programs are as follows:

• Fall Session:

March 1 All faculties

• Winter Session:

May 1 Engineering (BSc, BSc/BA)

Dec. 1 Communication and Culture (excluding Communications Studies, Law and Society majors), Education (DipEd), Engineering (DipEH, DipEn), Humanities, Kinesiology, Science (excluding Biological Sciences, Geology and Geophysics majors), Social Sciences (excluding Economics, Psychology majors), Collaborative Programs (excluding Dance, Earth Science, Environmental Science majors)

Note: *The Faculties of Education (BCR, BEd), Fine Arts, Haskayne School of Business, Nursing and Social Work do not accept transfer students for the Winter Session. Change of Programs to the Faculties of Engineering (BSc, BSc/BA) and Kinesiology for the Winter Session will only be considered if the quota permits additional admissions.*

Note: *Change of Programs to combined degree programs must be submitted by the deadline date of the faculty with the earlier deadline.*

• Spring Session:

April 1 all faculties (except those noted below)

• Summer Session:

May 1 all faculties (except those noted below)

Note: *Change of Programs to the Faculties of Education (BCR, BEd), Fine Arts, Haskayne School of Business, Nursing and Social Work are not accepted for the Spring and Summer Sessions. Only those students clearly admissible to the Faculties of Engineering and Kinesiology will be admitted to the Spring and Summer Sessions. The*

Faculties of Engineering and Kinesiology recommend that students enter the Fall Session. Change of Programs to the Faculty of Communication and Culture for Spring Session are not accepted from students who are currently registered in the Winter Session.

Owing to the short period between the end of examinations in the Fall Session and the start of classes in the Winter Session, students wishing to transfer to a different faculty or program between the Fall and Winter Sessions will be allowed to register for courses in the new faculty if they are admissible prior to release of Fall Session grades. If, as a result of the Fall Session grades, the transfer is not approved, the student will be returned to his/her original faculty provided he/she has not been required to withdraw. Students re-admitted to their former faculty will be cancelled from Winter Session courses which do not fit their degree program, regardless of the date. New courses can only be selected up to the deadline date specified in the Academic Schedule.

Course Information

Course Outlines

Each instructor responsible for a course is required to make a course outline available to each student by the first class for those courses which are scheduled one day per week and by the second class for all other courses. The course outline will consist of a typed statement outlining:

- whether or not a passing grade on any particular component of a course is essential if the student is to pass the course as a whole;
- whether students in the course may be expected to participate as subjects or researchers when research on human subjects may take place;
- whether or not there will be a final examination and if an examination is held, whether the use of aids such as open book, etc. are permitted;
- a list and description of optional and mandatory supplementary fees for courses;
- the weights to be assigned to the various components which are to be considered in determining the final grade (term papers, laboratory work, class participation, tests, final examinations, etc.). This weighting may not be changed during the session or at the time of grade reporting;
- when writing and the grading thereof is a factor in the evaluation of the student's work. (See Writing Across the Curriculum statement below.)

Instructors will also indicate in the course outline the use of calculators and/or portable computing machines that will be allowed. In the absence of a written statement, the presumption is that the use of any calcula-

tors and/or portable computing machines during examinations will not be allowed.

Instructors have the authority, at the discretion of the dean of their faculty, to require that specific course assignments, term papers and academic exercises be submitted in typewritten form where equipment for preparing such is available to students at no cost. Instructors cannot require that multiple copies of an assignment be submitted.

Writing Across the Curriculum

*"In teaching writing... we are teaching a way of experiencing the world, a way of ordering and making sense of it."*¹

Writing skills are not exclusive to English courses and, in fact, should cross all disciplines. The University supports the belief that throughout their University careers, students should be taught how to write well so that when they graduate their writing abilities will be far above the minimal standards required at entrance. Consistent with this belief, students are expected to do a substantial amount of writing in their University courses and, where appropriate, members of faculty can and should use writing and the grading thereof as a factor in the evaluation of student work. The services provided by the Writing Centre in the Effective Writing Office can be utilized by all undergraduate and graduate students who feel they require further assistance.

*"The difficulty is not to write, but to write what you mean; not to affect your reader but to affect him precisely as you wish."*²

¹James A. Berlin

²R.L. Stevenson

Attendance

The University has directed that attendance will not be considered when assessing a student's grade **except in certain courses where class participation may be a necessary component of the course.** Regular attendance is advised for students in all courses and there is no regulation which precludes an instructor from taking attendance in the class.

The full responsibility for meeting class and laboratory assignments, tests and term papers of the section of the course in which he/she is officially registered lies solely with the student. It is the responsibility of students who have **prolonged absences** from class because of physical and/or emotional health problems to present to the faculty office offering the course a statement from a physician/counsellor attesting to the physical or emotional health of the student. It is expected that this statement will normally be given only if the student presents himself/herself to a physician/counsellor while the problem still exists rather than after recovery.

A student who is absent from a test for legitimate reasons must discuss an alternative course of action with the instructor. The instructor at his or her discretion may

transfer the percentage weight for the test to the final examination, if there is a final examination in the course, set another test, etc. An instructor will normally make this decision on the basis of verbal information provided by the student. In the event that an instructor feels that he/she cannot judge the veracity of the information provided, the student may be required to submit a completed Physician/Counsellor Statement form to confirm an absence for health reasons. Students must be aware that they are responsible for payment of any charge associated with the medical assessment and documentation as this service falls outside the realm of services provided by the Provincial Health Care Plan.

See also Deferral of Final Examinations or Deferral of Term Work.

Religious/Spiritual Observance

The University recognizes that some students may not be able to attend classes, write tests or write final examinations on days of observance. The following applies:

- Scheduled Classes:** Where, due to religious/spiritual observance, a student will miss a class (for example, lecture, laboratory, tutorial) in which an evaluation of the student is to take place, the student must give two weeks notice to the instructor of the class of the intention to be absent. The instructor and the student will discuss alternative courses of action as described in the section above. Religious/spiritual observance does not preclude a student from having to meet deadlines for submission of assignments (for example, term papers, journals, book reviews), when such deadlines fall on a day of observance and the deadline was determined at the start of the course. Students who miss classes for religious/spiritual observances must make up the material covered in that class on their own.
- Tests:** Two weeks notice must be given to the instructor of a class when a student will be absent from a test due to religious/spiritual observance. The instructor and the student will discuss alternative courses of action as described in the section above.
- Final Examinations:** Regulations regarding missed final examinations due to religious conviction are found in the section of this Calendar referring to Deferral of Final Examinations.

When an instructor for a course is not available, notification of absence from a class or test may be given to the head of the department/unit offering the course. Failure to give two weeks notice can result in the University being unable to accommodate the student. The University reserves the right to require proof of religious/spiritual observance.

Ethics of Human Studies

The University is concerned with safeguarding the rights of people in the conduct of its affairs both on and off campus. Students may be requested to serve, on a voluntary basis, as human research subjects for certain of their courses. In such instances, the course outlines prepared by instructors must describe the students' expected roles as subjects. Courses may also follow the pedagogical practice of assigning students to serve as apprentice researchers, e.g., interviewing community members. In all course work dealing with human studies, the usual ethical guidelines with respect to risks and benefits, informed consent, deception, privacy and confidentiality must be followed both by students and their instructors. Students should be referred to departmental ethics committees for information in regard to ethical safeguards. (Further details may be found in the University of Calgary publication entitled Ethics of Human Studies.)

Tape Recording of Lectures

Tape recording shall be permitted for individual private study only at the discretion of the instructor. For any other use, whether by duplication, transcription, publication, sale or transfer of recordings, written approval must be obtained from the instructor for the specific use proposed. Any other use of recordings constitutes academic misconduct and may result in suspension or expulsion.

With the permission of the instructor, students may tape record lectures, provided that the student and instructor sign a Release form available from departmental and faculty offices. A copy of the Release form shall be retained by the instructor and by the department in which the course is offered.

Students are cautioned that lectures, demonstrations, performances, and any other course material produced by an instructor are the intellectual property of the instructor. The Copyright Act and the law regarding confidences protect every original literary, dramatic, musical and artistic work, including lectures by University instructors. Any recording by students is permitted only for the purposes of private study by the individual student.

Students are encouraged to make notes of classroom discussions, lectures, demonstrations, and performances in order to advance their own learning and to develop a record for purposes of private study. The ordinary process of taking notes is encouraged since this practice requires that students develop the ability to actively attend to the material under consideration and to quickly summarize pertinent information in a coherent manner. Electronic or mechanical recording of lectures discourages the development of these important skills. In addition, the presence of recording devices may inhibit frank and open discussion of course material in the classroom, or otherwise interfere with the proper academic conduct of the class.

Instructors shall grant permission for electronic or mechanical recording of lectures to any disabled student who requires such assistance by virtue of a disability. In case of a dispute, the student's request for permission to tape record shall be directed to the head of the department in which the course is offered. The department head shall consult with the student, the instructor, and the Coordinator for Students with Disabilities before making a decision. The department head shall determine if there is a need to permit recording by virtue of the student's disability, and shall determine that the recording medium proposed by the student is appropriate to the needs of the student and in the context of the format of the course. The department head may impose such reasonable limitations on the recording privilege as may be warranted. The department head shall communicate his/her decision in writing, and, if tape recording is authorized, the student and the department head shall sign the appropriate Release form. A copy of the department head's letter and the Release form shall be retained by the department, and copies of these documents shall be given to the student, the instructor and the Coordinator for Students with Disabilities.

In case of a dispute with respect to the decision of the department head, the matter shall be referred to the dean of the faculty in which the course is offered, and is appealable to the Faculty Appeals Committee, in accordance with the appeals procedures authorized by the General Faculties Council and outlined in this Calendar.

This policy applies to all forms of electronic or mechanical recording of lectures, laboratories, tutorials, presentations, performances, electronic (computer) information, the duplication of course material, and to the translation of recordings or transcriptions of any of these materials to another form by electronic or mechanical means.

Academic Standing

Grading System

Students shall have been informed by their instructors of the grades **currently earned** by one week before the withdrawal deadline in all courses. (Provided a term paper, assignment or test has been submitted with sufficient time for marking.)

The official grading system must be used to report final grades to the Registrar but need not be used for individual assignments, quizzes, etc. An instructor electing not to use the official system for a particular component(s) of a course must provide the class, in the same format that was used for the course outline, with an interpretation of the system being used which would enable students to determine their standing within the official system. Such feedback will be provided on the course outline or the first time feedback is given to students. Departmental/Faculty approval is required in the

same manner as for the course outline. This interpretation can subsequently be changed only if the grades of registered students in the section of the course will not be lowered. Departmental/Faculty approval is required in the same manner as for the course outline. Any concerns about changes to the interpretation are first to be addressed to the Department Head or equivalent in non-departmentalized faculties. Students not satisfied should contact the Faculty office to follow normal appeal procedures.

It is at the instructor's discretion to round off either upward or downward to determine a final grade when the average of term work and final examinations is between two letter grades.

The University will not undertake any official conversion or equation of the University of Calgary's letter grades with any percentage or other grading systems.

Undergraduate Grading System

| Grade | Grade Point Value | Description |
|-------|-------------------|---|
| A+ | 4.00 | Outstanding |
| A | 4.00 | Excellent—superior performance, showing comprehensive understanding of subject matter. |
| A- | 3.70 | |
| B+ | 3.30 | |
| B | 3.00 | Good — clearly above average performance with knowledge of subject matter generally complete. |
| B- | 2.70 | |
| C+ | 2.30 | |
| C | 2.00 | Satisfactory — basic understanding of the subject matter. |
| C- | 1.70 | Receipt of a grade point average of 1.70 may not be sufficient for promotion or graduation. (See individual undergraduate faculty regulations.) |
| *D+ | 1.30 | |
| *D | 1.00 | Minimal pass — marginal performance; generally insufficient preparation for subsequent courses in the same subject. |
| F | 0 | Fail — unsatisfactory performance or failure to meet course requirements. |

**Passing grades; the number of "D" and "D+" grades acceptable for credit is subject to specific undergraduate faculty promotional policy.*

The Faculty of Law, in addition, uses a CR/D/F system for certain of its courses.

A system of grading which carries no weight in the determination of grade point averages (as follows) is used by the Faculty of Medicine for its MD program.

CR – Completed requirements
 RM – Remedial work required
 F – Fail

Certain courses in other faculties are also graded on a CR/F basis and are identified by the notation "Not Included in GPA" in the course description section of this Calendar. The grades in these courses are not included in the calculation of the grade point average. Such courses may be required in certain programs for graduation purposes, as indicated in the faculty sections of this Calendar, but will carry no weight in the determination of grade point averages.

University policy requires that students' grades in a course are reported according to the grading scheme of the faculty giving the course (regardless of the faculty in which a student is registered) and are so recorded on students' transcripts of record.

Graduate Grading System

Students registered in the Faculties of Environmental Design and Graduate Studies are graded using a letter-based system. Please refer to the Faculty of Environmental Design or the Faculty of Graduate Studies calendars for details.

Symbols

AE Aegrotat standing
 AU Auditor
 DF Deferred final examination
 DT Deferred term work
 RW Required to withdraw
 SF Special deferred examination
 W Withdrew
 X Grade not reported by instructor

Grade Point Average

All grades are used in the calculation of yearly grade point averages both for purposes of the official transcript of record and cumulative grade point averages determined by the faculties. For promotion or graduation, many faculties do not use a cumulative grade point average; instead, they use a continuous grade point average that excludes lower grades in repeated courses and/or grades in courses that are extra to degree. Refer to individual faculty sections for promotion and graduation requirements.

In the determination of the grade point average the grades are weighted on the basis of full-course weight (normally two consecutive sessions), half-course weight (one session) or quarter-course weight. For example, a student who completed three full courses and four half courses with grades A+, C, B, D, F, A, and B- respectively would have the grade point average computed in the following manner (a weight of four is assigned to a full course and a weight of two to a half course; a grade point value as indicated in the preceding chart is assigned to each grade):

| | | |
|--|---|------|
| 4 x 4 (full course with an A+ grade) | = | 16 |
| 4 x 2 (full course with a C grade) | = | 8 |
| 4 x 3 (full course with a B grade) | = | 12 |
| 2 x 1 (half course with a D grade) | = | 2 |
| 2 x 0 (half course with an F grade) | = | 0 |
| 2 x 4 (half course with an A grade) | = | 8 |
| 2 x 2.70 (half course with a B- grade) | = | 5.4 |
| 20 | = | 51.4 |

$51.4 \div 20 = 2.57$ Weighted Grade Point Average

Students should refer to the appropriate sections of this Calendar for specific promotion and graduation requirements.

Honours Degrees and Degrees with Distinction

Honours degrees are available from the Faculties of Communication and Culture, Fine Arts, Humanities, Kinesiology, Science and Social Sciences. Please refer to the graduation requirements for Honours degrees in the faculty sections of this Calendar.

The notation "With Distinction" will be inscribed on the permanent record and graduation parchment of a candidate for the degree of BA, BSc, BComm, BEd (Master of Teaching Program), BSc (Engineering), BFA, BKin, BMus, BN, BSW or LLB if the candidate has obtained the required weighted average as defined under faculty promotional policy.

A student who has taken part of his/her work at another university may be granted a degree "With Distinction" at the discretion of the faculty concerned.

Dean's List

The Faculties of Communication and Culture, Engineering, Fine Arts, Haskayne School of Business, Humanities, Kinesiology, Law, Nursing, Science and Social Sciences have a Dean's List. Requirements for inclusion on the Dean's List are given in each faculty's section of this Calendar. Placement on a Dean's List will be noted on the student's transcript.

Unsatisfactory Standing

All faculties review a student's performance for continuation in a program. University regulations require that an undergraduate student, at the time of review, be required to withdraw from the University if the student's grade point average is less than 1.70. A few faculties have higher requirements for continuation in a program.

Students will be permitted a maximum of one probationary period while registered as undergraduate students at the University of Calgary. Students will be required to withdraw rather than be placed on probation for a second time. Students placed on probation as a criterion of admission will not have this period counted in the total permitted. Probationary periods that have occurred in excess of five years previous will not be counted.

A faculty council may refuse permission to a student or prospective student to enter any year of any program, if, in the opinion of that council, the student shows a lack of general educational attainment. **Further, a student whose record in the classroom, in tests, or in final examinations is unsatisfactory, may at any time be required to withdraw from the faculty in which he/she is registered.**

The records affecting promotion and graduation of all students in the University are reviewed by persons designated by the faculty council. A student whose record is then found to be unsatisfactory will be so notified by the dean. The student may be required to withdraw from the faculty or to repeat the year. Students who receive letters concerning poor scholarship are reminded that the Counselling and Student Development Centre is available to discuss this matter.

Notwithstanding specific regulations regarding probation and progress in program, students' academic standing may be reviewed at any time and, at the discretion of the dean or designate, a student may be permitted to continue in program under specified conditions or required to withdraw if specified conditions of admission or continuation in program are not met. These conditions shall be specified in writing by the dean or designate to the student.

The transcript of record will indicate if a student has been required to withdraw or placed on probation due to unsatisfactory standing. This notation will not be removed from the transcript of record.

Students who have been required to withdraw from a faculty at the University of Calgary and wish to return must re-apply for admission to the University by the stated deadlines. In order to be re-admitted, such applicants may be required to have completed a specified amount of course work with acceptable grades at another institution before re-admission will be granted. Consultation with the faculty to which re-admission will be sought is strongly recommended. Such applicants will not receive preference over new applicants. An interview with the dean of the faculty they wish to enter may also be required.

For specific faculty promotional policies, please refer to the statements in each faculty section of this Calendar.

Aegrotat Standing

Aegrotat standing (i.e., standing granted to a candidate who is prevented by illness from attending final examinations) may be granted by the faculty council offering the course(s) to a student registered in either of the last two years of any program. It should be noted that aegrotat standing may only be granted for courses in which the student is registered and attending.

Any student wishing to take advantage of this privilege should apply to the dean of the faculty concerned.

Transcripts

“Official” transcripts are transcripts which bear the University seal and signature and are either:

- mailed directly to an institution or agency by the Office of the Registrar, or
- given to students in a sealed, tamper-evident envelope which they can forward themselves, unopened. (Note: A few institutions will not accept these as “official” transcripts.)

“Unofficial” transcripts are identical in content to official transcripts; however, they do not bear the University signature and seal. They are issued to students for their personal use or to other individuals as specified by the student.

Students requiring transcripts of their University of Calgary record may request these via the web (www.ucalgary.ca/registrar), in person at the Office of the Registrar, or by personal letter. Payment must be made at the time of the request. Visa and MasterCard must be used for requests via the web. Transcripts cannot be issued on the basis of a telephone call or an email.

Information regarding current costs of transcripts is available at www.ucalgary.ca/registrar.

Optional courier delivery is also available. Rates vary based on the destination. See the web for details.

Examinations and Tests

In calculating the final grade, the term work should count for not less than 50%. Any tests carried out during the last two weeks of lectures (the 14 days preceding the day designated as the last day of lectures in the Academic Schedule in this Calendar) may not account in total for more than 10% of the final grade, except in the case of laboratory or oral testing, take-home examinations or terminal projects.

The above ruling does not apply to tests held at the end of the Fall Session in full courses which run over both Fall and Winter Sessions.

Scheduling of Tests

Tests must be scheduled within regular class time except in those special cases where prior approval has been obtained from the dean of the faculty offering the course.

Common mid-year tests in full courses must be scheduled by the Registrar if held during the examination period.

For information regarding absence from tests, please refer to the Attendance section above.

Proof of Identity

I. Tests

Invigilators of any tests may, when they have reason to believe there is cause to do so, challenge any candidate to produce proof of identity either in the form of the University I.D. card or some acceptable equivalent (i.e.,

one bearing a photograph) such as a Provincial Driver’s License, Canadian Citizenship Card, Passport, etc.

If there is clear evidence that impersonation has occurred, the individual shall not be permitted to continue the test and shall be reported immediately to the dean or delegate of the faculty in which the course is offered.

A student who is not able to provide acceptable proof of identity may be permitted to continue the test provided that he or she undertakes to provide verification of identity later. If verification is not provided, then the student will receive an “F” in the test, and the matter will be referred to the dean or delegate of the faculty in which the course is offered for consideration of further disciplinary action.

II. Final Examinations

All candidates for final examinations are required to place their University of Calgary student I.D. cards on their desks for the duration of the examination. This requirement is publicized at the time of posting of the examination timetable each session.

Students without an I.D. card who can produce an **acceptable** alternative I.D., e.g., one with a printed name and photograph, will be allowed to write the examination.

A student without acceptable I.D. will be required to complete an Identification form. The form indicates that there is no guarantee that the examination paper will be graded if any discrepancies in identification are discovered after verification with the student’s file.

A student who refuses to produce identification or who refuses to complete and sign the form will not be permitted to write the examination. The circumstances will be reported in writing to the dean and to the Registrar for consideration of further disciplinary action.

Invigilators need not require student identification if the student is personally known to the invigilator.

Final Examinations

Any final examination in a course is held in the examination period following the session in which the course was completed.

Final examinations are scheduled by the Registrar.

Students with a registered disability who require special arrangements for their final examination should contact the Disability Resource Centre.

Should a student write an examination, hand in the paper for marking, and later report extenuating circumstances to support a request for cancellation of the paper and for another examination or a deferred examination, such a request will be denied. Retroactive withdrawals will also not be considered.

Students and instructors must be available for examinations up to the last day of the examination period.

Scheduling of Examinations

All final examinations must be scheduled by the Registrar except those final examinations which are take-home examinations, oral examinations or terminal projects. The dates for Weekend University final examinations are earlier than regularly scheduled final examinations except when a common examination is being held. Unscheduled examinations, assignments, tests, etc., may not be held by instructors after the last day of classes, i.e., during the study break or the examination period at the end of each session. Any such testing should be conducted by the instructor during the regular class periods before the end of a session. (See paragraph under Examinations and Tests above for weighting of tests during the last two weeks of lectures.)

Common mid-year tests in full courses must be scheduled by the Registrar if held during the examination period.

The **Examinations Timetable** is produced by computer from the list of courses which are to be scheduled and from each student’s course registration. The program guarantees the best possible timetable in that students (who are properly registered) will not have conflicts in their examination times, and attempts to reduce the number of students writing back-to-back examinations.

Requests for pre-assignment of examinations to special dates for whatever cause or reason cannot be accommodated. Similarly, changes in the dates of scheduled examinations cannot be approved. The results of student votes on this matter will not be considered, as these have been found to result in illegitimate pressure on dissentients.

The Examinations Timetable will be published approximately one month after the start of the session and will be posted on the Office of the Registrar bulletin board, at all faculty and department offices, on University public terminals, on the automated telephone line (220-7000), and on the web (www.ucalgary.ca/registrar).

Evening Credit and Off-Campus Course Examinations

Final examinations in all courses, including evening credit courses, late afternoon courses and weekend courses (with a common examination) are scheduled by the Registrar. The University cannot guarantee that examinations in evening credit courses will be scheduled in the evening but an effort is made to schedule as many examinations as possible in the evening. An examination common to both day and evening sections of a course may be scheduled during the day.

For courses offered at off-campus locations, the instructor will be responsible for scheduling the final examinations during the examination period at the end of the session.

Deferral of Final Examinations

Deferred examinations are allowed in the following circumstances: illness, domestic affliction and religious conviction. Students submitting a final examination for marking may not subsequently request a deferred final examination. Lack of writing a final examination does not guarantee approval of a deferred examination. Travel arrangements and misreading of the Examinations Timetable are not valid reasons for requesting a deferred examination. The authority to grant or deny a deferred final examination is vested with the dean of the faculty in which the course is offered. Deferred final examinations will not be granted if it is determined that just cause is not shown by the student.

Students who have three final examinations between the hours of 8:00 a.m. and 8:00 p.m. **on the same day** will be allowed, at their request, to defer one examination to the deferred examination period.

If during the course of an examination a student becomes ill or receives word of domestic affliction, the student should report at once to the supervisor, hand in the unfinished paper and request that it be cancelled. If physical and/or emotional ill-health is the cause, the student must report at once to a physician/counsellor so that subsequent application for a deferred examination is supported by a completed Physician/Counsellor Statement form. Students can consult professionals at University Health Services or Counselling and Student Development Centre during normal working hours or consult their physician/counsellor in the community.

All requests for deferral of a final examination due to health reasons must be accompanied by a completed Physician/Counsellor Statement form. Letters from a physician/counsellor in lieu of a Physician/Counsellor Statement form will not be accepted. Students are encouraged to be responsible in making a request to have an examination deferred by seeing a physician/counsellor while the student has the physical or emotional problem rather than after recovery. This makes it more possible for professionals to do an accurate assessment. Students should be aware that there may be a charge for the medical assessment and documentation and they are responsible for the cost of this service.

In the event of an **intended absence** due to religious conviction, domestic affliction, or health reasons which makes it physically impossible to write an examination, an Application for Deferred Final Examinations form accompanied by written evidence must be submitted to the appropriate faculty office prior to the date of the final examination. In the case of health reasons, the accompanying written evidence must be a completed Physician/Counsellor Statement form.

Students absent from a final examination due to unforeseen reasons must notify the department offering the examination within 48 hours of the missed examination and apply for the deferred final no

later than the deadline indicated in the Examination Schedule on page 6.

Students who are eligible but do not apply for a deferred final examination by this prescribed deadline shall automatically lose this privilege. Students who have been granted a deferred final, but who do not show just cause within 48 hours of the examination for not writing at the prescribed time, shall automatically lose the privilege of further deferral in that course.

The Application for Deferred Final Examinations form and the Physician/Counsellor Statement form are available on the web (www.ucalgary.ca/registrar). Since there is a very short time period between the application deadline and the date for writing a deferred final examination, it is the responsibility of the student to ascertain whether the faculty has approved or denied the request for a deferred final examination.

Dates on which deferred final examinations are held are also noted in the Examination Schedule. Deferred final examinations are scheduled by the Registrar and a timetable will be posted outside the Office of the Registrar and on the web (www.ucalgary.ca/registrar) a few days prior to the examination. Students writing a deferred final examination must consult this timetable to determine the exact date and time of their deferred final.

A deferred final examination question paper will differ in content (to the extent possible) from the regular final examination and may not necessarily be of the same format as the regular final examination.

Students in their graduating year who write Winter Session deferred final examinations will not graduate until the Fall Convocation.

Deferred and special deferred examinations may affect eligibility for certain undergraduate awards.

Deferral of Term Work

Instructors are normally free, subject to any established departmental or faculty procedures, to administer their own policies regarding deadlines within session time for the completion of term papers or assignments. Students should be made fully aware of these policies. However, **should an extension of time be sought for completion of any such session work beyond the deadline of five days after the end of lectures**, an Application for Deferment of Term Work form must be completed. Deferments may only be granted at the discretion of the dean and will normally not exceed thirty days. Application forms are available from the Supervisor of Records and Transcripts in the Office of the Registrar.

See also the section on "Attendance" with regard to absences from tests.

Special Deferred Final Examinations

Special deferred final examinations may be granted by a dean to students who are

prevented by health reasons (certified on a Physician/Counsellor Statement form), domestic affliction or other extreme circumstances from writing a deferred final examination. Applications for special deferred final examinations must be received no later than the prescribed application deadline indicated in the Examination Schedule on page 6. Students who failed to apply for a deferred final examination or did not apply for a special deferred examination initially will forfeit the right to a special deferred final examination.

Dates on which special deferred final examinations are held are also noted in the Examination Schedule. Special deferred final examinations are scheduled by the Registrar and a timetable will be posted outside the Office of the Registrar and on the web (www.ucalgary.ca/registrar) a few days prior to the examination. Students writing a special deferred final examination must consult this timetable to determine the exact date and time of their special deferred final.

A special deferred final examination question paper will differ in content (to the extent possible) from previously given final examinations in the course and may not necessarily be of the same format.

Students who receive approval to write a special deferred final examination and who fail to write this examination, for whatever reason, will have lost the privilege of writing the special deferred final examination at a later date.

Students in their graduating year who write Fall Session special deferred final examinations will not graduate until the Fall Convocation.

Debarment

A student may be refused permission to write a final examination in a course, on the recommendation of the department concerned and with the concurrence of the dean of the faculty in the following circumstances:

1. The student has neglected to do a substantial proportion of the written and/or laboratory assignments in a course of which these are an essential feature.
2. The student has not officially registered in the course.

Examination Results

All students can access their **final grades** by using the web, calling the Telephone Registration System, or viewing public access terminals throughout the campus. (Initially the final grades will be unofficial until they have been verified by the Office of the Registrar and the grade point averages for the session have been calculated.) Those students requiring an official statement for employers, etc. may obtain the same from the Access Desk at the Office of the Registrar. When necessary, the Office of the Registrar will mail Revised Statements of Grades for revisions to official grades.

Final Examination Papers

After grading, final examination answer papers are forwarded to the faculty or department office and retained for a period of **one year** after the release of official grades by the Office of the Registrar. During this period students may obtain a machine copy of their graded paper at cost.

Examination Fees

- (a) University of Calgary examinations written at external centres — students are not permitted to write a final examination paper at an outside centre except under very special circumstances and with the permission of the Registrar. Usually the cause is illness or death in the immediate family, or other severe family affliction. This must be substantiated by a medical certificate or other acceptable verification. A fee will be charged.
- (b) Examinations from external organizations — students from external organizations can make arrangements to have their examinations proctored at the University of Calgary. Fees are determined by the Examinations Officer.

Graduation

Application for Degree

All undergraduate and graduate students who expect to receive degrees or diplomas at one of the May, Spring (June) or Fall (November) Convocations must complete an Application for Degree form (whether they are attending the convocation ceremony or not). The Application for Degree is available at www.ucalgary.ca/registrar. The prescribed deadlines for such applications are March 1 for May and Spring (June) Convocations and August 15 for Fall Convocation. Students who apply for their degree at a specific convocation but do not qualify must subsequently submit another Application for Degree form. In those cases where more than 12 months have elapsed since the last registration in an undergraduate program, students should contact their faculty as they may also be required to submit an Application for Admission.

Students granted permission to complete their degrees at other institutions in the Winter Session of their graduating year and those writing deferred examinations will graduate at the Fall Convocation next following. Official transcripts of grades must be received by the Office of the Registrar before a student's name will be placed on the graduation list. Transcripts must be received not later than one month before any Convocation. The University does not accept responsibility for obtaining transcripts of grades from other institutions for the student.

Students who do not meet the above conditions by the prescribed deadlines may not expect to have their names added to the graduation lists or to be recommended for their degree until the following convocation.

Irrespective of cause, no students' names will be added to the convocation program **later than three weeks** before the ceremony.

Students completing degree requirements at Spring Session (May to June) or Summer Session (July to August) will not receive their degrees prior to Fall Convocation.

Names on Parchment

It is the University's policy to use the full legal registered names of students on the parchment. Changes in name must be supported by legal documentation. The use of an initial in place of a given name is not permitted.

Parchment Information

Minors and approved concentrations will not be indicated on degree parchments but will be noted on the official transcript.

Double Majors

Some degree programs permit a double major; however, such a degree will only be awarded if it is possible to obtain the degree with each of the majors. For example, a BA in Computer Science and History is permitted, whereas, a BSc in Computer Science and History would not be awarded since it is not possible to obtain a BSc in History. Students who are enrolled in the Co-operative Education or Internship programs must complete the Co-operative Education or Internship in both majors.

Degrees in Absentia

A preliminary convocation notice is sent to all students who submit an Application for Degree. Upon receipt of the preliminary convocation notice **all graduands** must notify the Convocation Office **whether or not** they will attend the ceremony. Seating is reserved only for those graduands who have notified the Convocation Office that they will be attending the ceremony. Such notice must be received two weeks before the ceremony.

Graduands who have advised that they will not attend may pick up their degree parchment from the Convocation Office in the Office of the Registrar during the 30 days following the day of the ceremony. There is a fee for those wishing to have their degree mailed.

Degree Reprints

The University does not support the issuance of a duplicate parchment, but, due to extraordinary circumstances (e.g., loss by fire), a replacement degree may be issued. An Application for Degree Reprint form is available from the Convocation Office or on the web (www.ucalgary.ca/registrar). The new degree will be marked "duplicate" with the date it was reprinted. A fee will be charged.

Posthumous Degrees

With the approval of the Registrar, a degree may be awarded posthumously to a deceased student who had essentially completed a degree program or was completing the last session of his/her degree program. Degrees granted posthumously will be noted on the transcript of record.

Convocation

Convocations for the conferring of degrees are held in May, June and November on campus. There is one ceremony in May, six ceremonies in June, and two ceremonies in November. Please refer to the Academic Schedule for dates. Students can access graduation information on the web (www.ucalgary.ca/registrar) or on the 24 hour telephone line, (403) 220-5520.

Academic Dress

Hoods

Hoods are in accordance with the shape specified by the North American Intercollegiate Code for Bachelors', Masters', and Doctors' degrees. Faculty colours or colours of a specific discipline are:

Faculty of Communication and Culture — scarlet*

BA — white

BCS — silver grey

BGS — scarlet

BSc — golden yellow

Faculty of Education — light blue

BCR — light blue

BEd — light blue

Faculty of Engineering — orange

Faculty of Environmental Design — russet

MArch — russet

MEDes — russet

Faculty of Fine Arts — brown*

BA — white

BFA — brown

BMus — pink

Faculty of Graduate Studies — philosophy blue*

LLM — purple

MA — white

MBA — sapphire blue

MBT — golden yellow

MCE — light green

MCM — golden yellow

MCS — silver grey

MEc — white

MEd — light blue

MEng & MSc in Eng — orange

MFA — brown

MGIS — golden yellow

MKin — sage green

MMus — pink

MN — apricot

MPM — orange

MSc — golden yellow

MSS — white

MSW — citron yellow

EdD – light blue
 PhD – philosophy blue

Haskayne School of Business — sapphire blue

BAccS – sapphire blue
 BComm – sapphire blue
 BHRM – sapphire blue

Faculty of Humanities — white

Faculty of Kinesiology — sage green

BKin – sage green

BPE – sage green

BSc – golden yellow

Faculty of Law — purple

Faculty of Medicine — dark green

Faculty of Nursing — apricot

Faculty of Science — golden yellow*

BA – white

BSc – golden yellow

Faculty of Social Sciences — copper*

BA – white

BSc – golden yellow

Faculty of Social Work — citron yellow

**The scarf colour of the dean of the faculty differs from hood colours for specific degrees.*

- For the Bachelors' and Masters' degrees, the University of Calgary uses a black hood lined with the University colours, gold with red chevron, and trimmed with the colour indicating the subject of the degree, in a silk-like material. Those persons receiving Diplomas wear the bachelor's hood of the faculty offering the Diploma.
- For the PhD hood, the body is doctors' scarlet, with a lining of gold and a chevron of scarlet with a three-inch trim at the edge (inside and out) of philosophy blue. The EdD hood conforms to the Intercollegiate Code in shape, size and colour. The trim colour is Education light blue.
- For Honorary Doctorates of the University of Calgary (LLD) the hoods have a body in gold, lined in doctors' scarlet with a gold chevron. The trim is a one-inch band of white silk edged with a three-inch band of scarlet velvet, the configuration follows that of the PhD hood.
- The honorary degree Doctor of the University of Calgary (DUC) has been awarded previously. The hood is similar to the LLD hood without the white band.

Headwear

- The headwear for Bachelors and Masters is the black mortarboard or trencher-type hat.
- For Doctors, the headwear is a black velvet John Knox cap or birretum.

Gowns

- Bachelors' and Masters' gowns follow the black gown specified by the North American Intercollegiate Code.
- Doctorate gowns (PhD) are doctors' scarlet in colour with a gold yoke. The silk trim on the sleeves and front panels

is of blue silk. Doctorate gowns (EdD) conform to the Intercollegiate Code in design. The normal gown for the EdD is the black gown with light blue bars on the arm.

- Honorary Doctorate gowns are gold with a red velvet yoke. Trim on inside and outside of sleeves and the front panels is red velvet.

Deans' and Vice-Presidents' Scarves

The academic deans have scarves in the appropriate faculty colour with an embroidered University coat-of-arms, approximately two and one half by three and one half inches, on the left side. The vice-presidents' scarves are of the scarlet used in the president's gown and trimmed around the edges with the same silver braid.

Official Degrees/ Diplomas/Certificates

- Faculty of Communication and Culture
 - Bachelor of Arts (BA)
 - Bachelor of Arts (Honours)
 - Bachelor of Communications Studies (BCS)
 - Bachelor of General Studies (BGS)
 - Bachelor of Science (BSc)
 - Bachelor of Science (Honours)
- Faculty of Education
 - Bachelor of Community Rehabilitation (BCR)
 - Bachelor of Education (BEEd)
 - Diploma of Education (DipEd)
- Faculty of Engineering
 - Bachelor of Science in Chemical Engineering (BSc(Eng))
 - Bachelor of Science in Civil Engineering (BSc(Eng))
 - Bachelor of Science in Computer Engineering (BSc(Eng))
 - Bachelor of Science in Electrical Engineering (BSc(Eng))
 - Bachelor of Science in Geomatics Engineering (BSc(Eng))
 - Bachelor of Science in Manufacturing Engineering (BSc(Eng))
 - Bachelor of Science in Mechanical Engineering (BSc(Eng))
 - Bachelor of Science in Oil and Gas Engineering (BSc(Eng))
 - Bachelor of Science in Software Engineering (BSc(Eng))
 - Diploma of Engineering (DipEn)
 - Diploma of Engineering and Haskayne School of Business (DipEH)
- Faculty of Environmental Design
 - Master of Architecture (MArch)
 - Master of Environmental Design (MEDes)
- Faculty of Fine Arts
 - Bachelor of Arts (BA)
- Bachelor of Arts (Honours)
- Bachelor of Fine Arts (BFA)
- Bachelor of Music (BMus)
- Diploma of Fine Arts (DipFA)
- Faculty of Graduate Studies
 - Energy and the Environment Certificate
 - Master of Arts (MA)
 - Master of Biomedical Technology (MBT)
 - Master of Business Administration (MBA)
 - Master of Communications Studies (MCS)
 - Master of Community Medicine (MCM)
 - Master of Continuing Education (MCE)
 - Master of Counselling (MC)
 - Master of Economics (MEc)
 - Master of Education (MED)
 - Master of Engineering (MEng)
 - Master of Fine Arts (MFA)
 - Master of Geographic Information Systems (MGIS)
 - Master of Kinesiology (MKin)
 - Master of Laws (LLM)
 - Master of Music (MMus)
 - Master of Nursing (MN)
 - Master of Project Management (MPM)
 - Master of Science (MSc)
 - Master of Science in Biomedical Engineering (MSc(Eng))
 - Master of Science in Chemical Engineering (MSc(Eng))
 - Master of Science in Civil Engineering (MSc(Eng))
 - Master of Science in Electrical Engineering (MSc(Eng))
 - Master of Science in Geomatics Engineering (MSc(Eng))
 - Master of Science in Mechanical Engineering (MSc(Eng))
 - Master of Social Work (MSW)
 - Master of Strategic Studies (MSS)
 - Nurse Practitioner Certificate (NP)
 - Doctor of Education (EdD)
 - Doctor of Philosophy (PhD)
- Haskayne School of Business
 - Bachelor of Accounting Science (BAccS)
 - Bachelor of Commerce (BComm)
 - Bachelor of Hotel and Resort Management (BHRM)
- Faculty of Humanities
 - Bachelor of Arts (BA)
 - Bachelor of Arts (Honours)
- Faculty of Kinesiology
 - Bachelor of Kinesiology (BKin)
 - Bachelor of Kinesiology (Honours)
 - Bachelor of Physical Education (BPE)
 - Bachelor of Physical Education (Honours)

- Bachelor of Science (BSc)
- Bachelor of Science (Honours)
- Faculty of Law
 - Bachelor of Laws (LLB)
- Faculty of Medicine
 - Bachelor of Health Sciences (BHS) (Honours)
 - Doctor of Medicine (MD)
- Faculty of Nursing
 - Bachelor of Nursing (BN)
- Faculty of Science
 - Bachelor of Arts (BA)
 - Bachelor of Arts (Honours)
 - Bachelor of Science (BSc)
 - Bachelor of Science (Honours)
- Faculty of Social Sciences
 - Bachelor of Arts (BA)
 - Bachelor of Arts (Honours)
 - Bachelor of Science (BSc)
 - Bachelor of Science (Honours)
- Faculty of Social Work
 - Bachelor of Social Work (BSW)

Honorary Degrees

The Senate of the University of Calgary has responsibility for selecting individuals to receive the University's highest academic honour - the Honorary Doctor of Laws (LLD). Honorary degrees are conferred by the Chancellor to recognize extraordinary achievement in community, national or international service and to honour those individuals whose accomplishments are of such excellence that they provide, through example, inspiration and leadership to the graduates of the University. Contributions may have been made in any field of endeavour, including the arts, business, the professions, scholarly endeavours and voluntary activities. Normally excluded from consideration are those currently holding elected office, as well as current members of the University community. For more information, contact: senate@ucalgary.ca

The Order of the University of Calgary

The Order of the University of Calgary is a prestigious University award recognizing exemplary and distinguished service to the University. The award is available to any member of the University community, those currently or formerly attached to the University and to those representing the University in the community. Candidates nominated for membership in the Order may include, but are not limited to faculty, staff, students (graduate or undergraduate), volunteers and alumni. For more information, contact: senate@ucalgary.ca

Reappraisal of Grades and Academic Appeals

The University acknowledges that there are instances when a student may wish to challenge University decisions about grades or academic policy. The following guidelines and procedures deal with those occasions.

General Principles

1. Students should recognize that reappraisals of term and final grades occur at the department/faculty level that originated those decisions.
2. Students should recognize that appeals of grade reappraisals and other academic decisions will be handled at the level of appeal closest to the level at which the decision was made.
3. Students must begin the reappraisal/appeal process at the appropriate level and proceed through successive levels of appeal in order, and with no omissions.
4. At every level, students should attempt, to the utmost of their ability, to present their arguments as effectively and as fully as possible. Mere dissatisfaction with a decision is not sufficient grounds for the appeal of a grade or other academic decision.
5. The General Faculties Council's Committee to Hear and Determine Student Academic Appeals will hear an appeal only if it can be demonstrated there is: (a) alleged bias, and/or (b) alleged unfair procedures at a lower level of appeal, and/or (c) substantial new evidence which could not have been presented at an earlier stage.
6. Students may obtain help in understanding the appeals process and in writing appeal letters from the Students' Union.

Students who wish to apply for a reappraisal of graded term work or final grades, or wish to appeal those reappraisals, and students who wish to appeal what they feel are unfair academic decisions by their faculty should follow the guidelines stated below.

Reappraisal of Graded Term Work

A student who feels that a piece of graded term work (term paper, essay, test, etc.) has been unfairly graded, may have the paper re-graded as follows. The student shall discuss the work with the instructor **within fifteen days** of being notified about the mark or of the item's return to the class. If not satisfied, the student shall **immediately** take the matter to the head of the department offering the course who will arrange for a reassessment of the work **within the next fifteen days**. Students in faculties without a departmental structure should take the matter to the dean or the associate/assistant dean (Academic/Student Affairs) of the faculty offering the course. The result of that reassessment should be given to the student in writing.

The reappraisal of term work may cause the grade to be raised, lowered or to remain the same. There is no limit to the number of times that a student may request a reappraisal of term work.

Appeals - Faculty Appeals Committee

Reappraisal of term work is generally settled at the departmental level. If the student is not satisfied with the decision and wishes to appeal, the student shall address a letter of appeal to the dean of the faculty offering the course **within fifteen days** of the unfavourable decision. In the letter, the student must clearly and fully state the decision being appealed, the grounds for appeal and the remedies being sought, along with any special circumstances which warrant an appeal of the reappraisal. The student should include as much written documentation as possible.

At this stage the dean, at the dean's discretion, may attempt to resolve the situation without proceeding to the Faculty Appeals Committee. If the matter is not resolved to the student's satisfaction, the appeal letter will be sent to the Faculty Appeals Committee.

The Faculty Appeals Committee will not hear the appeal if the appeal letter does not detail the decision being appealed, grounds for appeal and outcome sought by the student, or if the chair of the Faculty Appeals Committee decides that sufficient grounds do not exist. If the appeal is to be heard and if the student has not already received a copy, the student is advised to request from the dean's office, a copy of the principles and procedures that govern the Faculty Appeals Committee for that faculty. These procedures will detail the composition of the committee, the right of the student to have an advocate at the hearing, how the hearing will be conducted, and other information.

The Faculty Appeals Committee will report its decision to uphold or deny the appeal in writing to the dean of the faculty, the Registrar and the appellant as quickly as possible.

Appeals - The General Faculties Council's Committee to Hear and Determine Student Academic Appeals

This committee hears appeals of decisions made by Faculty Appeals Committees on matters of academic concern to students. The General Faculties Council's Committee will hear an appeal only if there is reason to believe that the Faculty Appeals Committee showed alleged bias, alleged unfair procedures, and/or if there is substantial new evidence which could not have been presented to a Faculty Appeals Committee. Grades obtained in courses completed by the student in the appeals process will not be considered as new evidence. Before the General Faculties Council's Committee will accept an appeal, the chair of that committee must be satisfied that departmental and faculty appeals procedures have been fully utilized.

Students wishing to make an appeal to the

The following chart is a quick summary of the steps to be followed for reappraisals and appeals. This chart must be used in conjunction with the detailed procedures which start on page 49.

| | Whom to Contact | How to Apply | When to Apply |
|--|--|--|--|
| Reappraisal of Graded Term Work | Instructor of Course | Personal Contact | Within 15 days of receipt of grade/ return of work |
| | ↓ | ↓ | ↓ |
| | Department Head (Dean of Faculty if no departments) | Personal Contact | Immediately |
| | ↓ | ↓ | ↓ |
| Reappraisal of Final Grades | Faculty Appeals Committee | Letter to Dean of Faculty offering course | Within 15 days of unfavourable decision |
| | ↓ | ↓ | ↓ |
| | General Faculties Council's Committee to Hear and Determine Student Academic Appeals | Letter to Secretary to General Faculties Council | Within 15 days of unfavourable decision |
| | ↓ | ↓ | ↓ |
| Other Academic Appeals | Registrar | Request for Reappraisal of Final Grades form | By established deadline |
| | ↓ | ↓ | ↓ |
| | Faculty Appeals Committee | Letter to Dean of Faculty offering course | Within 15 days of unfavourable decision |
| | ↓ | ↓ | ↓ |
| Reappraisals and Appeals | General Faculties Council's Committee to Hear and Determine Student Academic Appeals | Letter to Secretary to General Faculties Council | Within 15 days of unfavourable decision |
| | ↓ | ↓ | ↓ |
| | Faculty Appeals Committee | Letter to Dean of registered Faculty | Within 15 days |
| | ↓ | ↓ | ↓ |
| Other Academic Appeals | General Faculties Council's Committee to Hear and Determine Student Academic Appeals | Letter to Secretary to General Faculties Council | Within 15 days of unfavourable decision |
| | ↓ | ↓ | ↓ |
| | Faculty Appeals Committee | Letter to Dean of registered Faculty | Within 15 days |
| | ↓ | ↓ | ↓ |

Committee to Hear and Determine Student Academic Appeals must do so **within fifteen days** of the unfavourable decision from the Faculty Appeals Committee. A letter of appeal shall be sent to the Secretary to General Faculties Council (Administration 127), and must indicate the decision being appealed, the grounds for appeal (i.e., alleged bias, alleged unfair procedures and/or substantial new information) and the remedies sought by the student, together with all supporting documentation. The appeal letter shall also state the levels of appeal that have already been utilized.

The General Faculties Council's Committee will not hear the appeal if the chair decides that sufficient grounds do not exist.

A student whose appeal is to be heard by the General Faculties Council's Committee is entitled to obtain from the Secretary to General Faculties Council the principles and procedures governing the General Faculties Council's Committee. These procedures will detail the composition of the committee, the right of the student to have an advocate, how the hearing will be conducted and other information. The principles and procedures are available on the University Secretariat website: www.ucalgary.ca/secretariat

The committee will normally give **fifteen days** written notice of a hearing to the appellant and to the head of the academic unit against whose office the appeal is being made. Normally, the General Faculties Council's Committee will hear an appeal **within thirty days** of its acceptance. The chairperson of the General Faculties Council's Committee will convey the committee's findings in writing to the appellant, the respondent, the Secretary to General Faculties Council and the Registrar. For more specific information and other principles governing student academic appeals, the Secretary to General Faculties Council should be consulted.

Reappraisal of a Final Grade

In the reappraisal of a final grade, the only elements that will be considered are the grading of the final examination, if any, together with a recalculation of the weighted components that make up the final mark. An exception may occur when an instructor evaluates a piece of graded term work or other component at the end of the session; that grade may also be considered in a reappraisal of final grade.

A student wishing a reappraisal of an individual final grade should first attempt to examine the final examination at the department or faculty office. Then the student shall obtain a Request for Reappraisal of Final Grades form from the Office of the Registrar. On that form the student is required to indicate exactly what error was made in marking the examination and/or in computing the final grade and where the error can be found. The form will not be processed and the reappraisal will not take place unless the student provides a detailed

rationale that outlines where and for what reason an error is suspected.

Students wishing a reappraisal of a final grade (excluding Law courses) must submit their request by the following dates: Fall Session - March 1, Winter Session - June 30, Spring Session - August 15, Summer Session - October 15.

The reappraisal form shall be sent/brought to the Registrar who shall forward it to the department head or dean of the faculty offering the course. Reappraisals of final grades are dealt with by the head of the academic unit in consultation with members of staff. Normally, the department/faculty will respond to a Request for Reappraisal of Final Grade **within thirty days** of its initiation. After the reappraisal is completed, the department shall return the form to the Registrar who shall inform the student in writing of the result of any request for reappraisal.

Students should be aware that the grade being reappraised may be raised, lowered or may remain the same. A student may request a reappraisal of final grade only twice in one academic year (July 1 - June 30).

Appeals - Faculty Appeals Committee

Procedures for appealing a final grade reappraisal beyond the departmental level are detailed above in Appeals - Faculty Appeals Committee, and are the same for a final grade as for a piece of graded term work.

Appeals - General Faculties Council's Committee to Hear and Determine Student Academic Appeals

Procedures for appealing a final grade reappraisal beyond the Faculty Appeals Committee level are detailed above in Appeals - General Faculties Council's Committee to Hear and Determine Student Academic Appeals, and are the same for a final grade as for a piece of graded term work.

Other Academic Appeals

If a student wishes to appeal a faculty ruling on an academic matter (i.e., the requirement to withdraw from a faculty for academic reasons, the denial of continued registration, the denial of the right to graduate, specific requirements by the faculty for the completion of a degree/course of study), the student shall address a letter of appeal to the dean of the student's registered faculty **within fifteen days** of the unfavourable decision.

In the letter of appeal, the student must clearly and fully state the ruling/decision being appealed, the grounds for appeal and the remedies being sought, together with all supporting evidence or documentation, if any. Mere dissatisfaction with a ruling is not sufficient grounds for an appeal.

At this stage the dean, at the dean's discretion, may attempt to resolve the situation inside the faculty, without proceeding to the Faculty Appeals Committee. If the matter is not resolved to the student's

satisfaction, the appeal letter will be sent to the Faculty Appeals Committee.

The dean will forward the letter to the chair of the Faculty Appeals Committee for consideration. If the appeal letter does not detail the decision being appealed, the grounds for appeal and the outcome sought by the student, or if the chair of the Faculty Appeals Committee decides that sufficient grounds do not exist, the appeal will not be heard. If the appeal is to be heard, and the student has not already received a copy, the student is advised to request from the dean's office, a copy of the principles and procedures that govern the Faculty Appeals Committee for that faculty. These procedures will detail the composition of the committee, the right of the student to have an advocate at the hearing, how the hearing will be conducted, and other information.

The Faculty Appeals Committee shall report its decision to uphold or deny the appeal, in writing to the dean of the faculty, the Registrar and the appellant as quickly as possible.

General Faculties Council's Committee to Hear and Determine Student Academic Appeals

This committee hears appeals of decisions made by Faculty Appeals Committees on matters of academic concern to students. The General Faculties Council's Committee will hear an appeal only if there is reason to believe that the Faculty Appeals Committee showed alleged bias, alleged unfair procedures, and/or if there is substantial new evidence which could not have been presented to a Faculty Appeals Committee. Grades obtained in courses completed by the student in the appeals process will not be considered as new evidence. Before the General Faculties Council's Committee will accept an appeal, the chair of that committee must be satisfied that departmental and faculty appeals procedures have been fully utilized.

Students wishing to make an appeal to the Committee to Hear and Determine Student Academic Appeals must do so **within fifteen days** of the unfavourable decision from the Faculty Appeals Committee. A letter of appeal should be sent to the Secretary to General Faculties Council (Administration 127), and must indicate the decision being appealed, the grounds for appeal (i.e., alleged bias, alleged unfair procedures, and/or substantial new information), and the remedies being sought by the student, together with all supporting documentation. The appeal letter should also state the levels of appeal that have already been utilized.

The General Faculties Council's Committee will not hear the appeal if the chair decides that sufficient grounds do not exist.

A student whose appeal is to be heard by the General Faculties Council's Committee is entitled to obtain from the Secretary to General Faculties Council the principles and procedures governing the General Faculties Council's Committee. These procedures will detail the composition of the committee, the

right of the student to have an advocate, how the hearing will be conducted and other information. The principles and procedures are available on the University Secretariat website: www.ucalgary.ca/secretariat

The committee will normally give **fifteen days** written notice of a hearing to the appellant and to the head of the academic unit against whose office the appeal is being made. Normally, the General Faculties Council's Committee will hear an appeal **within thirty days** of its acceptance. The chair of the General Faculties Council's Committee will convey the committee's findings in writing to the appellant, the respondent, the Secretary to General Faculties Council and the Registrar.

For more specific information and other principles governing student academic appeals, the Secretary to General Faculties Council should be consulted.

Further Information About Other Appeals and Petitions to the University

It is expected that the procedures outlined above will be sufficient to deal with any student appeal. Students should note, however, that the current *Universities Act*, Section 57(2) states: "Subsection (1) does not take away or impair the right of any student or group of students to petition any of the governing bodies of the University in respect of any matter, but such petition shall be in writing and shall be transmitted to the governing body through the president of the university."

The Board of Governors has approved principles and procedures to guide its Petitions Committee in considering student petitions. However, the Board of Governors recognizes that the General Faculties Council is the final body of appeal with respect to academic matters including, but not limited to, grades, examinations, refusal of continued registration, or the requirement to withdraw from the University for academic reasons. The Petitions Committee will not attempt to evaluate the merits of any course or program grade, or of any other decision relating to an academic matter. The Board of Governors and the Petitions Committee of the Board of Governors do not have any jurisdiction to determine petitions received from students pursuant to section 57(2) and 54(1)(a) of the *Universities Act*, where the petitions are in relation to courses offered and marked at an educational institution other than the University of Calgary, notwithstanding that the course may be credited toward a University of Calgary degree program.

A petition to the Board of Governors must be directed in writing to the President. The nature of the petition and the remedies sought by the petitioner(s) shall be clearly stated in a letter, and all supporting evidence or background materials included. If the Petitions Committee finds that the case has

merit, the matter may be returned directly to the appropriate jurisdiction for a rehearing. In the case of substantially academic matters, referral will be to General Faculties Council for its determination as to the appropriate level of jurisdiction. The Petitions Committee may allow a hearing if it accepts jurisdiction in the matter and deems the facts to warrant such a hearing.

The Petitions Committee will not hear a petition for any remedy which may be obtained through existing appeal procedures within the University before those appeal procedures have been fully utilized, nor will academic decisions be set aside on the basis of minor irregularities in procedure.

In the case of a petition challenging a decision of the University body on procedural grounds such as breaches of natural justice or fairness, the Petitions Committee will normally refer the issue back to the level of appropriate jurisdiction for a rehearing and new determination of the question. In the case of a petition challenging a decision in which the student is denied permission to register, the student shall not be registered while the petition is before the Board.

For more specific information on the principles and procedures governing student petitions to the Board of Governors, the Secretary to the Board of Governors should be consulted.

(The *Universities Act* is expected to be replaced by the *Post-Secondary Learning Act* sometime in 2004. Please refer to the University Secretariat website for current information: www.ucalgary.ca/secretariat)

Continued Registration While Under Appeal

Most students who appeal academic decisions shall be entitled to tentative registration to continue studies pending the outcome of the appeal. The student must contact the Registrar of the University to register while under appeal. All decisions with regard to an appeal shall be communicated immediately to the Registrar. The student is required to pay all fees. If the appeal fails, the original date of suspension, expulsion or other academic sanction shall pertain and, in the case of suspension or expulsion, the student must immediately discontinue attendance of classes; the student's registration will be cancelled, regardless of the date, and all fees refunded in full. If the appeal is upheld, the student will be officially registered retroactively. Students petitioning the Board of Governors are not permitted to register while under petition.

Statement on Principles of Conduct

Preamble

This statement applies to all members of the University community – including students, faculty, administrators, any category of staff, practicum supervisors, examiners, and

volunteers. This statement applies in all situations where the persons are acting in their University capacities, whether or not on the University's property. It also applies to visitors or any other persons on University property, and to persons with whom the University contracts for services.

All members of the University community have a responsibility to familiarize themselves with this Statement on Principles of Conduct and to conduct themselves accordingly.

Statement

- The University of Calgary community has undertaken to be guided by the following statements of purpose and values:
 - to promote free inquiry and debate
 - to act as a community of scholars
 - to lead and inspire societal development
 - to respect, appreciate, and encourage diversity
 - to display care and concern for community
- The University seeks to create and maintain a positive and productive learning and working environment, that is, an environment in which there is:
 - respect for the dignity of all persons
 - fair and equitable treatment of individuals in our diverse community
 - personal integrity and trustworthiness
 - respect for academic freedom
 - respect for personal and University property
- Those persons appointed by the University to positions of leadership and authority have particular responsibility, not only for their own conduct, but also for ensuring, to the extent of their authority and ability:
 - that a positive and productive learning and working environment is created and maintained
 - that conflicts and concerns are addressed in a positive, timely, reasonable, and effective manner
 - that persons within their jurisdiction are informed of their rights and responsibilities with respect to conduct
- The University undertakes to ensure that its policies, systems, processes, and day-to-day operations foster the goals in #1 and #2 above.
- The University encourages and undertakes to support all members of the University community in resolving conflicts and concerns in a positive, timely, reasonable, and effective manner.
- The University undertakes to ensure that the protection afforded by the principles of natural justice is extended to all members of the University community.

- The University undertakes to provide resources through various offices to generate awareness related to this Statement on Principles of Conduct throughout the University community and to assist in resolving conflict in a positive way.

(Note: The principles of natural justice reflect a concept that ensures fair play. The specific requirements of natural justice will often vary depending on the circumstances but are generally considered to ensure a full and fair consideration of the issue, including consideration in the absence of bias.)

Student Misconduct

A single offence of cheating, plagiarism, or other academic misconduct, on term work, tests, or final examinations, etc., may lead to disciplinary probation or a student's suspension or expulsion from the faculty by the dean, if it is determined that the offence warrants such action.

A student is defined as any person registered at the University for credit or non-credit courses.

Statement of Intellectual Honesty

Intellectual honesty is the cornerstone of the development and acquisition of knowledge. Knowledge is cumulative and further advances are predicated on the contributions of others. In the normal course of scholarship these contributions are apprehended, critically evaluated, and utilised as a foundation for further inquiry. Intellectual honesty demands that the contribution of others be acknowledged. To do less is to cheat. To pass off contributions and ideas of another as one's own is to deprive oneself of the opportunity and challenge to learn and to participate in the scholarly process of acquisition and development of knowledge. Not only will the cheater or intellectually dishonest individual be ultimately his/her own victim but also the general quality of scholarly activity will be seriously undermined. It is for these reasons that the University insists on intellectual honesty in scholarship. The control of intellectual dishonesty begins with the individual's recognition of standards of honesty expected generally and compliance with those expectations.

With respect to student work in a course, it is the responsibility of the instructor to specify the academic requirements of the course.

Plagiarism/Cheating/Other Academic Misconduct

Definitions

- Plagiarism** - Essentially plagiarism involves submitting or presenting work in a course as if it were the student's own work done expressly for that particular course when, in fact, it is not. Most

commonly plagiarism exists when:

(a) the work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work (this includes having another impersonate the student or otherwise substituting the work of another for one's own in an examination or test),

(b) parts of the work are taken from another source without reference to the original author,

(c) the whole work (e.g., an essay) is copied from another source, and/or,

(d) a student submits or presents work in one course which has also been submitted in another course (although it may be completely original with that student) without the knowledge of or prior agreement of the instructor involved.

While it is recognized that scholarly work often involves reference to the ideas, data and conclusions of other scholars, intellectual honesty requires that such references be explicitly and clearly noted. Plagiarism is an extremely serious academic offence.

It is recognized that clause (d) does not prevent a graduate student incorporating work previously done by him or her in a thesis or dissertation.

- Cheating** is an extremely serious academic offence. Cheating at tests or examinations includes but is not limited to dishonest or attempted dishonest conduct such as speaking to other candidates or communicating with them under any circumstances whatsoever; bringing into the examination room any textbook, notebook, memorandum, other written material or mechanical or electronic device not authorized by the examiner; writing an examination or part of it, or consulting any person or materials outside the confines of the examination room without permission to do so, or leaving answer papers exposed to view, or persistent attempts to read other students' examination papers.
- Other Academic Misconduct** - Other academic misconduct includes, but is not limited to, tampering or attempts to tamper with examination scripts, class work, grades and/or class records; failure to abide by directions by an instructor regarding the individuality of work handed in; the acquisition, attempted acquisition, possession, and/or distribution of examination materials or information not authorized by the instructor; the impersonation of another student in an examination or other class assignment; the falsification or fabrication of clinical or laboratory reports; the non-authorized tape recording of lectures.
- Any student who voluntarily and consciously aids another student in the commission of one of these offences is also guilty of academic misconduct.

Penalties

- Failing Grade** - A student may be given a failing grade in either an exercise or course in which that student is found guilty of plagiarism, cheating or other academic misconduct. Except in circumstances in which leniency is warranted, this penalty will only be applied in conjunction with one or other of the other penalties mentioned in this section. In situations in which a student is registered in a faculty other than that in which the course is given, this is the only penalty which shall be applied by the host faculty.
- Disciplinary Probation** - When a student is placed on disciplinary probation, he or she is entitled to proceed with a degree or other academic program, but only on condition that the registration will be forfeited and the student suspended or expelled, if he or she is found guilty of a further academic offence. A student who is placed on disciplinary probation is eligible to continue in the faculty in the normal way after the satisfactory completion of his or her probationary period. This penalty shall be applied by the faculty in which the student is registered at the time of the offence.
- Suspension** - Suspension takes place when a student is denied registration within a degree or other academic program for a specified period of time. A student who has been placed under suspension is conditionally eligible to reapply for admission or registration at either the end of a specified period of time or thereafter. Suspension does not imply automatic readmission; a student must satisfy the dean and/or the faculty concerned of his/her eligibility for readmission. This penalty shall be applied by the faculty in which the student is registered at the time of the offence.
- Expulsion** - A student who is expelled from a faculty is dismissed permanently from the faculty with no right to apply for readmission to that faculty. This penalty shall be applied by the faculty in which the student is registered at the time of the offence.
- Effects of Suspension or Expulsion from a Faculty** - A student suspended or expelled from a faculty normally may not apply or be considered for readmission to the University in another faculty, until at least twelve months after the end of the session in which the academic offence takes place.
- Expulsion from the University** - If, upon suspending or expelling a student from a faculty, the dean and/or faculty determine that the severe sanction of expulsion from the University is warranted, such a recommendation may be made to the Vice-President (Academic), who may act to expel the student from the University.

Penalties and Their Application

1. In cases in which the dean and/or faculty is satisfied that a student is guilty of plagiarism, cheating or other academic misconduct in circumstances which suggest a clear intention to deceive or otherwise commit an academic offence, the normal penalty will be either suspension or expulsion from the faculty.
2. In cases in which the dean and/or faculty is satisfied that an offence has been committed, but doubt is left as to the existence of a clear intention to deceive or otherwise commit an academic offence, the normal penalty will be probation.
3. In cases where a student is found guilty of more than a single offence, the normal penalty will be expulsion from the faculty, and in the most serious cases, expulsion from the University.

Procedures

1. Identification of Students in Tests or Examinations - Invigilators of any tests or examinations may, when they have reason to believe that there is cause to do so, challenge any candidate to produce proof of identity either in the form of the University I.D. card or of some acceptable equivalent (i.e., one bearing a photograph) such as the Provincial Drivers License, Canadian Citizenship Card, Passport, etc.
If there is clear evidence that impersonation has occurred, the individual shall not be permitted to continue the examination and shall be reported immediately to the dean of the faculty in which the course is offered or his/her delegate.
A student who is not able to provide acceptable proof of identity may be permitted to continue the examination provided that he or she undertakes to provide verification of identity later. If verification is not provided, then the student will receive an "F" in the examination, and the matter will be referred to the dean of the faculty in which the course is offered or his/her delegate for consideration of further disciplinary action.
2. The Responsibility of Instructors in Cases of Plagiarism, Cheating and Other Academic Misconduct – An instructor has the obligation to report immediately all suspected cases of plagiarism, cheating or other academic misconduct in his/her course or courses to the dean of his/her faculty, or his/her delegate, and to his/her head of department or equivalent.
3. The Encouragement of the Reporting of Plagiarism, Cheating or Other Academic Misconduct – Students or other persons who consider that they have evidence of conduct which amounts to plagiarism, cheating or other academic misconduct

are encouraged to report such conduct to the dean of the relevant faculty or his/her delegate. An individual or group of individuals making such a report must be prepared to state the alleged facts and their reasons for suspicion in writing, and to appear before the dean, his/her delegate, the appropriate faculty disciplinary body, the Faculty Appeals Committee and the General Faculties Council's Committee to Hear and Determine Student Academic Appeals.

4. The Responsibility of the Dean of the Faculty in Which the Course is Offered - The initial responsibility for dealing with cases of plagiarism, cheating or other academic misconduct, lies with the dean of the faculty offering the course in which the student is enrolled or his/her delegate, subject to structures for advice, recommendation or action devised by that faculty. Where the student is registered in that particular faculty, any disciplinary action taken will normally not be of concern to any other faculty.
5. The Relative Responsibilities of the Faculty in Which a Student Takes a Course and the Faculty in Which He/She is Registered at the Time of the Offence - In cases in which a student who is accused of plagiarism, cheating or other academic misconduct is registered in a faculty other than that in which the course is given, the dean of the faculty in which he/she is registered shall be advised of the incident, its circumstances, and its disposition within the host faculty, and where appropriate shall take disciplinary action within his/her own faculty subject to structures for advice, recommendation or action devised by that faculty. This notification shall be the responsibility of the dean of the host faculty, or his/her delegate.
6. The Disposition of Cases by the Faculty in Which a Student is Registered at the Time of the Offence - In alleged cases of plagiarism, cheating or other academic misconduct the dean or his/her delegate after advising the student of the allegation and its basis and providing him/her with copies of any documentary evidence supporting the allegation shall interview both the instructor and the student concerned. Where he/she is satisfied that there is conclusive evidence that the student has committed an offence, the dean or his/her delegate shall, subject to any structures for advice, recommendation or action devised by that faculty, exercise authority to place on probation, suspend or expel the student from the faculty in question. The probation, suspension or expulsion will be confirmed in writing to the student at their current address, the letter to include reference to faculty and University appeal procedures. In cases in which the student has admitted the offence reference shall be made to this fact in the letter.

The Registrar will be notified of the action taken. Upon receiving notification the Registrar is empowered to withhold the issuance of a transcript or statement of grades for the student disciplined pending the expiry of the appeal period, or exhaustion of the appeal process allowed for under Appeals below.

Academic Misconduct – Criminal Offence

Where there is a criminal act involved in plagiarism, cheating or other academic misconduct, e.g., theft (taking another student's paper from his/her possession, or from the possession of a faculty member without permission), breaking and entering (forcibly entering an office to gain access to papers, grades or records), forgery, personation and conspiracy (impersonating another student by agreement and writing his/her paper) and other such offences under the Criminal Code of Canada, the University may take legal advice on the appropriate response and, where appropriate, refer the matter to the police, in addition to or in substitution for any action taken under these regulations by the University.

Appeals

1. Every faculty shall be required to have a Faculty Appeals Committee.
2. The Appeals Process - The student who is assessed an "F" grade for disciplinary reasons, placed on probation, suspended or expelled from a faculty, may appeal that decision to the appropriate Faculty Appeals Committee. The appeal, which must be initiated within fifteen days of the receipt of the letter from the dean or his/her delegate, shall be in writing, addressed to the chairperson of the appropriate committee, and shall state specifically (a) the decision which is being appealed, (b) the grounds for the appeal, (c) the remedy being sought. The appropriate Faculty Appeals Committee in the case of appeal of a grade is that of the faculty in which the course is offered. In the case of disciplinary probation, suspension or expulsion, it is that of the faculty in which the student is registered.
A student must satisfy the Appeals Committee that there are sufficient grounds for appeal. The principles applicable to an appeal to a Faculty Committee are those of fairness as set down in relation to the Committee to Hear and Determine Student Academic Appeals of General Faculties Council which are filed with the Secretary to General Faculties Council. It is recognized that the specific procedures used to attain fairness may vary from one faculty to another.
3. Appeal from a Faculty Appeals Committee - Where a student is unsuccessful in an appeal to a Faculty Appeals Committee, he/she may appeal that decision to the Committee to Hear and Determine Student Academic Appeals of General Faculties Council, subject to the

principles and procedures of the General Faculties Council's Committee as approved by General Faculties Council and filed with the Secretary to General Faculties Council.

4. Notification to the Registrar - When an appeal has been lodged by a student, the Registrar shall be notified by the chairperson of the Faculty Appeals Committee or General Faculties Council's Committee, as the case may be, of that fact, and of the disposition of the case by that body.
5. The Position of a Student Launching an Appeal Against Suspension or Expulsion - Where a student's appeal against suspension or expulsion is accepted for hearing and is under consideration by an appeals committee, a student shall be granted tentative registration and permitted to attend classes. If the appeal succeeds, the student will be officially registered retroactively to the beginning of the session.
6. The Position of a Student Whose Appeal Against Suspension or Expulsion is Unsuccessful - In cases in which the student has been allowed to attend classes pending the disposition of an appeal and the appeal fails, the original date of the suspension or expulsion pertains. All relevant fees will be refunded in full.
7. The Effect on a Student's Permanent Record - Where a student has been suspended, expelled or placed on disciplinary probation and does not launch an appeal within fifteen days, or his/her appeal is unsuccessful, the notation "suspended or expelled from or placed on disciplinary probation by the Faculty of _____, for academic misconduct" will be entered on the student's permanent record upon receipt of such notice by the Registrar from the dean of the faculty.

Where a student is suspended or expelled prior to the completion of the session, the symbols RW (required to withdraw) will be entered in the grade column on the student's record in the courses in which he or she was registered for that session except for the course(s) in which an "F" grade has been given as a penalty. Where a student is suspended or expelled after the completion of a session the final grade will be entered on the student's record in the courses in which he or she was registered for that session except for the course(s) in which an "F" grade has been given as a penalty.

A student's record will be cleared of the notation "placed on disciplinary probation for academic misconduct" when the probationary period has been completed, or upon completion of a degree program in another faculty, or after three years have elapsed, whichever comes first. A student's record will be cleared of the notation "suspended for academic misconduct" at the time of readmission

to the same faculty, upon readmission to and completion of a degree program in another faculty, or after three years have elapsed, whichever comes first. At the time the record is cleared of the notation, the RW symbols will be changed to W, but any "F" grades, as given because of plagiarism, cheating or other academic misconduct, will remain "Fs." **A student's record will not be cleared of the notation "expelled for academic misconduct."** These regulations also apply to students on probation, suspension or expulsion for non-academic misconduct (see below).

Disciplinary Action for Non-Academic Misconduct

1. Definition - The term "non-academic misconduct" includes but is not limited to:
 - (a) conduct which causes injury to a person and/or damage to University property and/or the property of any member of the University community;
 - (b) unauthorized removal and/or unauthorized possession of University property;
 - (c) conduct which seriously disrupts the lawful educational and related activities of other students and/or University staff.
2. Temporary Suspension
 - (a) Deans have the authority to suspend temporarily any student for alleged non-academic misconduct as defined above. Such suspension shall be effective immediately. The authority to suspend temporarily includes the power to suspend from a course or courses, or from the University, as may be appropriate. Until such time as the Review Committee meets, the dean may, at his/her discretion, allow a student to continue attending classes and taking examinations. The power to suspend may be exercised either by the dean in whose faculty the student is enrolled or by the dean in whose faculty the course is being taught. In the absence of an appropriate dean, the authority to suspend temporarily any student for alleged non-academic misconduct rests with the Vice-President (Academic) or his/her designate.
 - (b) Where a case of alleged non-academic misconduct is brought to the attention of a dean, the student shall be required to appear immediately before the dean to respond to the allegations. If the dean is not satisfied with the student's response, or if the student fails to appear before the dean, the dean may exercise the power of temporary suspension and in that event convey the decision immediately to the Secretary to General Faculties Council and the Registrar.
 - (c) Where the severity of misconduct does not warrant suspension, the dean may place a student on probation for a

specified period of time, with conditions attached as deemed necessary. Failure to adhere to conditions of probation may result in suspension. Probation is appealable by the student to the General Faculties Council's Review Committee, but on the understanding that the Review Committee may change probation to suspension. In this circumstance the Review Committee should discuss the proposed suspension with the dean before making a final decision.

3. Review Committee
 - (a) Upon the temporary suspension of a student by a dean, a Review Committee of the University shall be convened expeditiously by the Secretary to General Faculties Council to determine whether the dean's action has been justified and also whether or not other disciplinary action is warranted. Such other disciplinary action may include probation, longer term suspension or expulsion from the University. It shall also be open to the Review Committee to recommend to the President reference of the case to the law enforcement authorities.
 - (b) The dean, or other members of the University community concerned with the alleged misconduct, and the student, shall be called to appear and to give evidence before the Review Committee. The dean may present all the evidence taken into account in making his/her decision.
 - (c) The Review Committee's decision shall be binding and it shall be reported in writing immediately to the student, the dean, the Registrar, and the Secretary to General Faculties Council.
4. Composition of the Review Committee - A Review Committee panel shall be established annually by the General Faculties Council's Striking Committee. The panel shall have thirty members, appointed for two years and representing various faculties and units. For any case referred to consideration, a Review Committee of three members of the panel shall be formed, one of whom shall be named as chairperson. The Secretary to General Faculties Council shall be responsible for constituting review committees and providing, where possible, that one member of each committee has served previously at a hearing.
5. Challenges to Composition of the Committee - A student whose conduct is under review has the right to challenge, for cause, any member of the Review Committee. The validity of the challenge shall be left to the discretion of the chairperson. If the chairperson is challenged, the challenge shall be judged by the Secretary to General Faculties Council. Such cause may include teacher/student relationships, evident or published bias or any other factor likely to prejudice a fair hearing.

The student shall inform the chairperson in writing of his or her desire to challenge any member of the Committee within three days of being informed of the composition of the Review Committee. In the event of the temporary unavailability of the chairperson, the Secretary to General Faculties Council shall exercise the chairperson's responsibilities.

6. Time Limit for Review - The review of disciplinary action for non-academic misconduct shall be carried out expeditiously and, if possible, **within fifteen days** of the decision by a dean to suspend a student temporarily.
7. Notice of Hearing - The Secretary to General Faculties Council shall normally give **seven days** written notice of hearing to the dean, the student, and other individuals concerned with the alleged misconduct.
8. Effect on a Student's Permanent Record - The regulations given above for academic misconduct will also apply to non-academic misconduct.
9. Presidential Discretion - The President may, with good and sufficient cause as in cases where members of the University community, the learning environment and/or University property are threatened, exclude the student or students concerned from access to the campus prior to and following the hearing.

Further details may be obtained from the Secretary to General Faculties Council. The principles and procedures are available on the University Secretariat website: www.ucalgary.ca/secretariat

Integrity in Scholarly Activity

In addition to its regulations dealing with student academic misconduct, the University has a policy and procedures governing the scholarly integrity of members of the University's faculty and persons holding post-doctoral fellowships or their equivalent. The policy and procedures are titled Integrity in Scholarly Activity and apply to both teaching and research.

Policy

The University and its members are committed both institutionally and individually to integrity in scholarly activity. Accordingly, the University has developed and implemented a policy and attendant procedures for handling cases of alleged scholarly misconduct. These are designed to recognize the differences among disciplines, to provide for fair treatment of those whose integrity is brought into question, and to protect those who set the process in motion or otherwise assist in dealing with complaints.

Scholarly Misconduct

The policy defines scholarly misconduct as including: plagiarism; fabrication or falsification of research data; conflict of scholarly interest, including suppressing the publication of the work of another scholar and improper negative reviewing of a research grant application by another scholar; and other practices that deviate significantly from those which are commonly accepted as appropriate within the scholarly communities.

As well, each faculty has definitions and guidelines which are applicable to those disciplines and activities which characterize scholarly work within the faculty. In particular, the faculty guidelines deal with the retention of original data and material products relating to scholarly activity and the authorship of published or presented work.

Summary of Procedures

Possible misconduct is to be first reported to the dean of the faculty. The dean is then responsible for assessing the report and ensuring that the prescribed procedures are followed. Two formal steps are involved, an enquiry to determine if a report warrants a full investigation followed by an investigation if warranted. At the end of an investigation, the dean is required to act on the investigating committee's report including, according to the outcome, initiating disciplinary proceedings.

The detailed procedures contain provisions with respect to the time allowed for each stage, the make-up of the enquiry and investigating committees, the rules and procedures the committees are to follow and the manner of their reporting. Appeals of the outcome of the process are possible under the provisions of the University-Faculty Collective Agreement.

Confidentiality

The policy and procedures provide for a high degree of confidentiality throughout the process. Persons who report misconduct will not be named unless the case cannot be investigated otherwise and then only with those persons' consent. Persons who are reported will not be named unless and until the case against them has been substantiated by thorough investigation.

Information

Information about and copies of the policy and procedures can be obtained from deans and the office of the Vice-President (Research). Copies of the faculty guidelines and definitions are available from the office of the dean of the faculty concerned or the office of the Vice-President (Research).

Sexual Harassment

The University of Calgary recognizes its moral and legal responsibilities to protect its students, staff and faculty against sexual harassment and has established a Sexual Harassment Policy and related procedures to deal with this serious issue.

The simple definition of sexual harassment is "unwanted sexual attention." Any type of conduct which emphasizes the sexuality, gender or sexual orientation of an individual and creates for them an offensive, intimidating or hostile learning, working or living environment is sexual harassment. The harassment is more serious if submission to or acceptance of such behaviours is made either an implicit or explicit condition of an individual's employment or academic status.

Sexual harassment may take various forms. It includes but is not limited to the following: verbal abuse or threats of a sexual nature; unwelcome remarks, jokes, innuendos or taunting about a person's sex (often linked with references to the body, attire, age or marital status of the individual); the display of pornographic, sexually offensive or derogatory pictures; unnecessary and unwelcome physical conduct such as touching, patting, pinching; unwelcome sexual invitations or requests, usually of a persistent nature; sexual assault. Gender harassment or sexism may also be one form of sexual harassment.

Sexual harassment has both males and females as its victims and perpetrators. It can occur between members of the opposite sex or of the same sex. Although sexual harassment often occurs where there is a real or perceived power imbalance, it can also occur amongst peers.

Advice and Information

Individuals with a concern regarding a possible occurrence of sexual harassment have the following mutually non-exclusive alternatives to assist them: (a) If possible, immediate personal strategies should be utilized such as informing the alleged harasser (either in person or by letter) that such behaviour is offensive and requesting an end to the perceived harassment. Frequently, this assertive stance curtails further incidents. (b) If this is not possible or productive, someone who is empowered to investigate allegations of sexual harassment should be contacted: the Sexual Harassment Adviser at 220-4086 or the appropriate dean or administrative equivalent who supervises the alleged harasser. In cases where physical assault has occurred, the complaint may also be lodged with Calgary Communities Against Sexual Abuse (CCASA) at 237-5888 or the Calgary Police at 266-1234. Whatever routes are taken, every effort should be made to document precisely what has transpired.

Complaints of sexual harassment do not have to enter a formal investigative and disciplinary procedure simply because an individual has chosen to speak to the Sexual

Harassment Adviser. Individuals are free to simply make a report of the incident to the Adviser. These reports are useful for statistical purposes and assist in directing educational initiatives. Individuals wishing to pursue the matter can file a written complaint with the Adviser who will then attempt to effect an "informal resolution" to the problem. Informal resolutions usually involve the Adviser consulting with the two parties either individually or together. The end result must be satisfactory to all parties. If an informal resolution fails or is inappropriate, a formal hearing may be held on any written complaint of sexual harassment where there is no other negotiated or legislated procedure to pursue a complaint against the alleged offender.

Due to the nature of the issue of sexual harassment, the policy and procedures are regularly reviewed. Persons seeking information on this issue are therefore encouraged to contact the Sexual Harassment Adviser. The Adviser is located in MacEwan Student Centre, University Counselling Services, Room 375 and may be reached by telephone at 220-4086.

Additional information is available on the web (www.ucalgary.ca/sexualharassment).

The Use of Banned Drugs by Student-Athletes

The University of Calgary Faculty of Kinesiology is unequivocally opposed to the use by student-athletes of any banned substance in contravention of the rules of the national and/or international sport federations, the International Olympic Committee (I.O.C.) or Federation International du Sport Universites. The University of Calgary Faculty of Kinesiology is equally opposed to any encouragement of the use of such substances by individuals in positions of leadership (coaches, medical practitioners, sport scientists, therapists, administrators) or by the student-athletes themselves.

The University of Calgary adheres strictly to the Drug Education and Doping Control policies and procedures as published by the Canadian Interuniversity Athletic Union (CIAU) in accordance with the Canadian Centre for Ethics in Sport (CCES). In addition to any actions which may be taken by the CIAU/CCES and/or national sport governing body and in accordance with the University's appropriate policies and procedures, the Faculty of Kinesiology, through the Dean of Kinesiology, may take action against personnel who encourage or wilfully ignore the use of banned substances by student-athletes. Such action may include suspension for a stated period of time from all participation in the athletic program, indefinite suspension, or lifetime suspension.

If deemed necessary, following a substantial allegation or a positive test result with regard to a student-athlete:

- I. The Athletic Director shall convene a Review Committee to deal with any matters pertaining to the use of banned

drugs. This Review Committee shall consist of two representatives from the coaching and therapy staff (appointed by the Athletic Director) and the Athletic Director. The Review Committee shall meet within a period of five days after appointment and shall recommend to the Dean of the Faculty of Kinesiology:

- (a) whether or not there has been a violation of the policy related to the use of banned drugs and if so, by what athlete or staff member;
 - (b) the appropriate penalty or disposition, if any, to be imposed or made.
- II. Penalties — Penalties that may be imposed or dispositions made for a violation may include any or more of the following:
 - (a) reprimand or warning;
 - (b) suspension from participation in all competition for a specified period;
 - (c) ineligibility for national playoff competition;
 - (d) requiring written or other undertakings;
 - (e) requiring the making of procedural, structural, or other changes within the program to minimize the chance of further violations;
 - (f) probation or suspension from the University.
 - III. The Dean of the Faculty of Kinesiology shall consider the recommendation of the Review Committee in reaching a decision.
 - (a) Should the penalty imposed by the Dean of Kinesiology be anything other than probation or suspension from the University (see II.(a-e)), the Dean shall advise the student-athlete in writing of the decision as expeditiously as possible. The Dean may request that the person involved appear before him/her to provide information. Upon being advised of the decision of the Dean, the student-athlete involved may appeal the decision to the Faculty of Kinesiology Appeals Committee. The decision of the Appeals Committee shall be final and binding.
 - (b) Should the penalty proposed by the Dean of Kinesiology be probation or suspension from the University (see II.(f)), the matter will proceed in accordance with the University Principles and Procedures Relating to Disciplinary Action for Non-Academic Misconduct. If the student-athlete is not registered in the Faculty of Kinesiology, the Dean of Kinesiology will recommend to the Dean of the student-athlete's Faculty that actions proceed in accordance with these principles and procedures.
 - IV. Education — Every effort shall be made to provide to all coaches, student-athletes, and staff members information and counselling related to the use of banned drugs and their effects. The University of Calgary Interuniversity

Athletic Program policy, procedures, and penalties related to such use shall be clearly articulated to all coaches, student-athletes, and staff members.

- V. The University of Calgary Interuniversity Athletic Program does not intend to usurp the role of civil and criminal authorities with respect to the non-medical use of drugs which do not appear on the banned list of the international federations or the I.O.C.

Policy of Support for Persons with Life Threatening Communicable Illnesses

The University recognizes that persons suffering from life threatening communicable illnesses have a right and a responsibility to continue in their regular work or academic pursuits as long as they are capable of carrying out the duties and obligations associated with those pursuits; and recognizes that individuals who contract a life threatening communicable illness, including AIDS, are entitled to continue in their employment or studies provided that the health, safety and well being of others are not endangered.

The University is guided in the application of this policy by current research findings and medical advice relevant to the individual case.

All members of the University community are urged to recognize the responsibility they have for ensuring that those with such illnesses are treated in a caring and supportive manner.