



CONCORDIA
UNIVERSITY OF EDMONTON

Academic Regulations

9.0 ACADEMIC REGULATIONS

Students with questions about their academic program may seek academic advice during the year from a Registration Advisor in Student & Enrolment Services or from faculty members. *Program Planning Guides* are available for all Concordia University of Edmonton undergraduate degree programs and can be found online or obtained from Student & Enrolment Services. Students are encouraged to complete their *Degree Checklists* and review their plans with a Registration Advisor early in their program.

Please note: Academic deadlines are listed in the *Academic Schedule*, section 2.0; information on applying to Concordia University of Edmonton is outlined in *Undergraduate Admission*, section 3.0; and registration information is listed in *Registration*, section 4.0.

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9.1 PROGRAM REGULATIONS

9.1.1 STATUTE OF LIMITATIONS

Students admitted to a Concordia University of Edmonton program are governed by the program requirements (i.e., the required courses specified for a particular program of studies, the credits required in a specified subject area, and the total credits required in the degree program) of the *Calendar* in effect at the time of their admission. However, regardless of the year of admission or readmission, all students are governed by the current *Calendar* in all other respects.

When student registrations at Concordia University of Edmonton are interrupted by at least one academic year and students are subsequently readmitted to a Concordia University of Edmonton program, students shall be governed by the *Calendar* in effect at the time of readmission. Continuing students may opt to be governed by any *Calendar* from the current *Calendar* to the one in effect at the point of most recent admission to Concordia University of Edmonton. If students opt for a particular *Calendar*, all program requirements of the chosen *Calendar* shall apply, while the current *Calendar* shall apply in all other respects.

9.1.2 SECOND DEGREE REQUIREMENTS

Students who have one degree and wish to obtain another from Concordia University of Edmonton must conform to all program requirements for an applicable calendar year (see *Statute of Limitations*, section 9.1.1). The second degree must involve the successful completion of the program residency requirements (see the *General Academic Requirements* of the appropriate program). The fulfilment of the residency requirements is in addition to the credits applied to the first degree. Students can obtain another degree in any one of the following ways:

1. Students who hold a three-year Concordia University of Edmonton degree and who subsequently meet the requirements for a four-year degree in the same faculty at this institution may convert the three-year degree to a four-year one. Converted degrees require a minimum of 30 additional credits, rather than the additional program residency requirements. The four-year degree will then replace the three-year degree; Concordia University of Edmonton transcripts will record only one degree from any one faculty.
2. Students who hold degrees from this or another accredited institution and who subsequently meet the requirements for a Concordia University of Edmonton degree in a different faculty may obtain a second degree.
3. Students who hold degrees from another accredited institution and who subsequently meet the requirements for a Concordia University of Edmonton degree in a different major or concentration may obtain a second degree.

Students must fulfil all graduation requirements. When the degree is conferred, students will receive the parchment appropriate to the degree. Students who wish to obtain another degree should first seek academic advice to determine which educational opportunities best serve their career goals.

9.1.3 TRANSFER TO OTHER INSTITUTIONS

Students transferring to other Alberta institutions should consult the *Alberta Transfer Guide*, which lists all courses and program transfer agreements between post-secondary institutions in Alberta, the Northwest Territories, and Nunavut. The Guide and other transfer credit information are available online at www.transferalberta.ca or by contacting:

Alberta Council on Admissions & Transfer
11th Floor, Commerce Place
10155 102 Street
Edmonton, Alberta T5J 4L5
Telephone: 780-422-9021
Toll free within Alberta, first dial 310-0000
Email: acat@gov.ab.ca

Students are responsible for determining the requirements of the programs to which transfer is planned and for ensuring that they meet those requirements. Students should also obtain academic calendars from the institutions they plan to attend.

9.2 CLASSROOM POLICIES

At the beginning of each course, individual instructors announce policies governing such matters as grading and absences.

9.2.1 COURSE SYLLABUS

Instructors in each course give a written syllabus to students no later than the second day of class and post the syllabus to the course management system. The syllabus establishes clear guidelines regarding course content and performance expectations.

9.2.2 EXCUSED ABSENCES

In course outlines, instructors describe the procedure students are to follow if they are absent for work which accounts for a percentage of the final grade (this may include examinations, quizzes, assignment deadlines, labs, marks for class attendance, etc.).

Students are responsible for contacting instructors regarding absences, and for providing them with documentation verifying the reasons for their absences. Instructors determine whether absences are excused; sufficient reason for an excused absence includes illness, severe family difficulty, religious observance, or circumstances beyond the student's control. Students may request the Dean of Students to act on their behalf if their reasons for absence are confidential or they believe that absence policies insufficiently address unusual circumstances.

Students may appeal instructors' decisions through the academic appeals process, section 9.5.

In the case of excused absences, instructors have the right to require make-up work or to disregard absences, but may not impose penalties upon students.

9.2.3 RECORDING OF LECTURES

Recording of classes is permitted only if recording is part of an approved accommodation plan or with the prior written consent of the professor. It is recommended that instructors include a statement to this effect in their syllabi.

If the request to record lectures is part of an approved accommodation plan, the instructor will be so informed by Student Life and Learning, and the student will provide the instructor with a copy of the *Audio Recording Agreement* for students eligible for accommodation.

If the request to record lectures is not part of an approved accommodation plan, the decision whether to approve the request is up to the instructor, taking into account these guidelines:

- The default should be that the recording is solely for the personal use of the student to enhance understanding of the lecture material.
- If a lecture is to be recorded, the instructor must notify the class that this is taking place.
- If the recorded lecture is intended for use beyond individual study, the person making the recording may need to obtain the permission of all other individuals that appear in the recording. This should be verified beforehand by consulting with Concordia University of Edmonton's Privacy Officer.

If the instructor grants permission, a *Recording Agreement* should be signed by both the instructor and the student to confirm the terms under which permission to record is granted.

9.2.4 INCOMPLETE WORK

Normally, course work (not including final exams) that is not completed by the last day of lectures is given a grade of F. Students who require extensions of this deadline because of extenuating circumstances may apply to instructors for an Incomplete in a course or courses. Extenuating circumstances include illness, severe family difficulty, or circumstances beyond the student's control.

Students are responsible for:

1. obtaining *Application for Incomplete* forms online, or from a Registration Advisor in Student & Enrolment Services,
2. completing the forms in consultation with their instructors, and
3. submitting the forms together with supporting documentation to a Registration Advisor in Student & Enrolment Services on or before the last day of lectures for courses.

Students must submit completed work on or before the date designated by the Registrar on the *Application for Incomplete* form, normally within four weeks after the last scheduled exam of each semester. Students who do not complete work before the deadline will be assigned a grade of F for the incomplete work.

Students may appeal instructors' decisions through the academic appeals process in section 9.5.

9.2.5 DEFERRED FINAL EXAMINATIONS

Deferred final examinations may be granted to students who are unable to write final examinations because of illness, severe family difficulty, religious observance, or circumstances beyond their control. Deferred final examinations may differ from the original exams and may not necessarily follow the same format.

Students are responsible for:

1. obtaining *Application for Deferred Final Examination* forms online, or from a Registration Advisor in Student & Enrolment Services,
2. completing the forms in consultation with their instructors, and
3. submitting the forms together with supporting documentation to a Registration Advisor in Student & Enrolment Services:
 - a) in the case of intended absences, students submit the forms to the Registrar one month prior to the originally scheduled final examinations;
 - b) in the case of unforeseen absences, students normally submit the forms to the Registrar within 48 hours of the missed final examinations.

The Registrar's Office returns copies of the forms to instructors confirming that students have completed the application process.

Deferred final examinations are written on or before the date designated by the Registrar on the application forms, normally within four weeks after the last scheduled exam of the semester. Students who miss deferred final examinations are denied further consideration and are assigned a grade of F for the final examinations.

Students who are denied deferred final examinations may appeal those decisions through the academic appeals process in section 9.5.

9.2.6 AEGROTAT STANDING

Aegrotat standing is designed to assist students who experience serious illness or injury which prevents them from writing final examinations and deferred final examinations. Applicants for aegrotat standing must have completed 30 credits at Concordia University of Edmonton, may apply only for courses in which they are registered and attending and for a maximum of 36 credits in their entire program.

Students submit *Application for Aegrotat Standing* forms together with supporting documentation to the Registrar's Office in Student & Enrolment Services prior to the date indicated on the forms, normally within four weeks after the last scheduled exam of the semester. The Registrar immediately notifies instructors and Deans who, in consultation, review students' current standing and academic history. Deans approve or deny requests for aegrotat standing. If requests are granted, instructors provide estimated final grades, or advise whether students may be granted credit for courses without grades. Aegrotat standing is indicated on official transcripts by an AE.

Students may appeal the decisions of Deans through the academic appeals process in section 9.5.

9.2.7 DEBARMENT FROM FINAL EXAMINATIONS

A student may be refused permission to write the final examination in a course on the recommendation of the instructor, with the concurrence of the Department Chair, in the following circumstances:

1. The student has neglected to do a substantial portion of the written assignments in a course of which these are an essential feature, or has been frequently absent from class in a course in which class participation is necessary.
2. The student has neglected to do a sufficient amount of the practical or laboratory work in a course for which this is a basic requirement.

9.2.8 EDUCATIONAL DECORUM

Because the primary purpose of Concordia University of Edmonton is education, it must be the responsibility of both students and instructors to facilitate the educational process.

Students have a responsibility to ensure that their behaviour in a laboratory or classroom situation is conducive to an effective learning environment. It is therefore essential that students refrain from any behaviour that might endanger themselves or disturb others in class.

Instructors have a responsibility, in addition to teaching, to establish an orderly classroom or laboratory setting. Included in this responsibility is the establishment and maintenance of specific standards of behaviour. Consequently, the instructor will need to assess the nature of any behaviour deemed disruptive and to use such remedial measures as are considered necessary to restore a healthy learning environment, up to and including the expulsion of a student or students from the classroom.

9.2.9 ACADEMIC HONESTY

A. INTRODUCTION

1. Preamble

As scholars and students, all members of the Concordia University of Edmonton community have a responsibility to use the intellectual contributions of others honestly, with appropriate acknowledgment. Academic honesty is fundamental to the academic enterprise. All scholarship rests on the basis of ideas and structures of thought developed by others. Concordia University of Edmonton has two complementary policies which spell out expectations for all faculty and students: the policy on Integrity in Research and Scholarship and this policy on Academic Honesty.

2. Principles and Responsibilities

Instructors and students are responsible for upholding the following principles:

- a) To acknowledge the contribution of others to one's scholarship and research, in the form generally recognized in the discipline.
- b) To support an academic environment in which honesty prevails.

3. Instructors' Responsibilities

Specifically, instructors have the following responsibilities:

- a) To include in all course outlines an academic honesty statement which draws the attention of students to Concordia University of Edmonton's Academic Honesty policy, includes any course-specific expectations, and reminds students of the consequences of academic dishonesty.
- b) To teach students appropriate modes of using and acknowledging the contribution of others.
- c) To clarify for students the distinction between information which must be documented and common knowledge which does not require documentation.
- d) To give students appropriate guidelines for group projects and other forms of consultative activity.
- e) To take reasonable steps to reduce opportunities for academic dishonesty in their courses.
- f) To act promptly in accordance with this policy to investigate cases in which they suspect academic dishonesty or in which allegations of academic dishonesty are brought to their attention.
- g) To confront students suspected of academic dishonesty in a way that respects student privacy during the process of investigation.
- h) To inform students found guilty of academic dishonesty of their rights of appeal.

4. Students' Responsibilities

Specifically, students have the following responsibilities:

- a) To follow the guidelines for appropriate use and acknowledgment of the contributions of others in their assignments and projects.
- b) To manage their work to allow sufficient time for review, editing, and scrupulous documentation.
- c) In group projects, to take individual responsibility for the trustworthiness of the group's work.
- d) To act honestly and in keeping with the instructor's guidelines in tests and other comparable situations.
- e) To seek the guidance of the instructor in uncertain cases.
- f) To refuse to aid or abet any form of academic dishonesty.
- g) To bring to the attention of the instructor evidence of academic dishonesty by others.

5. Declaration of Academic Honesty

Instructors may require students to hand in, with their assignments, a signed declaration that they have observed all guidelines for honesty.

B. TERMINOLOGY

1. Alternate

If there is a conflict of interest, or if the Discipline Officer or Dean is not available, the Dean shall name an alternate Discipline Officer, or the Vice-President Academic shall name an alternate to act in place of the Dean.

2. Appeal Committee

The Appeal Committee is convened by the Registrar. It consists of two Discipline Officers who have not been involved in any earlier process under this policy and the Associate Vice President of Student Services.

3. Discipline Officer

The Discipline Officer is a faculty member charged with responsibility for assessing allegations of academic dishonesty and for assigning penalties. The Discipline Officer is the Department Chair or another faculty member designated by the Dean. The Discipline Officer with oversight of the course in which the academic dishonesty is alleged to have occurred is the one with jurisdiction.

4. Dean

The Dean is the Dean responsible for the program in which the student who is alleged to be guilty of academic dishonesty is enrolled. When the dishonesty is alleged in a course in one faculty but the student is enrolled in a program in a different faculty, the Dean in charge of the program must consult with the Dean responsible for the course.

5. Working Day

A Working Day is a day on which Concordia University of Edmonton's administrative offices are open for business.

C. ACADEMIC DISHONESTY

Academic dishonesty includes cheating, plagiarism, collusion, unauthorized submission for credit of previously graded work, and misrepresentation.

1. Cheating

Cheating on tests includes, but is not limited to conduct such as unauthorized communication with others; unauthorized use of any materials or resources; attempting to use other students' work; enabling other students to use the student's work.

Cheating on written assignments includes, but is not limited to the representation of substantial editorial or compositional assistance as the student's own work.

2. Plagiarism

Plagiarism is the use of the ideas, structures of argument, or phrases of others without appropriate acknowledgment. Ideas and lines of argument borrowed from others, even when expressed in the student's own words, must be fully identified, in a format customary in the discipline, as specified by the instructor. In addition, phrases borrowed from others must be identified as quotations and fully attributed. Plagiarism ranges from the submission by a student of an entire essay or project which was in fact done by someone else to the inclusion in a paper of a phrase which is not properly quoted or documented, even though the source may be included in the list of works cited.

3. Collusion

Collusion involves more than one individual cooperating to cheat, plagiarize, or misrepresent. A student who assists someone else in academic dishonesty is equally guilty of the dishonesty. Unauthorized collaboration between individuals in preparing materials submitted for assessment is collusion. In cases of group work, students are responsible for carefully observing the instructor's guidelines about shared and individual responsibility for assignments.

4. Unauthorized Submission of Previously Graded Work

This offence occurs when the student submits for credit in a course any work (even though it may be completely original with the student) of which all or a substantial portion has been or is being submitted for credit in another course. The written approval of both the original and the current instructor must be obtained in advance before work is submitted for credit under these circumstances.

5. Misrepresentation

Misrepresentation includes a broad range of other modes of academic dishonesty, such as providing false statements, impersonating another student on a test, and falsification of data.

D. PRINCIPLES OF APPLICATION

In dealing with cases of suspected academic dishonesty, the following principles are to be applied:

1. The integrity of the academic enterprise is protected. This includes the confidence of students in the fairness of their grades and the fairness with which all students are treated, as well as the confidence of the larger community in the validity of Concordia University of Edmonton's programs and degrees.
2. Procedures and penalties are shaped by the educative value to the student and to other students.
3. The procedures and penalties deter academic dishonesty.
4. Processes are fair and seen to be fair. This means that students accused of academic dishonesty are advised of the allegations against them and are given the opportunity to state their side of the case. They are supplied with copies of all written evidence and reports about them. They are presumed to be innocent until the contrary has been established, based on the balance of probabilities. Students have the right to appeal a finding of academic dishonesty in accordance with this policy.
5. Penalties are appropriate to the type of dishonesty, and, in the case of plagiarism, to the expectations reasonable for a student of a particular level. For example, similar penalties may be imposed on students at all levels who are guilty of handing in a paper that they did not write themselves. On the other hand, a first-year student guilty of use of sources without appropriate documentation may reasonably be treated more leniently than a student in a senior year, who may be expected to know better.
6. Withdrawal from a course or program does not exempt a student from procedures and penalties under this policy.

E. PENALTIES

Some penalties may be applied by the instructor; others by the Discipline Officer; others by the Dean.

1. Minor Penalties Applied by the Instructor

Instructors may apply minor penalties in cases in which they find academic dishonesty but determine that it is the result principally of inexperience rather than willful intention to mislead. The instructor's appraisal of the circumstances will include fac-

tors such as the type of dishonesty, the level of the course, and the extent of the guidelines given. Such minor penalties include the following:

- a) Requirement to redo an assignment, with a grade penalty.
- b) Requirement to do another assignment.
- c) Failure in an assignment: the instructor who imposes this penalty for academic misconduct should inform the Discipline Officer, who will review the case and normally issue a Reprimand (E.2.a).

2. Penalties Applied by the Discipline Officer

Instructors should inform the Discipline Officer of cases in which they have imposed the penalty of Failure in an assignment (E.1.c), and should refer cases more serious than those described in section E.1 to the Discipline Officer. If the Discipline Officer finds that a student is guilty of willful intention to mislead but that there are mitigating factors, the Discipline Officer shall confirm or apply any of the minor penalties in E.1 and further shall issue a Reprimand:

- a) Reprimand: This takes the form of a letter to the student outlining the circumstances of the student's dishonesty and warning that further similar behaviour will lead to a stiffer penalty. The letter of reprimand is copied to the Registrar and placed in the student's file, but it will not appear on grade reports and transcripts.
- b) In addition to a Reprimand, the Discipline Officer may also apply the penalty of Failure in a course.

3. Penalties Applied by the Dean

The Discipline Officer should refer to the Dean cases warranting more severe penalties than those described in E.2, including all cases of repeat offenders. The Dean may impose any of the penalties in E.1 or E.2 and further may apply any of the following penalties:

- a) Notation of Academic Dishonesty on the student's transcript. When this penalty accompanies failure in a course for academic dishonesty, it shall remain on the student's transcript for a period of two years from the end date of term for the relevant course. When the penalty accompanies Suspension, it may remain on the transcript for a length of time specified by the Dean, normally not to exceed the date of the student's graduation from Concordia University of Edmonton. In a case of Expulsion, the notation may, at the discretion of the Dean, remain on the transcript permanently.
- b) Suspension: The student is required to withdraw from Concordia University of Edmonton for a specified period of time, ranging from one semester to three years. Upon completion of the period of suspension, the student will be eligible for reinstatement to full academic status. The student's academic program is subject to the *Statute of Limitations*, section 9.1.1.
- c) Expulsion: The student is required to withdraw from Concordia University of Edmonton for more than three years or indefinitely. The Dean may prescribe conditions governing readmission to Concordia University of Edmonton, if it is to be permitted at all.
- d) Such other penalty or order as appropriate in the circumstances.

4. Provisions Regarding Suspension and Expulsion

- a) A Suspension or Expulsion takes effect on the date of the Dean's decision, unless the Dean specifies a different effective date. For example, the Dean may allow a student to finish examinations in other courses at the end of a semester before starting a Suspension.

- b) A student shall receive credit for any course passed before the effective date of a Suspension or Expulsion.
- c) Withdrawals resulting from a decision of Suspension or Expulsion will show as a grade of W on the student's transcript.
- d) In a case of Suspension or Expulsion, the fee refund dates outlined in this *Calendar* shall apply.

F. PROCEDURES

1. Notification

- a) Material or decisions pertaining to a disciplinary process and notice of appeal hearings may be hand-delivered, sent by courier, or sent by regular or registered mail. Alternatively, at the student's request, the student may pick up the material, decision, or notice at an arranged place at Concordia University of Edmonton.
- b) Email may be used provided that the recipient has a Concordia University of Edmonton email address or has provided Concordia University of Edmonton with his or her personal email address. An email message which has not been acknowledged by the recipient within 5 Working Days should be followed by written notice sent by regular or registered mail, as in F.1.e.
- c) An instructor, Discipline Officer, or Dean may ask the Registrar to contact a student by telephone or to mail a written notice.
- d) When sent by mail, the material, decision, or notice shall be sent to the last address provided by the student to Concordia University of Edmonton.
- e) Delivery is deemed to have been effected on the date of pick-up, personal receipt of hand or courier delivery, or 5 Working Days following registered or regular mailing.
- f) If a student attempting to contact an instructor, Discipline Officer, or Dean does not succeed in reaching the individual within 5 Working Days, the student should consult the Registrar. If not successful in contacting the instructor, the Registrar shall contact the Discipline Officer. If the Discipline Officer and/or Dean is not available, the Registrar shall request the appointment of an Alternate.

2. Procedures for Any Individual Who Believes That a Student Is Guilty of Academic Dishonesty

- a) An individual who believes that a student is guilty of academic dishonesty shall first speak to the instructor of the course.
- b) If the individual cannot contact the instructor or is not satisfied with the results of the conversation with the instructor, the individual shall seek the advice of the Registrar about the appropriate Discipline Officer to contact.
- c) When a report of academic dishonesty is made, the individual who receives the report will respect the privacy of the person making the allegation until the matter has been investigated.
- d) No findings will be published until the factual truth of the allegation(s) has been confirmed. Discretion will be used in revealing the name of the individual making the allegation to the student charged.

3. Procedures for Instructors

An instructor who finds or receives evidence of academic dishonesty shall proceed as follows:

- a) Collect or assist in the collection of the necessary evidence. Retain or obtain possession of any suspect material. In cases of suspected cheating on a test or examination, the invigilator shall confiscate any suspect material. The invigilator, if other than the instructor, shall give a full written report, together with any confiscated material, to the instructor.

- b) Notify the student(s), protecting as far as possible the privacy of the student(s), of the suspicion of dishonesty as soon as possible after the instructor has arrived at that suspicion, and in any case within 5 Working Days (refer to F.1, *Notification*). If the case is one of suspected collusion, the instructor shall as far as possible deal with each student separately.
- c) Arrange an interview with each student. If the student refuses or fails to meet with the instructor within a reasonable period of time specified by the instructor, the instructor shall notify the student as provided in F.1, *Notification*, and refer the matter to the Discipline Officer.
- d) During an interview with each student, supply the student with the relevant evidence, review the matter with the student, and give the student an opportunity to state his or her side of the case.
- e) If the instructor determines that academic dishonesty has taken place, but that it is the result of inexperience rather than willful intention to mislead, the instructor may apply one or more minor penalties as specified in E.1, depending on the circumstances.
- f) The instructor may report to the Discipline Officer any case of academic dishonesty. The instructor must report in writing any case in which the instructor has deemed it necessary to apply the penalty of failure in an assignment. The instructor shall advise the student that the Discipline Officer will review the circumstances and check the student's record. The Discipline Officer, if satisfied that the student is guilty of academic dishonesty, will issue a Reprimand. Depending on the circumstances, the Discipline Officer may take further action, as outlined in F.4.
- g) The instructor shall advise the student of his/her right to appeal the finding that an offence has been committed, the penalty imposed, or both, to the Discipline Officer within 10 Working Days of deemed receipt (F.1) of the instructor's decision.
- h) If the instructor concludes that academic dishonesty has taken place and that it is the result of willful intention to mislead, the instructor shall so report in writing to the Discipline Officer, with the relevant evidence, and shall supply the student(s) with a copy of the report. In cases of suspected collusion, the instructor shall write a separate report concerning each student, in which the other students involved are referred to in a way that does not identify them by name or student number (e.g., "Student B"). The individuals responsible for investigating the case need to know the names of all the students who are involved. However, the written report on each student, of which the student receives a copy, should identify only that particular student by name. The instructor's report may include a recommendation about a penalty.

4. Procedures for Discipline Officers

A Discipline Officer (or Alternate) who receives a report of academic dishonesty shall proceed as follows:

- a) Review the instructor's report and the evidence, consult with the instructor, and decide whether the case may involve willful intention to mislead.
- b) Check with the Registrar's Office to determine whether the student's record includes a Reprimand (E.2.a) or other notation of previous academic dishonesty.
- c) If the student's record does not include any notation regarding previous academic dishonesty, if the facts are not in dispute, and if the Discipline Officer considers the instructor's penalty appropriate, the Discipline Officer shall write a Reprimand (E.2.a).

- d) If the student's record includes a previous notation regarding academic dishonesty, if the facts are in dispute, or if the Discipline Officer considers that the instructor's penalty may be inappropriate, the Discipline Officer shall investigate further.
- e) If the case occurs at a time when statements of grades are issued, notify the Registrar to withhold the statement of grades until the case is resolved. The Registrar will so notify the student.
- f) Arrange an interview with the student. During the interview, ensure that the student has received a copy of the instructor's report and any other evidence, and that the student has an opportunity to state his or her side of the case.
- g) If the student refuses or fails to meet with the Discipline Officer within a reasonable period of time specified by the Discipline Officer, the Discipline Officer shall refer the matter to the Dean (see *Notification*, F.1)
- h) If the student is appealing a decision of the instructor to the Discipline Officer and is unable to contact the Discipline Officer within 5 Working Days following receipt of the instructor's decision, the student shall consult the Registrar who will, if necessary, ask the Dean to appoint an alternate Discipline Officer (see *Notification*, F.1).
- i) If the Discipline Officer concludes that academic dishonesty has taken place and that it is the result of willful intention to mislead, the Discipline Officer shall write a Reprimand and may further apply the penalty of Failure in a course. The Discipline Officer shall advise the student of the right to appeal to the Dean.
- j) The Discipline Officer shall write a report, copied to the student and the instructor, about the resolution of the case. In cases of alleged collusion, the Discipline Officer shall write a separate report for each student, in which the other students involved are referred to in a way that does not identify them by name or student number (e.g., "Student B"); see discussion above, F.3.h. The report shall include the alleged offence(s), an overview of the evidence, the Discipline Officer's decision, and the reasons for the decision.
- k) If the decision includes a finding of academic dishonesty, the report should include information about the student's right to appeal both the finding of dishonesty and any penalty that has been confirmed or imposed, and the appeal deadline. The student may appeal a decision of the Discipline Officer to the Dean, within 10 Working Days of deemed receipt (F.1.e) of the Discipline Officer's decision.
- l) If the Discipline Officer has applied the penalty of Failure in a course, or if the student has a prior record of academic dishonesty, the Discipline Officer shall forward the report, with full documentation, to the Dean.
- m) If the Discipline Officer concludes that the academic dishonesty warrants a more severe penalty than the ones in E.2, he/she shall so state in the report to the Dean and may include a recommendation about a penalty.

5. Procedures for Deans

A Dean (or Alternate) who receives a report of academic dishonesty from a Discipline Officer shall proceed as follows:

- a) The Dean shall review all reports of academic dishonesty received from the Discipline Officer, review the student's record, and exercise discretion to determine whether further action is warranted. Repeat offenders should be dealt with more severely than first offenders.
- b) If the Dean considers that further action may be warranted, the Dean shall meet with the student, ensure that the student has received a copy of the Discipline Officer's report and all

relevant evidence, and give the student an opportunity to give his or her side of the case. The Dean may also talk with all the other parties involved.

- c) The Dean may rescind or modify the penalties imposed by the instructor and Discipline Officer or apply any of the penalties in F.3, F.4, or F.5.
- d) If the student refuses or fails to meet with the Dean within a reasonable period of time specified by the Dean, the Dean shall make a decision, which may include penalties, taking into account the available evidence. Refer to *Notification*, F.1.
- e) The Dean shall write to the student. The letter shall include the academic dishonesty alleged, an overview of the evidence, and the reasons for the decision.
- f) If the Dean has found that the student is guilty of academic dishonesty, the letter shall include any penalty imposed by the Dean, along with relevant dates. The letter shall also include information regarding the student's right to appeal both the finding of dishonesty and any penalty confirmed or imposed by the Dean. The student may appeal a decision of the Dean to the Appeal Committee within 10 Working Days of deemed receipt (F.1.e) of the Dean's decision. The Dean's letter shall be copied to the instructor and the Discipline Officer. If it includes a finding of academic dishonesty, a copy shall also go to the Registrar for the student's file.

G. APPEALS

1. Appeals

- a) When a student is found guilty of academic dishonesty, the student may appeal the finding that an offence has been committed, the penalty imposed, or both. The appeal may be based on the denial of the offence and/or the severity of the penalties imposed. A defect in procedures shall not warrant the quashing of the decision being appealed unless the defect complained of can be reasonably said to have deprived the complainant of fair treatment.
- b) The student may appeal a decision of the instructor to the Discipline Officer within 10 Working Days of deemed receipt (F.1.e) of the instructor's decision. The appeal may be made orally or in writing.
- c) The student may appeal a decision of the Discipline Officer to the Dean, within 10 Working Days of deemed receipt (F.1.e) of the Discipline Officer's decision. The appeal may be made orally or in writing.
- d) A decision of the Dean may be appealed to the Appeal Committee within 15 Working Days of the deemed receipt (F.1.e) of the decision by the student. The appeal must be submitted in writing to the Registrar, must state the full grounds of appeal, and must be signed by the student. The Registrar will convene the Appeal Committee. The decision of the Appeal Committee is final.
- e) During the appeal period, a student appealing a decision of Suspension or Expulsion may register for classes and continue to attend classes. However, marks for assignments and examinations may be withheld at the discretion of the Dean until such time as the appeal is successful. If the student loses the appeal, no credit will be given for work completed subsequent to the date given in the original decision.

2. Appeal Committee

- a) The Registrar, upon receipt of an appeal of a Dean's decision, shall convene an Appeal Committee and shall provide the Appeal Committee with all the evidence so far available.

- b) The Appeal Committee shall meet to review the evidence and determine its procedures. With the Registrar's assistance, it shall schedule a hearing or hearings.
- c) Written notice (F.1) must be provided to all the parties involved regarding date, time, and place of hearing(s). If the student, the instructor, Discipline Officer, and/or the Dean neglects or refuses to appear at the time of the hearing, the Appeal Committee may, in its discretion, proceed with the hearing.
- d) As far as possible, the proceedings of an Appeal Committee should be confidential.
- e) Normally, a hearing should be held within 30 days of receipt of an appeal.
- f) The Appeal Committee may accept any evidence that it considers proper, and may request additional material as it sees fit.
- g) The Appeal Committee shall hear the argument of both sides to the appeal and then, by majority vote, shall determine whether or not an offence has been committed and uphold or quash the decision under appeal. Where a decision against a student is upheld, the Appeal Committee may confirm, vary, or suspend the penalty imposed.
- h) The Registrar shall, when practical, immediately communicate the decision of the Appeal Committee to the student, the instructor, the Discipline Officer, and the Dean.
- i) Within 5 Working Days of the decision having been reached, the Registrar shall communicate the decision in writing to the student, the instructor, the Discipline Officer, and the Dean.
- j) If the Appeal Committee wishes, it may also forward recommendations for changes in the policy or in procedures under the policy to the Education Policies Committee.

FOUR-POINT GRADING SCALE		
Descriptor	Alpha Grade	Grade Point Value
Excellent	A+	4.0
	A	4.0
	A-	3.7
Good	B+	3.3
	B	3.0
	B-	2.7
Satisfactory	C+	2.3
	C	2.0
	C-	1.7
Poor	D+	1.3
Minimal Pass	D	1.0
Fail	F	0
Other Final Grades:		
AE	Aegrotat standing	
AU	Audit	
AW	Auditor withdrew	
CR	Credit (C- or higher)	
I	Incomplete	
IP	Course in progress	
NC	No credit	
W	Withdrew with permission	
WF	Withdrew failing (As of September 2003, a WF is counted as a grade of F [zero] in the calculation of the Grade Point Average)	

TABLE 9.3.2 EXTENDED DESCRIPTION OF GRADE LEVELS

Grade Description		Letter Grade	Grade Point Value
Outstanding	Outstanding performance, demonstrating complete and comprehensive understanding of the subject matter; full mastery of concepts and skills; exceptional interpretive and analytical ability; originality in the use of concepts and skills; achievement of all major and minor objectives of the course	A+	4.0
Excellent	Excellent performance, indicating superior grasp of subject matter and concepts; development of relevant skills to a high level; a high level of interpretive and analytical ability; originality or intellectual initiative; achievement of all major and minor objectives of the course.	A	4.0
		A-	3.7
Very Good	Very good to good performance, indicating thorough understanding of subject matter and concepts; development of relevant skills to a fairly high level; good interpretive and analytical ability; evidence of intellectual initiative; achievement of major and minor objectives of the course.	B+	3.3
Good		B	3.0
		B-	2.7
Satisfactory	Intellectually adequate performance, of fair but not good quality, demonstrating an acceptable understanding of the subject matter and concepts; development of skills to a satisfactory level; adequate interpretive and analytical ability; achievement of major objectives of the course; some minor objectives may not be achieved.	C+	2.3
		C	2.0
	The bottom of this range (C-) is the minimum satisfactory standard of achievement in a course. In courses graded CR or NC, CR denotes that the student has attained at least the C- level.	C-	1.7
Poor	Minimally acceptable performance, demonstrating some understanding of basic subject matter and concepts and partial development of relevant skills, with some evidence of interpretive or analytical ability; achievement of most but not all major objectives of the course; failure to achieve several minor objectives.	D+	1.3
Minimal Pass	The bottom of this range (D) indicates that the student has achieved a marginal level of performance which may not be sufficient background for success at the next level in the discipline.	D	1.0
Failure	Unsatisfactory performance, demonstrating an inadequate understanding of the basic subject matter; failure to develop relevant skills; insufficient evidence of interpretive and analytical ability; and failure to achieve major and minor objectives of the course.	F	0.0

9.3 EVALUATION

9.3.1 GRADING SYSTEM

Effective September 1, 2003, Concordia University of Edmonton employs the 4-point grading system.

For the Graduate Studies Grading System, see 13.1.2.A

9.3.2 EXTENDED DESCRIPTION OF GRADE LEVELS

Grading is a concise method for giving information to students and others about the student's knowledge and skill, and the extent to which the student has achieved the objectives of the course. For the further guidance of students and instructors in understanding and using the Common Grading Scale, the Faculty of Concordia University of Edmonton developed an extended description of grade levels in courses (table 9.3.2). Students are encouraged to discuss these guidelines with their instructors.

Table 9.3.4

Program	Frequency	Honours	Satisfactory	Academic Warning	Terms to Clear
3-year Arts	At the conclusion of any term after which the student has attempted at least 9 credits since the last assessment	GPA of at least 3.5	GPA of at least 2.0	GPA of at least 1.7 and less than 2.0	1
4-year Arts*					
3-year Science					
4-year Science*					
Open Studies					
Management*	At the conclusion of every Fall and Winter term	GPA of at least 3.5	GPA of at least 2.3 with no failing grades	N/A	2
Education (After Degree)					
Environmental Health (After Degree)					

*Other minimum GPA requirements apply for continuation in this program. Refer to the program's *General Academic Requirements*.

9.3.3 GRADE POINT AVERAGE

Grade points are calculated by multiplying the Grade Point Value for each grade by the number of attempted credits for the course. The Grade Point Average (GPA) is obtained by dividing the total number of grade points earned by the total number of attempted credits. Of the non-numeric *Other Final Grades*, only the grade of WF is calculated into the Grade Point Average.

9.3.4 ACADEMIC STANDING

Academic standing is assessed according to the frequency and rules given in table 9.3.4. Students who wish to appeal a ruling affecting their academic standing should direct their appeal to the Dean of the Faculty in which they are enrolled. Any appeals must be received within 15 days of the initial notification of academic standing. Decision of the Dean is final.

Honours:

Students earning Honours standing receive written recognition of their academic achievement and are normally eligible to continue their program of study.

Satisfactory:

Students in Satisfactory academic standing are normally eligible to continue their program of study subject to the minimum Grade Point Average requirements of their specific program. Refer to the program's *General Academic Requirements*.

Unsatisfactory:

Students who fail to achieve Satisfactory standing are in Unsatisfactory standing. These students may be placed on Academic Warning or Academic Probation or may be required to withdraw from Concordia University of Edmonton.

9.3.5 ACADEMIC WARNING AND ACADEMIC PROBATION

Students in Unsatisfactory standing with a GPA as given in table 9.3.4 for Academic Warning and who in their previous assessment period were not on Academic Warning or Academic Probation are placed on Academic Warning. They will be notified but no academic restrictions will apply.

All other students in Unsatisfactory standing are placed on Academic Probation.

Students on Academic Warning or Academic Probation must attain Satisfactory standing in the number of consecutive terms as indicated in table 9.3.4 in order to clear Academic Warning or Academic Probation.

While on Academic Probation, students may be ineligible to participate on athletic teams or in other co-curricular activities, and may be restricted to a reduced number of credits per term. Students on Academic Probation should consult with a Registration Advisor if they have questions regarding their status and requirements.

Students in Unsatisfactory standing who in their previous assessment period were already on Academic Probation may be required to withdraw.

9.3.6 STATEMENT OF GRADES

At the end of each semester, the Registrar's Office posts final grades for completed courses and midterm grades for courses in progress through *Services for Students* (<http://onlineservices.concordia.ab.ca/student>). Academic standing is also included. Students are encouraged to contact the Registrar's Office immediately with any concerns regarding their grades.

Services for Students is not available if students owe money or other items to Concordia University of Edmonton.

Students who require official documentation, or want a record of their academic performance and standing, must request official transcripts, section 9.4.2.

9.4 STUDENT RECORDS

Concordia University of Edmonton maintains student records for its benefit and that of students. Students are responsible for informing the Registrar's Office of changes to their academic program or personal information, including address and name changes.

Students may view, but not remove, the information in their file. Access is not provided if students owe money to Concordia University of Edmonton.

Concordia University of Edmonton endeavours to control access to these records to ensure that student information is used only for lawful or proper purposes.

9.4.1 PROTECTION OF STUDENT INFORMATION

A student's *Academic Record* is maintained by the Registrar's Office. The Registrar is responsible for the security of the Record.

Material contained within the *Academic Record* is collected under the authority of the *Post-Secondary Learning Act* (Province of Alberta), the *Statistics Act* (Canada) and the *Taxation Act* (Canada). It includes admission and registration information, transcripts, documents, information regarding academic awards and promotion, and if applicable, academic disciplinary actions.

The following information in an *Academic Record* is considered public:

1. a student's name, dates of attendance, faculty and program of study;
2. the year of graduation and the names of the diplomas or degrees obtained by the student;
3. the names of awards, bursaries and scholarships received by the student.

All other information is considered confidential.

Information is disclosed to relevant academic and administrative departments in accordance with institutional policy. Specific data elements will be disclosed to federal and provincial governments or their agents to meet reporting requirements in accordance with contractual agreements. All other requests for the release of information contained in a student's *Academic Record* are acted upon only with the written authorization of the student or by a court order.

Students may examine their *Academic Record* in Student & Enrolment Services, in the presence of the Registrar or designate. Access is granted to students only after presentation of their student identification card and/or a piece of photo identification. Material may not be removed from the record. Students may not access documents which have been received in confidence, such as letters of reference.

For more information regarding the collection, use and disclosure of information contained in the *Academic Record*, contact the Registrar's Office, 780-479-9250.

9.4.2 TRANSCRIPTS

Transcripts are official copies of academic records issued by the Registrar's Office. All matters relating to courses, grades, academic standing, and probation appear permanently on a student's official transcript.

The Registrar's Office:

1. issues a student's official transcript only at the written request of the student.
2. withholds all transcripts of current or former students who have outstanding fees, fines, or documents.
3. issues transcripts in person only to the student or to those with written authorization from the student; proof of identification must be presented.

Students may request their transcripts:

1. via *Services for Students* at <http://onlineservices.concordia.ab.ca/student>. Former students who are unable to access *Services for Students* may print and submit the *Transcript Request Form* found online.
2. by completing the *Transcript Request Form* or writing a letter of request, and mailing, faxing, emailing, or delivering the request in person to the Registrar's Office in Student & Enrolment Services.

A. TRANSCRIPT FORMATS

Concordia University of Edmonton issues official transcripts in the following formats:

1. Original documents printed on watermarked security paper, a format introduced in 1996. Students who have studied at Concordia University of Edmonton since the academic year 1995-1996 and some who studied at Concordia University of Edmonton prior to 1995-1996 may present transcripts in this format.
2. Photocopies of original or archived documents with an original signature and raised seal: Students who studied at Concordia University of Edmonton before the academic year 1995-1996 may present transcripts in this format.

3. A combination of official photocopies and original documents: Students who studied at Concordia University of Edmonton in both time periods may present transcripts in both formats. However, one format is used whenever possible.

Contact the Registrar's Office in Student & Enrolment Services at 780-479-9250 or registrar@concordia.ab.ca for more information about Concordia University of Edmonton transcripts.

9.5 ACADEMIC APPEALS

For Graduate Studies Academic Appeals, see section 13.0.2.D.

9.5.1 INFORMAL APPEALS

For any course in progress, a student who is concerned about a grade or another feature of that course should first discuss the matter with the instructor. If the matter is not resolved at that level, the student may then seek the advice of the Department Chair or Dean's designate, providing relevant documentation for any assignments in question.

9.5.2 REAPPRAISAL OF FINAL GRADES

A student may apply for reappraisal of a final grade(s) only if he or she has good reason to believe a mistake has been made. The final grade may be raised or lowered as a result of the reappraisal. A student may appeal for reappraisal of a final grade no more than twice in one academic year.

There are two levels of appeal.

Level 1: The student shall discuss his or her final grade with the instructor within 15 calendar days of the Registrar's Office posting grades online. Such reappraisal shall involve an assessment of the final examination, together with a check of the computation of weighted components used in calculating the final grade. Within 7 calendar days, the instructor will inform the student in writing either of no grade change being made or of an official grade change approved by the Department Chair (or Dean's designate) and the Dean.

Level 2: If the student still has a valid reason to believe a mistake has been made, or has substantial new evidence that could not be presented to the instructor, he or she shall inform the Registrar's Office, in writing, within 7 calendar days of the written decision by the instructor at Level 1. The Registrar will then forward the letter of appeal to the Dean of the faculty responsible for that course. The letter must include the decision which is being appealed, the grounds for appeal, and the remedy sought by the appellant. If all three are not specified in the appeal letter, or if the Dean decides that sufficient grounds do not exist, the appeal will not be heard. If the Dean believes that a reappraisal is warranted, he or she will immediately direct the Chair of the department responsible for the course in question to convene a committee consisting of the Chair, the instructor of the course, and one other department member (or Dean's designate). Such reappraisal shall again involve assessment of the final examination, together with a check of the computation of weighted components used in calculating the final grade. The Chair may also consult the student for further clarification. Within 7 calendar days of receiving notification from the Dean, the Chair will report the committee's recommendation to the Dean, who will make the final decision on the reappraisal and inform the student of the result in writing, with a copy to the Registrar's Office. The Dean's decision cannot be appealed.

9.6 APPEAL OF DECISIONS BY THE OFFICES OF STUDENT & ENROLMENT SERVICES

Students have the right to appeal decisions made by the offices of Admissions, the Registrar, Student Accounts or Student Life and Learning.

9.6.1 GROUNDS FOR APPEAL

The following are the only grounds for appeal:

- Alleged bias of the office in question;
- Alleged unfair procedures by the office in question;
- Substantial new evidence that could not be presented at the time of the original decision, or the preceding level of appeal;
- The original decision was in response to an unusual situation for which no clear criteria exist.

9.6.2 PATH OF APPEAL

There is one path of appeal consisting of three consecutive levels. The student must begin with the first level and, if dissatisfied with the decision at that level, has the right to proceed to the next. The student must show evidence of having followed the path of appeal at each level.

Level 1: The supervisor of the office in question:

Level 2: The Vice-President overseeing the office in question.

Level 3: The President of Concordia University of Edmonton.
The decision of the President is final.

At each level, the person hearing the appeal will consult with all parties involved in the original decision.

9.6.3 METHOD OF APPEAL

The student must write a letter addressed to the person hearing the appeal, indicating:

1. the decision being appealed,
2. the grounds^a for appeal,
3. the remedies^a being sought by the appellant.

The appeal will not be considered if the letter does not include all three required sections.

Note:

- a) Students should inquire with the office in question regarding more detailed procedures in place for appeals within that office.

9.6.4 TIME LIMITS OF APPEAL

The student must submit the written appeal within the following time limits:

Level 1: Within 15 days of the post-marked date of written notification of the decision being appealed.

Level 2: Within 7 days of the post-marked date of written notification of the decision of the first level of appeal.

Level 3: Within 7 days of the post-marked date of written notification of the decision at the second level of appeal.

The appeal decision at each level will be posted to the student via express mail.

9.6.5 NOTIFICATION OF APPEAL DECISION

Level 1: The supervisor of the office in question will give written notification of his/her decision to the student, within 7 days of the appeal.

Level 2: The Vice-President of the office in question will give written notification of his decision first to the supervisor of the office in question, and second to the student, within 7 days of the appeal.

Level 3: The President will give written notification of his decision first to the Vice-President of the office in question, second to the supervisor of the office in question, and third to the student, within 7 days of the appeal.

9.7 GRADUATION

9.7.1 GRADUATION REQUIREMENTS

Students are eligible for graduation under the following circumstances:

1. They have completed the requirements of their program. See *Statute of Limitations*, section 9.1.1.
2. They have maintained the minimum Grade Point Average required for their degree program.

Undergraduate students who complete their degree programs with a Grade Point Average of 3.5 to 3.69 are awarded degrees "With Distinction". Those who complete their degree programs with a Grade Point Average of 3.7 or higher are awarded degrees "With High Distinction".

Bachelor of Education (After Degree) and Bachelor of Environmental Health (After Degree) students who complete their programs with a Grade Point Average of 3.7 to 3.79 are awarded degrees "With Distinction". Those who complete their programs with a Grade Point Average of 3.8 or higher are awarded degrees "With High Distinction".

3. They have completed and submitted an *Application for Graduation* through *Services for Students* before the date stated in section 9.7.2.A. Applications received after the deadline may be held for the next conferral date. Registration in any program does not constitute an application for a degree, diploma, or certificate.
4. Students seeking credit for work done elsewhere must submit official transcripts or other documentary evidence of the work to the Registrar's Office before the date stated in section 9.7.2.A.
5. They have paid all monies owed to Concordia University of Edmonton. Degrees, diplomas, certificates, and transcripts are withheld if students owe money to Concordia University of Edmonton.

9.7.2 APPLICATION FOR GRADUATION

Candidates must submit an *Application for Graduation* through *Services for Students*.

Students are responsible for ensuring that they submit their applications and outstanding documents by the published deadline.

Students who have applied and, for any reason, do not have their degree, diploma or certificate conferred must submit another application by the next applicable deadline. Concordia University of Edmonton confers degrees in September, January and at the May Convocation ceremony.

A. APPLICATION AND DOCUMENT DEADLINE

Conferral Date	Deadline
September 30	July 1
January 31	November 1
May Convocation	February 1

B. FEES

Students are required to pay a *Graduation Fee* (section 5.1) at the time of application, which is refundable only if the application is withdrawn. The fee covers the cost of degree assessment, gown rental, purchase of hood and mortar board, degree parchment and degree folder. All graduating students pay this fee whether or not they attend the Convocation ceremony.

Any outstanding fees or fines, including tuition fees, residence fees, library fines, etc., must be paid in order for students to receive their degree parchments or certificates. While students who owe Concordia University of Edmonton fees, fines or other charges will not receive their degrees, they may participate in the Convocation ceremony. Degrees, diplomas, certificates, and transcripts are withheld until all charges have been cleared.

9.7.3 PARCHMENTS

A. NAMES ON PARCHMENTS

The full legal name of the graduate appears on the parchment. The use of initials, abbreviations, nicknames or parentheses in place of a legal given name is not permitted.

Any changes in name must be supported by government issued documentation (e.g., certificate of marriage, vital statistics certificate, etc.).

B. PARCHMENT REPLACEMENT

Students who require a replacement parchment submit an *Application for Replacement Parchment* to the Registrar's Office and pay the *Parchment Replacement Fee*, section 5.1. Requests may take up to two weeks to process.

Replacement parchments indicate that they are replacements and include the date of re-issue.

9.7.4 CONFERRING OF DEGREES

Degrees are conferred in September, January, and at the Convocation ceremony held in May, on the date published in the *Academic Schedule*, section 2.0.

Students who complete their degree requirements between conferral dates and who have applied for graduation may request letters from the Registrar's Office that indicate their graduation status and the date that their degrees will be conferred.

A. CONVOCATION

The Registrar's Office assesses applications for graduation to determine if students meet the requirements for the degree, diploma, or certificate and notifies students of their graduation status. Applicants' names are placed on a tentative graduation list which is distributed to various Concordia University of Edmonton offices so they may contact students, as follows:

Student Life and Learning: Information about Convocation and other graduation events, graduation pictures and rings, and graduation fundraisers.

President's Office: Invitations for special graduation events sponsored by the President of Concordia University of Edmonton.

Student Accounts: *Graduation Fee*, section 5.1

It is the student's responsibility to ensure his/her name appears on the graduation list.

1. Academic Dress

Academic dress dates back to that worn by academics and clergy in European universities of the Middle Ages. While originally the robes and hoods may have been worn as protection against the cold of unheated buildings, they have come to symbolize levels of academic scholarship, with variations in sleeves, colours, and decorations representing degree levels and the particular preferences of individual universities. Faculty and guests with doctoral-level degrees participating in Concordia University of Edmonton's graduation ceremonies wear the distinctive academic gown, hood, and cap of the institution from which they graduated.

The hoods for Concordia University of Edmonton's graduates are lined with blue and white. The colour of the velvet edging indicates the academic discipline in which the degree has been earned: white for Arts, drab for Management, gold for Science, blue for Education, and salmon for Environmental Health. The gold cord indicates a degree earned with distinction or with high distinction.

B. TRANSCRIPTS

After degrees have been conferred, graduates' transcripts record the date of graduation, the degree awarded, and if the degree was granted "With Distinction" or "With High Distinction".

C. CONFERRAL OF DEGREE IN ABSENTIA

Graduands who do not attend the May convocation have their degree(s) conferred upon them "in absentia". They may collect their degree parchments and hoods at the Registrar's Office for two weeks following the May Convocation ceremony, or the September or January conferral dates. After that time parchments and hoods are mailed for a fee.

Students who are unable to collect their parchments personally may give written authorization for a third party to do so. The letter of authorization must include the student's legal name and signature as well as the legal name of the person collecting the parchment. The Registrar's Office releases parchments only after the presentation of appropriate identification.