

Part 4

ACADEMIC REGULATIONS, POLICIES, AND PROGRAM REQUIREMENTS

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1. INTRODUCTION

All students are bound by the academic regulations contained in the most current Calendar, regardless of the Calendar they are following for program requirements. A student may obtain further information about academic regulations from the Faculty in which that student is registered. **It is the responsibility of each student to be familiar with the Academic Regulations as outlined in this section and program-specific sections of the Calendar.**

2. ACADEMIC REGULATIONS

a. Grading

An instructor bears full responsibility for evaluating the academic performance of students, see **Assessment of Student Learning Policy and Procedures for Undergraduate Courses (p. 80)**.

An instructor must indicate at the beginning of each course, in writing, the detailed manner by which work will be evaluated and the final grades derived and, **upon request**, communicate to students an estimation of their levels of performance by the end of the eighth week of the term. An instructor may prescribe a variety of forms of evaluation, such as recitations and papers, mid-term examinations and a final examination.

Final grades are determined in accordance with the grading system described in this Calendar. All final grades for courses and Independent Studies are submitted by the date set in the Academic Schedule. Except when a Course Incomplete has been approved by both the instructor and the Dean, there is no provision for the late submission, revision or evaluation of students' work after the final grade submission deadline. There is no provision for the late submission of final grades. Grade changes can be submitted by the instructor up to two months following the grade submission deadline (e.g., fall term grade submission deadline in December - grade change permitted until February 28 of the following term).

1. Grading System

Effective May 1, 2002, the University of Lethbridge and other Alberta universities adopted a common 4-point grading system. The common grading system closely resembles the grading system that became effective on September 1, 1988, when pluses and minuses were introduced into the original University of Lethbridge grading system. All three University of Lethbridge systems are described in the table on **page 71**.

Under all three systems, the overall academic performance of a student is expressed as a Grade Point Average (GPA). For students whose grades are recorded under two or three systems, the GPA is determined in the same way. No attempt will be made at differential weighting of the three systems.

The GPA achieved by a student is determined by multiplying the grade points assigned to each grade by the weighting factor for the course. The total of all course grade points thus calculated is then divided by the total of the weighting factors for all courses.

Example:

	Grade	Grade Points	Weighting Factor	Total Grade Points
Sociology 1000	A	= 4	x 3.00	= 12.00
English 1900	B	= 3	x 3.00	= 9.00
Mathematics 1560	C	= 2	x 3.00	= 6.00
Physical Activity 2130	A	= 4	x 1.50	= 6.00
Physics 1000	D	= 1	x <u>3.00</u>	= <u>3.00</u>
				13.50 36.00

The total grade points divided by the total weighting factor = the GPA.

$$\frac{36.00}{13.50} = 2.67 \text{ GPA}$$

Non-Grade Designations (no grade points assigned):

AI	-	Administrative Incomplete
AU	-	Audit
I	-	Incomplete
Cr	-	Credit
NC	-	Non-Credit
P	-	Pass
W	-	Withdrawal
WC	-	Withdrawal with Cause
X	-	Continuing
X	-	Permanent

2. Grade Point Average at the University of Lethbridge

The current GPA is calculated on all graded courses completed in a given term. The term GPA is printed on the official transcript.

The cumulative GPA is the average of all graded courses completed at the University of Lethbridge at a given level (undergraduate or graduate). The cumulative GPA is calculated and is viewed on the working transcript, but does not appear on the official transcript.

Other types of GPA calculations:

Administrative units at the University may calculate a variety of averages in order to determine eligibility for scholarships and awards, academic standing, admission, graduation, etc. When making their calculations, units may include grades for courses transferred from another institution and grades hidden by the Credit/Non-Credit designation. In addition, they may choose to exclude certain grades on both University of Lethbridge and transfer courses from the GPA calculations.

Additional GPA calculations include academic standing GPA, admission GPA, awards GPA, Faculty GPA, major GPA, prerequisite GPA, program GPA and residence GPA. Note that these calculations are defined by the unit which uses the GPA.

There are certain courses which are not included in the calculation of the current or cumulative GPA. These include courses transferred from another institution; the lowest graded attempt(s) of a repeated course; and courses in which there are non-grade designations such as Credit/Non-Credit.

In the case of courses designated as Pass/Fail, a 'P' or 'Pass' is not included in the calculation of the current or cumulative GPA, but an 'F' or 'Fail' is included in the GPA calculation.

Note: For master's programs, the minimal pass for graded courses is 'B-' and failure is 'C+' or below. For Ph.D. programs, the minimal pass for graded courses is 'B' and failure is 'B-' or below. The table below appears on the back of official University of Lethbridge transcripts.

UNIVERSITY OF LETHBRIDGE GRADING SYSTEMS						
Grading System effective May 1, 2002			Grading System prior to May 1, 2002		Grading System prior to Sept. 1, 1988	
		Grade Points		Grade Points		Grade Points
A+		4.00	A+	4.00	A	Excellent 4
A	Excellent	4.00	A	Excellent 4.00		
A-		3.70	A-	3.70		
B+		3.30	B+	3.30	B	Superior 3
B	Good	3.00	B	Good 3.00		
B-		2.70	B-	2.70		
C+		2.30	C+	2.30		
C	Satisfactory	2.00	C	Satisfactory 2.00	C	Satisfactory 2
C-		1.70	C-	1.70		
D+	Poor	1.30	D+	1.30		
D	Minimal Pass	1.00	D	Poor 1.00	D	Poor 1
			D-	0.70		
F	Failure	0	F	Failing 0	F	Failing 0

Note: WF Withdrawal Fail effective May 1, 1992 to April 30, 2010

Non-grade Designations:

AI - Administrative Incomplete

The designation of 'AI' is recorded at the final grade submission deadline for a given term by the Registrar, if the instructor has not submitted a final grade by the deadline. The 'AI' is replaced by the letter grade as soon as it is received. The 'AI' designation is temporary, must be replaced by a grade and may not be used in lieu of an Incomplete designation.

AU - Audit

The non-grade AU designation is awarded in the case where a student has been granted permission by an instructor to audit a course. The course appears on the transcript as 'AU' (**Part 2 - Registration, Audit a Course, p. 54**).

I - Incomplete

The designation of 'I' is awarded only in case of illness or other extenuating circumstances beyond the control of the student, which make it impossible to complete the required work by the close of a term. The 'I' designation is awarded only on application to and approval of both the instructor and the appropriate Dean and such application is not reviewed until the last two weeks of classes. When the 'I' is approved, an appropriate deadline is determined for completion of outstanding work. A student who does not complete outstanding work by the assigned deadline will normally receive an 'F' in the course.

The 'I' designation may be converted by the instructor to a letter designation within a maximum of one year; if not so converted, it becomes an 'F' except where circumstances continue to prevent the completion of the course, in which case the 'I' designation remains on the transcript.

An 'I' designation assigned in an Education Field Experience course has a different interpretation. Details are available from the Assistant Dean, Student Program Services, Faculty of Education.

The 'I' designation is not available in Nursing practice or Public Health practicum courses. Students enrolled in these courses should see an Academic Advisor in the Faculty of Health Sciences for details.

W - Withdrawal

Where a student withdraws from a course at any time after the Extended Drop deadline up to and including the last day of classes, a designation of 'W' will be awarded only upon formal application by the student or his/her agent to the Registrar in **writing**. A 'W' designation is not factored into the term or cumulative GPA calculations. Students are responsible for ensuring that the Registrar's Office receives the request for withdrawal by the relevant deadline. Refer to the **Academic Schedule (p. 17)** for the last day to withdraw.

WC - Withdrawal with Cause

The designation 'WC' is recorded only in case of serious illness or other extenuating circumstances beyond the control of the student, which make continuation in a course impossible and where an 'Incomplete' designation is not in order. For admitted students, the 'WC' is recorded only on application to the Faculty Advising Office. For Open Studies students, the 'WC' is recorded upon application to the Registrar's Office.

Prior to readmission, students who are granted a complete 'Withdrawal with Cause' may be requested to provide evidence that the conditions which led to the complete withdrawal (WC) have been identified and addressed. Coordination among units, including Academic Advising, Counselling Services and Admissions will take place.

X - Continuing

Used for courses which may extend beyond one term. Eligible courses are designated by the Faculty offering the course. Signifies that a grade will be awarded at the conclusion of the course and will replace the 'X' on the student's transcript.

X - Permanent

Used for placeholder courses to indicate that the student is active in the program but is not taking courses in a given term or is taking credit courses at another institution, under the appropriate authorization.

Also used in an Undergraduate Thesis course (4995) when a student elects to complete the course over two terms. This grade designation is assigned to the first term.

Cr/NC - Credit/Non-Credit

A student may elect to designate some courses as Credit/Non-Credit. This alternative is designed to encourage students to expand their academic interests by taking courses outside their field of major interest. Credit/Non-Credit is not available to Open Studies students.

For completion of course requirements with a grade of 'C' or higher, the grade earned appears on the transcript automatically. If a grade between 'C-' and 'D' (inclusive) is earned, a 'Cr' appears on the transcript. If a grade of 'F' is earned, an 'NC' appears on the transcript.

Students may designate courses as Credit/Non-Credit according to the following limits:

All single and combined degrees programs:	
• No transfer credit	4
• 1.5 - 30.0 transfer credit hour equivalents	4
• 31.5 - 60.0 transfer credit hour equivalents	3
All post-diploma programs, with or without transfer credit	2
All post-diploma combined degrees programs, with or without transfer credit	3
All certificate programs and the Professional Diploma in Accounting, with or without transfer credit	1
All second degree programs, with or without transfer credit	2

A student is further limited in the number of Credit/Non-Credit designations made per term. In the fall and spring terms, a student may elect Credit/Non-Credit in a maximum of two courses. In summer sessions, a student may elect Credit/Non-Credit in a maximum of one course per session. Once a course is designated Credit/Non-Credit, it counts toward the maximum, irrespective of the outcome.

The Credit/Non-Credit alternative may not be elected in courses constituting the student's major, specialization or minor, required courses in Education and specifically-required, non-Management courses. Education students may elect a maximum of three Education courses as Credit/Non-Credit. For the purpose of this regulation, Management courses are regarded as the major for the B.Mgt. degree, Nursing courses are regarded as the major for the B.N. degree, Public Health and Health Sciences courses are regarded as the major for the B.H.Sc. (Public Health major) program, and Health Sciences courses are regarded as the major for the B.H.Sc. (Addictions Counselling major) program.

No courses carrying a 'Credit' designation may be used to meet requirements where the Credit/Non-Credit designation is specifically prohibited in the Calendar. Faculties may allow substitutions for

designated courses at their discretion, but must consider the records of such students as deficient.

Note: *Other post-secondary institutions may not recognize courses where grades other than A+ to F are assigned (e.g. Cr, P). Students in pre-professional and other transfer programs, and students planning to apply to graduate or professional schools are advised to contact the receiving institution for more information.*

A student may not use a Credit/Non-Credit designation to replace a grade earned previously.

P - Pass/Fail Courses

Certain courses are specified as Pass/Fail in the course descriptions. For such courses, students are awarded either the designation 'P' or the grade 'F'.

The designation 'P' indicates satisfactory completion of the objectives of a Pass/Fail course. When a student is awarded the designation 'P', the course is not included in computation of the grade point average; when the student is awarded 'F', the course is included in computation of the GPA.

Note: *Other post-secondary institutions may not recognize courses where grades other than A+ to F are assigned (e.g. CR, P). Students in pre-professional and other transfer programs, and students planning to apply to graduate or professional schools are advised to contact the receiving institution for more information.*

b. Repeat of a Course

At the University of Lethbridge, a student may repeat a course previously taken.

A grade may be improved by completing either the course or its equivalent.

- Students wanting to improve their grade in a Series or Topics course must repeat the section with the identical title.
- Courses that are equivalent are denoted with an 'Equivalent' course element in the course description and include courses that have been renamed or renumbered, and Topics or Series courses that have been regularized.

1. If a student repeats a course, the grade for each attempt is recorded on the transcript.
2. Students may not have grades and credit hours for more than one attempt calculated in the GPA. Students who have repeated a course must submit a *Repeated Course* form (available at the Registrar's Office).
3. After a course is repeated, the grade and credit hours of the attempt with the highest grade will be used to calculate the GPA.

A student may not use a Credit/Non-Credit designation to replace a previously earned grade.

c. Exceeding Course Limits

In the case where a student exceeds any legislated course limit(s), the credit hours required in the student's program will be increased by the number of credit hours completed in excess of the limit(s). Examples of such legislated course limits include the maximum number of Activity, Independent Study, or Introductory courses allowed in a program.

1. Substantially Similar Course Limits

Substantially similar courses contain a high percentage of similar course content and are denoted with a 'Substantially Similar' course element in the course description. Students who complete two substantially similar courses will receive credit for both courses. However, the required credit hours in the student's program will be increased by the number of credit hours of the substantially similar course. For example, if a student in a 40-course program (120.0 credit hours) takes two 3.0-credit-hour courses that are substantially similar, that student must complete 123.0 credit hours.

2. Limitation on the Impact of a Single Course

If a single course causes the student to exceed more than one limit, the student's program will be increased by one course (3.0 credit hours) only. For example, a student who completes History 1000 and History 1200 (which are substantially similar) would have his/her program increased by one course (3.0 credit hours). If completion of History 1200 also causes the introductory course limit to be exceeded by one course (3.0 credit hours), the program would not be increased further.

d. Waiver of Prerequisite/Corequisite

Students may possess some educational experience that provides much of the background usually acquired in a prerequisite or corequisite to a particular course. In such cases, the student may seek the permission of the Faculty to waive the prerequisite(s) and/or corequisite(s) for that course.

Application for a prerequisite/corequisite waiver must be made through the Department offering the course. Once written permission is received from the Faculty, a student may register in a course without having completed the prerequisite(s) and/or corequisite(s). Students do not receive credit for the waived prerequisite(s) or corequisite(s).

If a prerequisite or corequisite course is specifically required in a program or major, it must be registered and completed at some point unless a substitution has been approved by the Dean. In the case of courses required for the major, substitutions must be recommended to the Dean by the Department/Academic Unit.

e. Academic Standards

1. Undergraduate Student in Good Standing

To be in good standing, an undergraduate student must maintain the following minimum cumulative GPA:

Number of completed courses (includes transfer courses)	GPA (U of L)
1-10	1.70
11-20	1.85
21-40	2.00

Students should be aware that some Faculties require higher levels of performance in certain courses or terms. Students are referred to detailed statements by Faculties in relevant Parts of this Calendar.

2. Probationary Student

If the cumulative GPA falls below the required levels, the student is placed on academic probation and is subject to program restrictions.

In some cases a student may be admitted as probationary because a previous academic record is either deficient in some respect, below the standard ordinarily required or difficult to assess.

3. Required Withdrawal from the University

Students may be required to withdraw on two academic grounds: (1) academic indices or (2) consecutive terms on probation.

Students shall be required to withdraw for academic reasons from University of Lethbridge programs only following the spring term.

a. Required Withdrawal - Academic Indices

Students who have completed six courses and whose cumulative GPA, at the end of the spring term, falls below the following indices are required to withdraw from the University:

Number of completed courses (includes transfer courses)	GPA (U of L)
6-10	1.50
11-20	1.70
21-30	1.85
31-40	2.00

b. Required Withdrawal - Semesters on Probation

Students who, at the end of the spring term, have remained on academic probation for two or more consecutive terms, are required to withdraw from the University.

Students should be aware that regulations pertaining to required withdrawal may vary depending on the Faculty. Students are referred to their respective Faculty for details on these regulations.

4. Required Withdrawal from Program/Major

Where demand for access exceeds program/major capacity, Faculties reserve the right to set academic standards for continuation in a specific program or major. A student who is not eligible to continue in a program/major, but whose academic performance does not warrant required withdrawal from the Faculty or the University, is guaranteed a seat in a related program/major for which the student is qualified and which is offered by that Faculty.

f. Honours Thesis Designation

Undergraduate Thesis courses will be designated by the same number in all disciplines (4995), carry the subject code for the discipline (e.g., PHIL), and the title "Undergraduate Thesis."

Undergraduate Thesis courses will be 6.0 credit hours, and tuition fees will be assessed on the regular fee basis. Prerequisites will include: (1) fourth-year standing (a minimum of 90.0 credit hours) and (2) a cumulative GPA specified by the Faculty.

Any discipline-specific requirements beyond those required for the major are included as prerequisites for the Undergraduate Thesis courses and appear in this Calendar under the Undergraduate Thesis course listing (see **Part 14 - Course Catalogue**).

The grading mode will be standard letter grading. Credit/Non-credit is not available.

A minimum grade approved by the Faculty Council must be achieved in order to attain the Honours Thesis designation. A student who achieves a grade of 'D' or higher, but not the designated minimum grade in this Undergraduate Thesis course, or who fails to meet any other requirement for the Honours Thesis designation, will retain credit for the equivalent of two courses (6.0 credit hours) under the course title of 'Undergraduate Thesis' but will not be eligible for the 'Honours Thesis' designation.

For information regarding the Honours Thesis designation and Undergraduate Thesis courses for the B.A., B.Sc., and B.A.Sc. degrees, see **Part 7 - Arts and Science, Section 11 (p. 105)**.

For information regarding the Honours Thesis designation and Undergraduate Thesis courses for the B.F.A. - Art degree, see **Part 9 - Fine Arts, Section 8.a.2. (p. 182)**, and for the B.F.A. - New Media degree, see **Part 9 - Fine Arts, Section 8.e.2. (p. 190)**.

For information regarding the Honours Thesis designation and Undergraduate Thesis courses for the B.H.Sc. Public Health degree, see **Part 10 - Health Sciences, Section 9.a.4.c. (p. 209)**.

For information regarding the Honours Thesis designation and Undergraduate Thesis courses for the B.Mgt. degree, see **Part 11 - Management, Section 5. (p. 216)**.

5. The Chair shall immediately request both instructor(s) and student to submit any relevant documentation pertaining to the appeal, and indicate in writing the name of the Faculty member or student agreeing to serve on the Grade Appeal Committee.
6. The instructor(s) and student must each submit relevant documentation and the names of those willing to serve on the Committee no later than 14 days after the Chair's request, after which period the Dean may act on behalf of either the instructor(s) or the student.
7. The Faculty Grade Appeal Committee shall reach a decision no later than 30 days following the striking of the Committee.
8. The Chair of the Faculty Grade Appeal Committee shall deposit the file relating to an appeal with the Dean within 10 days following an appeal decision by the Committee. The Dean shall immediately notify in writing the instructor(s) and student of the Committee's decision.

c. Appeals to General Faculties Council (GFC)

1. Either the student or the instructor(s) may appeal the decision of a Faculty Grade Appeal Committee to GFC. The appeal must be submitted to the Secretary of GFC no later than 30 days after the decision of the Faculty Grade Appeal Committee has been mailed.
2. The GFC shall reach a decision regarding the appeal no later than 30 days after the date that the appeal was received by the Secretary of GFC.
3. The authority of GFC regarding grade appeals shall be delegated to the GFC Grade Appeal Committee, appointed by GFC. The GFC Grade Appeal Committee shall consist of two faculty members, an alternate, and be chaired by the Provost & Vice-President (Academic). Members should be selected from two different Faculties with experience on Faculty Grade Appeal Committees. Appointments to the GFC Grade Appeal Committee shall be for three years, staggered to provide continuity. The GFC Grade Appeal Committee shall determine its own procedures.
4. The Chair of the GFC Grade Appeal Committee shall deposit the file relating to an appeal with the appropriate Dean, with a copy to the Secretary of GFC within 10 days of the decision of the Committee regarding the appeal. The Secretary of GFC will communicate immediately in writing the decision of the Grade Appeal Committee to the student, instructor(s), Dean(s), Registrar and the Department.

d. Committee Procedure

(Faculty Grade Appeal Committee and General Faculties Council Grade Appeal Committee)

1. The Grade Appeal Committee shall determine its own procedures. That said, it is understood that the instructor(s) and the student shall have opportunity to make presentations to the Committee in writing, orally or both. Both the instructor(s) and the student shall have the right to cross examine any persons who have been asked by the Committee to speak. Written submissions shall be shared.

3. GRADE APPEAL POLICY

a. Definition

Grade appeals deal with claims that a student's course grade has been improperly determined. Student appeals will be directed to the Dean of the Faculty in which the course is taught.

In this policy, 'instructor' shall indicate instructor/supervisor, and 'Faculty' shall indicate Faculty.

b. Faculty and School Appeals

1. The student is not required to inform the instructor(s) of an intention to appeal, but, before initiating a grade appeal, the student must have discussed the grade and how it was determined with the instructor(s). If the Dean of the Faculty is satisfied that the instructor(s) was not available for this discussion, the Dean shall allow the appeal to proceed without it.
2. All grade appeals must be initiated by completion of a *Grade Appeal Form*, which must be received and signed by the Dean by the following dates immediately following completion of the course: fall term courses - February 7; spring term courses - June 7; summer session courses - October 7.
3. The *Grade Appeal Form* must explain why the student believes that the grade was improperly determined. The Dean's signature on the *Grade Appeal Form* indicates that the student has discussed the merits of the grade appeal with the Dean, who is also charged with explaining the procedures connected with the grade appeal.
4. The Dean shall immediately forward the appeal to the Faculty Grade Appeal Chair and send signed copies of the *Grade Appeal Form* to both the instructor(s) and the student.

2. Decisions of a Grade Appeal Committee shall be made by a majority vote.
3. In the case of the Faculty Grade Appeal Committee, no member of the Committee shall act as an advocate for either the student or the instructor(s) or otherwise act as a representative of some factional interest. Should the Chair of the Committee believe that the deliberations of the Committee suffer from a lack of objectivity on the part of one or more of its members, the Chair shall so inform the Dean. Following such information from the Committee Chair, the Dean may withdraw responsibility for considering the appeal from this Committee. Where the Dean withdraws responsibility for considering an appeal from a Committee, the Dean shall, following consultation with the student and instructor(s), appoint two members to a new Faculty Grade Appeal Committee who, together with the Chair, shall assume responsibility for considering the appeal.
4. A Grade Appeal Committee is not restricted in its decision to finding either for or against the request of any appeal, but may award any letter grade or any available non-grade designation. This means the Faculty and GFC Grade Appeal Committees can adjust grades up or down, or change a grade designation to a non-grade designation. In the event that an 'Incomplete' is awarded, the Committee must prescribe the procedure by which the 'Incomplete' will be converted into a letter grade or non-grade designation.
5. A written report supporting any Faculty Grade Appeal Committee decision must be submitted in every case. The report of the Faculty Grade Appeal Committee shall include a summary of the Committee's rationale for the decision. Where the Committee's decision is not unanimous, the report may contain, but is not required to contain, a dissenting opinion.
6. After a grade appeal is completed, personal materials must be returned to the instructor(s) and student.
7. The decisions of the GFC Grade Appeal Committee shall be final.

4. STUDENT DISCIPLINE POLICY - ACADEMIC OFFENCES

a. Introduction

The integrity of the University and of the degrees the University confers is dependent upon the honesty and soundness of the teacher-student relationship, as well as the integrity of the evaluation process. Conduct by any student that adversely affects this relationship or process represents an academic offence. The following describes the principal academic offences and procedures for their investigation and penalization. This policy pertains to such conduct where it involves any person registered in a University course (credit or non-credit).

b. Plagiarism

No student shall represent the words, ideas, images or data of another person as his or her own. This regulation will affect any academic assignment or other component of any course or program of study, whether the plagiarized material constitutes a part or the entirety of the work submitted.

c. Cheating

1. In the course of an examination, no student shall obtain or attempt to obtain information from another student or other unauthorized source, or give or attempt to give information to another student, or knowingly possess, use or attempt to use any unauthorized material.
2. No student shall represent or attempt to represent oneself as another or have or attempt to have oneself represented by another in the taking of an examination, preparation of a paper or other evaluated activity.

d. Duplication

No student shall submit in any course or program of study, without both the knowledge and approval of the person or persons to whom it is submitted, all or a substantial portion of any academic assignment for which credit has previously been obtained or which has been or is being submitted in another course or program of study in the University or elsewhere. (This clause is not intended to prevent the integration of learning but, rather, to prevent duplication of credit for a body of work.)

e. Confidential Materials

It is an offence knowingly to procure, distribute or receive any confidential academic material such as pending examinations or laboratory notebooks.

f. Misrepresentation

It is an offence knowingly to misrepresent material facts to another for the purpose of obtaining academic advantage or credit. One example of this offence occurs whenever a student submits in any course or program of study any academic assignment containing a statement known by the student to be false or a fabricated reference to non-existent sources or documents.

g. Other Offences

1. Any other conduct by a student which adversely affects the integrity of the instructor-student relationship and/or the evaluation process will be considered an academic offence.
2. Faculties and Schools may define and must publicize any other academic offences specific to a given program, together with attendant penalties. A statement of such offences and penalties must be approved by the General Faculties Council.

h. Discipline Procedures

In this policy, 'instructor' shall indicate instructor/supervisor.

Any member of the University community who believes that a student has violated academic regulations may initiate proceedings against the student.

1. An instructor who believes that a student has committed an academic offence should proceed according to **Section i. Procedures and Penalties** below.
2. Any other person who believes that a student has committed an academic offence should communicate to the instructor of the affected course the particulars of the time and place and provide a brief summary of the alleged misconduct. Where the alleged academic offence does not

involve a specific course, the allegation of misconduct should be directed to the Dean of the program in which the student is registered.

i. Procedures and Penalties

1. The instructor must review the alleged offence with the student and shall advise the student to refer to the Discipline Policy.
2. Where the instructor has reason to believe that an offence has been committed, he/she must impose a written reprimand in which a summary of both the offence and additional penalty, if any, is included. Penalties in addition to a letter of reprimand in the file may be imposed. Such penalties are less severe than suspension or expulsion, insofar as the student's admission/registration status is maintained. In addition to the reprimand, the instructor may impose one or more of the following additional penalties:
 - a. Additional work.
 - b. Grade reduction in or rejection of the assignment.
 - c. Grade reduction in the course.
 - d. A grade of 'F' in the course. If a student is given a grade of 'F', then the student is no longer registered in that offering of the course and no longer has classroom privileges (see **Part 2 - Registration**). Should a student elect to appeal this penalty, the student will remain registered until the appeal is decided. See **Section j.** below for information regarding the appeal process.

The instructor shall forward a copy of the written reprimand to the Dean for inclusion in the student's file in the Registrar's Office. The Registrar shall inform the Dean if there is a previous reprimand in the student's file.

At the discretion of the Dean, a student with a previous academic offence on file may be subject to further disciplinary action. Such action will be progressive, aimed at correcting inappropriate academic behaviour and could include penalties ranging from a recommendation of a grade reduction to suspension or expulsion. The Dean may refer such a case to the GFC Discipline Committee when a penalty listed above has been applied. The Dean has the option of referring a case to the GFC Discipline Committee, even in cases where there is no appeal by the student.

j. Appeals of an Instructor's Decision

Within seven working days of receipt of the written statement described immediately above, the student may challenge either the accusation of having committed an offence or the penalty imposed by an instructor for an offence by submitting a written appeal to the Dean. The Dean shall review the case and either uphold the instructor's decision, reduce the penalty, or dismiss the case. The Dean shall inform the student and instructor in writing of this decision. If an allegation of an academic offence is dismissed, the written notice in the student's file shall be destroyed. The Dean's decision regarding the appeal of the instructor's decision shall be final.

k. Severe Penalties - Suspension and Expulsion

Severe penalties including suspension and expulsion may be imposed and result in a student losing his/her admission/registration status. See **Section I. Suspension/Expulsion** below.

I. Suspension/Expulsion

1. Suspension

Suspension requires a student to withdraw completely from the University for a specified period of time, to a maximum of three years. Upon expiry of the period of suspension, the student will be permitted to reapply to the program from which he/she was suspended, subject to the appropriate admission standards and requirements applicable at the time of reapplication.

2. Expulsion

Expulsion requires a student to withdraw completely from the University for an indefinite period of time. The student shall not be permitted to return without the written approval of the Provost & Vice-President (Academic) in consultation with the Dean of the program from which the student was expelled. Such approval shall not normally be given before the expiry of three years.

3. Procedures

- a. If the instructor considers that the case requires suspension or expulsion, he/she shall make such recommendation in writing to the Dean, outlining the particulars of the case, with a copy to the student. The instructor shall advise the student to seek advice from his/her Faculty Advisor and/or the Registrar.
- b. If the Dean considers that suspension or expulsion is in order, he/she shall so notify the Discipline Committee in writing, with a copy to the student. The Discipline Committee shall hear the case and will have the authority to expel, suspend, implement a lesser penalty or dismiss the case.
- c. During the period from the time of any recommendation of suspension or expulsion until the point of a final decision, the student shall receive a grade of 'Incomplete' for the course in which the charge was laid. This includes the time until an appeal has been heard. A student shall be allowed to continue his/her program of study until a decision is finally rendered. There will be no loss of credit for courses taken during this period of time.
- d. In the event that the decision affects the graduation status of the student, the decision regarding the offence shall be rendered as soon as possible. Nonetheless, where delay in reaching the decision results in postponement of graduation, the University will not be held responsible unless the decision has been unreasonably withheld.

m. Discipline Committee

1. Composition

The Discipline Committee shall consist of the Provost & Vice-President (Academic) or designate as Chair, two faculty members appointed by the General Faculties Council and two student members nominated by the Students' Union or Graduate Students Association. One alternate faculty member and one alternate student member shall also be appointed and will be invited to serve in the event that Committee members are unable to do so.

2. Quorum

A quorum shall consist of four, to include the Chair plus a minimum of one faculty and one student member.

3. Conflict-of-Interest

To encourage impartiality, Committee members shall not serve during investigations of students with whom they have familial or other close associations. Faculty members shall not serve during investigations of students currently taking courses taught by that Faculty member.

The Chair shall rule on the eligibility of Committee members in cases regarding potential conflict-of-interest.

4. Procedures

The Discipline Committee shall set its own procedures for investigation, subject to the following guidelines:

- a. The Chair shall inform the student in writing of the academic regulation which is alleged to have been violated and the possibility of suspension or expulsion. The student shall be informed (by Registered Mail), at least 14 days prior to the date of the hearing, of the date, time and place of the hearing and notified that if the student does not appear, the Committee may hear the case in the student's absence.
- b. The student may be accompanied by an advisor, or represented by a designate, who may speak on the student's behalf and/or the student may submit a written statement.
- c. The Chair shall notify the Dean and the instructor who lodged the original complaint of the date, time and place of the hearing, together with a copy of any written submission from the student and shall request the Dean's/ instructor's attendance at the hearing.
- d. The student, his/her advisor or designate and the Dean/instructor shall have the right to cross-examine any persons who have been asked by the Committee to speak and may call forward witnesses or other persons.
- e. The hearing shall be in camera. A confidential record of the hearing shall be kept.

5. Decision of the Discipline Committee

At the conclusion of the hearing, the Discipline Committee shall decide by majority vote whether suspension, expulsion or a lesser penalty is warranted. The Committee shall take into consideration the disciplinary record of the student.

The Discipline Committee shall prepare a brief summary of the evidence and arguments presented, the decision of the Committee and the rationale for the Committee's decision. This document shall be signed and delivered within seven days of the conclusion of the hearing to the University President, who shall communicate the same to the student.

If the student is to be suspended or expelled, the date of implementation shall be sent by Registered Mail. A copy of the Discipline Committee's report shall be placed in the student's file in the Registrar's Office and a copy shall be sent to the Dean. A notation concerning suspension or expulsion shall be placed on the student's transcript.

6. Appeals of the Decision of the Discipline Committee

Within 30 days of receipt of the notice described immediately above, the student may appeal in writing to the Board of Governors a decision of the Discipline Committee. The Board of Governors decision regarding the case shall be final.

5. STUDENT DISCIPLINE POLICY - NON-ACADEMIC OFFENCES

NOTE: Urgent Situations

Notwithstanding the information below, in the context of non-academic offences, any member of the University community who becomes aware of an urgent situation and has reasonable cause to believe that serious harm to individuals may result must immediately notify the Director, Security and Parking (telephone: 403-329-2345) or call 911.

a. Introduction

The integrity of the University community depends upon student conduct which upholds the Principles of Student Citizenship (see **p. 12**). Basic principles of academic integrity include, "honesty in learning, teaching, research, service; respect (for) . . . colleagues, instructors, and administration . . . responsible for upholding the integrity of scholarship and research." A more complete description of fundamental principles is found on **page 12**. The following describes the principal non-academic offences and procedures for their investigation and penalization. This policy pertains to such conduct where it involves any person registered in a University course (credit or non-credit).

b. Disruption

1. Students should maintain the freedoms of other members of the University community including freedom of thought, beliefs, opinion, expression, peaceful assembly and association. Behaviour contravening or limiting these freedoms constitutes disruption.
2. Student conduct which unduly interferes with instruction, including scheduled lectures, seminars, tutorials or other instructional activities, or with course examinations or other evaluation procedures will also be considered a disruption.
3. Student conduct which unduly interferes with learning and studying in the University Library will be considered disruption.

c. Abuse, Harassment and Dangerous Activity

1. Abuse
 - a. A student shall not threaten or engage in physical abuse of any other member of the University community, his/her property, or his/her family. No member of the University community shall be placed in a situation of fear of physical abuse or fear of damage to his/her property. A student shall not knowingly incite others, by whatever means, to threaten by physical abuse or engage in physical abuse of individuals or groups of individuals within the University community.
 - b. A student shall not engage in verbal abuse of any other member of the University community. A student shall not knowingly incite others, by whatever means, to engage in verbal abuse of individuals or groups of individuals within the University community.
2. A student shall not harass or discriminate against any other member of the University community on the basis of age, race, colour, ethnicity, national origin, philosophical or religious affiliation or belief, sex, sexual orientation, marital status or physical disability.
3. Students formally representing the University of Lethbridge outside the University community and/or at a University-sponsored event may be subject to discipline under the Non-Academic Offences section of the Calendar.

d. Misuse or Misappropriation of University Property, Equipment, Facilities or Services

1. A student shall not convert, damage or destroy any University property, equipment, facility or service.
2. A student shall not deface the exterior or interior of any building, structure or facility of the University.
3. A student shall not misuse a facility by gaining unauthorized entry or by remaining in a facility without appropriate authority. Facilities include, but are not limited to, all University buildings, structures, parking lots, athletic playing fields and lands.
4. A student shall not misappropriate any University property, equipment, facility or service.

e. Misrepresentation and Falsified Documents

1. A student shall not submit, or cause to have submitted, false or misleading documents in support of any University activity.
2. A student shall not produce and/or use falsified University documents for any purpose.

f. Other Offences

Any other conduct by a student which adversely affects the safety of the University community and/or its members will be considered a non-academic offence.

g. Initiation of Procedures

1. Any member of the University community who believes a student has committed a non-academic offence may, by a signed statement, initiate proceedings against that student.

2. The complaint shall be a detailed written description of the incident and shall include the time, place and persons involved, as well as all relevant information concerning the incident. The complaint shall be referred as indicated immediately below and copied to others as required.

3. Referral

- a. Actions that interfere with the teaching, learning and research functions of the University are to be referred to the Dean of the Faculty in which the course involved is offered. See **Section h.** below.
- b. Actions which interfere with learning and research activities in the University Library are to be referred to the University Librarian. See **Section h.** below.
- c. All other offences are to be referred to the Director, Security and Parking. See **Section i.** below.

h. Procedures: Non-Academic Offences in Instructional Space, Research Facilities or Library

1. When a student disrupts instructional activities, the instructor may exclude the student immediately from instructional space and/or from future scheduled instructional meetings of that course pending further actions by the Dean. When a student disrupts research activities, the instructor may exclude the student immediately from research areas pending further actions by the Dean. The instructor must immediately notify the Dean of the Faculty in which the course is offered or in which the research is being undertaken. Such notification must be by means of a signed statement as per **Section g.2** above. Once the statement is received, the Dean will notify both the Director, Security and Parking and the Registrar and provide each of them with a copy of the signed statement.

When a student disrupts learning, research activities or operations in the Library, Library staff may exclude the student immediately from the Library. Staff must immediately notify the University Librarian or designate, the Director, Security and Parking, and the Registrar. Such notification will consist of a signed statement as per **Section g.2** above.

2. Actions

The Dean or University Librarian will take the following actions:

- Meet with the student and advise the student to refer to the Non-Academic Offences section in the Calendar.
- Consult and coordinate with Security Services, Counselling Services and others as required.
- Place a letter of reprimand in the student's file in the Registrar's Office. The Registrar shall inform the Dean or University Librarian if the student has a previous reprimand in his/her file.

3. Penalties

Penalties in addition to a letter of reprimand in the file may be imposed. Such penalties are less severe than suspension or expulsion, insofar as the student's admission/registration status is maintained.

- a. By the Dean, exclusion from one or more courses for a defined number of meetings or to the end of the semester
- b. By the Dean, exclusion from all courses for a defined number of meetings or to the end of the semester
- c. By the University Librarian, reparations
- d. By the University Librarian, suspension of Library privileges
- e. By the University Librarian, exclusion from the Library

At the discretion of the Dean or University Librarian, a student with previous non-academic offences on file may be subject to further disciplinary action. Such action will be progressive, aimed at correcting inappropriate behaviour in the locations identified above and may include penalties ranging from a recommendation of simple exclusion to severe penalties such as suspension and expulsion.

4. Appeal

Students may appeal either the charge of an offence or the penalty imposed or proposed by the Dean or University Librarian to the Associate Vice-President (Academic), within seven working days of receipt of a written indication of the offence and penalty. The Associate Vice-President (Academic) may dismiss the case, confirm the decision of the Dean or University Librarian or take additional action if appropriate. The student shall, in such case, be informed in writing and a copy of the notification shall be placed in the student's file in the Registrar's Office. The decision of the Associate Vice-President (Academic) shall be final.

5. Severe Penalties - Suspension and Expulsion

Severe penalties including suspension and expulsion may be imposed and result in a student losing his/her admission/registration status. See **Section j. Suspension/Expulsion** below.

i. Procedures: Non-Academic Offences Outside Instructional Space, Research Facilities, or Library

1. When a student commits a non-academic offence outside instructional space, research facilities or the Library, any member of the University community may initiate proceedings against that student. All offences committed outside the identified areas are to be referred to the Director, Security and Parking.

2. Actions

The Director, Security and Parking, will take the following actions:

- Meet with the student and advise the student to refer to the Non-Academic Offences section in the Calendar.
- Consult Counselling Services and others as required.
- Notify the Dean of the Faculty offering the program in which the student is registered, where warranted.
- Place a letter of reprimand in the student's file in the Registrar's Office. The Registrar shall inform the Director, Security and Parking, if the student has a previous reprimand in his/her file.

3. Penalties

Penalties in addition to a letter of reprimand in the file may be imposed. Such penalties are less severe than suspension or expulsion, insofar as the student's admission/registration status is maintained. The Director, Security and Parking may impose the following penalties:

- a. Reparation
- b. Exclusion from defined areas of the campus
- c. Exclusion from campus
- d. Other limitations as required

At the discretion of the Director, Security and Parking, a student with previous non-academic offences on file may be subject to further disciplinary action. Such action will be progressive, aimed at correcting inappropriate behaviour in the locations identified in Section 5.i.1. and may include penalties ranging from a. to d. above to suspension and expulsion.

4. Appeal

Students may appeal either the charge of an offence or the penalty imposed or proposed by the Director, Security and Parking to the Registrar, within seven working days of receipt of a written indication of the offence and penalty. The Registrar may dismiss the case, confirm the decision of the Director, Security and Parking, or take additional action if appropriate. The student shall, in such case, be informed in writing and a copy of the notification shall be placed in the student's file in the Registrar's Office. The decision of the Registrar shall be final.

Reparation

Once assessed by the University, reparation for repairs and/or replacement for physical damage shall be paid to the University.

5. Severe Penalties - Suspension and Expulsion

Severe penalties including suspension and expulsion may be imposed and result in a student losing his/her admission/registration status. See **Section j. Suspension/Expulsion** below.

j. Suspension/Expulsion

1. Suspension

Suspension requires a student to withdraw completely from the University for a specified period of time, to a maximum of three years. Upon expiry of the period of suspension, the student will be permitted to reapply to the program from which he/she was suspended, subject to the appropriate admission standards applicable at the time of reapplication.

2. Expulsion

Expulsion requires a student to withdraw completely from the University for an indefinite period of time. The student shall not be permitted to return without the written approval of the Provost & Vice-President (Academic) in consultation with the Registrar. Such approval shall not normally be given before the expiry of three years.

3. Procedures Governing Suspension/Expulsion
 - a. If the Dean or University Librarian considers that the case requires suspension/expulsion, he/she shall make such recommendation in writing to the Registrar, outlining the particulars of the case, with a copy to the student. Should the Director, Security and Parking, consider that the case requires suspension/expulsion, he/she shall consult with the Dean of the program in which the student is registered and they shall jointly make such a recommendation.
 - b. If the Registrar considers that suspension/expulsion is in order, the Registrar shall notify the Discipline Committee in writing, with a copy to the student. The Discipline Committee shall hear the case and will have the authority to expel, suspend, implement a lesser penalty or dismiss the case.
 - c. During the period from the time of any recommendation of suspension or expulsion until the point of a final decision, a student shall be allowed to continue his/her program of study until a decision is finally rendered. There will be no loss of credit for courses taken during this period of time.
 - d. In the event that a decision affects graduation, the decision shall be rendered as soon as possible. Nonetheless, where delay in reaching the decision results in postponement of graduation, the University will not be held responsible unless the decision has been unreasonably withheld.

See **Discipline Committee** on page 77.

k. Referral to Civil Authorities

The University reserves the right to notify or summon the appropriate civil authority in any individual matter regarding non-academic offences. The University President or designate is the sole official who may summon the civil authority in the name of the University.

6. CAVEAT - AUTHORITY TO RESCIND REGISTRATION PRIVILEGES/PROHIBIT ACCESS TO UNIVERSITY PROPERTY

- a. Until modified by resolution of the Board, the President shall have the power and authority in his/her capacity as President, and as representative of the Board of Governors, to rescind any student's registration in a course, an undergraduate studies program or graduate studies program at the University of Lethbridge and prohibit the student from accessing University property at any time.
- b. The powers of the President to rescind a student's registration and prohibit access to University property may be exercised in any circumstance where the President in his/her sole discretion determines that:
 1. The individual represents a potential risk to the safety, security or well-being of members of the University community, including but not restricted to students, faculty and administration;
 2. The best interests of the University outweigh the inclusion of the individual at the University.

- c. The President shall not take such action without first consulting with the Provost & Vice-President (Academic) and the Vice-President (Administration). The Coordinator of Counselling Services and the Director, Security and Parking, may also be consulted.
- d. Any decision made by the President to rescind a student's registration privileges and prohibit access to University property shall be final and without appeal to any body in the University of Lethbridge.
- e. Such students may be considered for Open Studies status or readmission only by the President, normally after the lapse of one year. Students must provide evidence that the issues leading to the rescinding of registration privileges/prohibition of access to University property have been addressed.

7. APPEAL OF APPLICATION OF POLICY OTHER THAN GRADE OR STUDENT DISCIPLINE

Students dissatisfied with the application of an academic policy or regulation to their own status, other than grade or student discipline, are entitled to a review by the Dean of the Faculty in which they are registered.

If still dissatisfied after this review, the student may address a written appeal to the Dean who renders the final decision on behalf of the Faculty. A student may appeal a decision on behalf of the Faculty to the General Faculties Council.

Students shall have one year from the date of application of an academic policy or regulation other than grade or student discipline to appeal.

8. ASSESSMENT OF STUDENT LEARNING POLICY AND PROCEDURES FOR UNDERGRADUATE COURSES

The University of Lethbridge is committed to providing fair and accurate assessment of student learning. Regular assessment provides an opportunity for students to gauge their understanding of course material, for instructors to determine what students have learned, and for the University to certify student achievement. Students must have sufficient and timely feedback from instructors to improve their performance and make informed decisions about withdrawal, registration in subsequent semesters, and how to allocate their time. Students are responsible for soliciting additional feedback about their performance if they wish to have more information.

This policy specifies the components required in course outlines, identifies expectations of students, provides procedures for the conduct and scheduling of formal learning assessments, reporting grades, and handling student work once assessment is complete. However, no policy can cover all eventualities. Faculties may adopt additional assessment policies and procedures for any program. It is understood that this policy must be interpreted humanely and sensitively, recognizing both the rights and the interests of students, and the quality and integrity of academic programs. Students should identify differences in their interpretation of policy with instructors in a timely fashion and cooperate to resolve them. If no resolution is forthcoming, the student may appeal the matter to the Dean of the Faculty offering the course following the procedure in **7. Appeal of Application of Policy Other than Grade or Student Discipline** above.

a. Course Outline

1. To allow students to make timely and informed decisions about registration, add/drop, and the allocation of their time during the term, instructors must provide a course outline to all students no later than the first class meeting, and to all students who subsequently join the class. If an instructor wishes to incorporate student input in course design, a final outline must be provided to students as soon as possible after the first class.
2. The course outline includes the following essential elements:
 - a. The instructor's name and contact information, course number, section and title, and the department or Faculty.
 - b. Where, when and how students may seek assistance from the instructor.
 - c. A list of required reading materials, supplies, expenses for events outside of regular classes, and, where the instructor requires the study of material that cannot be specified at the outset of the course, an explicit statement to that effect.
 - d. Relative weights of all work used to determine a final grade. Where attendance or other forms of class participation are required, the criteria for these measures should be explicitly stated.
 - e. How the final letter grade for the course will be determined if percentages are used.
 - f. Due dates, approximate due dates or the approximate frequency of graded work.
 - g. Penalties for late work, if appropriate.
 - h. A reminder that students in the course are subject to the student discipline policy for academic and non-academic offenses in accordance with the Calendar.
 - i. If instructors use a University-approved plagiarism detection service to determine the originality of student papers, notice must be provided in the course outline. Student work may be stored in the database of the service, and if students object to such storage, they must advise the instructor in sufficient time that other techniques may be used to confirm the integrity of written work.
 - j. The essential elements of the course as specified in the course outline shall not be altered after the Add/Drop deadline. However, recognizing that teaching excellence requires a degree of flexibility and responsiveness to both students' needs and emergent circumstances, adjustments to the course outline may sometimes be necessary, provided that no student is disadvantaged by the change.
3. Students may be expected to apply what has been taught in the course to new situations, to analyze different examples, or to synthesize original responses to questions that remain within the realm of fairness, even though the particular applications, examples or circumstances may not have been explicitly addressed in course lectures or readings.
4. Students are expected to monitor their University email accounts and to use their University accounts whenever writing instructors concerning course work and course grades.
5. Instructors will make reasonable efforts to accommodate students formally representing the University on inter-varsity teams, in academic competitions, in artistic performances, etc. with respect to due dates, tests and examinations, provided sufficient notice is given. Students should provide documentation of such activities identifying potential absences to instructors by the Add/Drop deadline where possible.
6. In extraordinary circumstances, such as bereavement, illness or injury, students may be accommodated with respect to due dates, tests and examinations. Under such circumstances, instructors may request documentation.
7. All tests and assignments are due on or before the last day of classes except those identified by the instructor as a final examination or equivalent.
8. Unless otherwise stated in the course outline, students not submitting term work, in-class tests or final examinations without valid reasons will receive a zero for that part of the course grade.
9. Instructors have a duty to accommodate students with disabilities that have been verified by the Accommodated Learning Centre.
 - a. The principle of equity requires that all students be afforded an equal opportunity to demonstrate what they know and can do; in the case of students with disabilities, this principle may require adopting alternative assessments, adapting existing assessments, or allowing students to bring items into an assessment which otherwise would be prohibited to ensure that these students are not unfairly disadvantaged.
 - b. Students who wish to arrange for modified assessments must have their disability verified by the Accommodated Learning Centre, which will then issue a letter to the appropriate Dean(s) and instructor(s) indicating the University's support for appropriate requests for special learning opportunities or assessment procedures.
 - c. The student is responsible for requesting accommodations from an instructor at least two weeks in advance of the evaluation date. Disagreements about the accommodation of any request between students with disabilities and instructors should be mediated first by the Accommodated Learning Centre; where that is not satisfactory, subsequent appeal may be made to the Dean for resolution.

b. Expectations of Students

1. Students should be familiar with the academic regulations of the University.
2. Instructors may assume basic literacy, numeracy and computer literacy as prerequisites for University entrance. Instructors may assume that students have the knowledge or skills of any course listed as a prerequisite for the course in the current University Calendar.

c. Scheduling of Assessments

1. No examination (test, quiz, or combination of tests and quizzes) worth more than 20% of the final grade may be held in the last two weeks of class during the fall or spring semesters. However, module examinations may be administered in the last two weeks of the on-campus component of Professional Semesters I and II in the Faculty of Education.
2. To ensure that students have the opportunity to correct, improve, adapt or build upon their understanding and skills, students' graded work must be made available to them before they are examined or reassessed on material directly dependent upon that work.
3. In-class tests and examinations may not exceed the allotted class time.
4. Final examinations may not normally exceed three hours. Any requests for an extended time period must be made to the Registrar. Any overlap with a subsequent exam may require that the longer exam be moved. Students must be able to take advantage of scheduled breaks between exam time slots.
5. Final examinations must be held on the date set by the Registrar. In the case of final examinations written in the testing centre, examinations may be opened on or after the first day of the scheduled examination period. Test centre examinations must be scheduled for completion no earlier than the day scheduled by the Registrar and no later than the last day of the final examination period.
6. Normally any work assigned during the instructional period must be called due by the last day of classes. Where a final project, performance, essay, take-home examination or other demonstration of learning replaces a scheduled final examination, the work may not normally be called due any sooner than the date and time of the final examination scheduled by the Registrar and no later than the last day of the final examination period. However, musical performance examinations may be scheduled after the last day of classes with consent of the student.
7. All work to be graded in fulfilment of the requirements of an Independent Study course or Honours Thesis must be called due no later than the last day of the final examination period.
8. Students who cannot write final examinations for reasons beyond their control may request alternative scheduling from the Dean. Upon the Dean's approval, instructors will be authorized to arrange rescheduled final examinations. Instructors may only assign an 'Incomplete' in the course with prior approval from the Dean's office (for more information, see **I - Incomplete, p. 71**).
9. No student shall be expected to write three consecutive final examinations in 24 hours in the scheduled final examination period and, in such cases, it is the student's responsibility to request an accommodation from the Dean. The instructor associated with the second examination is the one who would normally be expected to accommodate the need for a rescheduled examination for such a student.

d. Conduct of Examinations

1. For examinations written outside the testing centre, the examination supervisor is responsible for the safe and secure conduct of an examination (test, quiz or scheduled final examination). While the examination supervisor is normally the instructor of the course, any member of academic staff, post-doctoral fellow or graduate student with appropriate expertise may supervise an examination. Whenever possible, course instructors should be available to answer questions arising during the examination.
2. The supervisor may restrict admission to the examination site prior to the examination. If necessary, arrangements may be made with Security to restrict such admission.
3. The supervisor may require all students to sign in before the examination, to sign out after the examination, and to register with the supervisor the number of examination booklets used.
4. The supervisor may require students to deposit personal effects in a designated area.
5. The supervisor may also require all students to place University of Lethbridge identification cards on their desks for the duration of the examination. If the supervisor is not certain of a student's identity, the student must be allowed to write the examination. The student shall then be referred to the instructor or, where the instructor is the supervisor, the Dean for resolution.
6. The supervisor may articulate regulations for late entry to and early exit from the examination room.
7. The supervisor is responsible for dealing with impropriety or irregularity to insure fairness and rigor in the assessment process.
8. If students must leave the examination site for personal reasons, the supervisor shall take reasonable measures to ensure that no materials leave the site, that no restricted materials are brought back to the site, and that the student takes no action while away from the site that could undermine the integrity of the examination.
9. Supervisors may prescribe or restrict materials that may be taken to the examination site and used during the examination. No material aids including such items as mobile phones, computers or other digital devices may be brought into an examination without prior approval of the instructor.
10. In the event that it proves necessary to evacuate an examination room because of an emergency, supervisors will ask students to leave all examination materials behind and supervise the evacuation of the room.
11. Following the evacuation of an examination site, it is the supervisor's prerogative to resume the examination, if this can be done within a reasonable period of time after the evacuation. Extra time (equivalent to the time lost) shall be provided to complete the examination. If an examination cannot be resumed safely or fairly after an evacuation, all examination materials shall be collected, and the examination shall be rescheduled.

12. In the event that inclement weather or other conditions require that the University be closed, scheduled final examinations shall be rescheduled by the Registrar.

e. Ownership, Confidentiality and Posting of Grades

1. Students have the right to obtain and keep all graded work at the end of the appeal period. Instructors may retain questions.
2. All reasonable measures shall be taken to ensure confidentiality of both the student's work and the instructor's assessment. Under no circumstances shall any form of graded work be left in an unsupervised public place. Students who want someone else to pick up any form of graded work for them must authorize that person in writing. Students may provide a stamped, self-addressed envelope to the instructor for the return of graded work.
3. Instructors may not post grades unless all precautions are taken to protect student confidentiality. Neither names, nor University of Lethbridge student identification numbers, nor lists of identifiers which retain the original alphabetical order of names on a class list may be used for posting grades.
4. When graded term work cannot be returned in person, grades or comments may be posted online using university-approved learning management software. When this is not possible, grades and comments may be sent by email provided that University email addresses are used by both instructor and student.
5. Final course grades may not be emailed to students. Students should access final course grades using the Bridge.

f. Handling of Materials after Student Assessment is Complete

In accordance with Alberta's *Freedom of Information and Protection of Privacy (FOIP) Act*, any graded student work that remains unclaimed after the grade appeal period must be retained for one year as follows:

1. Unclaimed material from the fall term must be retained until December 31 of the following year and destroyed no later than January 31.
2. Unclaimed material from the spring term must be retained until April 30 of the following year and destroyed no later than May 31
3. Unclaimed material from the summer sessions must be retained until August 31 of the following year and destroyed no later than September 30.

9. OTHER POLICIES

a. Art Placement Policy

The University of Lethbridge encourages and nurtures creative expression and supports the display of student artwork on University campuses. Requests for the display of non-student art (including that of faculty members and others) will be considered on a case-by-case basis by the Art Placement Committee (APC) in consultation with the Art Gallery Director, as appropriate.

The full policy is available online at www.uleth.ca/policy/art-placement.

b. Computer Use Policy

Computer and network resources are critical resources at the University of Lethbridge. The purpose of this policy is to ensure the efficient operation and distribution of these resources. All use of the University's computer and network resources is governed by this policy. Aspects of this use may also be governed by other University policies, as well as Provincial and Federal law.

Users have a responsibility towards ensuring the secure and efficient operation of University computer and network resources. This responsibility includes refraining from prohibited activities and taking reasonable steps to prevent damage, security violations or access by unauthorized users.

The full policy is available online at www.uleth.ca/policy/computer-use-policy.

c. Confidentiality of Student Records Policy

In choosing to pursue a post-secondary education, students must be aware that the record of their academic performance will be viewed and evaluated by others. At the same time, the right to privacy asserts that individuals have a legitimate interest in controlling what information about themselves they will reveal to others and what uses may be made of this information. For its part, the University has a legitimate interest in obtaining information necessary to carry out its functions and to fulfill its obligations to its students and to the agencies which have direct authority over it. This policy, therefore, is intended to reflect a reasonable balance between the obligations of the University for the welfare of the students and its responsibilities to society.

The full policy is available online at www.uleth.ca/policy/confidentiality-student-records.

See also **Notices to Students Regarding the Collection of Personal Data (p. 13)** and **Part 2 - Registration, Student Records Retention Policy (p. 53)**.

d. Library Access Policy

The purpose of the University Library's resources and services is to further the academic mandate of the University by facilitating access to information in all formats for the purposes of study and research. The objective of the Access Policy is to provide equitable access to the resources and services of the University Library.

The full policy is available online at www.uleth.ca/lib.

See also **Library in Part 16 - General Services (p. 582)**.

e. Library Code of Conduct

The University Library - as a central learning area and a shared, common resource - is committed to providing users with fair and equitable access to library materials, resources, and services in an environment that is:

- Safe, comfortable, and clean
- Staffed by individuals who strive to respond to service requests with courtesy and respect
- A positive and productive place for academic pursuits

The full policy is available online at www.uleth.ca/lib.

See also **Library in Part 16 - General Services (p. 582)**.

f. **Managing Unacceptable Behaviour by External Users of University Facilities**

This policy provides a process to deal with unacceptable behaviour of external users and to protect University property, services, faculty, staff, students and other users from such behaviour when it occurs.

External users are those individuals who are not faculty, staff, students or those persons functioning in a volunteer capacity on behalf of the University of Lethbridge. Internal users are those individuals who are faculty, staff, students or those persons functioning in a volunteer capacity on behalf of the University. Unacceptable behaviour by internal users will be dealt with through their respective employment contracts or in the case of students, policies and procedures related to discipline.

Unacceptable behaviour includes, but is not necessarily limited to acts that:

- disturb the peace and tranquility of authorized users
- endanger the safety and security of others
- cause damage to private or public property
- impair the delivery of services on University buildings or lands
- have the potential to expose the University to liability or prosecution
- violate any University of Lethbridge policy applicable to external users

Such behaviour includes vandalism or other criminal offences that may also require University Security Services to solicit the assistance of the Lethbridge Police Services.

The full policy is available online at www.uleth.ca/policy/managing-unacceptable-behaviour-external-users-university-facilities.

g. **Personal Security Policy**

The University of Lethbridge is committed to providing a living, learning and working environment that is free of threats to personal security and is supportive of productivity, academic achievement, and the dignity, self-esteem and fair treatment of all members of its community. The Personal Security Policy, developed by the University in consultation with employee and student groups, gives practical application to that commitment.

'Personal security' means freedom from violence, the threat of violence, harassment, hazing, abuse of supervisor's authority, verbal abuse and discrimination in contravention of the Alberta Human Rights, Citizenship and Multiculturalism Act.

The full policy is available online at www.uleth.ca/policy/personal-security-policy.

h. **Policy Against Hazing**

The University of Lethbridge has a zero tolerance policy on hazing. Hazing activities of any type are inconsistent with the mission and vision of the University and are prohibited at all times. The purpose of this policy is to maintain a safe environment for University community members free from hazing. Hazing has historically been associated with, but is not limited to, obtaining acceptance or membership in an organization or a team. The University of Lethbridge's Policy Against Hazing applies to all University community members.

The full policy is available online at www.uleth.ca/policy/policy-against-hazing.

i. **Revoking Degrees**

The integrity of the degrees the University confers is dependent on the honesty and soundness of the teacher-student relationship, as well as the integrity of the evaluation process. The University has a responsibility to protect the integrity of the degrees it awards, both while the degree is being earned and after its conferral.

A degree is revoked if both the following conditions exist:

1. An academic offense is discovered after the degree is awarded; and
2. That offense, if detected, would have resulted in the degree not being awarded.

The full policy is available online at www.uleth.ca/policy/revoking-degrees-policy.

j. **Student Behavioural Incident Policy**

The University of Lethbridge is committed to providing a safe working and learning environment for all members of the University community and visitors to campus. Effectively addressing situations where individuals are displaying behaviours that are worrisome or potentially harmful to themselves or others is essential in providing this environment.

The Behavioural Intervention Policy provides a procedure and mechanism by which worrisome or potentially harmful behaviours may be reported, assessed and responded to by the University.

The full policy is available online at www.uleth.ca/policy/behavioural-intervention-policy.

k. **Student Housing Policy**

Student housing accommodation at the University provides convenient living accommodation together with services and programs from which residents may secure additional educational, social and cultural advantages. The University is concerned not only with the physical environment within student housing, but also with activities which will provide an educational experience aimed at aiding the personal growth of each resident.

The full policy is available online at www.uleth.ca/policy/student-housing.

See also **Housing Services in Part 16 - General Services (p. 579)**.

l. **Students with Disabilities Policy**

The University of Lethbridge will take all reasonable measures short of undue hardship to promote full access to all services for students with disabilities in its post-secondary education programs (credit and non-credit) and community outreach components. For their part, students are encouraged to act responsibly by striving to be as self-reliant and as independent as possible, and by fully engaging in their academic endeavours.

The full policy is available online at www.uleth.ca/policy/students-disabilities-policy.

See also **Accommodated Learning Centre in Part 16 - General Services (p. 575)**.

m. **Taping of Lectures**

Lectures and performances given by academic staff members and visiting speakers may be audio or video recorded by students provided prior approval has been granted by the instructor or performer. Permission to record is solely for the purpose of personal study by the student and does not convey any right to duplicate the recording.

n. Other Policies

For more information regarding these and other University policies, see www.uleth.ca/policy.

10. PROGRAM REQUIREMENTS

a. Year of the Calendar

Students are governed by the **program requirements of the Calendar in effect at the time of the most recent admission**. However, students are governed by the current Calendar in all other respects (e.g., academic regulations, order of registration, fees, course prerequisites) regardless of the year of admission or readmission.

When a student's registration at the University is interrupted and the student subsequently is readmitted to a University program, the student shall be governed by the Calendar in effect at the time of readmission, unless granted special permission.

A continuing student may opt to be governed by any Calendar from the one in effect at the point of most recent admission to the University, to the current Calendar. If a student opts for a particular Calendar, **all program requirements of the chosen Calendar shall apply, while the current Calendar shall apply in all other respects**.

Any student wishing to change the Year of the Calendar must apply to their Faculty Academic Advising or Student Program Services office.

b. Residence Requirements and Time Limits

The University of Lethbridge's residence requirements and time limits for completion of credentials are listed in the table on page 90.

Please note the following for the last three columns of the table:

Column A: Residence Requirement

A student who is a candidate for an undergraduate degree, diploma or certificate must satisfy the minimum residence requirement through successful completion of University of Lethbridge courses. A single course, as listed in this table, is the equivalent of 3.0 credit hours.

For some University of Lethbridge programs, students are required to take courses at another institution under Visiting Student Authorization. Such courses taken under Visiting Student Authorization will be counted as University of Lethbridge courses for residence requirement purposes.

Column B: Time Limit for Retention of Individual Course Credit

Many courses have a defined 'shelf life.' A course may be used to meet program requirements for a specific number of years. After that point, credit for that course is not retained.

Column C: Time Limit for Program Completion

A student who is a candidate for a degree, diploma or certificate must satisfy all program requirements within the time limit established by the Faculty administering that program.

Notes for the table:

There are restrictions on the diploma used as the basis for admission.

1. There are restrictions on the diploma used as the basis for admission to the Post-Diploma B.Sc. Environmental Science program.
See **Part 7 - Arts and Science, Section 21.d. (p. 150)** for complete information.
2. There are restrictions on the diploma used as the basis for admission to the Post-Diploma B.Mgt. program.
The approved diploma can be no more than eight years old at the point of admission.
3. Management courses completed prior to admission may be no more than eight years old. Once admitted, credit is retained until completion of the program (up to a maximum of 10 years after admission).
4. Students who study at an international institution under Exchange Student authorization will count the exchange courses toward meeting the minimum residence requirement.
5. Exceptions apply to certain majors for the ten 3000/4000-level Management courses required for residency. Students in the following majors may use courses in the major towards this requirement: Computer Science majors can use 3000/4000-level Computer Science courses in addition to 3000/4000-level Management courses; Economics majors can use 3000/4000-level Economics courses in addition to 3000/4000-level Management courses; First Nations' Governance majors can use 3000/4000-level Native American Studies courses in addition to 3000/4000-level Management courses; and Political Science majors can use 3000/4000-level Political Science courses in addition to 3000/4000-level Management courses.
6. Exceptions apply to certain majors for the ten 3000/4000-level Management courses required for residency. Students in the following majors may use courses in the major towards this requirement: Economics majors can use 3000/4000-level Economics courses in addition to 3000/4000-level Management courses; First Nations' Governance majors can use 3000/4000-level Native American Studies courses in addition to 3000/4000-level Management courses; and Political Science majors can use 3000/4000-level Political Science courses in addition to 3000/4000-level Management courses.
7. In addition to meeting the residence requirement for their program, students in the Accounting major must complete five of the following courses at the University of Lethbridge:
Management 3100
Management 3101
Management 3130
Management 3131
Management 3151
Management 3160
Management 3170
Management 3180
Management 4110

Management 4130
Management 4151
Management 4160

c. General Liberal Education Requirement

In keeping with the liberal education focus of the University, all students in an undergraduate degree program must complete the General Liberal Education Requirement (GLER), which consists of:

Four courses (12.0 credit hours) from each of Lists I, II and III.

OR

Three courses (9.0 credit hours) from each of Lists I, II and III for students who successfully complete both Liberal Education 1000 and either Liberal Education 2000 or Library Science 2000.

OR

Three courses (9.0 credit hours) from each of Lists I, II and III for students who successfully complete both Liberal Education 3010 and Liberal Education 4000.

OR

* Two courses (6.0 credit hours) from each of Lists I, II and III for students who successfully complete one of the following pairs:

Liberal Education 1000 and Liberal Education 2000; and Liberal Education 3010 and Liberal Education 4000

OR

Liberal Education 1000 and Library Science 2000; and Liberal Education 3010 and Liberal Education 4000

* *The individual Liberal Education and Library Science courses (Liberal Education 1000, Liberal Education 2000, Liberal Education 3010, Liberal Education 4000, and Library Science 2000) do not fulfill a requirement for any list.*

Limitations:

There are limitations on the courses that can be used for meeting the General Liberal Education Requirement.

1. Only four courses (12.0 credit hours) in total may be counted from any one discipline. Disciplines are identified by course subject codes (e.g. ENGL, MGT, and MUSI are separate disciplines).
2. Only four courses (12.0 credit hours) in total may be counted from each of the Faculties of Education (EDUC), Health Sciences (ADCS, HLSC, PUBH, TREC) and Management (MGT).
3. Students pursuing a post-diploma program offered by the University of Lethbridge are required to meet either the full 12-course or a modified GLER. For further information, see the program description in the appropriate Part in this Calendar.

d. Full 12-Course General Liberal Education Requirement

Students registered in the post-diploma B.A. and B.Sc. in Agricultural Studies, the post-diploma B.Sc. in Computer Science, the post-diploma B.F.A. - Art or Dramatic Arts or B.Mus. (after a two-year diploma) program are required to meet the full 12-course (36.0 credit hours) GLER.

e. Modified General Liberal Education Requirement

Students registered in the post-diploma B.Sc. in Environmental Science program are required to meet a modified GLER consisting of five courses (15.0 credit hours) from Lists I and II, including at least three courses (9.0 credit hours) from List I and at least one course (3.0 credit hours) from List II.

Students registered in the post-diploma B.Sc. in Geography with a Concentration in Geographical Information Science are required to meet a modified GLER consisting of five courses (15.0 credit hours) from Lists I and II, including at least three courses (9.0 credit hours) from List I, at least one course (3.0 credit hours) from List II, and one additional course (3.0 credit hours) from List I or II.

Students registered in the post-diploma B.F.A. - Art or Dramatic Arts or B.Mus. (after a three-year diploma) or post-diploma B.F.A. - Multidisciplinary (after a two- or three-year diploma) program are required to complete a modified GLER of two courses (6.0 credit hours) from each of List II and List III and three additional courses (9.0 credit hours) from either of these two lists.

Students registered in the post-diploma B.H.Sc. program are required to meet a modified GLER consisting of two courses (6.0 credit hours) from each of Lists I, II, and III.

Students registered in the post-diploma B.T.R. program will meet a modified GLER fulfilled by specified program requirements.

Students registered in the post-diploma B.Mgt. are required to complete a modified GLER consisting of four courses (12.0 credit hours) from List I and two courses (6.0 credit hours) from each of Lists II and III, and two additional courses (6.0 credit hours) from any list.

Students registered in the post-diploma B.F.A. - Art or Dramatic Arts/B.Ed. or the post-diploma B.Mus./B.Ed. (after a two- or three-year diploma) program are required to complete a modified GLER of two courses (6.0 credit hours) from each of List II and List III, and three additional courses (9.0 credit hours) from either of these two lists.

Students registered in the post-diploma B.Mgt./B.Ed. program are required to complete a modified GLER consisting of three courses (9.0 credit hours) from List I and two courses (6.0 credit hours) from each of List II and III.

LIBERAL EDUCATION LIST

LIST I: FINE ARTS AND HUMANITIES COURSES

- Agricultural Studies
 - Agricultural Studies 1000 - The Evolution of Agriculture
- Art
 - Art - all courses
 - Art History - all courses
- Asian Studies
 - Asian Studies 3200/Religious Studies 3200 - Asian Religions and Film (Series)
 - Asian Studies 3400/Japanese Studies 3400 - Japanese Society and Culture
- Dramatic Arts
 - Drama - all courses
- English
 - English - all courses
- Fine Arts
 - Art - all courses
 - Art History - all courses
 - Drama - all courses
 - Fine Arts - all courses, including those cross-listed with Health Sciences as follows:
 - Fine Arts 4500/Health Sciences 4500 - Global Health, Fine Arts, and Social Change
 - Fine Arts 4510/Health Sciences 4510 - Global Health and Arts for Change Field Study
 - Museum Studies - all courses
 - Music - all courses, excluding Music Ensemble Activity courses
 - New Media - all courses
- History
 - History - all courses, including those cross-listed with Health Sciences as follows:
 - History 2450/Health Sciences 2450 - Evolution of Health and Illness Care
 - History 3560/Health Sciences 3560 - History of Nursing: Women and the Care of the Sick
- Interdisciplinary Studies
 - Interdisciplinary Studies 0520 - Bridging Cultures: Two-Eyed Seeing
- Kinesiology and Physical Education
 - Kinesiology 2130 - Humanities Perspectives
 - Kinesiology 3400 - History of Sport and Physical Activity
 - Kinesiology 3740 - Philosophy of Physical Activity
 - Kinesiology 4400 - Canadian Sport History
 - Kinesiology 4640 - Applied Ethics in Sport and Physical Activity
- Liberal Education
 - Liberal Education 2400 - Great Literature and Thought Across Disciplines: A Brief History
 - Liberal Education 3400 - Great Literature and Thought Across Disciplines: The Long Conversation
- Management
 - Management 3710 - Managing Not-for-Profit Organizations
- Modern Languages
 - French - all courses
 - German - all courses
 - Japanese - all courses
 - Japanese Studies - all courses
 - Hispanic Studies - all courses
 - Linguistics - all courses, excluding those designated as Social Science courses
 - Modern Languages - all courses

- Spanish - all courses
- Any non-English second language course offered by another unit in the Faculty of Arts and Science (including Blackfoot, Cree, Greek, Hebrew and Latin)
- Museum Studies
 - Museum Studies - all courses
- Music
 - Music - all courses, excluding Music Ensemble Activity courses
- Native American Studies
 - Native American Studies - all courses, including those cross-listed with Management as follows:
 - Native American Studies 3250/Management 3500 - Financial Management in Aboriginal Communities
 - Native American Studies 3280/Management 3580 - Aboriginal Peoples and Natural Resources
 - Native American Studies 3506/Management 3506 - Aboriginal Small Business and Entrepreneurship in Canada
 - Native American Studies 3590/Management 3590 - Current Practices in Aboriginal Governments
 - Native American Studies 4120/Management 4507 - Historical and Legal Aspects of First Nations' Governments
 - Native American Studies 4150/Management 4508 - Administrative Aspects of First Nations' Governments
- New Media
 - New Media - all courses
- Philosophy
 - Philosophy - all courses, excluding those designated as Science courses
- Political Science
 - Political Science 2511 - Introduction to Political Theory
 - Political Science 3510 - Political Thought Before 1500
 - Political Science 3511 - Political Thought Since 1500 (Series)
 - Political Science 3525 - Politics and Religion
 - Political Science 4511 - Seminars in Political Philosophy (Series)
- Religious Studies
 - Religious Studies - all courses
- Writing
 - Writing - all courses

LIST II: SOCIAL SCIENCE COURSES

- Addictions Counselling
 - Addictions Counselling 1000 - Introduction to Addiction Studies
 - Addictions Counselling 3002 - Health Education and Promotion
- Agricultural Studies
 - Agricultural Studies - all courses, excluding those listed as Humanities courses or Science courses
- Anthropology
 - Anthropology - all courses
- Archaeology
 - Archaeology - all courses, excluding those listed as Science courses
- Asian Studies
 - Asian Studies - all courses, excluding those listed as Humanities courses

Economics

Economics - all courses, excluding those designated as Science courses, and including those cross-listed with Management as follows:

- Economics 3080/Management 3780 - Principles of Industrial Organization I
- Economics 4080/Management 4780 - Principles of Industrial Organization II

Geography

Geography - all courses, excluding Geology and all other Geography courses listed as Science courses, and including those cross-listed with Management as follows:

- Geography 3225/Management 3660 - Industrial Location and Globalization of Enterprise
- Geography 3551/Management 3551 - An Introduction to Tourism

Health Sciences

- Health Sciences 1010- Personal Health and Wellness (new)
- Health Sciences 1170 - Human Development Across the Lifespan (new)
- Health Sciences 2300 - Introduction to Aboriginal Health
- Health Sciences 3002 - Health Promotion
- Health Sciences 3125 - Pain Management
- Health Sciences 3127 - Loss, Grief and Bereavement
- Health Sciences 3802 - Gerontology

Interdisciplinary Studies

- Interdisciplinary Studies 2008 - Japan and the Japanese (Series)
- Interdisciplinary Studies 2050 - Globalization Since 1492
- Interdisciplinary Studies 2600 - Study Tour of Japan
- Interdisciplinary Studies 2601 - Study Tour of South Korea
- Interdisciplinary Studies 3050 - Capital, Culture, and Globalization

Kinesiology and Physical Education

Kinesiology - all courses, excluding Physical Activity courses and all other Kinesiology courses listed as Humanities courses or Science courses

Liberal Education

- Liberal Education 1500 - The First-Year Experience: Mapping Our Communities

Management

- Management 1000 – Introduction to Management
- Management 2030 – Introduction to Organizational Behaviour
- Management 2100 – Introductory Accounting
- Management 3031 – Managing Responsibly in a Global Environment
- Management 3050/Political Science 3420 – Human Resource Management
- Management 3070 – Introduction to Supply Chain Management
- Management 3250 – Social Marketing
- Management 3640 – Cross-Cultural Management Practices
- Management 3650 – Introduction to International Management

Modern Languages**Linguistics**

- Linguistics 3240/Psychology 3240 - Psychology of Language
- Linguistics 3405/Psychology 3405 - First Language Acquisition

Political Science

Political Science - all courses, excluding those listed as Humanities courses, and including those cross-listed with Management as follows:

- Political Science 3170/Management 3670 - The Politics of Canadian Trade Policy
- Political Science 3420/Management 3050 - Human Resource Management

Public Health

- Public Health 1000 - Introduction to Public Health
- Public Health 2000 - Population Health

Psychology

Psychology - all courses, excluding those listed as Science courses, and including those cross-listed with Health Sciences as follows:

- Psychology 3570/Health Sciences 3570 - Contemporary Issues in Mental Health

Sociology

Sociology - all courses, including those cross-listed with Health Sciences as follows:

- Sociology 2700/Health Sciences 2700 - Health and Society

Women and Gender Studies

Women and Gender Studies - all courses, including those cross-listed with Health Sciences as follows:

- Women and Gender Studies 2100/Health Sciences 2600 - Women and Health

LIST III: SCIENCE COURSES**Agricultural Studies**

- * Agricultural Studies 3300 - Modelling of Agricultural Systems
- * Agricultural Studies 4300 - Advanced Modelling of Agricultural Systems

Archaeology

- * Archaeology 1000 - Introduction to Archaeology
- Archaeology 3000 - Archaeological Science (Series)
- Archaeology 3300 - Archaeological Field Work (Series)
- Archaeology 3600/Liberal Education 3600 - Human Evolution
- Archaeology 3610 - Old World Prehistory
- Archaeology 3700 - Geoarchaeology and Landscape Analysis
- Archaeology 3720 - Archaeological Materials Analysis
- Archaeology 4000 - Advanced Archaeological Science (Series)
- * Archaeology 4500 - Advanced New and Old World Archaeology (Series)

Biological Sciences

Biology - all courses, including those cross-listed with Health Sciences as follows:

- Biology 2003/Health Sciences 2003 - Epidemiology
- Biology 2806/Health Sciences 2806 - Immunology

Chemistry and Biochemistry

Biochemistry - all courses
Chemistry - all courses

Economics (including courses cross-listed with Management)

- Economics 2070/Management 2070 - Operations and Quantitative Management
- Economics 2750 - Quantitative Methods in Economics
- Economics 2900 - Economics and Business Statistics
- Economics 3950 - Econometrics I
- Economics 4150 - Mathematical Economics
- Economics 4960 - Econometrics II

Environmental Science

Environmental Science - all courses, excluding those designated as Social Science

First Nations' Transition
First Nations' Transition 0520 - Mathematical Reasoning and Application

Geography

Geography 1000 - Introduction to Physical Geography
Geography 2030 - Geomorphology
Geography 2090 - Biogeography
Geography 2300 - Weather and Climate
Geography 2700 - Geographical Data and Analysis
Geography 2735 - Introduction to Geographical Information Science
Geography 3035 - Fluvial Geomorphology
Geography 3060 - Glaciology and Glacial Geomorphology
Geography 3070 - Hazards, Disasters and Global Change
Geography 3080 - Soils
Geography 3235 - Quantitative Models for Geographic Analysis
Geography 3300 - Microclimatology
Geography 3400 - Hydrology I
Geography 3700 - Cartography
Geography 3710 - Field Techniques in the Earth Sciences
Geography 3720 - Remote Sensing
Geography 3740 - Geographical Information Systems
Geography 3750 - GIS Applications in Human Geography
Geography 3780 - Field Research in Geography
Geography 3792 - Field Excursion in Physical Geography (Series)
Geography 4030 - Advanced Physical Geography (Series)
Geography 4060 - Agricultural Soil Management
Geography 4065 - Irrigation Science
Geography 4200 - Project in Agricultural Geography
Geography 4400 - Hydrology II
Geography 4415 - Integrated Watershed Management
Geography 4700 - Advanced Computer Mapping
Geography 4710 - Remote Sensing Field Techniques
Geography 4725 - Advanced Remote Sensing
Geography 4730 - Spatial Statistics
Geography 4740 - Advanced Geographical Information Systems
Geography 4750 - Glacial Processes, Measurements, and Models
Geography 4751 - Project in Spatial Modelling
Geography 4753 - Seminar in Remote Sensing

Geology - all courses

Health Sciences

Health Sciences 2310 - Human Nutrition

Interdisciplinary Studies

Interdisciplinary Studies 3200 - Genetically Engineered Machines

Kinesiology and Physical Education

Kinesiology 1160/Health Sciences 1160 - Human Anatomy and Physiology I
Kinesiology 1161/Health Sciences 1161 - Human Anatomy and Physiology II
Kinesiology 2110 - Biophysical Perspectives
Kinesiology 2200 - Research Methodologies
Kinesiology 2600 - Functional Human Anatomy
Kinesiology 2610 - Human Physiology
Kinesiology 2650 - Functional Biomechanics
Kinesiology 3200 - Movement Disorders
Kinesiology 3350 - Recognition and Care of Athletic Injuries
Kinesiology 3500 - Nutrition and Physical Activity
Kinesiology 3610 - Exercise Physiology
Kinesiology 3630 - Growth, Development and Aging
Kinesiology 3650 - Biomechanics
Kinesiology 3690 - Motor Control

Kinesiology 4200 - Health and Physical Activity
Kinesiology 4300 - Work and Physical Ergonomics
Kinesiology 4550 - Advanced Biomechanics
Kinesiology 4610 - Fitness and Lifestyle Assessment
Kinesiology 4615 - Advanced Exercise Physiology
Kinesiology 4660 - Bioinstrumentation

Liberal Education

Liberal Education 2100 - Quantitative Reasoning
Liberal Education 2200 - Problems and Puzzles
Liberal Education 3100 - History of Mathematics
Liberal Education 3600/Archaeology 3600 - Human Evolution

Management

Management 2070/Economics 2070 - Operations and Quantitative Management

Mathematics and Computer Science

Computer Science - all courses
Mathematics - all courses
Statistics - all courses

Neuroscience

Neuroscience - all courses

Philosophy

Logic - all courses
Philosophy 2233 - Philosophy and the World View of Science: Earth and Life Sciences
Philosophy 2234 - Philosophy and the World View of Science: Space, Time and Matter

Physics

Astronomy - all courses
Engineering
Engineering 2000 - Engineering Statistics
Engineering 2060 - Engineering Mechanics
Physics - all courses

Psychology (including courses cross-listed with Health Sciences)

*Psychology 1000 - Basic Concepts of Psychology
Psychology 2030 - Methods and Statistics
Psychology 2320 - Cognition and Perception: Thinking and Seeing
Psychology 2330 - Learning and Cognition
Psychology 2700 - Behaviour and Evolution
*Psychology 2840 - Comparative Sexuality
Psychology 3325 - Cognition and Perception (Series)
Psychology 3360 - Sensation and Perception
*Psychology 3370 - Animal and Human Minds
*Psychology 3400 - Advanced Research Design and Data Analysis
Psychology 3450/Health Sciences 3450 - Applied Statistics for Clinical Practice
Psychology 3525 - Hormones and Behaviour
Psychology 3535 - Drugs and Behaviour
*Psychology 3760 - Animal Communication
*Psychology 3770 - Primate Lives and Human Cognitive Evolution
*Psychology 4550 - Abnormal Psychology (Series)

Courses offered by Arts and Science as individual titles in Series, Topics, Applied Studies Disciplinary Credit, Independent Studies, Undergraduate Thesis and Interdisciplinary Studies courses will be designated as Humanities, Social Science or Science courses by the Faculty of Arts and Science at registration, in conformity with the division of courses established above. Arts and Science Council has the ultimate authority to determine designation.

Students may designate Science courses marked with an asterisk (*) as List II: Social Science Courses for the purposes of both the General Liberal Education Requirement and the Divisional Course Designation. Such a designation is made at the Registrar's Office.

University of Lethbridge Residence Requirements and Time Limits

Faculty	Program	Number of Courses in Program	A. Residence Requirement (Minimum number of University of Lethbridge courses required and, if applicable, when they must be completed in the program.)	B. Time Limit for Retention of Individual Course Credit (U of L and/or transfer credit.)	C. Time Limit for Program Completion
ARTS AND SCIENCE	B.A., B.Sc., BASc.	40	As the first degree: 20 courses, including at least 10 Arts and Science courses (3000 credit hours) at the 3000/4000 level.	No limit.	No limit.
		Minimum of 20	As the second degree: 20 courses, taken after admission to the second degree program, including all 3000/4000-level courses required for the major and degree.		
	20	As the first degree: 20 courses. (No transfer credit.)			
	20	As the first degree: 20 courses. (No transfer credit.)			
Post-Diploma Programs	B.A., B.Sc. - Agricultural Studies major	20	As the first degree: 20 courses. (No transfer credit.)	No limit.	No limit.
		20	As the first degree: 20 courses. (No transfer credit.)		
	20	As the first degree: 20 courses. (No transfer credit.)			
	20	As the first degree: 20 courses. (No transfer credit.)			
EDUCATION	B.Ed.	20	As the second degree 20 courses	No limit.	No limit.
	B.Ed. after Teacher Training	Varies	As the first degree: Set on an individual basis.		
	D.P.E.	8	5 courses.		
FINE ARTS	B.F.A. - Art	40	As the first degree: 20 courses, including a minimum of 12 offered by the Department of Art of which at least 7 must be at the 3000/4000 level.	No limit.	5 years after admission. (Extension possible upon application.)
		Minimum of 20	As the second degree: 20 courses, taken after admission to the second degree program.		
	40	As the first degree: 20 courses, including a minimum of 12 in Dramatic Arts of which at least 7 must be at the 3000/4000 level.			
	Minimum of 20	As the second degree: 20 courses, taken after admission to the second degree program.			
	40	As the first degree: 20 courses, including a minimum of 12 in the Faculty of Fine Arts and the last 10 taken for credit toward the degree.			
	Minimum of 20	As the second degree: 20 courses, taken after admission to the second degree program.			
	40	As the first degree: 20 courses, including a minimum of 12 offered by the Department of Art of which at least 7 must be at the 3000/4000 level.			
	Minimum of 20	As the second degree: 20 courses, taken after admission to the second degree program.			
	40	As the first degree: 20 courses, including a minimum of 12 in New Media of which at least 7 must be at the 3000/4000 level.			
	Minimum of 20	As the second degree: 20 courses, taken after admission to the second degree program.			
B.F.A. - Native American Art	B.F.A. - New Media	40	As the first degree: 20 courses, including a minimum of 12 in Music of which at least 7 must be at the 3000/4000 level.	No limit.	No limit.
		Minimum of 20	As the second degree: 20 courses, taken after admission to the second degree program.		
	40	As the first degree: 20 courses, including a minimum of 12 in Music of which at least 7 must be at the 3000/4000 level.			
	Minimum of 20	As the second degree: 20 courses, taken after admission to the second degree program.			
B.Mus.	B.F.A. - Art, B.F.A. - Dramatic Arts, B.Mus.	40	As the first degree: 20 courses, including a minimum of 12 in Music of which at least 7 must be at the 3000/4000 level.	No limit.	No limit.
		Minimum of 20	As the second degree: 20 courses, taken after admission to the second degree program.		
	20	As the first degree: 20 courses, including a minimum of 12 in Music of which at least 7 must be at the 3000/4000 level.			
	20	As the second degree: 20 courses, taken after admission to the second degree program.			
Post-Diploma Programs	B.F.A. - Art, B.F.A. - Dramatic Arts, B.Mus. (After a two-year diploma)	20	As the first degree: 20 courses. (No transfer credit.)	No limit.	No limit.

	B.F.A. - Art, B.F.A. - Dramatic Arts, B.Mus. (After a three-year diploma)	15	As the first degree: 15 courses. (No transfer credit)			
	B.F.A. - Multidisciplinary (After a two- or three-year diploma)	20	As the first degree: 20 courses. (No transfer credit.)			
HEALTH SCIENCES	B.N.	41.3 (124.0 cr. hrs.)	20 courses, including a minimum of 12 in Nursing and Health Sciences. (see Part 10 - Faculty of Health Sciences, section 3.h.1, p. 203)	7 years for Nursing, Human Anatomy, Human Physiology, and Microbiology courses. See Part 10 – Faculty of Health Sciences, p. 203.		7 years after completion of the first Nursing course used for the degree.
	B.H.Sc. - Additions Counselling major	40	20 courses, including a minimum of 10 in Health Sciences.			7 years after completion of the first Health Sciences course used for the degree.
	B.H.Sc. - Public Health major	40	20 courses, including a minimum of 7 in Public Health.			7 years after completion of the first Public Health course used for the degree.
	B.N. - After Degree	27 (81.0 cr. hrs.)	27 courses (81.0 cr. hrs.)			6 years after completion of the first Nursing course used for the degree.
Post-Diploma Programs	B.H.Sc. - Additions Counselling major	20	20 courses, 25 courses			7 years after completion of the first Health Sciences course used for the degree.
MANAGEMENT	B.Mgt.	40	As the first degree: 20 courses, including 10 3000/4000-level courses in Management. Accounting residence requirement: see Note 7.			10 years after admission to the Faculty of Management.
		15-25	As the second degree: 15 courses, including at least 10 3000/4000-level courses in Management. Accounting residence requirement: see Note 7.	See Notes 3, 4, and 5.		
	Post-Diploma Program	20-25	20 courses Accounting residence requirement: see Note 7.	See Notes 3 and 4. (No transfer credit.)		
	Certificate Program (See Note 4.)	10	5 courses after admission to a Certificate program in the Faculty of Management.	See Note 3.		5 years after admission to the Faculty of Management.
COMBINED DEGREES PROGRAMS	Professional Diploma in Accounting	10	5 courses towards the Professional Diploma in Accounting taken at the U of L	See Note 3.		5 years after admission to the Faculty of Management.
	B.A./B.Ed., B.Sc./B.Ed.	50	30 courses, including 15 in Arts and Science and 15 in Education.	No limit.		No limit.
	B.F.A. - Art/B.Ed.	50	30 courses, including a minimum of 7 in Art, Art History, and/or Museum Studies and 15 in Education.			
	B.F.A. - Dramatic Arts/B.Ed.	50	30 courses, including a minimum of 6 in Drama and 15 in Education.			
	B.F.A. - New Media/B.Ed.	50	30 courses, including a minimum of 7 in New Media and 15 in Education.			
	B.Mus./B.Ed.	52	32 courses, including a minimum of 9 in Music and 15 in Education.			
	B.Mgt./B.Ed.	50	30 courses, including 10 in Management (7 of which must be at the 3000/4000 level) and 15 in Education.			
	B.A./B.Mgt., B.Sc./B.Mgt.	50	30 courses, including 20 in Arts and Science and 10 in Management at the 3000/4000 level. Accounting residence requirement: see Note 7.			
	B.F.A. - New Media/B.Mgt.	50	30 courses, including 7 New Media courses and 10 Management courses at the 3000/4000 level.			
	B.H.Sc./B.Mgt.	50	30 courses, including a minimum of 15 Health Sciences courses and 10 Management courses at the 3000/4000 level.			
Post-Diploma Combined Degrees Programs	B.F.A. - Art/B.Ed., B.F.A. - Dramatic Arts/B.Ed., B.Mus./B.Ed. (After a two- or three-year diploma)	35	As the first degree: 35 courses, including a minimum of 8 in the discipline (Art, Art History, Museum Studies, Dramatic Arts, or Music) and 20 courses in Education. (No transfer credit)			No limit.
	B.Mgt./B.Ed.	35	30 courses, including 8 in Management and 15 in Education.	See Note 3. No limit for Education courses.		10 years after admission to the Faculty of Management.

