

PART I ACADEMIC SEAL OF THE UNIVERSITY

1.0 Academic Seal

1.05 Definition

The academic seal, s. 37.10 an impression of which appears in the margin hereof, shall be the seal of the University for academic purposes.

1.10 Purpose

The academic seal shall be kept in such place of deposit & in such charge as the Senate shall from time to time direct; & it shall not be affixed to any instruments except as bear the signatures of the President & the Registrar, or in the case of the absence or illness of the President, that of the President's designate, & in the case of the absence or illness of the Registrar, that of the Acting Registrar.

PART II NIPISSING UNIVERSITY POLICIES

1.0 Policy on Academic Dishonesty

The University takes a most serious view of such offenses against academic honesty as plagiarism, cheating, impersonation and the presentation of altered or falsified documents. Penalties for dealing with such offenses will be strictly enforced.

1.05 Plagiarism

Essentially, plagiarism involves submitting or presenting work in a course as if it were the student's own work done expressly for that particular course when, in fact, it is not. Plagiarism should be noted and reported to the Dean. Students should be informed of the University's definition and policy on plagiarism at the beginning of each course.

Most commonly plagiarism exists when:

- a) the work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work;
- b) parts of the work (e.g. phrases, ideas through paraphrase or sentences) are taken from another source without reference to the original author;
- c) the whole work (e.g. an essay) is copied from another source; and/or
- d) a student submits or presents a work in one course which has also been submitted or presented in another course (although it may be completely original with that student) without the knowledge or prior agreement of the instructors involved.

1.10 Cheating

Cheating at tests or examinations includes, but is not limited to, dishonest or attempted dishonest conduct such as speaking to other candidates or communicating with them under any circumstances whatsoever;

bringing into the examination room any textbook, notebook, or memoranda not authorized by the examiner, or leaving answer papers exposed to view.

1.15 Penalties

A student guilty of academic dishonesty may be subject to the imposition of one or more penalties, of which those listed below shall be exemplary:

- a) assignment of a grade of zero in the assignment, test, or exam;
- b) assignment of a grade of zero in the course in which the offence is committed;
- c) suspension from attendance in all courses in which the student is registered at the time the offence was committed, and loss of credit for any course or courses which have not been completed or in which no grade or final evaluation has been registered at the time the offence was committed;
- d) suspension from the Faculty;
- e) expulsion from the Faculty;
- f) suspension from the University; or
- g) expulsion from the University.

Withdrawal from a course will not preclude proceedings in respect of academic offences committed in the course, and the right to withdraw may be refused where an academic offence is alleged.

1.20 Instructor's Action

The initial responsibility for punitive action lies with the Instructor. The Instructor may assign a zero for that particular assignment, test or exam, or may assign a zero in the course. The Instructor will advise the Department Chair, the Dean, & the Registrar of the action taken.

1.25 Suspension or Expulsion by Dean

The Dean of the Faculty may exercise his/her authority to suspend or expel the student from the Faculty. The suspension or expulsion will be confirmed in writing to the student by registered mail & the Department Chair & the Registrar will be notified.

1.30 Suspension or Expulsion by President

If, upon suspending or expelling a student from a Faculty, the Dean determines that the severe sanction of suspension or expulsion from the University is warranted, such a recommendation may be made to the President who may act to expel or suspend the student from the University.

1.35 Appeals

- a) A student who is assigned a grade of zero in an assignment, test, or examination may appeal the grade to the Senate Appeals Committee.
- b) An undergraduate student who is suspended or expelled from the University may appeal that decision to the Senate Subcommittee on Undergraduate Standing and Petitions. A graduate student who is suspended or expelled from the University may appeal that decision to the Graduate Studies Committee of Senate.
- c) The final appeal in all cases shall be the appropriate Senate Committee.

1.40 Transcript Notation

- a) The symbols AD (Academic Dishonesty) will be entered on the student's Academic Transcript.

- b) The notation “suspended (or expelled) from the Faculty (or University) for academic dishonesty” will be entered on the student’s Academic Transcript and Grade Report upon receipt of such a notice by the Registrar from the Dean.
- c) The symbols RW (Required to Withdraw) will be entered in the grade column on the student’s Academic Transcript or Grade Report in the courses in which he or she was registered for that session except for the courses in which a “0” was given as a penalty or which have already been completed and a grade assigned.
- d) The record of a student will be cleared of the notation “suspended (or expelled) for academic dishonesty” upon re-admission to and successful completion of a degree program. The zero grades given because of cheating will remain but the symbol AD will be changed to F. The symbol RW will remain as such.

1.45 Re-admission

- a) A student who has been placed under suspension from a Faculty is conditionally eligible to reapply for admission or registration in the same Faculty at either the end of a specified time or thereafter.
- b) A student under suspension from a Faculty may not apply or be considered for readmission to the University in another Faculty until at least after the next regular Fall/Winter session has passed.
- c) A student who is expelled from a Faculty is dismissed permanently from the Faculty with no right to reapply for admission
- d) A student who is expelled from the University is dismissed permanently from the University with no right to reapply for admission.

Note: Suspension does not imply automatic readmission. An interview & subsequent positive recommendation from the Dean must satisfy eligibility for re-admission.

2.0 Code of Student Rights & Responsibilities

2.05 Statement of Discipline and Student Conduct

Nipissing University does not stand “in loco parentis” to its student members, that is, it has no general responsibility for the moral and social behaviour of its students. However, the University recognizes the need for guidelines, regulations and standards of acceptable behaviour, which must be based on a sense of responsibility to the University in its broadest sense and to the members of the surrounding community. The University requires that students conduct themselves in accordance with the laws of the country, province, city, and the policies of the University. Dishonesty, willful misconduct, fraud and failure to respect the rights of others cannot be tolerated in a community which is dedicated to the development of responsible individuals.

The University reserves the right to terminate, at any time, its relationship with any student whose disruptive* behaviour is deemed to be detrimental to the purposes and goals of the University. All students should be familiar with the regulations printed in the University Calendar as well as specific policies published from time to time.

*Definition: Disruptive behaviour applies to behaviour that persistently or grossly interferes with academic and administrative activities or reputation of the University.

2.10 Preamble of Student Rights

At Nipissing University, students are free to think, speak, write, create, study, learn, pursue social, cultural and other interests, and freely associate together for all these purposes, subject to the requirement that they respect the rights of members of the University and general community to pursue these same freedoms and privileges. In order to secure these rights, the University will use its best efforts to ensure the following:

- a. That those who wish to teach and those who wish to learn can do so under proper conditions;
- b. That academic and general facilities are available to those who wish to use them for their normal purposes;
- c. That freedom of movement and freedom from harassment are protected;
- d. That all property, including records, documents, and the like is protected;
- e. That those who wish to file a complaint have the right to do so without fear of reprisal.

2.15 The Authority & Jurisdiction of Academic and Non-Academic Policies

By registering at the University, a student agrees to be bound by all of its rules and regulations, both academic and non-academic.

This Code of Student Rights and Responsibilities policy is intended to be applied to any student whose behaviour is deemed to be detrimental to the purpose and goals of the University provided that such behaviour:

- a) Has not been dealt with as a failure to meet standards of professional conduct as required by the faculty;
- b) Is not assigned to another jurisdiction, as in the case of Policy on Academic Dishonesty or the Policy on Personal Harassment and Discrimination; or
- c) Occurs on the premises of Nipissing University or elsewhere in the course of activities sponsored by the University.

2.20 Standards of Student Responsibilities

All Students are expected:

- a) To abide by all federal, provincial and municipal laws;
- b) To refrain from conduct which harms or threatens harm to:
 - The proper functioning of University programs or activities both on and off campus which include but may not be limited to teaching, studying, research, administration, student events, meetings and other services;
 - The rights of members or guests of the University;
 - The safety and well-being of members or guests of the University and surrounding community;
 - The property of the University or of its members or guests.
- c) To refrain from
 - Assaults or threats of assault;
 - Harassment or discrimination in contravention of the principles articulated in the policies of the University, the Ontario Human Rights Code or the Canadian Charter of Rights and Freedoms;
 - Theft, defacement or destruction of property;
 - Unauthorized entry or trespass.
- d) To abide by the regulations, rules, practices and procedures of the University and academic and administrative units;
- e) To abide by reasonable instructions given orally or in writing by any official of the University authorized to secure compliance with regulations, rules, practices and procedures provided that the official is identified and is acting in an official capacity.

2.25 Discipline Procedures

- a) Minor breaches of the Code will normally be dealt with in the department where it occurs; however, where warranted, the officer where the incident occurs will notify the Assistant Vice-

President, Students if satisfactory resolution cannot be achieved or if the nature of the infraction is such that it is a serious breach of the standards as set out above.

- b) Any person may submit a complaint of misconduct to the Assistant Vice-President, Students.
- c) The Assistant Vice-President, Students shall conduct an investigation to determine if the complaint has merit and/or if it can be disposed of informally by mutual consent of the parties involved on a basis acceptable to the Assistant Vice-President, Students.
If an informal disposition of the complaint results, it shall be final with no subsequent proceedings.
- d) When an informal resolution fails or is not deemed appropriate by the Assistant Vice-President, Students, then the Assistant Vice-President, Students shall inform the student in writing of the nature of the complaint and possible sanctions. The student will be given 15 working days to meet with the Assistant Vice-President, Students, present evidence and discuss the matter. The Appellant, the Assistant Vice-President, Students and the Student Discipline Appeal Committee each has the right to invite a person, excluding legal representation, to assist in the process in a supportive, advisory, and/or advocacy capacity. Such persons may be present at all meetings of the Committee after the informal stage.
- e) If the Assistant Vice-President, Students finds there has been misconduct he/she may impose an appropriate sanction or sanctions.
- f) If the student does not meet with the Assistant Vice-President, Students after 15 working days, the Assistant Vice-President, Students may proceed to dispose of the complaint without such a meeting.
- g) The decision of the Assistant Vice-President, Students shall be communicated in writing to the student. If there is misconduct, a copy of the decision will be retained in the office of the Assistant Vice-President, Students and a copy of the final report will be forwarded to the appropriate officers on a “need to know basis”.
- h) The University, through its appropriate officers, may discipline students through any one or a combination of the following, which will be applied according to the severity of the offence: (see item i)
 - i. Informal warning: An oral statement to a person, or group, indicating their actions to be unacceptable, which may also be confirmed in writing.
 - ii. Formal warning: A written notice to the individual or individuals stating the nature of the breach of policy, and the expected corrective actions to be taken. A formal warning will only be given after discussion among all parties affected by the breach of policy and the appropriate administrative officer.
 - iii. An order for restitution: Reimbursement to the University or individual for damages to equipment, materials or property, or reimbursement for replacement costs of same.
 - iv. Discipline probationary period: Defined time during which a repeated incident will be grounds for the imposition of another penalty.
 - v. Suspension or expulsion from a faculty, facility or particular course by the Assistant Vice-President, Students may be imposed when it has been determined that the offense committed is of a serious enough nature that continued registration threatens the function of the University. Before suspension or expulsion from a faculty, the Assistant Vice-President, Students shall give the student notice of the allegations and an opportunity to respond to them.

Notwithstanding the above sanctions, the University may also in appropriate cases seek legal redress.

2.30 Transcript Notations

- a) The symbol WDR (withdraw), will be entered in the grade column in the student’s academic Transcript and Grade Report for the courses in which the student is required to withdraw (for non-academic offences).

- b) The notation “suspended” or “expelled” from the “Faculty or University” for “non-academic offences” will be entered on the student’s academic Transcript and Grade Report upon receipt of such notice from the Assistant Vice-President, Students.
- c) The record of a student will be cleared of the notation “suspended” or “expelled” from the “Faculty or University” upon re-admission to, and successful completion of, a degree program. The F grades and the symbols WDR will remain as such.

A student may appeal that the notation “expelled” be expunged from the transcript through a direct appeal to the President of the University after a minimum of five years from the date of expulsion.

2.35 Appeals

Students may, within 15 working days, appeal orders requiring withdrawal from a course, for restitution, probation, or suspension from a facility for non-academic reasons, in writing to the Student Discipline Appeal Committee, via the Assistant Vice-President, Students, on the following grounds:

- a) To determine the decision was conducted fairly in light of new information or other relevant facts not known at the time of the original decision;
- b) To determine that the decision was based on substantial information and that the code of Student Rights and Responsibilities was violated;
- c) To determine whether the sanctions imposed were appropriate.

At the same time, students may request in writing, through the Assistant Vice-President, Students, that the Student Discipline Appeal Committee stay the decision pending a request for appeal.

The Student Discipline Appeal Committee will, within 15 working days, render a decision to grant an appeal and whether or not to stay the sanction.

The Student Discipline Appeal Committee will render a decision on the appeal within 30 working days of reviewing the written appeal and that decision is final.

2.40 Student Discipline Appeal Committee

- a. Composition:
 - o Student representatives elected by NUSU (2)
 - o One graduate student elected by his/her peers
 - o Dean (alternating – 1)
 - o Faculty representative (2) elected by NUFA
 - o 4 voting members for a quorum
 - o A Chair will be elected from within the group annually
- b. Mandate
 - i. To review cases of disciplinary action against any students who feel that they have been unfairly sanctioned and to render a final decision either for or against the sanction.
 - ii. To impose appropriate sanctions on students who are in violation of the Code of Student Rights and Responsibilities.
 - iii. The Student Discipline Appeal Committee will meet as required.
- c. Conflict of Interest
 - i. Prior to consideration of an appeal, the Committee shall determine if any member has a conflict of interest in the matter being appealed.
 - ii. A member of the Committee shall be deemed to have a conflict of interest if the member has had any direct responsibility in the matter being appealed, or the member has been associated with the Appellant such that there would be an actual or perceived obstacle to objectivity in determining on the matter being appealed.

- iii. The Appellant may specifically identify by name any Committee member whom the Appellant believes to have a conflict of interest and shall so state the reasons to the Chair.
- iv. Where a difference of opinion arises on the question of any member's conflict of interest, the matter shall be decided by a simple majority vote of the Committee, excepting the member under consideration. The member under consideration shall be absent from the vote.
- v. Where a member declares, or it is determined, that a conflict of interest exists, said member shall be disqualified from taking part in the deliberations and that member's place on the Committee shall be taken by an alternate chosen by the Committee.

2.45 Decisions of the Committee

- a) Decisions on appeals shall be reached on the basis of a simple majority vote of those members present and eligible to vote on the particular appeal. The Chair will vote only in the event of a tie.
- b) The Chair shall send to the Appellant and the Assistant Vice-President, Students, the written decision of the Committee within five calendar days.
- c) The decision shall provide written reasons which set out fully and clearly the grounds for the decision.
- d) The decision shall be signed by the Chair and all Committee members who participated in the decision.
- e) The decision of the Committee is final.

All minutes, notes, and other documents, including a copy of the Committee decision, shall be kept on file in the office of the Assistant Vice-President, Students for six months and then destroyed. For the most current copy of the Code of Student Rights and Responsibilities please refer to the website or visit the Office of Student Development and Services.

3.0 Policy Statement - Services to Special Needs Persons

Objective

The objective of providing services to special needs persons is to allow for the integration of academically qualified disabled persons into a university education system.

Definition

A person with special needs including anyone who has a significant measure of:

- visual impairment or blindness
- hearing impairment or deafness
- mobility impairment requiring assisting or remedial devices
- physical impairment requiring assisting or remedial devices
- learning disability
- other disabling conditions

Documentation

Nipissing University may request that documentation of an indicated disability or impairment be provided by any individual seeking special needs assistance or consideration. Signed reports by a qualified medical practitioner or registered psychologist, depending upon the nature of the identified disability, will only be accepted as valid documentation. Such documentation is required for purposes of verification & recommendations for appropriate services & considerations for the individual.

Responsibilities of the Student Services Office

The Student Services office functions as the administrative unit for special needs services. Responsibilities of the unit include:

1. Providing information to disabled persons planning to attend university, with regard to procedures & services available to special needs students.

2. Providing information & counselling for enrolled students with special needs as requested.
3. Promoting self-identification & ensuring the dignity & needs of disabled students are recognized.
4. Facilitating access to services both in the university & in the community.
5. Providing faculty members & administration officials with information relating to current government policies, services & programs that are aimed at enhancing the opportunities of disabled persons.
6. Liaison with faculty & administrative departments to effect positive change in procedures, services, modifications of instructional techniques & evaluation procedures, while maintaining the inherent qualities of a university education.
7. Maintaining up-to-date guidelines & procedures for special needs students & monitoring the use of the guidelines & procedures.

Guidelines & Procedures for Special Needs Students

The following set of guidelines & procedures are intended to assist faculty & administrative staff to respond to requests for special services from the disabled student population. The needs of a disabled student will be assessed & responded to via self-identification of the individual student.

Physically Disabled & Mobility Impaired Students

Nipissing University, as part of The Education Centre, is accessible by the physically disabled & mobility impaired. Specially designed features include reserved parking spaces at the main entrance to The Education Centre & also at the electronically operated doors near the gymnasium. The library, cafeteria, book store, gymnasium, faculty & administrative offices, classrooms & designated washrooms are accessible.

On an "as requested" basis, consideration will be given to a physically disabled student whose special needs are identified & documented by a medical practitioner, Nipissing University will endeavor, within the limits of its resources, to make the necessary arrangements which are determined to minimize the level of interference which the disability may have on the student's academic performance.

It is the student's responsibility to provide medical verification of a physical or mobility disability to Student Services & the appropriate Dean's office when requested. With the student's signed & informed consent, this information may be shared with individual faculty members, through a meeting of all parties. The purpose of this meeting is to plan & implement, where possible, special needs arrangements for the student. These arrangements shall be reviewed with the student on a minimum of at least one occasion per semester.

Visually Impaired Students

The visually impaired student may arrange to have text books transcribed onto tape or Braille. Due to the length of time to process this request, students must provide the material to be transcribed no later than April preceding enrollment in September. This transcription service is available through the W. Ross McDonald School & the Canadian National Institute for the Blind.

Other services which may be arranged for the visually impaired student include accessing large print texts & talking book references, volunteer reading services, dictation services & tape recording.

For examination purposes, the visually impaired student may arrange to provide answers on tape which may be dictated for evaluation. In situations where oral responses for examination or evaluation are not appropriate (i.e. diagrams, labs), alternative measures such as using a qualified proctor may be arranged, or enlarging the script on examinations & test material. Input from the course instructor will be required in such a case.

It is the student's responsibility to provide medical verification of a visual disability or impairment to Student Services & the appropriate Dean's office when requested. With the student's signed & informed consent, this information may be shared with individual faculty members, through a meeting of all parties. The purpose of this meeting is to plan & implement, where possible, special needs arrangement for the student. These arrangements shall be reviewed with the student on a minimum of at least one occasion per semester.

Hearing Impaired Students

The hearing impaired student's needs are found to exist in the following areas:

- sign language interpretation
- oral interpretation
- classroom notetaker
- sender voice amplification - FM system
- written supplements to course material

Prior to registering in any course the hearing impaired student is encouraged to meet with the counsellor in Student Services. The purpose of this meeting is to allow the student to identify his or her special needs & advise which of the above services, or others which are not identified, would be helpful in the classroom setting. If an interpreter is required, the student & the student counsellor will each make an effort to have one present. Due to an inadequate supply of interpreters available in this area, provision of sign language & oral interpreters in the classroom is not possible.

It is the student's responsibility to provide medical verification of a hearing disability or impairment to Student Services & the appropriate Dean's office when requested. With the student's signed & informed consent, this information may be shared with individual faculty members, through a meeting of all parties. The purpose of this meeting is to plan & implement, where possible, special needs arrangements for the student. These arrangements shall be reviewed with the student on a minimum of at least one occasion per semester.

Part-time students may be eligible for assistance through the Educational Support Services (ESS) which is administered by the Canadian Hearing Society. The Student Counsellor acts as the liaison person for Nipissing University as required by the ESS program.

Learning Disabled Students

An increasing number of learning disabled students have successfully completed secondary school & are eligible to gain admission to Ontario universities. In some cases, the student will require similar services & considerations as have been offered in previous academic environments. Nipissing University will endeavor to provide assistance to the learning disabled student.

The student is encouraged to identify him/her self to Student Services. Appropriate documentation of a specific learning disability will be required. In conjunction with the Academic Advisor & the student counsellor (Student Services), an academic program & related courses will be planned with the student to best fit the learning disability. Available resources & reasonable course load will be discussed with the student. The student's academic program should be reviewed with the student on a minimum of at least one occasion per semester.

A. Procedures

Any student who wishes to utilize the services for the learning disabled will be required to provide Nipissing University with proper documentation of his/her learning disability. A recent psycho-educational report documenting the learning disability is required. Letters from guidance counsellors & teachers most

familiar with the student's strengths & weaknesses are encouraged. The student will be required to assist by submitting a personal statement outlining an understanding of his/her learning disability & perceived strengths & weaknesses. The student will also be required to specify which resources or assistance would enable him/her to cope more effectively at the university level.

Documentation will be provided to Student Services & the appropriate Dean's office. This information will be held in strict confidence & will only be released to faculty members with the student/s informed & signed consent. Input from the faculty members who present the courses chosen by the student will be required in order to determine how the individual needs of the student can be met.

B. Services

The following procedures & services may be made available to a learning disabled student:

- Academic planning with regard to courses that best match the parameter of the learning disability, i.e. planning course load, auditing, timetabling.
- Accessing materials or services that will assist the learning disabled student, i.e. tape recorders, taped texts, computer lab.
- Communication to faculty, with written permission from the student, regarding the learning disability in order to acquaint the faculty member with the particular needs of the student &, if necessary, plan for specific procedures or services.
- Arrangements for an appointment between the student, student counsellor, & the professor to discuss individual student needs.
- In keeping with the recommendations of the psycho-educational report, possible arrangements might include allowing an extended time period to write tests & exams, oral evaluation, taping of lectures, completing tests, exams or assignments on a micro-computer in the computer lab, or tutorial services. Where necessary, a student may also be permitted to write an exam or test in a room free of distracting external stimuli.

4.0 Policy on Conflict of Interest

In accordance with the responsibility of all members of faculty to deal ethically & fairly with students & to provide the perception to the community that they are so doing, the faculty member shall not become the teacher or supervisor of a member of their immediate family. If, however, it is unavoidable &/or in extraordinary circumstances, an employee shall be permitted to teach or supervise a student who is an immediate family member provided the Dean has approved special arrangements for independent evaluations of the student. Immediate family means: spouse (included common-law spouse), son, daughter, brother, sister, mother, father, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law & daughter-in-law.

5.0 Scholarships, Bursaries and Awards

5.1 Scholarships (based only on academics)

In-course scholarships are awarded on the basis of academic merit to full-time undergraduate students who have completed at least one full year of study at Nipissing University. Generally, an application is not required. Students must be registered to receive a scholarship, which is generally paid out in January. Weighted grades are used to determine eligibility for a scholarship; please check this section to confirm eligibility requirements for specific programs.

a) Carl Sanders Entrance Scholarship

Value: \$1500; \$2500

Awarded to full-time students entering the first year of an undergraduate degree program at Nipissing, directly from high school. Students who attain a final average of 80% or better on their best six 4U/4M final grades will receive a \$1,500 scholarship. Students who attain a final average of 85% or better on their best six 4U/ 4M final grades as of June 30 will receive a \$2,500 scholarship. Students must accept their offer of admission by the deadline outlined in their offer letter.

No application is required. To be considered, students must apply for admission to Nipissing University prior to May 1.

b) Carl Sanders Upper Year Scholarship

Value: \$500- \$1000

Awarded to full-time students entering second, third or fourth year of an undergraduate program at Nipissing. Students will receive a \$500 scholarship if they attain a minimum average of 80%, \$750 if they attain a minimum average of 85% or \$1000 if they attain a minimum average of 90% on their top 24 credits over the previous Fall/Winter session at Nipissing. Refer to the "weighted average" link on our website for further eligibility requirements. Students in the Concurrent Education program can only hold the scholarship in their "non-Professional" study years.

c) President's Scholarships

Value: Tuition-1st year; \$3000 renewed

Provides outstanding students with a special opportunity to study in a Northern Ontario university environment. The scholarships are awarded to full-time students entering the first year of an undergraduate degree at Nipissing from high school with a minimum of 90% on their best six 4U/4M final grades. It is necessary to maintain a minimum average of 85% on the best 24 credits over each Fall/Winter Session at Nipissing to qualify for renewal of the President's Scholarship. Students must accept their offer of admission by the date indicated in their offer letter. Students in the Concurrent Education program will be considered for renewal on the basis of their Arts and Science grades only. The scholarship may be held for a maximum of 4 years, not including "professional" years of study in the Concurrent Education program.

No application is required. To be considered for these scholarships, students must apply for admission to Nipissing University prior to May 1.

5.2 **Bursaries and Awards (based on financial need and/or other criteria)**

Provided to students on the basis of financial need or some combination of extra-curricular involvement, academics, demonstrated leadership ability, volunteerism or other similar criterion plus financial need. To demonstrate financial need, students must self-identify by applying for any/all of the following: OSAP (or other government student loan program), the Web Bursary Program, or the Work Study program.

Separate applications are not generally required for most of our bursaries and awards; if you feel you will require some additional financial assistance during the fall and winter session simply complete the online Web Bursary application which can be found on Web Advisor the month of October (it is due November 1). As part of our commitment to the Student Access Guarantee, bursary assistance may be provided, if warranted, to ensure that tuition and book costs are met.

Disclaimer: Nipissing University assumes liability for the payment of scholarships, bursaries and other awards only to the extent that expected gifts from donors or returns from particular investments of endowed funds are realized. The University reserves the right to make whatever changes circumstances may require, including the amendment of monetary value, selection criteria and the cancellation of particular awards. Information on the current status of any of these may be obtained by contacting the Student Awards and Financial Aid Office or by visiting the Nipissing University website at www.nipissingu.ca/studentfinancialservices.

6.0 **Student Records Policy**

The following document, Student Records Policy, was approved at the February 12, 1993 meeting of the Academic Senate.

By applying for admission to Nipissing University & by registering in programs or courses at the University, students accept the University's right to collect pertinent personal information. The information is needed to assess students' qualifications for entry, to establish a record of their performance in programs & courses, to provide the basis for awards & governmental funding & to assist the University in the academic & financial administration of its affairs. Students also agree that all documentation which they submit to the University in support of an application for admission, residence accommodation, financial award or any appeal or petition becomes the property of the University.

The University is committed to taking every reasonable step to protect the confidentiality of the information contained in the records of students. Unless compelled to do so by law, or authorized by the student in writing, the University will not disclose the contents of student records to any party outside the University.

A record of students' achievements at the University is preserved permanently, but all other documentation contained in students' files will be destroyed when no longer required.

6.1 **Information Contained in Student Records**

A student's record consists of the following components:

- a) personal information (name, address, telephone number, date of birth, citizenship, Social Insurance Number, gender, etc.) Each student is required to provide either on application for admission or on personal data forms required for registration, his/her complete legal name. Any requests to change a name, by means of alteration, deletion, substitution or addition, must be accompanied by appropriate supporting documentation. Upon making application for graduation, a student may be asked to provide proof of her/his name;
- b) basis of admission (application, record of previous studies, letters of recommendation, test results, etc.);
- c) enrolment information (programs of study, dates of attendance, courses followed);

- d) performance information (examination results, narrative evaluations, distinctions, sanctions, degrees obtained);
- e) results of petitions & appeals filed by the student;
- f) medical information relevant to a student's academic performance, & provided at the request, or with the consent, of the student.

6.2 Storage & Conservation of Records

The University stores student records in physical (paper) & in electronic (machine-readable) form.

- a) Physical records are stored in the Office of the Registrar. Each student's file will normally contain:
 - i) all letters & admission forms which bear the signature of the student;
 - ii) official supporting documentation provided by, or at the request of, the student (e.g. record of previous studies, letters of recommendation, medical certificates);
 - iii) other factual* documentation considered pertinent to the student's studies.
- b) Electronic records contain all the information required to monitor the progress & performance of students, produce periodic performance reports, & provide attestations of achievement & official transcripts. They also form the basis of management information needed for the operation of the University & for enrolment reports & statistical information required by government agencies.

*Unsubstantiated allegations or accusations are not incorporated in students' records. Computer-generated performance reports can be readily reproduced & are, therefore, not necessarily preserved as part of the physical records.

6.3 Records Retention

- a) Physical records will normally be destroyed three years after graduation or last attendance at the University.
- b) Documentation submitted by applicants who are not accepted, or by applicants who fail to enrol following acceptance, is normally destroyed at the end of each admission cycle.
- c) All portions of a student's electronic record which are needed to produce official transcripts are maintained permanently.

6.4 Access to Records & Disclosure of Information

a) Public Access

It is University policy to not make any information freely available to inquirers. This includes the student's name, current registration status, field of studies, & degrees awarded by the University.

Note: Student name & student ID number should not appear together on class lists, seminar lists, grade reports, etc., when they may be seen by the public.

b) Student Access

- i) Students have the right to inspect all documents contained in their own record, with the exception of evaluations & letters of reference supplied to the University with the understanding that they be kept confidential.

- ii) Students have the right to request that erroneous information contained in their records be corrected, & that recipients of any information found to be in error be advised of the correction.
- iii) Students wishing to inspect their record must make an appointment with an authorized official of the Office of the Registrar.
- iv) Upon written request of the Office of the Registrar, students whose fee account shows no outstanding balance may obtain an official transcript of their record of studies at the University or have copies sent to a third party.
- v) All official transcripts will be complete & unabridged. Partial transcripts cannot be issued.
- vi) Documents pertaining to a student's achievement at another institution, which may have been received by the University, will not normally be released or redirected.
- vii) Final & official grades may only be released by the Office of the Registrar. Students may request their grades only after they are released by the Office of the Registrar.

c) Employee Access

Employees of the University are permitted access to information contained in student records, if they need to know the information in order to perform their official duties. As a general rule, only employees involved in some aspect of academic administration or student affairs are given access to the contents of student records.

d) Student Organizations

The Nipissing University Students' Union (NUSU), as well as constituent organizations authorized by them, may obtain listings of students for purposes of communicating with their membership. Listings will be provided by the Office of the Registrar upon written request signed by an authorized officer of NUSU with the understanding that the information will not be disclosed to third parties & will not be used for solicitations or commercial purposes.*

e) Legally Mandated Access

Specified records or portions thereof may be provided to persons or agencies pursuant to a court order, summons, or subpoena, directing the University to release information; to the Ministry of Colleges & Universities in connection with enrolment audits; or in accordance with the requirements of duly constituted professional licensing & certification bodies.

f) Emergency Disclosure

In emergency situations involving the health or safety of an individual, or in compassionate situations such as death or injury of a relative or friend of a student, the Registrar may, if it is considered to be in the best interest of the student, authorize the release of information.

*Charges may be made to cover the costs for production of mailing labels. Student information requested to be listed as confidential will not be released.

7.0 Accessibility Admissions Policy

Nipissing University encourages applications from those of Aboriginal ancestry, visible minority and/or persons with disabilities. Applicants, who meet the minimum stated requirements for admission to the University but not the admission average for the program applied to, may apply for consideration under the accessibility policy. Such candidates should self-identify themselves in writing to the Office of the Registrar at the time they apply for admission. Eligible persons must be Canadian Citizens or Permanent Residents and applying to first year studies from high school or post-secondary education.

Applications will be reviewed on an individual basis. Admission offers may restrict the number of courses for which an applicant may register and may require a certain average be maintained. Once the admission requirements have been satisfied, the student may register for a full course load.

Applicants seeking consideration under the accessibility policy are required to supply official documentation as outlined below:

Aboriginal ancestry – proof of aboriginal ancestry

Provide one of:

- Copy of Status or Treaty card;
- Copy of Nunavut Trust certificate card, roll number or any other proof accepted by Inuit communities;
- Copy of membership card in a Metis registry recognized by the Metis National Council;
- Proof that an ancestor's name has been entered in the Indian Register according to the Indian Act, or on the band list of an individual band, or on the Inuit roll;
- Written confirmation of Aboriginal ancestry from the Department of Indian Affairs;
- Written confirmation of membership in a band council that has its own membership code; or
- Other acceptable documentation
- Visible minority – a letter outlining the personal situation and verification from prior school official,
- Persons with Disabilities – a letter outlining personal situation, verification from prior school official and medical/psychological documentation.

8.0 Policy on the Appointment of a Chancellor

The Chancellor of Nipissing University is appointed by the Board of Governors. The term of office is four years and the Chancellor may be appointed for a maximum of two consecutive terms.

The Chancellor is the titular head of the university and shall confer all degrees, honorary degrees, diplomas and certificates.

The Chancellor is selected through the following process:

- a) A committee consisting of the President and four members elected from each of Senate and the Board and one student selected by NUSU shall act as the nominating committee for the Chancellor position. The President will act as chair of this committee.
- b) The nominating committee will submit their nomination to Senate for approval for recommendation to the Board of Governors. The Board of Governors will approve the Senate recommendation regarding the appointment of the Chancellor.

All committee, Senate and Board deliberations will be in-camera.

- c) The joint Board-Senate nominating committee will be convened by the President and shall make a recommendation to Senate on or before the April Senate meeting in the final year of the Chancellor's term of office, or upon receiving notice of the resignation of the Chancellor.
- d) The Senate recommendation shall be considered by the Board at the May meeting of the same year.

Before presenting its report, the committee may call for suggestions for nomination from members of the university community.

- e) The President shall normally confirm the willingness of the nominated person to stand for election prior to bringing the report of the nominating committee forward to the Senate and the Board.
- f) The nominating committee shall establish its own criteria and process for selection. All proceedings of the nominating committee are confidential.

Established April 1993

Revised September 5, 2001, Resolution 2001-09-05

9.0 Intellectual Property

Office of Accountability:	Vice-President, Academic & Research
Office of Administrative Responsibility:	Office of Research Services – Associate Vice-President, Academic & Research
Approver:	Senate
Scope:	Compliance with University policy extends to all members of the University community that generate Intellectual Property
Approval Date:	January 2011; May 2013
Renewal Date:	May 2015
Policy Number:	NU-RES-2011.02

9.05 Introduction

The fundamental mission of the University is to increase & communicate knowledge. These endeavours commonly result in the creation of Intellectual Property, which may benefit society. The rights to Intellectual Property normally reside with the creator of the Intellectual Property when the creators are academic personnel. Intellectual Property created by non-academic personnel normally resides with the University because it is typically created as a result of the individual's employment with the University, or was commissioned by the University. The primary mission of a publically funded institution is to create & disseminate public knowledge. The goal of this policy is to encourage the creation of intellectual property, & to facilitate the development & commercialization of intellectual property, while safeguarding the academic freedom & interest of the University, its faculty, staff & students.

9.1 Definition of Intellectual Property

Intellectual property (IP) has the unique characteristic of being of the mind, with no physical existence; hence, *intellectual property*. Intellectual property is any form of original knowledge or expression created in part or whole with one's intellect & may include but is not limited to: technical information, know-how, copyrights, models, patterns, drawings, specifications, prototypes, inventions, & so forth.

What matters to the law are legal rights and on that score, IP ownership or monopoly rights are recognized in law in an original expression of an idea or concept, be it an invention (patent), a web page (copyright) or device (industrial design). The three traditional intellectual property rights are patents, copyrights & trademarks. They are all creations of statute, where, to encourage creativity & scientific spirit, the government recognizes & will enforce the public expression of an original idea for a limited period of time. Designs for product appearance & computer chips (integrated circuit topographies) have been added to this traditional list. The common law has contributed in a unique form: trade secrets, which have no statutory parent but which, through contractual & tort remedies, can protect intellectual property.

Although the theory behind IP is that the inventor owns the monopoly, IP created pursuant to employment is presumed to belong to the employer subject to an agreement, common law, custom or practice to the contrary.

In addition, moral rights are the author's right to integrity of the creation in its original form, to attribution, & to prevention of unfavorable associations with the author's creation.

9.15 Applicability

This policy applies to all university personnel & students who create or develop intellectual property. This policy governs all external contractors (with the necessary changes) if the terms of their contracts with the University do not specify intellectual property ownership.

This policy does not apply to intellectual property created by independent effort in the course of demonstrably private research or private consulting to external organizations/businesses, provided that these activities do not involve use of University infrastructure or support, & where these activities have been approved by the University.

Nothing in this policy will override any rights or responsibilities accorded university personnel in any collective agreements to which they are obligated.

9.2 Definitions

Appendix A contains the definitions of terms used in this policy.

a) Ownership of Intellectual Property

i. Ownership

Academic personnel/students own the intellectual property that they create in the course of their teaching, research & academic work, except as otherwise specifically provided herein.

Exceptions to the above are listed below:

- o The University will negotiate a contract that specifies the terms of ownership of intellectual property resulting from initiatives that are specifically commissioned by the University that is outside the scope of the assigned duties of the academic member.
- o Ownership of Intellectual Property in externally sponsored research or in contracted research activities may be determined in whole or in part by the regulations of the sponsor or the terms of the contract. University personnel must be aware of any such regulations or contract terms

by the principle investigator (i.e. leader of the research project) before participating in these research activities.

- o When an academic member/student dies, the estate will retain all rights, responsibilities & obligations under this policy, unless the estate transfers the rights, responsibilities & obligations in writing to the University or to another party.

The University owns intellectual Property that is created by non-academic personnel in the course of their employment.

ii. License

An academic member/student who creates Intellectual Property in the course of normal duties & responsibilities will grant the University a non-exclusive, perpetual, royalty-free, & non-transferrable license to use the work for non-commercial educational & research purposes. This license does not include copyrightable material intended for use solely by students registered in the course taught by the member.

iii. Responsibilities

Individual researchers have an obligation to ensure that their work is published or publicly disseminated. All contributors to a work share this responsibility. All creators must examine & accept responsibility for the contents & research results reported in a scholarly work. All members of the research team must ensure that appropriate credit is given for the contributions of all individuals that contributed to the work.

iv. Recognition

Those individuals who have made a significant intellectual or scholarly contribution to the work being reported, & without whose contribution the work would not be complete must receive appropriate recognition for their contributions. The listing of contributors should be consistent with the traditions of the specific discipline. Decisions concerning publication require unanimous agreement of all contributors. Recognition may include recognition as a creator, recognition through citation or through an acknowledgement.

v. Acknowledgement of the University

University personnel shall acknowledge Nipissing University for the support provided by the University when reporting their scholarly work. Creators of intellectual property will recognize the university's support through a financial contribution as identified in this document.

vi. Use of the University's Name, Trademarks, Service Marks & Logos

To protect the reputation of the University, it must control the use of its name, trademarks, service marks & logos. This is particularly true for non-university sponsored commercialization of Intellectual Property. Under no circumstances may the University be presented, directly or indirectly, as endorsing or warranting a particular product. The use of the University's name, trademark, service marks &/or logo may not be used in commercial advertising, product or product promotions, service, research project or work (apart from indication of the institutional affiliation of the creator(s)) without the prior approval of the Vice-President, Academic & Research.

Additional information on the use of the University's marks is contained in the Visual Standards Guidelines on the University's website.

vii. Third-Party Rights

University personnel & students are expected to respect third-party Intellectual Property rights. This obligation precludes for example but is not limited to the infringing use, reproduction, modification,

translation or adaptation of software or photocopied textbooks unless the permission has been obtained from the copyright holder.

viii. Collaborative Research

Collaborative research for the advancement & creation of knowledge is encouraged & supported by the University. The process by which the rights of Intellectual Property that arise from the collaboration will be determined prior to the commencement of the collaboration & must be specified in a written Collaboration Agreement. This is particularly critical in collaborations that involve academic personnel, students & outside agencies/companies. The rights of ownership shall be based on the extent & nature of the contribution & not on differences in power or rank. It is imperative that rights of students involved in research projects, including recognition & grades, be protected. If University resources (physical, financial or human) are used the University must also be party to the Collaboration Agreement. Any modification or waiver of rights in the Collaboration Agreement requires informed consent.

b) Copyright & Patents

i. Copyright

Policy 1 (i) states the general principles governing copyright in works created by University personnel.

In addition to the provision contained in Policy 1 (i) the University recognizes copyright ownership of scholarly works created by academic personnel/students in the course of teaching, research & assigned duties provided the creator(s) grant the University a perpetual, non-exclusive, royalty-free, irrevocable license to copy, & use such works (including distance & continuing education), research, & academic not-for-profit activities within the University. The exception to this is where copyright ownership rests with the publisher & not the creator.

After seven years the creator(s) may discontinue the University's license to the works if the content of the works is becoming out-of-date or in the judgment of the creator(s) the University using the material inappropriately. The creator(s) must provide evidence to the Vice-President, Academic & Research to support the reason for the discontinuance. If the request for discontinuance is denied the creator(s) have the right to appeal the decision under the provisions of Article 8 of this policy.

Creator(s) have the right to request exemption to some or all of the above under special circumstances. These requests must be made in writing to the Vice-President, Academic & Research providing details of the special circumstances necessitating the exemption. If this request for exemption is denied the creator(s) have the right to appeal the decision under the provisions of Article 8 of this policy.

ii. Patents

Policy 1 (i) states the general principles governing patents in works created by University personnel.

In addition the ownership by university personnel/students of Patent rights in Inventions is subject to the following conditions.

1. The creator(s) grant the University a perpetual, non-exclusive, royalty-free, irrevocable license to copy, use & modify such works (including distance & continuing education), research, & academic activities within the University.
2. The creator(s) will give notification in writing to the Vice-President, Academic & Research of any patent application in Canada or other countries at least 1 month prior to the date of making the patent application.

c) Teaching Materials, Computer Software, & Databases

i. Teaching Materials

The ownership of teaching materials is more difficult to define particularly when the course content & materials used are derived from the academic staff member's research & is therefore owned by the academic staff member. That being said, non-academic members from the Centre for Flexible Teaching & Learning (CTFL) & other areas, may contribute significantly to the presentation of the material & in that context said material is owned by the University.

The grant of ownership of copyright of teaching materials to academic personnel/students who create this material is limited when non-academic staff assistance has substantially transformed the work & as such the creation/copyright is shared equally by the academic staff member & the University. It is the responsibility of the Director of the CFTL to inform the academic staff member in writing that collaboration is about to substantially transform the work & obtain written agreement to proceed further. Article 6 of this policy will govern any commercial benefits derived from such teaching materials.

In addition the creator(s) grant the University a perpetual, non-exclusive, royalty-free, irrevocable license to copy, use & make minor modifications to such teaching materials in teaching (including distance & continuing education), research, & academic activities within the University. After seven years the creator(s) may discontinue the University's license in the works if the content of the teaching materials is becoming out-of-date or if in the judgment of the creator(s) the University is using the teaching material inappropriately. The creator(s) must provide evidence to the Vice-President, Academic & Research to support the reason for the discontinuance. If the request for discontinuance is denied the creator(s) have the right to appeal the decision under the provisions of Article 8 of this policy.

Creator(s) have the right to request exemption to some or all of the above under special circumstances. These requests must be made in writing to the Vice-President, Academic & Research providing details of the special circumstances necessitating the exemption. If this request for exemption is denied the creator(s) have the right to appeal the decision under the provisions of Article 8 of this policy.

ii. Computer Software

The ownership of computer software & applications for the internet (social networking sites) is more difficult to define particularly when the computer software is derived from the academic staff member's research & is therefore owned by the academic staff member. That being said, non-academic members from the Centre for Flexible Learning & other areas, may contribute significantly to the presentation of the material & in that context said material is owned by the University.

The grant of ownership of copyright of computer software & applications for the internet (social networking sites) to academic personnel/students who create this material is limited when non-academic staff assistance has substantially contributed to its creation & as such its creation/copyright is shared equally by the academic staff member & the University. It is the responsibility of the Vice-President of Operations to inform the academic staff member in writing that collaboration is about to substantially transform the work & obtain written agreement to proceed further. Article 6 of this policy will govern any commercial benefits derived from such teaching materials.

In addition the creator(s) grant the University a perpetual, non-exclusive, royalty-free, irrevocable license to copy, use & make minor modifications to such computer software & applications for the internet (social networking sites) in teaching (including distance & continuing education), research, & academic activities within the University.

The creator(s) will provide the University with the source code, object code & relevant documentation with all updates in respect of the computer software & applications for the internet (social networking sites) for the purposes of the license rights granted above. Creator(s) have the right to request exemption to some or all of the above under special circumstances. These requests must be made in writing to the Vice-President, Academic & Research providing details of the special circumstances necessitating the exemption. If this request for exemption is denied the creator(s) have the right to appeal the decision under the provisions of Article 8 of this policy.

iii. Data

Data collection as part of a research program are copyrightable & are subject to the Copyright Act. This policy is not concerned with data from external sources that may be used in teaching or research at the University except to state the obligation that publications or theses using these Databases must recognize & fully document their sources. Original data collected & measured in the course of teaching & research by academic personnel/students must be protected & preserved for a reasonable period of time (defined by the norms of the discipline). This data must be made available to other scholars & non-commercial users.

The ownership of data collected by academic personnel/students in the course of their research are subject to the norms of academic scholarship & must be considered open, subject to review, & where possible accessible via the widest means possible. All university personnel have a collegial obligation to allow the creator(s) of such data a first opportunity to exploit that data for published work.

In addition to the extent that the creator(s) have rights in the data, the creator(s) grant the University a perpetual, non-exclusive, royalty-free, irrevocable license to copy & use such data in teaching (including distance & continuing education), research, & academic activities within the University.

The creator(s) shall make available the resulting data sets after completion & publication of the thesis or paper on which the data is based to other university personnel for royalty free, non-commercial use in teaching, research & academic activities in the University.

When the research is subject to confidentiality requirements because of contractual agreements with a sponsoring agency, to publication delays associated with patent applications or to University ethics constraints on research involving human or animal subjects as defined in the University Research Ethics Policy exceptions to this policy will be permitted. All collaborators must be aware of & agree to in writing in advance to such contractual limitations.

d) Contract Research

i. Ownership of Intellectual Property in Contract Research

Ownership of intellectual property may be determined in whole or in part by the regulations of the sponsor, or by the terms of the contract. In accordance with the University's policy on Research, academic personnel/students must retain the right to publish their work within a reasonable period of time & to use the results of this research in subsequent projects. Academic personnel/students must recognize the limitations that derive from using proprietary data & adhere to academic & professional standards of their discipline. All academic personnel/students must be aware of any ownership stipulations of the contract made by the principal investigator or by any other designated leader of the project.

Exceptions to this policy are governed by the following:

1. University personnel/students entering into an agreement that will limit their normal academic scope for research must enter the contract with informed consent.
2. Externally sponsored or contract research that limits the scope of academic research must be negotiated with the Vice-President, Academic & Research in consultation with the academic personnel/student that are proposing to enter into these research activities.
3. When a company or agency funds a research program & retains the ownership of the intellectual property generated by that research, some other academic benefit must be provided (eg., funding for students in a research lab). The research must support the generation & dissemination of knowledge in some other meaningful way as decided by the academic staff member, Vice-President, Academic & Research & the relevant Dean.
4. Academic personnel must make known to any third party for whom they expect to consult, their obligations to the University. It is the responsibility of the academic staff member to ensure that the terms of the contract with a third party has the approval of the Vice-President, Academic & Research, & that the terms of the contract does not conflict with their commitment to the University.

ii. Non-Disclosure Agreements

When one party wishes to disclose confidential information to a second party & to bind that party to confidentiality, a Confidential Disclosure Agreement is signed. These agreements can stand alone as a separate agreement or be part of a larger agreement.

If one party wishes to disclose confidential information to another party & to bind the confidentiality of the second party a Confidential Disclosure Agreement must be signed to protect both parties. The Vice-President, Academic & Research must review all Confidential Disclosure Agreements. It is the responsibility of the principle investigator to inform all participants of their obligations as defined in the terms of the confidential disclosure agreement.

iii. Material Transfer Agreements

Academic personnel/students commonly transfer materials (i.e. laboratory equipment) to their colleagues for a variety of purposes. This material is an important factor in attracting research funding. For this reason, the University requires that a Material Transfer Agreement or other agreements be signed ensuring that these materials will be used for research & not for commercial applications. If the material is being used for commercial application it will be governed by a license agreement. The Vice-President, Academic & Research must approve all such material transfer & license agreements.

e) Other Types of Intellectual Property

There are other types of intellectual property including domain names, trademarks, breeders' rights & trade secret rights. These types of intellectual property have different rules & regulations governing their protection, but follow the same philosophy outlined in Article 1.

Any questions concerning other types of Intellectual Property & the universities policies should be directed to the Vice-President, Academic & Research.

f) Commercialization of Intellectual Property

i. Timely Disclosure

Academic personnel/students who have developed intellectual property that they intend to commercialize must inform the Vice-President, Academic & Research in advance, in writing & in a timely manner of their intent to do so. This disclosure must include the nature of the Intellectual Property, the names of the creator(s), the source of funding from which the Intellectual Property evolved & any other relevant information. The University will inform the creator(s) that they may

commercialize the Intellectual Property themselves or the University may offer to assist with the commercialization & will provide information about those options.

ii. Commercialization by Creator(s)

If the creator(s) elect to commercialize the Intellectual Property, they assume responsibility for legally protecting & marketing it, finding a licensee, negotiating a license agreement, & administering that agreement. Any such license agreement must contain full & complete releases & indemnification of the University with respect to commercialized Intellectual Property. The University will receive 10% of Net Revenues arising from the Intellectual Property annually. The Intellectual Property shall remain subject to the license & other rights of the University under these policies.

Where non-academic personnel are co-creator(s) of the Intellectual Property & the where the University has not waived its ownership rights as the employer of such non-academic personnel, the Vice-President, Academic & Research shall represent the University's interest in all matters related to this Intellectual Property.

The University is not responsible for any legal, development, marketing & other costs that may be incurred, including patent prosecutions if the creator(s) pursue commercialization on their own.

iii. Commercialization by the University

Creator(s) may offer to the University the Intellectual Property for commercialization. The University retains the absolute & sole right to determine whether to accept such Intellectual Property for commercialization.

The University may seek a commercial &/or technical assessment of the Intellectual Property before accepting any assignment. Prior to conducting the assessment the University will enter into an agreement with the creator(s) with the following terms & conditions:

1. If the University accepts the offer the University thereafter shall deal with such rights, including any further assignment to some specialized external agency. The University shall assume sole responsibility & authority for legally protecting & marketing the Intellectual Property, finding a license or sale agreement, & administering the agreement. The University shall retain 50% of Net Revenue arising from the Intellectual Property & the creator(s) shall receive 50% payable on an annual basis, unless the University & the creator(s) agree to a fixed percentage of Gross Revenue that is of equal or greater value for the University.
2. If as a result of the assessment the University decides not to act to protect &/or commercialize the rights to the Intellectual Property, these rights shall be returned to the creator(s).
3. If after three years from the date of the assignment (or the date of the issuance of the Patent) the rights to the Intellectual Property have not been assigned or licensed, at the creator(s) request they may be assigned back to the creator(s) provided the creator(s) reimburse the University for all Development Expenses prior to any disbursement of revenues & remit to the University 10% of the Net Revenue arising from the Intellectual Property on an annual basis.

University academic staff/students are not required to use the University's services, nor is the University obligated to take any Intellectual Property brought to it.

g) Administration & Amendments

The Vice-President, Academic & Research is responsible for the administration of this Policy & is responsible for making determinations on various matters referred to in this Policy, including

determining time periods, limitations on ownership rights, what constitutes private research & ownership rights of academic personnel/students.

It is the responsibility of the Vice-President, Academic & Research to review & evaluate these policies on an annual basis. Any changes to these policies recommended by the Vice-President, Academic & Research shall be provided to Senate, the Board of Governors of the University for consideration.

h) Dispute Resolution

Disputes may arise between the University & academic staff/students or non-academic staff with respect to the ownership of intellectual property & the implementation of these policies.

When an agreement cannot be reached between the Vice-President, Academic & Research & the creator, the dispute will be referred to the Joint Committee on the Administration of the Agreement (JCAA). The role of JCAA will be to attempt to resolve the dispute through mediation. If mediation fails the matter may be submitted to arbitration.

Acknowledgements:

This document has been informed by the following documents governing intellectual property;
 The University of Ontario Institute of Technology, Intellectual Property document
http://www.uoit.ca/EN/main2/about/14057/14152/Academic_Policies_&_Procedures/intellectual_property.html
 The Intellectual Property policies governing the TriCouncil (NSERC, SSHRC & CIHR) granting agencies
<http://www.nserc-crsng.gc.ca/>.
 The Intellectual Property documents governing University of New Brunswick, Guidelines on Intellectual Property Interests for Students involved in Research at the University of New Brunswick
<http://www.unb.ca/hr/services/Article38.html>
 The University of Western Ontario, Procedures: Intellectual Property Policy
http://www.uwo.ca/research/services/intellectual_property_summary.html.
 The definition of Intellectual Property is based on Duhaime Org, Intellectual Property Definition
<http://www.duhaime.org/LegalDictionary/I/IntellectualProperty.aspx>.

Definitions

Gross Revenue: All income generated before expenses as defined below are accounted for.

Net Revenue (gross income less all expenses): For the purposes of calculating net income, expenses include all direct costs incurred by the University or the Member & paid or owed to an arms-length third party for obtaining & maintaining the statutory protection for the intellectual property, developing a prototype for the intellectual property, & exploiting the intellectual property for commercial gain. Expenses will not include any costs for time spent by the Member or by University employees in activities involving the commercial exploitation of intellectual property.

Copyright: shall mean the sole rights granted for specified periods pursuant to the *Copyright Act* (Canada), as amended or re-enacted from time to time, or any successor legislation, including the sole right to produce or reproduce an original literary, dramatic, musical & artistic work in any form. Literary works within the meaning of the *Copyright Act* include works consisting of text as well as computer programs. Copyright also includes the sole right to perform a work in public, to publish an unpublished work, to produce, reproduce, perform or publish any translation of a work, to convert a dramatic work into a novel or other non-dramatic work, to convert a novel, non-dramatic work or artistic work into a dramatic work, to make a sound recording, cinematographic film or other mechanical contrivance of a literary, dramatic or musical work, to reproduce, adapt or publicly present a work as a cinematographic work, to communicate a work to the public by telecommunication, to present an artistic work at a public exhibition, & to rent out a computer program or a sound recording of a musical work. Similar rights are included with respect to

performers' performances, sound recordings & broadcast communication signals. All of these rights extend both to the work & a substantial part of it, & include the right to authorize any of these actions.

License: A special permission to do something on, or with, somebody else's property which, were it not for the license, could be legally prevented or give rise to legal action in tort or trespass. A license, even though exclusive, does not give the licensee all the rights of the patentee. A license does not set up rights as between the licensee & the public, but only permits him/her to do acts that he/she would otherwise be prohibited from doing. He/She obtains merely a right of user. But a license is a grant of a right & does not merely confer upon the licensee a mere interest in equity. A license is the transfer of a beneficial interest to a limited extent, whereby the transferee acquires an equitable right in the patent. A license prevents that from being unlawful which, but for the license, would be unlawful; it is a consent by an owner of a right that another person should commit an act which, but for that license, would be an infringement of the right of the person who gives the license. A license gives no more than the right to do the thing actually licensed to be done."

Patent: shall mean the grant of exclusive rights, pursuant to the *Patent Act* (Canada), as amended or re-enacted from time to time, or any successor legislation, for a period of 20 years from the patent application filing date, to make, construct & use an invention, & sell it to others to be used. In exchange, the patent application is made public by the Patent Office 18 months from the earlier of the filing date in Canada, or the filing date abroad under an international treaty. For an invention to be patentable it must be new, useful, & not obvious to someone skilled in the area.

10.0 Policy on Centres & Institutes

Office of Accountability:	Vice President, Academic & Research
Office of Administrative Responsibility:	Office of Research Services – Assistant Vice President, Research & Graduate Studies
Approver:	Senate
Scope:	Compliance with University policy extends to all members of the University community that wish to form a Centre or Institute
Original Creation Date:	January 2011
Approval Date:	May 2013
Renewal Date: (Renewal #1)	May 2015
Policy Number:	NU-RES-2011.05

10.05 Introduction

A research centre or institute is a formally structured organizational unit of the University that is established to bring together researchers with an interest in a specific research area or topic. A centre or institute serves to focus & sustain activities in specific research areas & to encourage collaboration among the disciplines & programs. Research centres or institutes provide an identity & reputation to enable the leveraging of new opportunities & external funding. They are responsive to changing circumstances & opportunities, creating synergy & community engagement, as well as providing opportunities for mentoring, & the development of expertise.

Centres or institutes provide for the strengthening, coordination or facilitation of research initiatives that are not readily undertaken within the University's faculty structure, & build upon the expertise, competence &

staff interests that exist within the University. Centres or institutes are generally expected to:

- have clearly identified goals & objectives;
- have some degree of permanence, transcending collaboration on a specific, limited project;
- bring together scholars from different disciplines &/or areas of specialization within a particular discipline;
- maintain high levels of research or other types of scholarly productivity;
- foster the training of future researchers;
- co-operate with scholars at other universities &/or institutions;
- acquire external funding to operate on a cost-recovery basis

On occasion, research centres or institutes may involve formal partnerships with other universities &/or institutions. Involvement in such partnerships is subject to formal agreement guided by the intent of conditions in this policy, & signed by the Vice-President, Academic & Research.

10.10 Definitions

Research Institute: A research institute is an organization created to undertake interdisciplinary research involving more than one faculty. It is operationally & financially responsible to the University through the Vice President, Academic & Research.

Research Centre: A research centre is an organization created to undertake research in a specific discipline or interdisciplinary within a faculty or school but not to the exclusion of other related disciplines. It is operationally & financially responsible to the University through the Dean of the Faculty with a reporting responsibility to the Vice-President, Academic & Research.

Date of Founding: The date the institute or centre received the final approval required for inception.

10.15 Academic Responsibilities

Academic programs shall not be housed in a centre or institute, although academic programs within faculties may be associated with a centre or institute.

10.20 Duration

Research centres or institutes are initially established for five years. A centre or institute may be extended for additional three- or five-year terms pending successful review using the process specified for that type of centre or institute. Terms for centres or institutes will terminate at the end of the academic year.

10.25 Funding

Centres or institutes are expected to secure funding from external sources. Centres or institutes are normally expected to develop financial self-sufficiency through external cost recovery during their first five years of operation. Exceptions to that normal expectation require the approval of the President. University contributions may be provided to centres or institutes in the form of operating funds &/or in-kind support in compliance with University policies & procedures.

10.30 Directors

Each research centre or institute will have a Director who has administrative responsibility for the centre or institute, including its overall management, budget, & reporting requirement. Directors will exercise general supervision over the operation of the centre or institute, with specific responsibilities varying with the size of the centre or institute, as well as with the complexities of its policies & operations.

The Director will normally be an in-scope faculty member (term or tenured) at Nipissing University.

Typically, the Director is appointed for a three- or five-year term that is consistent with the tenure of the centre or institute. A Director who is a faculty member of the University will receive all benefits & privileges accordingly.

10.35 Membership

Within its constitution, each research centre or institute shall identify criteria for membership. Membership in a center/institute is supplemental to a member's academic home. Members may be appointed to a centre or institute in accordance with the needs of the centre or institute. Examples of memberships include but are not limited to:

- research fellows
- research or professional associates
- adjunct professors (when external to the University)

10.40 Committee or Board

While the organizational & administrative structures of centres or institutes vary as a function of their objectives, size & funding arrangements, each centre or institute shall normally have a committee or board that provides guidance & oversight of the conduct & management of its affairs. The specific terms of reference of such committees or boards may vary from one centre or institute to another; however, the general purpose of the committee or board is to provide advice on the activities & programs of the centre or institute.

10.45 Compliance

Research centres or institutes must conform to University policies & procedures.

10.5 Types of Centres or Institutes

All Nipissing University centres or institutes must have an approved constitution. The constitution shall define the mandate of the centre or institute & describe the organization, management & membership:

University Research Institutes are intended to address areas of strategic research importance to the University & report to the Vice-President, Academic & Research. Faculty Research Centres are located within a faculty & report to the Dean.

These research centres or institutes are more fully discussed below.

10.55 University Research Institutes

a) Reporting

The Directors of University Research Institutes will report annually to the Vice-President, Academic & Research. The report will detail the activities of the institute & its personnel, including scholarly & research accomplishments, graduate/undergraduate training & other research-related activities (e.g. conferences, workshops, seminars) & financial status of the centre or institute. In addition as part of this review, the Director's accomplishments in this role will be assessed, & such assessment will be made available to the Dean of the Faculty constituting the academic home of the Director as part of the performance review process. The Vice-President, Academic & Research will also provide the Director with a copy of the assessment.

b) Creation

- i) A proposal to create a university research institute will be submitted to the Vice-President, Academic & Research. The proposal must include a draft constitution that addresses the following

points:

- Name & purpose of institute.
- Rationale for need of institute.
- Short-term & long-term goals.
- Membership (including name of Director).
- Administrative structure.
- Funding – This shall include a detailed budget proposal for the first three to five years that includes the anticipated revenue from all sources (eg. University, government, industry, recovery of indirect costs, royalties) & all annual operation costs, as well as plans for achieving financial self-sufficiency through external cost recovery.
- Physical resources – Required research facilities (eg. space, equipment, library holdings, laboratories) must be identified.
- Staff requirements must be identified with an indication of how they will be met.
- Complementarity with existing research initiatives of the University.

In addition, letters of support & commitment should be provided that are signed by the appropriate University officer(s). Any commitments or agreements to provide space, teaching release time or other resources (eg. clerical support), including the recovery of indirect costs from contract research, should be documented & signed by those authorized to make such commitments.

ii) The Research Council (RC) will receive & review all proposals for the establishment of university research institutes.

iii) Based on the above review, the Vice-President, Academic & Research may recommend to the Academic Affairs Committee of the Board of Governors that the institute be created, normally for a period of five years. The authority to establish institutes resides with the Board of Governors. Academic implications of new institutes will be reported to Senate.

c) Review of Institutes

To ensure that all research carried out by University Research Institutes is consistent with the goals of the University & that institutes enhance the general reputation of the University, the Vice-President, Academic & Research shall review such institutes on a periodic basis. Normally, the review process will take the following form but is subject to revision upon the approval of the Vice-President, Academic & Research:

i) Notice of review will be communicated to the Director of the institute by the Vice-President, Academic & Research at least nine (9) months prior to the end of the current term of the institute. In response, the Director shall within one (1) month submit a report to the Vice-President, Academic & Research that contains the following:

- o a description of how & why the institute has achieved or revised its original objectives; a detailed listing of its accomplishments; a current membership list; & a detailed financial statement that identifies all past & projected sources of revenue & annual operating costs;
- o the requested period of extension, & a plan which identifies future directions & development strategies for the proposed term;
- o letters or references indicating support for the requested extension.

ii) On the basis of the above report, the Vice-President, Academic & Research, in consultation with the RC, may recommend:

- o the institute continue for a specified period of time;
- o the institute be terminated, with any legal agreements that affect the status of the institute

- o taken into consideration in the recommendation; or
 - o a full review of the institute be conducted.
- iii) If a full review is required, the Vice-President, Academic & Research will at least six (6) months before the end of the term of the institute, appoint a formal independent Review Committee that shall normally include:
 - o a senior researcher with administrative experience & no direct involvement with the institute who will act as the Chair;
 - o the director of another institute;
 - o a researcher who is not affiliated with the institute but who is knowledgeable in the field of activity;
 - o the Vice-Chair of the RC or his/her delegate; &
 - o other members as deemed appropriate.
- iv) The Review Committee shall develop its own process for conducting the review, but the primary focus shall be to assess the extent to which the institute has fulfilled its objectives; the appropriateness of its future goals; & its financial viability. The review should include meetings with the Director & members; discussions with non-members from related departments & fields; & assessments from external reviewers.
- v) Within three (3) months of being established, the Review Committee must provide a written report to the Vice-President, Academic & Research, with a copy to the Director of the institute under review. The Director may submit a written response to the report to the Vice-President, Academic & Research.
- vi) The Vice-President, Academic & Research, in consultation with the RC, shall consider the report before making a recommendation on the future of the institute. The Vice-President, Academic & Research may recommend:
 - o the institute continue with review in three (3) or five (5) years;
 - o the institute continue with review in one (1) year; or
 - o termination, with any legal agreements that affect the status of the institute taken into consideration in the recommendation.

10.6 Faculty Research Centres

a) Reporting

Faculty research centres are faculty-based & report to the Dean.

b) Creation

Each faculty will develop its own criteria for the establishment & management of Faculty research centres. These will comply with the general requirements described herein & be consistent with the specific requirements for University Research Institutes. The Research Council (RC) will receive & review all proposals for the establishment of faculty research centres & report to Senate for information. Faculty Research Centres that have resource implications for the institution beyond the faculty shall require approval of the Vice-President, Academic & Research prior to their creation.

c) Extension of Term

Each faculty will develop its own criteria for the review & extension of faculty research centres. These will comply with the general requirements described herein & be consistent with the specific requirements for university research institutes.

d) Funding

Each faculty will develop its own criteria for the support, financial & otherwise, of faculty research centres, which report directly to the Dean.

e) Transition

The university, & faculty centres or institutes that exist at the date this policy is approved are continued herein & are subject to the terms of this policy. A listing of university & faculty centres or institutes subject to revision is provided in Appendix A & is intended as information to accompany this policy.

10.65 University Centre or Institute Partnerships

In addition to Nipissing University centres or institutes, the University may participate with centres or institutes that are part of a multi-institutional consortium or exist under a corporate structure. A listing subject to revision is provided in Appendix A & is intended as information to accompany this policy.

Appendix A: Listing of Current University & Faculty Research Centres & Institutes

Nipissing University Research Centres or institutes & University Centre or Institute Partnerships (as of December 10, 2010)

This listing accompanies the approved Policy on Nipissing University Research Centres or institutes & is subject to revision.

University Centres or Institutes

No current University Centres or Institutes

Faculty Centres or Institutes

Institute For Applied Social Research (IASR)

Northern Canadian Centre for Research in Education & the Arts (NORCCREA)

Centre for Interdisciplinary Collaboration in the Arts & Sciences (CICAS)

University Centre or Institute Partnerships

No current University Centres or Institute Partnerships

11.0 Policy on Individualized Study Courses

- a) In order to be eligible to take any individualized study course, undergraduate students must be entering (or already registered in) the third or fourth year of a four-year program. In addition, the desired course(s) must be in the student's declared program(s) of study. In the case of a course which is only an elective, a minimum overall average of 70% is required as well.
- b) Any student who meets the above criteria and wishes to take an individualized study course during the following Spring/Summer or Fall/Winter Session must apply in writing to the discipline concerned no later than February 15. This application shall include a brief outline of the proposed topic or project, the proposed faculty supervisor and the signature of one faculty member in the discipline (normally the intended supervisor) who has been consulted and who supports the request.
- c) In the case of individualized study courses which are program requirements, any student who will be entering the final year of the degree program (and who will therefore need the course in order to graduate) shall be permitted to take the course, provided he/she has submitted an appropriate application as outlined above. However, it must be clearly understood that, until final approval is granted (usually after a meeting of the discipline held for this purpose), there is no implied guarantee that the proposed topic/project, the designated faculty supervisor or the chosen session will be accepted.

- d) Individualized study courses which are electives (and therefore not required) are a privilege rather than a right. The approval of applications for such courses shall consequently be subject to the availability (and willingness) of faculty supervisors, as well as to budgetary considerations.
- e) In making decisions concerning applications for individualized study courses in any discipline, required courses shall be given clear priority over those which are merely electives. In particular, elective individualized study requests shall be approved only after all requests for required courses have been accommodated.
- f) Each applicant for an individualized study course shall be informed in writing of the outcome of his/her application by March 1. When the course in question is a degree requirement, the application shall either be approved as submitted or approved with specified alterations (which may include changes in topic, supervisor and/or session). In the case of elective individualized studies, applications may be approved as submitted, approved with specified alterations or rejected (on the basis of content, availability of supervisors or budgetary considerations).
- g) Only after students have received written approval to take an individualized study course will they be permitted to advance register and/or register for the course.

At Nipissing University, individualized study courses may be directed studies and research (thesis) courses or practicum/placement courses.

The following is a list of the directed studies and research (thesis) courses:

- i. ADMN 4335, ADMN 4336, BIOL 4986, BIOL 4995, CHFS 4105, CHFS 4505, CLAS 3505, CLAS 4495, COSC 4896, COSC 4897, CULT 4105, DIGI 4006, ECON 4005, ENGL 4695, ENGL 4795, GEND 4005, GEOG 4986, GEOG 4995, HIST 4015, HIST 4055, MATH 4496, MATH 4497, PHED 4986, PHED 4995, PHIL 4105, POLI 4105, PSYC 3916, PSYC 3917, PSYC 4105, RLCT 4005, SOCI 4006, SOCI 4007, SOCI 4096, SOCI 4097, TMGT 4417

Practicum/placement courses:

- ii. ADMN 3337, ADMN 4337, CHFS 4017/PSYC 4017, CHFS 4205/PSYC 4225, CHFS 4305/PSYC 4235, CHFS 4316/PSYC 4316, COSC 3997, COSC 4997, CRJS 4346, LEAD 3147, STEC 3997, STEC 4997
- iii.

The following courses may also have special approval processes. Please check with the respective departments.

- iv. ACMT 4005, ADMN 3096, ADMN 3146, ADMN 3336, ADMN 4146, ADMN 4155, ADMN 4165, ADMN 4346, BIOL 4886, BIOL 4887, BIOL 4976, BIOL 4997, CRJS 4446, ENGL 3516, ENGL 3517, FAVA 4125, GEOG 4976

12.0 Course Waiting List Policy

Course enrolment limits are essentially of two types. The first type is simply the capacity of the lecture room or laboratory in which the class is scheduled to meet, and can only be increased by relocating to a larger room (which may or may not be possible). The second type of limit is one which is proposed by an individual course instructor or by an entire discipline, and approved by the Dean for pedagogical reasons. Raising this type of limit (assuming that the room capacity would allow this) requires the agreement of the instructor or the discipline responsible for initially establishing the limit.

In particular, an individual course instructor may not override a discipline-established limit without the approval of the discipline, except that such instructors may, at their sole discretion, authorize an enrolment increase of:

- i. up to 2 students for limits of 25 or less;
- ii. up to 3 students for limits of 26 to 50; and
- iii. up to 4 students for limits greater than 50.

The waiting list policy outlined below has been adopted to ensure that, when enrolment limits are increased for any reason, students will be added to course sections in a fair and equitable manner.

- a) Students who attempt to register in a course, and who discover that the course in question is “waitlisted”, may if they so desire place themselves on a waiting list. All waiting list entries are automatically date-stamped, i.e. students are placed on the list on a first-come, first-served basis.
- b) When a waiting list leads to the creation of an additional course section, students shall be contacted by the Registrar or the respective Dean’s Office and offered a place in the new section in the order in which they appear on the list.
- c) The class list that is available to instructors shall include the number of students on the waiting list. At their discretion, and subject to both the capacity of the assigned classroom and, where applicable, the discipline-established limit outlined above, instructors may at this point inform the Registrar’s Office of the number of students on the waiting list which they are prepared to add to a particular course section. The Registrar’s Office will then contact students on the list, in the appropriate order, to offer them places. Instructors are not obligated to accept additional students at this time.
- d) When no additional course section is created but positions become available in an existing section (through other student withdrawals, relocation of the class to a larger room, etc.):
 - no student shall be offered a vacant position who is not on the waiting list;
 - vacant positions shall normally be offered to students in the order in which they appear on the list; this shall be done by the Registrar’s Office;
 - students not at the top of the waiting list shall only be offered a vacant position ahead of students above them on the list after successfully petitioning the Dean in writing, giving reasons why they should be given special consideration;
 - instructors may not grant permission to particular students on a waiting list to register; they are encouraged to inform the Registrar’s Office when spaces appear to be available or when they are prepared to take additional students; they should also inform students wishing to get into a full course or lab section that they must first get on the waiting list if they are not already on it, and that they may only “jump over” students above them on the list through a successful petition to the Dean;
 - instructors are discouraged from allowing students on the waiting list to attend classes in the hope that they may be permitted to register later.

13.0 Guidelines for the Senate Committee on Student Appeals and Individual Appeals Panels

13.10 Membership

- a. Ex Officio Members:
 - i. the Registrar, who shall be Chair.
- b. Members Elected by Senate:
 - i. one (1) tenured or tenure-track faculty Senator from each Faculty, one of whom shall be elected by the Committee to serve as Vice-Chair;
 - ii. one (1) faculty non-Senator* from each Faculty;
 - iii. one (1) student representative from each Faculty; and
 - iv. one (1) graduate student representative.

* tenured or tenure-track faculty preferred
- c. Terms of Reference:

- i. to periodically review University policies and procedures regarding student appeals (other than petitions for exceptions to University academic regulations), and to make recommendations to Senate as necessary and appropriate;
- ii. where it appears that University policies or practices are giving rise to otherwise avoidable student appeals, to draw this to the attention of the appropriate University bodies or individuals for further consideration and possible action;
- iii. to receive student appeals and convene individual Appeal Panels to provide an impartial adjudication of last resort for students who have exhausted all other prescribed avenues of appeal; and
- iv. to deal with such other matters as may be assigned from time to time by Senate.

13.20 Individual Appeal Panels

- a. Members (to be determined by the Student Appeals Committee):
 - i. three (3) faculty members of the Student Appeals Committee from outside the appellant's Faculty, with the two (2) members who have served longest on the Committee acting as Chair and Vice-Chair;
 - ii. one (1) faculty member of the Student Appeals Committee from the appellant's Faculty, but outside the appellant's program area(s);
 - iii. one (1) student member or graduate student member of the Student Appeals Committee from outside the appellant's Faculty;
 - iv. one (1) student member or graduate student member of the Student Appeals Committee from the appellant's Faculty; and
 - v. the Registrar.

***For individual graduate student appeals, one graduate student member must be on the panel.**

- b. Terms of Reference:
 - i. to consider and rule on a student appeal of:
 - o a Dean's decision in response to a request that a grade on a particular piece of work or final standing in a course be changed on grounds related to the accuracy or fairness of the mark assigned;
 - o a Dean's decision in response to a request that a grade be adjusted or a course requirement be waived on compassionate grounds or because of extenuating circumstances; or
 - o a decision by a course instructor or Dean arising from an allegation of academic dishonesty which results in a grade penalty or other punitive action, including a reference to academic dishonesty on the appellant's academic transcript;
 - ii. to conduct the appeal hearing in accordance with University policies and procedures regarding student appeals;
 - iii. in the case of a grade appeal, to send the appellant's relevant academic work to an external assessor for re-marking, if necessary and appropriate;
 - iv. to determine in each case that the original decision be:
 - o fully upheld; or
 - o partially or fully set aside, with specific details on any redress or accommodations which are being awarded; and
 - v. to inform the appellant and the Dean in writing of the Appeal Panel's ruling, including fully and clearly set out grounds for the decision.

* Decisions in (iv) are final and may not be appealed.

14.0 Policy on Certificates & Diplomas

14.05 Introduction

Individual Faculty members and Division Chairs have expressed an interest in certificates and diplomas. A draft policy was sent to both faculties in December 1997. The printed policy that follows has been approved by both the Faculty of Arts and Science and the Faculty of Education.

14.1 Preamble

This document proposes criteria & procedures for the evaluation & approval of certificate & diploma programs by the Undergraduate Studies Committee. It is intended to provide a framework which will enable better quality control & unambiguous communication to students & prospective students concerning the academic value of certificates & diplomas.

The intention is to provide minimum academic criteria which must be met if programs are to be approved as Nipissing certificates & diplomas. Even those whose primary goal is professional development must meet these minimum criteria. With the minima clearly set, program designers will be free to build creatively around them to provide programs appropriate to their constituencies. The academic criteria proposed are intended to maintain the high academic standards of Nipissing & enable certificates & diplomas to continue their traditional functions of providing studies complementary to degree programs, professional preparation or upgrading, & bridging into undergraduate degree programs.

These criteria & procedures are also designed to make it easier for Nipissing to mount new, innovative certificate & diploma programs. The number of criteria has been kept to a minimum & the procedures have been made as simple as possible in order to allow us to move quickly with initiatives while subjecting them to clear, rigorous academic scrutiny. The quarters from which initiatives can come have been left very open in order to encourage all parts of the university to participate & to foster multi-disciplinary initiatives. These criteria & procedures are intended to engender speed, flexibility, quality & clarity.

14.15 Academic Credit for Diploma & Certificate Courses

Before defining diploma & certificate programs, it will be useful to discuss the academic credit given to courses in those programs. In this context, Academic Credit Courses are courses of an academic calibre consistent with those offered in undergraduate degree programs here at Nipissing. The most common kind of Academic Credit Course is that included in the curricula of undergraduate degree programs. These provide a benchmark against which other Academic Credit Courses can be evaluated. It is proposed here that diploma & certificate programs include courses which are determined by the Undergraduate Studies Committee to be of an academic calibre consistent with courses offered in undergraduate degree programs, but are not offered in any degree program. While credit for courses in degree programs is normally given in blocks of three or six units, credit for these other academic credit courses can be at the one, two, three or any other unit level. This provides a flexibility appropriate for programs which often have professional development goals as well as academic ones. Credit may be given for such courses even when there are no degree program courses directly equivalent to them.

To receive approval as an Academic Credit Course, a course which is not part of a degree program must:

- a) Be at a level of intellectual rigour comparable to that found in undergraduate degree program courses in the same or similar fields & be equivalent to a minimum of one unit. This can be ascertained by examination of the text, course outline & other materials used in teaching the course.
- b) Include an explicit evaluation of students' performance by the methods normally used in degree courses such as tests, essays, reports & other assignments.

- c) Be taught by an instructor capable of teaching degree level materials. This capability may be ascertained by considering the professional work experience & professional development learning, as well as the academic credentials, of the instructor.
- d) Have admission requirements which demand, as a minimum, that the student have at least one of the following: (1) an Ontario Secondary School Diploma or equivalent; (2) be a mature student as defined in the Undergraduate Calendar of Nipissing University; or (3) be deemed an exceptional case by the admissions committee for the certificate or diploma program of which the course is a part.
- e) Include a systematic student evaluation of the course using such methods as multiple-choice questionnaires, narrative responses &/or interviews.

14.2 Nipissing Diploma

A Nipissing Diploma is a program of study involving a significant body of academic work coherently organized around clear learning objectives. Diplomas may be focused primarily upon academic or professional development objectives, but all must meet a minimum criterion of academic content. Diplomas serve such functions as: study complementary to degree programs; professional preparation or upgrading; & bridging into undergraduate degree programs.

a) Academic Course Requirements

All Nipissing Diplomas must include Academic Credit Courses equivalent to at least 24 units of undergraduate study at Nipissing. In addition to their academic content, diploma programs may include courses & other forms of learning which are not suitable for academic credit.

b) Admission Requirements

There are two sets of admission requirements.

- i. *General Diploma Admission Requirements.* Student who wish to enter a Nipissing Diploma program must have at least one of: (1) an Ontario Secondary School Diploma or equivalent; (2) be a mature student as defined in the Undergraduate Calendar of Nipissing University; or (3) be deemed an exceptional case by the admissions committee. These requirements ensure that students have the basic capabilities necessary to deal with the academic credit courses in diploma programs & bear in mind the bridging function that some diplomas play.
- ii. *Diploma Specific Admission Requirements.* Any particular diploma program may have other admissions requirements which are appropriate to its learning objectives. These requirements may include prerequisites specific to particular Academic Credit Courses included in the diploma.

c) Credit Towards Degree Program Studies

The Academic Credit Courses included in a diploma program can be used for credit towards degree program studies in accordance with the normal academic rules specified by the Faculty offering the degree. Such credit will be given only when all the work required by the diploma is completed.

d) Transfer credit

Upon admission to a diploma program, a student may receive credit for up to two thirds of the units of academic credit in the program. For a diploma which included 24 units, this is 16 units of advanced credit. The courses used for such credit must be equivalent to undergraduate courses at Nipissing. This ensures that any student who receives a Nipissing Diploma is capable of completing at least 24 units of undergraduate study at Nipissing. It also allows us to continue the tradition of offering diplomas which

require less than 24 units of direct work, to students who already have degrees &/or who have already done a considerable amount of undergraduate work.

e) Double Counting

Diplomas may include courses which a student uses for credit towards some other program at Nipissing, such as a degree. However, at least one third of the units used for credit towards a diploma must be unique to that diploma. For a diploma that consists of 24 units, this is 8 units of work that must be completed uniquely for that program.

f) Academic Approval Criteria

When approving a program as a Nipissing Diploma, the Undergraduate Studies Committee must ensure that it appropriately fulfills all of the following criteria. It has:

- i. a coherent set of learning objectives;
- ii. courses which collectively meet those objectives;
- iii. Academic Credit Courses equivalent to at least 24 units of undergraduate study;
- iv. a statement of admission requirements;
- v. a statement of the transfer credit rules for students who enter the program; &
- vi. a statement of the credit towards degree studies provided by courses in the program

14.25 Nipissing Certificate

A Nipissing Certificate is a program of study coherently organized around clear learning objectives & having academic content equivalent to a minimum of half a year of full-time undergraduate study at Nipissing. Nipissing Certificates may be focused primarily upon academic or professional development objectives, but all must meet this minimum criterion of academic content. Certificates serve such functions as: bringing into undergraduate degree programs; professional preparation or upgrading; & study complementary to degree studies.

a) Academic Course Requirements

All Nipissing Certificates must include Academic Credit Courses equivalent to at least 15 units (half a year) of undergraduate study at Nipissing. In addition to their academic content, certificate programs may include courses & other forms of learning which are not suitable for academic credit.

b) Admission Requirements

There are two sets of admission requirements:

- i. General Certificate Admission Requirements. Students who wish to enter a Nipissing Certificate program must have at least one of: (1) an Ontario Secondary School Diploma or equivalent; (2) be a mature student as defined in the Undergraduate Calendar of Nipissing University; or (3) be deemed an exceptional case by the admissions committee. These requirements ensure that students have the basic capabilities necessary to deal with the academic credit courses in certificate programs & bear in mind the bridging function that some certificates play.
- ii. Certificate Specific Admission Requirements. Any particular certificate program may have other admissions requirements which are appropriate to its learning objectives. These requirements may include prerequisites specific to particular Academic Credit Courses included in the certificate.

c) Credit Towards Degree Program Studies

The Academic Credit Courses included in a certificate program can be used for credit towards degree program studies in accordance with the normal academic rules specified by the Faculty offering the degree. Such credit will be given only when all the work required by the certificate is completed.

d) Transfer credit

Upon admission to a certificate program, a student may receive credit for up to 60% of the units of academic credit included in the program. For a certificate which includes 15 units, this is 9 units of advanced credit. The courses used for such credit must be equivalent to undergraduate courses at Nipissing. This ensures that any student who receives a Nipissing Certificate is capable of completing at least 15 units of undergraduate study at Nipissing.

e) Double Counting

Candidates may simultaneously count all credits used towards a certificate towards a degree program.

f) Academic Approval Criteria

When approving a program as a Nipissing Certificate, the Undergraduate Studies Committee must ensure that it appropriately fulfills all of the following criteria. It has:

- i. a coherent set of learning objectives;
- ii. courses which collectively meet those objectives;
- iii. Academic Credit Courses equivalent to at least 15 units of undergraduate study;
- iv. a statement of admission requirements;
- v. a statement of the transfer credit rules for students who enter the program;
- vi. a statement of the credit towards degree studies provided by courses in the program;
- vii. be required to include, where applicable, comparative information from other such program elsewhere

g) Certificate of Attendance

A Certificate of Attendance issued by Nipissing University acknowledges that an individual has participated in a set of activities at Nipissing that does not have the status of a program. Such activities are designed to meet the interests & objectives of participants who may want to acquire general knowledge or training for general interest purposes, but who neither require or seek any form of professional or academic recognition. This category will be suitable for various types of life-long learning courses & programs.

h) Admission Requirements

Normally there are no specific admission requirements.

i) Credit Towards Degree Program Studies

Normally there is no credit granted towards degree program studies.

j) Approval Criteria

Although administrative & academic units at Nipissing do not need approval to issue Certificates of Attendance, it is expected that such Certificates will be granted only when the activities are of benefit &/or interest to the community & are consistent with the objectives of Nipissing University.

k) Procedures for the Evaluation of Certificate & Diploma Programs & Academic Credit Courses

It is the mandate of the appropriate Division(s) or Faculty to ensure that the academic value of certificate & diploma programs, & the academic credit courses included in them, are clearly specified & correctly & effectively communicated to students. It develops procedures & criteria for evaluating certificates, diplomas & academic credit courses which are not part of degree programs. It coordinates the process leading to approval by the Undergraduate Studies Committee.

All proposals for certificates, diplomas, & academic credit courses must be presented to the appropriate Division(s) or Faculty. Such proposals need to be approved the Undergraduate Studies Committee. Although such proposals will normally be sponsored by academic units, any individual or body may sponsor a proposal by presenting it to the Chair of the appropriate Division(s) or Faculty. It is the sponsor's responsibility to provide a complete proposal.

When the Division(s) or Faculty is satisfied that the academic merit of a proposed certificate or diploma program has been appropriately evaluated, it will take it to the Undergraduate Studies Committee for approval.

l) Contents of Proposals for Certificate & Diploma Programs

A complete proposal for a certificate or diploma program includes three parts: (1) a statement of academic merit; (2) a statement of financial viability; & (3) a statement of administrative responsibility.

m) Statement of Academic Merit

The purpose of the statement of academic merit is to make the case that a particular program merits the designation of certificate or diploma by reason of meeting the criteria specified in this document.

The cornerstone of a statement of academic merit is normally an attestation from a Division(s) or Faculty, at Nipissing University, stating that the proposed program has been reviewed & found to meet the criteria for the designation proposed. That statement will also include a general description of how the academic merit of the proposal was evaluated, including such things as which academic departments were involved & the procedures used. This statement will be supported by other information relevant to the criteria in sections 4.6 & 5.6 so that a complete statement of academic merit includes the following parts:

- i. a statement from a Division(s) or Faculty;
- ii. a statement of the learning objectives of the program, a brief general explanation of how the courses in the program contribute to meeting those objectives, & a brief explanation of why the program is being offered;
- iii. a list of the courses in the program. For each new course, a course description is provided along with a statement of the number of units of academic credit provided by the course. If credit is to be given by more than one academic unit, the amounts for each are to be provided;
- iv. an accounting of the total unit value of the academic credit courses in the program;
- v. a statement of admission requirements for the program;
- vi. a statement of the transfer credit rules for students who enter the program;
- vii. a statement of the credit towards degree studies given by the courses in the program; &
- viii. instructions on how to get more details concerning the evaluation of the courses in the program in terms of the criteria given in section 3.0 above

n) Statement of Financial Viability

The Academic Planning Committee & the appropriate Division(s) or Faculty should have some assurance that any program they are evaluating has been vetted by an appropriate agent, at least in a preliminary way, & found to be financially viable. To this end, program proposals presented to the appropriate Division(s) or Faculty must include a statement, no longer than one page, from an appropriate agent (e.g., Division Chair, Dean) attesting to the financial viability of the proposed program & outlining the basis for that attestation,

including consideration of the administrative costs. The details of these statements will not necessarily be the subject of discussion for academic bodies or the appropriate Division(s) or Faculty. Those who have concerns about the contents of such statements can address them directly to the attestor. Approval of a certificate or diploma by the appropriate Division(s) or Faculty & the Undergraduate Studies Committee does not imply that either of those bodies necessarily endorses the statement of financial viability included in the proposal.

o) Statement of Administrative Responsibility

The Undergraduate Studies Committee & the appropriate Division(s) or Faculty should have some assurance that the administrative arrangements for any program they are evaluating have been considered, & that plans of at least a preliminary sort have been made. To this end, program proposals presented to the appropriate Division(s) or Faculty must include a statement, no longer than one page, from an appropriate agent (e.g., Division Chair, Dean) outlining the administrative arrangements for the proposed program, & how their costs will be covered.

p) Proposals for Academic Credit Courses

Proposals for new academic credit courses, which are intended to be part of a certificate or diploma proposal, & which are not to be part of any degree program will follow the normal university curriculum approval process.

15.0 Policy for Exchange Students

- a) Exchanges are normally open to students during the second or third year of their program. Students in their graduating year will be considered on an individual basis.
- b) Preference will be given to students whose average is 75% or higher. However, students whose average is 70-74% may be considered for an exchange.
- c) Nipissing will grant a full complement of 30 credits for a full-time year (or 15 credits for one full-time semester) in an exchange program.
- d) Nipissing will approve the student's application for graduation when after returning, the student completes all possible discipline specific requirements in the time required to complete the total number of credits for that degree.
- e) Students who are accepted for an exchange program and have qualified for a scholarship will receive the scholarship during the exchange year as if they were studying on campus. Students who earn scholarships and awards at Nipissing University and choose to study abroad remain eligible for such awards upon their return to Nipissing, provided they are successful.

16.0 Exam Policy & Procedures

This Policy deals with the scheduling, invigilation responsibilities, student behaviour, and other aspects of the examination process for all Nipissing University final examinations. For purposes of this policy, "final examination" is defined as a comprehensive form of testing for the purpose of assessing a student's level of proficiency in some combination of the following domains: knowledge, comprehension, application, analysis, synthesis, and evaluation.

This policy rests to a considerable extent on three principles.

- a) The exam process is inherently stressful for students. The process should be managed in such a way as to maximize a student's ability to focus on preparing for and writing their final exam(s) and to minimize extraneous sources of confusion and uncertainty.
- b) The environment in which examinations are conducted should be one in which students are able to concentrate, reflect, and generally demonstrate what they have learned, with a minimum of disruption and distraction.

- c) The integrity of the examination process (and that which flows from it) depends upon the willingness of everyone involved to respect some basic rules of conduct and to accept certain responsibilities, and to do so in a consistent manner.

16.05 General Principles

- a) Except for prepackaged courses, course instructors will decide whether or not there will be a final examination for their course.
- b) Except in the case of deferred examinations, no final examination of any kind may be given outside of the official examination period.
- c) No test with a value exceeding 10% of the final grade may be written or due during the last week of classes in a session. Note: This regulation does not apply to Graduate courses, or to courses offered in condensed formats.
- d) When absenteeism exceeds 20%, the student may be excluded from writing the final examination.

16.1 Scheduling of Final Examinations

- a) The Office of the Registrar schedules all final examinations. In the case of take home final examinations, course instructors will determine the due date for the take home examination, however the due date must be within the official examination period.
- b) Final examinations are normally scheduled from Monday through Saturday between 9:00 a.m. and 9:00 p.m. In the case of Spring/Summer courses or courses offered in other compressed scheduling formats where scheduling a formal examination period may not be possible or necessary, an extra meeting for the class may be scheduled and the exam will take place at that time.
- c) All final examinations will be three hours in length.
- d) No student shall be required to write two (2) or more Nipissing University final exams at the same time or more than three (3) Nipissing University final exams within any two consecutive days.
- e) No student shall be required to write a final exam in the last period of one day and in the first period of the next day.
- f) In the event that the University is closed during examinations, the examinations will be scheduled on the next available day, including Sunday, on which examinations have not been scheduled.
- g) Students with conflicts arising from religious observances that coincide with the scheduling of final exams are to follow the procedure outlined in the *Senate Policy on Religious Accommodation for Students*.

16.15 Deferred Examinations

Students who are unable to write final examinations because of illness or other extenuating circumstances are advised to apply for a deferred exam. If granted, deferred exams will normally be scheduled after the end of the official exam period. For the December exam period, they will be scheduled during February study week.

Deferred exam requests must:

- a) Be submitted through WebAdvisor
- b) If the request is made as a result of unforeseen or extenuating circumstances that prevented the student from attending the exam on its scheduled date & time, such as illness, the request must be submitted within one week of the scheduled examination date.
- c) If the request is being made for other predetermined extenuating circumstances (i.e. once-in-a-lifetime opportunities, this does not include scheduled work shifts or vacation plans); the request must be made as soon as possible and before the last day of classes.

- d) All requests must be supported, in the case of illness by a medical certificate† or by appropriate supporting documentation‡ in other cases.

If approved, there will be a \$75 exam deferral fee as published in the Charges and Fees section of the Academic Calendar. The deferred exam fee is due no later than five (5) days prior to the deferred examination date. Failure to pay this fee may result in cancellation of the deferred examination.

The decision on deferred examinations is final and may not be appealed to the Student Appeals Committee

Please be advised that travel arrangements or misreading the examination schedule are not valid reasons for requesting a deferred examination.

† Medical certificates must be signed and dated by a health practitioner on the day of the final examination except in cases of serious illness (e.g., mononucleosis or pneumonia) or surgery where the recovery time extends beyond the date of the examination. Students can have their health practitioner complete the Nipissing University Student Health Certificate or provide an alternative medical certificate so long as the following information is provided: patient name, the date(s) and time(s) of an examination, the date(s) of illness, the expected time of convalescence, health practitioner signature and business stamp, and a statement that clearly states an inability to write an exam on the specified examination date.

‡ Supporting documentation consists of official documents or letters that support the explanation for your request. Failure to provide suitable documentation will result in the request being delayed or denied.

For further information regarding the Deferred Final Examination process, please review the *Deferred Final Examination Frequently Asked Questions*.

16.2 Examination Supervision

- a) Course instructors are expected to supervise their own exams. Part-time instructors who are not available at the scheduled time may request, through the Office of the Registrar, that an exam invigilator be assigned to supervise their exam.
- b) Instructors of classes with enrollment in excess of fifty (50) students and whose exams have been scheduled in a classroom may request invigilation assistance through the Office of the Registrar.
- c) The Office of the Registrar shall designate a 'Chief Exam Proctor' for all exams scheduled in the designated examination room. The Chief Exam Proctor shall:
 - i. make all routine announcements to students
 - ii. keep the official time
 - iii. enforce this policy
- d) The Office of the Registrar shall hire additional proctors to assist with supervision of exams in the designated examination room.
- e) Students will not be permitted to enter the exam room thirty (30) minutes after the commencement of the exam.
- f) No exams may be submitted within the first hour. All students must remain in the exam room for a minimum of one hour. No students may leave within the final fifteen (15) minutes.
- g) Students must present a student ID card or other government-issued photo ID in order to write a final exam.
- h) Students are prohibited from using electronic devices or any communication tool that has not been approved beforehand. Any such device or tool must be shut off, stored and out of reach.
- i) Food is not permitted in the examination room (except for medical reasons). Water is the only beverage permitted, but only in sealable, transparent containers without labels.

16.25 Final Grades

- a) For courses with a duration of three (3) calendar weeks or more, final grades must be submitted into the student information system within seven (7) calendar days of the date a final exam was written or due for on campus courses, and within fourteen (14) calendar days of the date a final

exam was written or due for alternative delivery courses. For courses where no final exam was scheduled, final grades must be submitted by the last day of the examination period.

- b) For courses with a duration of less than three (3) calendar weeks, final grades must be submitted into the student information system within fourteen (14) calendar days of the last day of the course.
- c) The Dean of each faculty will review all of the grades submitted for courses in their faculty before grades are published.

16.3 Marked Examination Papers

- a) All Marked Final exam papers must be submitted to the Office of the Registrar within two (2) business days of the submission of final grades.
- b) Final exam papers will be stored by the Office of the Registrar for a minimum of two (2) months and then shredded.
- c) Students may request to review their marked exam papers once their final grade has been posted. Per the Policy on Appeals Procedures for Matters other than Academic Dishonesty, students have thirty (30) days to appeal a final grade.

16.35 Review of Examination Papers

- a) Students who would like to review their final examination paper(s) must do so by request to the Office of the Registrar.
- b) The deadline to request a review of examination papers is as follows:

Exam Session	Deadline to Request Exam Review
FA courses	February 15 th
WI and FW courses	June 1 st
SP, SU and SS courses	September 15 th

- c) For courses offered at the main campus, students will review their exams in the Office of the Registrar. Examinations for alternative delivery courses and courses offered at a satellite campus can be reviewed online or in the Office of the Registrar.
- d) Students who would like to review their exam paper in the presence of the instructor may request to do so by making a formal request through the Dean's office. The instructor shall review the examination paper in the presence of the student. Such reviews normally require one (1) week advance notification. In the event that the professor is not available, the Dean will make alternative arrangements.

16.4 Final Examination Responsibilities

The Office of the Registrar will

- a) publish final examination details in a timely fashion and manner in which all stakeholders can access details about locations, dates, and times.
- b) create as balanced a schedule as possible, one in which exams are scheduled as fairly as possible for each student across the available time frame.
- c) ensure that students are not scheduled in conflict as outlined in II. d) and II. e) above.
- d) allow for feedback from faculty before finalizing the exam schedule.

- e) as much as possible, provide space that ensures respect for the academic integrity of the exam by avoiding overcrowding and that no construction or disruptive routine maintenance takes place in the vicinity of examination rooms during the examination period.
- f) coordinate and manage the overall exam process, including:
 - i. taking all practical measures to prevent the disruption of examinations.
 - ii. ensuring that a staff member is available to respond to emergencies at all times during which exams are being held.
 - iii. hiring and training exam invigilators to help with exam supervision and enforcement of policies and procedures.
- g) when examinations are scheduled in the designated examination room, the Office of the Registrar staff will bring the exams to that location.

Course Instructors will

- a) notify the Office of the Registrar of their intent to hold a final exam in their class(es) no later than the last day to register for classes in a given session.
- b) submit two (2) versions of their final exam – one for use as part of the regular exam process and one for use during exams that have been deferred as part of approved Deferred Exams or Student Accessibility Services accommodations. In cases where a second exam has not been submitted, the same exam will be used for all deferred exams.
- c) submit exam information to FASS within the deadlines specified.
- d) supervise their exams in accordance with Section IV. Where it is not possible for an instructor to attend a final exam, they are responsible for designating a replacement satisfactory to their Chair/Director/Dean.
- e) when examinations are not scheduled in the designated examination room, ensure that exams and any booklets be picked up from the Office of the Registrar on the day of the exam.
- f) submit final grades on time in accordance with Section V.
- g) return marked exam papers in accordance with Section VI.

Students will

- a) note the dates published each spring for the formal exam periods of the following year and make every effort to be available during that time frame.
- b) be familiar with policies pertaining to, and apply for, accommodations with Student Accessibility Services, and/or Religious Observances as necessary.
- c) arrive at the correct times and locations for all scheduled exams. It is to be understood that misreading the exam schedule will not be accepted as a reason for a deferred exam.
- d) verify what materials (e.g. calculators, textbooks, etc.) are permissible for their exams and bring into the examination location only those aids/resources that have been specified by the course instructor.
- e) refrain from any form of communication with other students upon commencement of the examination (unless communication skills are being evaluated).
- f) refrain from bringing cellular phones, personal audio equipment, and other electronic devices into the exam room unless specifically permitted by the course instructor
- g) refrain from bringing food into the exam room, unless it is medically necessary, in which case, consumption must be done in a non-disruptive manner.
- h) abide by the *Student Policies Governing Exams* and not cheat.

16.45 Emergency Procedures

Examination Cancellation Contingency Plan:

- a) The Registrar, or designate, will decide in consultation with the Deans, or designate, whether to proceed with or to postpone examinations in the event of extreme weather conditions or any other general emergency (e.g., Lockdown) which occur when final examinations are in session. Notification of the postponement of an exam(s) will be posted on the Nipissing University Portal as early as possible and the local media will be contacted.

- b) If students have seen the examination, the examination should be cancelled and rescheduled. However, any examinations submitted prior to the cancellation will normally be graded.
- c) If the examination has not been started but the delay lasts longer than one (1) hour, it is recommended that the examination be cancelled.
- d) In anticipation of the need for such action, each examination schedule will be re-staged, if at all possible, prior to the end of the current examination period; in particular, the most likely time is the next Sunday at 1:00 p.m. Students will be notified of the exact date and location through their Nipissing student email account.

In the case that the Fire Alarm Sounds:

- a) If the alarm is intermittent, then it is not necessary to leave the building and additional time will be added to account for the disruption.
- b) If the alarm is continuous, then Proctors will announce that: “Students must turn over their papers and leave all exam materials on their desk. They are to take any personal belongings from their desk but are not to attempt to get personal belongings from the front of the room and to exit the building immediately. If re-entry to the building is permitted within thirty (30) minutes, then each exam supervisor will decide, on a course-by-course basis, whether or not to continue their exam. After thirty (30) minutes, students may leave and should check the Nipissing University portal for announcements regarding their exam(s)”.
- c) Proctors will ensure that everyone exits the building.
 - i. Proctors and students will wait at the entrances for instructions.
 - ii. The Registrar, or designate, will go to the location of the fire alarm annunciator panel to wait for confirmation from the Police and/or Fire Department that the alarm was false and the building may be re-entered or that the alarm is genuine.
 - iii. If the alarm was false and re-entry is permitted within thirty (30) minutes, the proctors will either:
 - o tell students to enter the building and exam room(s) to continue the exam; or
 - o collect the examinations and then permit students into the exam rooms to collect their belongings.
 - iv. Those proctoring the exams will inform the Registrar, or designate, whether the exam is to be re-scheduled or, if 50% or more of the exam time has elapsed, they may elect to prorate the exam rather than schedule a new exam time.

In the case of a Power Outage:

- a) Students must turn over their exam papers and remain in their seats.
- b) Students will be asked to remain silent.
- c) The Registrar, or designate, will contact Security to find out an estimated time for the duration of the power outage. At that time, it will be determined whether or not the exam will continue. If 50% or more of the exam time has elapsed, they may elect to prorate the exam rather than schedule a new exam time.

16.5 Student Policies Governing Final Exams

- a) No student shall be allowed in the examination room during the course of examination except the candidates concerned.
- b) Students must place their student ID cards, or another piece of government-issued photo identification, on the desk, or be able to establish their identities in a manner satisfactory to the proctor and sign the attendance sheet when presented to them.
- c) Students will not be permitted to enter the exam room thirty (30) minutes after the commencement of the exam.
- d) There shall be no extension of time for candidates who are allowed to sit the examination after arriving late.
- e) No exams may be submitted within the first hour. All students must remain in the exam room for a minimum of one hour. No students may leave within the final fifteen (15) minutes.
- f) Each student must submit all required exam materials before leaving the exam room.

- g) If a student becomes ill or receives word of a domestic emergency during an examination, the student must hand in all exam materials at once to a proctor and request the exam paper be cancelled. In the case of illness, the students must arrange immediately for a medical examination so that a medical certificate is available to support any request for a deferred examination. The candidate may then apply for a deferred examination in accordance with the published deferred final examination policy.
- h) If a student fails to appear for a scheduled examination, the candidate may apply for a deferred examination in accordance with the deferred final examination procedures.
- i) All inquiries and requests must be addressed to proctors only and candidates must not leave their seats except when granted permission by the proctor.
- j) Candidates must not:
 - i. impersonate another student;
 - ii. speak to other candidates or communicate with them under any circumstances whatsoever;
 - iii. leave answer papers exposed to view.
- k) The published policy for *Academic Dishonesty* will apply to anyone found cheating.
- l) No materials or electronic devices shall be brought to the desk or used at an examination except those authorized by the proctor. Unauthorized materials include, but are not limited to: books, class notes, or aid sheets. Unauthorized electronic devices include, but are not limited to: cellular telephones, laptop computers, programmable calculators, palm pilots or pagers. All electronic devices must be turned off and kept out of view.
- m) Students shall remove headwear while writing the exam unless required by religious observance.
- n) Students shall refrain from bringing food into the exam room, unless it is medically necessary, in which case, consumption must be done in a non-disruptive manner. Water is the only beverage permitted, but only in sealable, transparent containers without labels.
- o) Students may take a water or washroom break during the exam however no additional time will be provided. Only one person may leave the examination room at a time and must be escorted by a proctor.
- p) In consideration of those who have allergies, students and proctors shall refrain from wearing fragrances.
- q) There are no personal belongings allowed on the desks except those directly required for the exam.
- r) Students are discouraged from bringing personal belongings into the exam room. Small belongings may be placed under the seats, but exam supervisors may request that all personal belongings be left along the edges of the room. In either case, the University will assume no responsibility for lost articles.
- s) Any student leaving the examination shall do so with the least distraction to the students still working. Students shall not congregate outside the examination room.

17.0 Posthumous and In Memoriam Degrees

A posthumous degree may be granted to a deceased student under the following circumstances:

- The student died within 12 months of the last registration;
- The student was in good academic standing such that eventual graduation was expected;
- For undergraduates in programs requiring 120 or more credits, the student completed at least 90 credits;
- For undergraduates in programs requiring 90 credits, the student completed at least 72 credits;
- The student was in an Honours program at the time of death but was not eligible for a posthumous Honours degree and so may be recommended for the corresponding General degree;
- For course based graduate programs, the student completed at least 75% of the course work;
- For graduate programs with a Major Research Project, Thesis or Dissertation, the student completed all course work and a significant amount of work towards completing their Major Research Project, Thesis or Dissertation.

A degree in memoriam may be granted to a deceased student under the following circumstances:

- The student died within 12 months of the last registration;
- The student was in good academic standing
- The student is not eligible for a posthumous degree.

An in memoriam or posthumous degree must be recommended by the Dean and approved by Senate.

18.0 Religious Accommodation Policy

Nipissing University is committed to respecting the religious beliefs & practices of all members of the university community, & making reasonable accommodations for observances of special significance to adherents. Efforts will be made by the University to avoid scheduling in-class or formal examinations on days of major special religious significance throughout the year. Students will be informed through the Academic Calendar of procedures for requesting & arranging accommodations based on religious observance. In cases where conflicts do arise, it is the responsibility of the student to notify the University in accordance with the following procedures. Failure to do so may result in the student not being graded for any missed work.

18.05 Accommodation Procedures for Students' Final Examinations

Students who, because of religious commitment, cannot write a formally scheduled examination (during the December & April examination periods) on the date scheduled, should contact the office of the Dean of the Faculty no later than three weeks prior to the start of the examination period to initiate arranging an alternative examination date. Students must complete the Examination Accommodation form available on the University website. Students are required to, if requested to do so, present evidence concerning the religious obligations involved. A religious accommodations agreement - final examination form may be downloaded from the website at: <http://www.nipissingu.ca/registrar/downloads/religious%20accom.pdf>

18.1 Academic Obligations other than Final Examinations

Students who, because of religious commitment, cannot meet specific academic obligations in a course (other than formally scheduled examinations during the December & April examination periods) on certain holy days, are responsible for giving their professor/instructor reasonable notice of each conflict. Such notice shall be given as soon as the conflict is known to the student & no later than 14 calendar days prior to the date of the conflict.

Accommodations may include:

- a) Rescheduling the evaluation that is in conflict, or
- b) Preparing an alternative evaluation for that particular student, or
- c) Recalculating the total evaluation in the course to eliminate the component that has been missed.

When the instructor & student are unable to agree on suitable accommodation, the matter will be referred to the Dean for a decision, who may request that the student present evidence concerning the religious obligations involved. The Dean will convey the decision to the instructor & student. The Dean's decision may be appealed by the student through the Student Appeals Committee.

19.0 Dual Credit/Transfer Credit Policy

Students who successfully complete UNIV1011 through an approved Nipissing offering of the UNIV1011 course through a recognized partner, will be eligible for transfer credit for this course only once they are admitted to Nipissing University & registered in an undergraduate degree program. Such student must self-identify that they completed the course through a recognized partner offering of the course. Students will be required to complete & submit the transfer credit form & transfer credit fee in order for the credit to be

assigned to their academic record. The credit will be awarded as a TR or TRD credit as appropriate. This credit will only be granted if the student attends Nipissing, not another university.

20.0 Policy on Graduate Student Funding

Office of Accountability	Vice President Academic & Research
Administrative Responsibilities	Assistant Vice President Academic & Research is the administrative authority responsible for graduate student funding
Approver	Senate
Scope	This policy applies to all graduate students at Nipissing University
Contact Officer	Research & Graduate Studies Coordinator
Date for Next Review	Fall 2015
Related Policies, Procedures & Guidelines	
Policies Superseded by this Policy	
Policy Number	

20.05 Purpose of the Policy

The purpose of this document is to clearly outline the terms & conditions of admission & funding for applicants to Nipissing University. Funding eligibility terms & conditions are applicable to all continuing students.

The university reserves the right to make changes without prior notice to the information contained in this publication. Please refer to <http://www.nipissingu.ca/academics/graduate-studies/awards-&-funding> for the most current version of this document.

Applicants receiving an offer of admission &/or funding are expected to review this document in full so as to be aware of, & comply with, the information enclosed.

By accepting the offer of admission & funding, you are acknowledging:

- a) That you understand & will comply with the information outlined in this document, including but not limited to: the terms & conditions of admission; & terms, conditions & eligibility for funding; &
- b) That the information provided to the university is, to the best of your knowledge, accurate, true & compliant with university policy.

20.10 Freedom of Information & Protection of Privacy Act

The university is compliant with the Freedom of Information & Protection of Privacy Act (FIPPA). Information provided to the university through your application for admissions, or other collection sources (e.g., response forms, registration changes, etc.), will be used for academic purposes.

- a) Information on FIPPA:

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90f31_e.htm

- b) Information on the university's compliance with FIPPA: See the Nipissing University Academic Calendar.
- c) Third party requests: Personal information will not be provided to third parties, including parents, family or friends, without the written consent of the student.
- d) Validity of Offer of Admission & Funding

The offer of admission & funding expires after the response deadline.

Please note the acceptance is not valid without payment of your non-refundable deposit by the deadline date. After this date, the offer of admission & funding will no longer be valid, & the option to accept the offer will expire. The offer of admission & funding will clearly outline the program of study, term of admission, full or part-time status, & funding.

20.15 The 10-Hour Rule

As a member university of the Ontario Council on Graduate Studies, Nipissing is committed to ensuring full-time graduate students work no more than an average of 10 hours per week, in any capacity, for Nipissing University. This rule is in place to ensure full-time students are in a position to devote their time & energy to the requirements of their program of study. Students, if employed by Nipissing University, will work no more than an average of 10 hours per week at diversionary employment while they are registered as a full-time student. Diversionary employment is work that takes a student's time away from his or her MRP or thesis research. All graduate assistantships are considered to be diversionary & are subject to this rule, while scholarships & fellowships are not. In calculating this diversionary work average it is recognized that employment opportunities for full-time students may fluctuate throughout the year. Students have a maximum diversionary work allocation of 250 hours in any 12 month period. Students who do not wish to be limited to 10 hours of paid employment during their studies are strongly encouraged to pursue part-time studies.

20.20 Assistantships

One of the primary sources of funding for graduate students at Nipissing is Graduate Assistantships: graduate teaching assistantships (GTA) & graduate research assistantships (GRA). These are available to both domestic & international students. Normally, funding is not provided to part-time students. These sources of funding are administered by the student's home faculty.

a) Graduate Teaching Assistantship (GTA)

GTAs support the teaching of undergraduate courses at Nipissing University. Teaching assistantship support is administered by Research Services, the School of Graduate Studies & by faculty members who hold research grants or externally funded research contracts. Employment of registered graduate students as graduate teaching assistants is governed by the provisions of the Ontario Council of Graduate Studies & Nipissing University School of Graduate Studies regulations. Please refer to your graduate program for specific information on the roles & responsibilities of GTAs. All teaching assistantship work is considered diversionary from the student's main MRP or thesis research, & therefore graduate students are limited to a maximum of 10 hours of GTA/GRA work per week while enrolled in a full-time program of studies (see 10-Hour Rule). These payments are considered employment income by the university & tax deductions are made at source. A T4 will be issued for tax purposes.

How to Apply: Eligible students are nominated by their graduate program for GTA positions

b) Graduate Research Assistantships (GRA)

GRAs support academic research at Nipissing University. Research assistantship support is administered by Research Services, the School of Graduate Studies & by faculty members who hold research grants or externally funded research contracts. All graduate assistantship work is considered to be diversionary from the student's main MRP or thesis research, & therefore graduate students are limited to a maximum of 10 hours of GTA/GRA work per week while enrolled in a full-time program

of studies (see 10-Hour Rule). These payments are considered employment income by the university & tax deductions are made at source. A T4 will be issued for tax purposes.

How to Apply: Eligible students are nominated by their graduate program for GRA positions

20.25 Nipissing University Graduate Scholarships (NUGS)

Nipissing University Graduate Scholarships support graduate students who are enrolled in a full time graduate level program. The School of Graduate Studies funds a limited number of NUGS each year. NUGS support students in research that contributes to the student's program of study & usually results in a thesis or major project. Any research that is conducted under the NUGS must not be diversionary from the student's main MRP or thesis (such diversionary work shall be categorized as a GRA & will be subject to the 10-Hour Rule). The value of NUGS varies & may be used to enhance the level of funding for students who have external awards or as a student's only source of funding. NUGS are not payment for employment. NUGS are paid periodically throughout the year & there is no hourly rate or any set value. These payments are not considered employment income by the university & no tax deductions are made at source. A T4A will be issued for tax purposes.

20.30 Nipissing University Research Fellowships (NURF)

Nipissing University Research Fellowships support graduate students who are enrolled in a full time graduate level program. The NURF are integrated into the research programs of one or more professors from funding that is usually obtained through research grants awarded to professors. NURF support students in research that contributes to the student's program of study & usually results in a thesis or major project. Any research that is conducted under the NURF must not be diversionary from the student's main MRP or thesis (such diversionary work shall be categorized as a GRA & will be subject to the 10-Hour Rule). The value of NURF varies & may be used to enhance the level of funding for students who have external awards or as a student's only source of funding. NURF are not payment for employment. NURF are paid periodically throughout the year & there is no hourly rate or any set value. These payments are not considered employment income by the university & no tax deductions are made at source. A T4A will be issued for tax purposes.

If you are awarded additional fellowships, scholarships, bursaries, &/or you secure outside employment, the financial commitment from the faculty & Nipissing University may be reconsidered.

20.35 Continuation of Funding

Continuation of all sources of funding from the university is dependent on maintaining good academic standing, high-quality research performance (where applicable) & availability of funds. If you withdraw, change to part-time status, change your program, change your research topic or supervisor, or fail to complete a term, you may no longer be eligible for funding.

20.40 Funding for International Students

There are limited funding opportunities available for international students at Nipissing University. In order to obtain a study permit, international students must submit evidence of having enough funds to cover tuition & living expenses. Therefore, it is expected all international students attending Nipissing will be able to support themselves & any dependents during their studies.

International students in thesis-based programs may be eligible for an internal scholarship &/or assistantships, which are typically offered at the time of admission as outlined in this document.

20.45 Method of Payment of Graduate Awards & Funding

- a) Assistantships, such as the GRA & GTA, are coordinated through the faculty offices & are typically paid to students as outlined in the contract. Time sheets indicating the numbers of hours

worked per week will be submitted to the School of Graduate studies on the last day of each month.

- b) Scholarships from the School of Graduate Studies are paid in three equal installments (September, January, May) & are distributed via cheque by the SGS Coordinator.
- c) Fellowships from graduate faculty are paid in three equal installments (September, January, May) & are distributed via cheque by the SGS Coordinator.

20.50 Tuition & Fees

By accepting an offer of admission, it is understood that you have reviewed the information & agree to pay in full the tuition & fees applicable to your program & full-time or part-time status. Information on tuition & fees can be found on our website at <http://www.nipissingu.ca/academics/graduate-studies/awards-&-funding/Pages/default.aspx>.

20.55 Taxation of Awards & Funding

Employment, such as GRA & TRA, are taxable & will be subject to deductions at source for income tax purposes, such as EI & CPP. Scholarships, fellowships & awards are not subject to source deductions for income tax, EI & CPP. This may not eliminate your own tax obligations & you may wish to set aside funds to cover any possible tax requirements. The university recommends you retain all funding documentation for your records.

Acknowledgement: This policy was prepared using extracts from a related policy authored by the University of Ontario Institute of Technology.

21.0 Policy on Adjunct Professorship Status

Office of Accountability:	Vice-President, Academic & Research
Office of Administrative Responsibility:	Office of Research Services
Approver:	Senate
Scope:	
Approval Date:	March 2010
Renewal Date:	March 2013; March 2016
Policy Number:	NU-RES-2011.19

21.05 Preamble

Adjunct Faculty Members are those outside the university whose scholarly or professional accomplishments merit association with the university. Adjunct Faculty Members are appointed for a defined period, with defined privileges & voluntary responsibilities in scholarly activity. Adjunct appointments do not have ranks & they do not carry the right to vote in Department/School decision-making.

The title, Adjunct Professor, is normally granted by a university to an individual either holding a university appointment or one whose professional background & qualifications have led to active participation in joint undertakings, usually teaching &/or research, with university faculty. The position is intended to provide formal recognition of the special relationship between an individual outside the university (or an individual

whose expertise contributes substantially to studies currently being undertaken by the university) & an academic unit within the university & shall be recognized as such under the Tri-Council Policy.

21.1 Functions & Responsibilities

When it is appropriate for scholarly or professional reasons, a person may be appointed to a position as Adjunct Professor by the Vice-President Academic upon recommendation by Departments/Schools & Deans for a period with defined privileges & voluntary responsibilities in scholarly activity. Once a year at Senate, the Vice-President Academic shall table as a separate Information item a list of any newly appointed adjuncts including their names, department/school affiliations, periods of appointment along with a justification for each appointment, highest degree held, year obtained, current institution (if any) & rank (position), at that institution. All adjuncts shall also be included in the faculty listing on Department/School websites

A person can be appointed to an academic unit as an Adjunct Professor for any of the following purposes:

- a) To be able to pursue collaborative research with Nipissing University faculty & apply to granting agencies as co-applicants or collaborators through the University.
- b) To be able to co-supervise graduate or undergraduate students in accordance with the policies of the unit/program & the regulations of the School of Graduate Studies.
- c) To be able to collaborate in the teaching activities of the academic unit.
- d) The person appointed as Adjunct Professor will have to follow the criteria for co-supervision of graduate students as currently approved by the Senate & be accredited according to the policy of Graduate Studies. However, note that adjunct professors accredited to Graduate Studies cannot be sole supervisors.

Such a position assumes some degree of active collaboration in teaching &/or scholarly activities between the Adjunct Professor & one or more faculty members. This collaboration might be manifested in teaching activities, joint preparation & publication of research papers, the sharing of laboratory facilities on or off campus, or in service as a member of a Graduate Advisory Committee, or any combination of such activities. This allows the person to identify oneself as a member of the Academic Unit, as adjunct professor & enables the use of general facilities at the University i.e. library, computer services & so on, under the same terms & conditions as other faculty. The University, in return, expects that adjunct professors will comply with University policies & regulations, & will acknowledge their affiliations with the University in their publications & in their participation in scholarly meetings. Adherence to university policies regarding research integrity, conflict of interest, intellectual property, research ethics, Biosafety, animal care, harassment & discrimination is required. All adjunct professors must also follow & respect the Tri Council agreement signed by Nipissing University. Any failure to respect such policies or misconduct will lead to either the removal of privileges or the appointment being immediately revoked.

21.15 Appointment

- a) Criteria
 - i. The appointment is for up to five years, is renewable & involves no remuneration.
 - ii. The applicant should hold a primary appointment in academia, government, private & public sector.
- b) Procedures
 - i. The application must be submitted to the academic unit by an academic unit member (letter of the sponsor must be included in the file of the applicant).
 - ii. The applicant must submit a covering letter outlining intentions along with goals & expectations & a curriculum vita including all research contributions.
 - iii. Once the Academic Unit has recommended the person, the complete file with the recommendation of appointment is sent to the Faculty Dean for his/her recommendation.
 - iv. The Dean then sends the complete file with his/her recommendation to the Vice-President, Academic & Research who makes the final decision.
 - v. Once approved, a letter will be sent by the Vice-President, Academic & Research stipulating the exact roles & responsibilities that the appointment carries. Such stipulation

shall be transmitted in any application to the granting agency for clarity of the status of the person. The letter will be copied to the unit chair/director, the Dean of the Faculty & the Assistant Vice-President, Research & Graduate Studies.

21.2 Reappointment & Renewal

The Adjunct appointment is renewable every five years or less, depending on the recommendation of the Dean in consultation with the home academic unit. Six months prior to the expiry of the Adjunct appointment, the Director/Chair of the Academic Unit will send a letter to the sponsor acknowledging the termination date & requesting an application for renewal, if so desired. The application for renewal must contain a summary of the adjunct professor's contributions to the University & the expectations & goals for the renewal. The process follows the procedure of appointment with recommendation of the Chair/Director of the Academic Unit & the Faculty Dean to the Vice-President Academic & Research.

22.0 Free Speech Policy

According to the Nipissing University Act, "The objects of the University are the pursuit of learning through scholarship, teaching and research within a spirit of free enquiry and expression."

Consequently, Nipissing University defines the articulation and discussion of ideas and opinions that are directed toward the achievement of these objects as freedom of speech. Students, faculty, administrators, staff and guests are encouraged to identify, challenge and criticize barriers or obstacles to these objects.

Relatedly, Nipissing University strives to create a teaching and research environment that is inclusive, diverse, welcoming and safe within this spirit of free enquiry and expression. While students and/or other individuals may encounter ideas or opinions that they disagree with or even find offensive at times, these ideas and opinions need still be offered to advance the objects of the institution.

This policy is not meant to contravene existing policies such as the Code of Student Rights and Responsibilities, the Policy on Political Activities and Events, the Respectful Workplace & Harassment Prevention Policy, or relevant legislation such as the Ontario Human Rights Code.

For more information about our complaints process in relation to this policy, please contact Student Development and Services, the office of the relevant Dean and/or the Human Resources Office.

23.0 University Policy Statement on Indigenous Attire at Convocation

Indigenous graduates, faculty and other participants may choose to wear traditional Indigenous attire, with or in lieu of a gown, at all convocation ceremonies. The hood may be carried rather than worn depending on cultural protocols. Nipissing University acknowledges the diversity of Indigenous peoples, communities, and nations. As such, it is recognized that traditional Indigenous attire may vary.

PART III ACADEMIC REGULATIONS OF THE UNIVERSITY

3.0 Auditors

An auditor is a student who is admitted to a course, & who may participate in class discussion, but who may not hand in assignments or write examinations. An auditor does not receive credit for the course. Students who enrol as auditors must indicate this on the normal registration form. The last day to change status from credit to audit or audit to credit is the last day of course changes.

Not all courses can be audited. Courses with more practical & developmental components (e.g., language courses, laboratory courses, activity courses) cannot be audited. The Deans have the responsibility to designate courses which may or may not be audited.

Admission

- a) To audit a university course, students must be admissible to the University;
- b) Students must have completed prerequisites or their equivalent in order to register as an auditor in any given course;
- c) Students may not audit no more than the normal number of courses available to students in any one given session;
- d) Where such a course would constitute an overload, permission of the Dean is required.

Registration

To register as an auditor, a student must follow the same procedures as those who register in courses for credit.

3.05 Definition of Students

- a) Full-time Students: a full-time student is one who registers in more than 18 credits (3 full courses or equivalent) in the Fall/Winter Session.
- b) Part-time Students: a part-time student is one who registers in a maximum of 15 credits (2.5 courses or equivalent) in the Fall/Winter Session.

3.10 Course Loads and Overloads

The following regulations apply to all students with the exception of students admitted in the Concurrent program, prior to September 2015, who will be allowed the maximum loads as described in their program requirements:

Full-time Students

- a) Full-time students will normally be allowed to register in a maximum of 30 credits in the Fall/Winter Term and a maximum of 30 credits in the Spring/Summer Term and may not be registered in more than 15 credits at any one time;
- b) Upper year full-time students with excellent academic records ("B+" or better) may, with the permission of an Academic Advisor, take a maximum three-credit overload during each session of the Fall/Winter Term, provided they had no failing grades on a minimum course load of 30 credits in the previous Fall/Winter Term and no failing grades in the previous Spring/Summer Term;

Part-time Students

- a) Students admitted on a part-time basis will normally be allowed to register in a maximum of 12 credits in the Fall/Winter Term and a maximum of 6 credits in the Spring/Summer Term;
- b) Upper year part-time students with excellent academic records ("B+" or better) may, with the permission of an Academic Advisor, take a maximum three-credit overload during each session of the Fall/Winter Term provided they have no failing grades in the previous 30 credits completed;

Students on Probation

- a) Students on probation will normally be allowed to register in a maximum of 24 credits in the Fall/Winter Term and a maximum of 18 credits for the Spring/Summer Term, and may not be registered in more than 12 credits at any one time.

Please note:

- Overloads will not be permitted in the Spring/Summer Term;
- Course loads are calculated on all courses in which a student is registered (i.e. the total of all courses at Nipissing University and by Letter of Permission from other universities).

3.20 Class Hours

The number of hours per course is normally shown under the course description in the Calendar. Total class lecture hours may vary between courses, but will total at least 72 hours per six-credit course and at least 36 hours per three-credit course. The number of hours and class meetings scheduled per week varies by term and by course.

3.30 Academic Advising

Undergraduate students who wish to plan their programs or who need advice on any academic matter should consult an Academic Advisor. This may include, but is not limited to: planning for degree programs, choosing courses, clarifying academic procedures or regulations, determining academic standing, experiencing academic difficulty, utilizing college transfer credit or university transfer credits, requesting a course overload, obtaining a letter of permission to take courses from another university (on-campus or through distance education), planning around extended medical absences, planning program/courses for an international exchange, planning for graduate or professional programs, planning for a second degree, waiving of program requirements/academic regulations through academic appeal/petition.

Academic Advisors are available year-round. Appointments may be made through the Academic Advising Office (A207), by contacting the secretary at 705.474.3461, extension 4358. Drop-in hours are also available. Please check with Advising office for details.

Please note that students in all programs are also encouraged to consult with faculty members concerning course selections, particularly as it relates to planning for graduate studies.

Students are responsible for ensuring that the courses in which they register meet the degree requirements of their programs.

3.40 Registration Procedures

Students use WebAdvisor to register in their courses. Students are required to create a conflict-free class timetable. Please refer to the Office of the Registrar webpage at www.nipissingu.ca/departments/admissions-registrar/webadvisor-instructions for student registration instructions.

3.45 Program Changes

Students who wish to change their degree program must complete a Program Change Request Form on WebAdvisor. Students unable to complete the Program Change Request Form on WebAdvisor should contact the Office of the Registrar directly for program changes.

Credits for practical/activity, clinical and education (EDUC) courses will only count in the degree program in which they were taken. All other courses will normally be credited toward the new degree program.

3.46 Course Changes

It is the student's responsibility to initiate course changes.

Discontinuing attendance at classes, notifying an instructor or stopping payment does not constitute official withdrawal from a course.

Students who wish to withdraw from a course, add a course, or substitute one course for another, must do so through WebAdvisor. Students may also do so in writing through the Office of the Registrar. The Office of the Registrar homepage specifies the withdrawal dates for Spring/Summer and Fall/Winter courses.

3.49 Fee Refunds

Students will be refunded fees as per the schedule published in the academic calendar.

3.60 Letter Grades & Grading Standards

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

"A"	indicates Exceptional Performance: comprehensive in-depth knowledge of the principles & materials treated in course, fluency in communicating that knowledge & independence in applying material & principles.
"B"	indicates Good Performance: thorough understanding of the breadth of materials & principles treated in the course & ability to apply & communicate that understanding effectively.
"C"	indicates Satisfactory Performance: basic understanding of the breadth of principles & materials treated in the course & an ability to apply & communicate that understanding competently.
"D"	indicates Minimally Competent Performance: adequate understanding of most principles & materials treated in the course, but significant weakness in some areas & in the ability to apply & communicate that understanding.
"F"	indicates Failure: inadequate or fragmentary knowledge of the principles & materials treated in the course or failure to complete the work required in the course.
"I"	indicates Incomplete;
"W"	indicates Withdrawal with permission;

3.62 Aegrotat Standing

Aegrotat standing (credit granted with incomplete course work) will be considered only in exceptional circumstances (usually only in very serious illness) & if term work has been of high quality.

3.65 Determination of Final Grades

- a) A student's grade in each course will be based upon the year's work and the final examination (if required);

- b) The instructor will discuss with the class the basis for assessment specifying the relative weight of each examination, test, in-class activity and written assignment;
- c) The instructor will also specify which assignments must be completed in order to receive a grade in the course; penalties for late assignments should be clearly stated in each course;
- d) The method of determining final grades is to be discussed with students within the time frame Senate has approved for late course registration;
- e) The instructor must inform students of their standing prior to the date for honourable withdrawal from the course. If no written term work has been evaluated by that date, the information shall be given in the form of a written statement of the student's standing;
- f) The instructor is required to return to students all written work, other than final examinations, which has been submitted for evaluation purposes. Students may discuss with their instructor the work presented, the comments made, and the grade assigned;
- g) For each course, faculty will enter their final grades into the Student Information System (SIS) within seven (7) days of the date a final exam was written for an on-campus course, and within fourteen (14) days of the date the final exam was written for alternative delivery courses. For courses where no final exam was scheduled, final grades must be submitted within seven (7) days of the last day of classes in the term. Once the Dean has approved the marks submission, grades will be available for viewing on the SIS. The Dean's signature of approval indicates that the marks submission is consistent with existing practices and policies of the Faculty. Revisions to any previously assigned grade are submitted in writing for the approval of the Dean, together with the reasons for such revisions. Grades are not official until they have been approved by the Dean and released by the Office of the Registrar;
- h) The final marks issued by Nipissing University are the only ones accepted as binding.

3.70 Incomplete Grades

In exceptional circumstances, a student may request consideration for an Incomplete grade (I). Such request must be submitted, through the Instructor to the Dean, together with the reasons for the request.

Any student assigned an Incomplete grade must normally complete all course requirements within 30 days after the end of the examination period or the last day of the course if there is no final examination for that course. If after that period the course is not completed, a grade of zero will be assigned to those components not completed.

3.80 Transcripts

Graduates will each receive one official transcript upon graduation. To order additional transcripts, students must present their request in writing to the Office of the Registrar. An online form is available through WebAdvisor. The fee for additional transcripts is outlined in the Service Fees section of the University's website.

3.85 Release of Final Grades

Final Grades will be withheld from any student who has an outstanding account at the University or Library and such students will forfeit their right to appeal grades

3.90 Senate Changes to Degree Requirements

Degree requirements that are in any way modified by Senate in one calendar year will normally apply to students admitted the following academic calendar year unless otherwise specified by Senate. Students currently enrolled may choose to graduate under either the new regulations or the previous regulations. However, they must choose one or the other set of regulations in its entirety.

3.95 Graduation Procedures

Students must complete and submit an Application for Graduation by the deadlines specified below in order to be considered for graduation. An online application is available through WebAdvisor. A convocation fee is applicable to all applications and is required of all graduates whether or not they attend the annual convocation ceremony. Applications for Graduation received after the specified due date will be applied to the next graduation period. Convocation ceremonies are only scheduled once per year in June, but there are four graduation periods throughout the year: in August, November, February and June. The Application for Graduation and fee deadlines are as follows:

<u>Deadline for Application for Graduation & Fee</u>	<u>Convocation Period</u>
On or before June 1	August
On or before September 1	November
On or before December 1	February
On or before April 1	June

Students who are unable to attend the annual convocation ceremony in June should request that their degree be conferred in absentia. Diplomas will be mailed to those who graduate in August, November or February as well as June graduates who do not attend convocation.

4.00 Distinction at Graduation

Undergraduate students who graduate with an overall average of 80% or higher on all courses taken at Nipissing University & required for the degree will be granted their degree “with distinction”.

In order to receive a degree with distinction, the overall average must be calculated on a minimum of 60 numerically graded credits (10 full courses or equivalent) completed at Nipissing University & presented for the degree.

The following degrees are not awarded “with distinction”:

- i. Bachelor of Education
- ii. Bachelor of Science in Nursing – Scholar Practitioner Program

4.05 Conferring Degrees

a) Persons to Confer Degrees

All degrees shall be conferred by the Chancellor; in case of his/her absence, or of there being a vacancy in that office, degrees shall be conferred by the President & Vice-Chancellor.

b) Place of Conferring

All degrees shall be conferred in such place as may from time to time be designated by the President.

c) Persons Upon Whom Conferred

All degrees & diplomas shall be awarded by Senate on the recommendation of the Senate Executive Committee.

- iii. The following shall be the forms of presentation of (Bachelor, Master, Doctor plus citation) those whose names will be announced, that they may receive the degree at your hands;
- iv. The candidates shall be called forward to receive the hood & the diploma. At the end of the distribution of all diplomas of one Faculty, the entire group will rise & the Chancellor will then declare:

In accordance with the laws of the Province & by virtue of the authority vested in me as Chancellor, I hereby confer upon you the”

4.10 Honorary Degrees

The following shall be the form of presentation & admission to be used:

- i. The recipient comes forward & stands at a slight angle, facing the Chancellor (who stands as the words are spoken);
- ii. Reading the citation ... "By virtue of the authority vested in me, I confer upon ***** you the degree of Doctor of Education or Letters or Music, Honoris Causa.”

4.15 Limitation on Courses

a) Limitation of the Number of First Year Courses

The maximum number of first year (1000 level) courses in the Bachelor of Arts and Bachelor of Commerce is 42 credits. (Except in the Child and Family Studies program and Bachelor of Arts (Liberal) where the maximum is 48 credits at the first year level). The maximum number of first year level courses in Bachelor of Business Administration, Bachelor of Physical and Health Education and Bachelor of Science is 48 credits.

b) Limitation of the Number of Courses in a Single Discipline in the First Year of Study

During their first year of study or the first 30 credits, students may not take more than six credits in the same subject, except as may be required by a specific program regulation approved by Senate, or as may be approved by the Dean.

c) Limitation of the Number or Attempts to Complete a Course

Faculty of Applied and Professional Studies and Faculty of Arts and Science

Students may only make two attempts to complete a course. When a second attempt on a course is made, the higher grade obtained of the two attempts will be used in the calculation of averages. If a student fails the course on a second attempt after first passing, then the credits obtained on the first attempt will be kept. A student may attempt a course for a third time, only with departmental approval.

4.20 Limitation of the Number of Credits in a Single Discipline

a) Three-year (General)

The maximum number of credits a student may take in a single discipline towards a degree is 54 credits.

b) Three-year (Liberal)

The maximum number of credits a student may take in any two disciplines combined is 54 credits.

c) Bachelor of Arts (Four-year and Honours), Bachelor of Science (Four-year and Honours), Bachelor of Business Administration

The maximum number of credits a student may take in a single discipline towards a degree is 84 credits.

d) Bachelor of Fine Arts

The maximum number of credits a student may take in fine arts towards a Bachelor of Fine Arts is 90 credits.

For the purposes of these regulations, language courses taken in the student's second language (French or English) are excluded from the discipline count.

4.25 Statistics Course Equivalencies

A student in a degree program cannot retain credit for more than nine credits of introductory statistics courses. Students will normally take the course offered by the discipline in which they are registered. The introductory statistics courses are: ADMN 2606, CHFS 2026, ECON 2126, GEOG 2026, MATH 1257, MATH 2076, PSYC 2126, and SOCI 2127.

Either PSYC 2126/PSYC 2127 or SOCI 2126/2127 will be accepted for degree requirements for PSYC/SOCI combined programs.

Students who transfer from Psychology to Sociology or vice-versa will be required to meet the statistics and methodology requirements as follows:

Students transferring from Psychology to Sociology after having completed PSYC 2126 and PSYC 2127 are recommended to take SOCI 2126. If they have taken PSYC 2126 only, they will be required to take both SOCI 2126 and SOCI 2127. Students transferring from Sociology to Psychology after having completed SOCI 2126 and SOCI 2127, will not be required to take either PSYC 2126 or PSYC 2127. If they have completed SOCI 2126 only, they will be required to take both PSYC 2126 and PSYC 2127. Transfers from either inside the University or outside, from a discipline other than PSYC or SOCI, will be allowed to retain credit for a three-credit research design or statistics course, but must enrol in the appropriate PSYC or SOCI courses.

4.30 Cross-listed Courses

Cross-listed courses may be defined as courses offered in one discipline but that may be credited towards another discipline. Although distinct from cross-coded courses, in that these courses are not offered under the discipline to which they are cross-listed, the courses will satisfy requirements of the cross-listed discipline.

5.0 Breadth Requirement Grouping

5.10 Humanities, Social Sciences, Sciences and Professional Disciplines

All undergraduate programs (with the exception of Bachelor of Commerce, Consecutive Education, Nursing and Physical and Health Education) make reference to Humanities, Social Science, Science and Professional Discipline requirements (breadth requirements). These groups are defined as follows:

a) Group I Humanities

Classical Studies, Arts and Culture, English Studies, Film, Fine Arts, French, History, Philosophy, Religions and Cultures, Russian, Spanish

b) Group II Social Sciences

Anthropology, Child and Family Studies, Criminal Justice, Economics, Gender Equality and Social Justice, Geography, Law and Justice, Native Studies, Political Science, Psychology, Social Welfare and Social Development, Sociology

c) Group III Sciences

Astronomy, Biology, Chemistry, Computer Science, Environmental Science, General Science, Physical/Technique Geography, Geology, Mathematics, Physics

d) Group IV Professional Disciplines

Accounting, Administrative Studies, Finance, Marketing, Organizational Studies, Nursing, Social Work, Technology Management

e) Other

The following disciplines are not specified in either Groups I, II, III, or IV. Please refer to individual course descriptions to confirm if the course(s) may be used to satisfy one of the above groups: Aboriginal Leadership, Academic Writing, Arts and Cultural Management, Digital Humanities, Interdisciplinary Studies, University Success

Note:

Where reference is made to an Arts requirement, Arts is defined as either Group I Humanities or Group II Social Sciences. Cross-coded courses will be considered in the group to which they are cross-coded for satisfying breadth requirements regardless for which course the student is registered. Cross-listed courses will be considered in the group to which they are cross-listed for satisfying breadth requirements.

6.0 Academic Writing Requirement

All students admitted to a Bachelor of Arts or a Bachelor of Science degree (with the exception of Criminal Justice) must successfully complete Academic Writing (ACAD 1601) within their first 60 Nipissing credits. It is strongly recommended that students take ACAD 1601 within their first 30 Nipissing credits. Students who do not successfully complete ACAD 1601 within their first 60 Nipissing credits will not be permitted to register in subsequent terms.

PART IV ADMISSION REQUIREMENTS & TRANSFER CREDIT POLICIES

1.0 General Admission Information

Applicants must meet the general admission requirements of the University.

1.1 Admission Consideration & Regulations

All students must be admitted to the University prior to registering.

Applications for admission together with the necessary documents should be submitted to the Office of the Registrar. Documentation must be received before consideration of admission will be made.

1.2 Policy on Re-admission

Students are required to apply for re-admission to the University if the beginning of the last session they were registered in (regardless of academic performance or if they withdrew) was more than one calendar year before the session they are currently applying to or they have attended a postsecondary institution since their last registration at Nipissing.

1.3 Proof of Proficiency in English

Undergraduate

All applicants to Nipissing University undergraduate degree programs (excluding BEd) from countries where the dominant language of instruction is other than English are required to demonstrate proficiency in English for admission consideration.

Permanent Resident applicants whose first language is not English may be required to provide proof of proficiency in English. Permanent Resident applicants whose first language is not English but who have lived at least three years in Canada, or a country where English is the dominant language may be exempt.

Applicants can demonstrate proficiency in one of the following ways:

- a) Completion of three or more consecutive years of full-time education in English within Canada immediately prior to attending Nipissing University.
- b) Completion of three or more consecutive years of full-time education in English in a country other than Canada where English is the dominant language. These years must be immediately prior to attending Nipissing University.
- c) Achieve the required proficiency level on one of the following tests of English language proficiency:
 - i. Test of English as a Foreign Language (TOEFL): minimum overall score of 83, with a minimum score of 20 in Reading, Listening and Writing, and a minimum score of 22 in Speaking
 - ii. International English Language Test Service (IELTS): minimum overall score of 6.5 with a minimum of 6.5 in Reading, Listening, Speaking and Writing.
 - iii. The Michigan English Language Assessment Battery (MELAB): minimum overall score of 90%.
 - iv. Canadian Academic English Language Assessment (CAEL): minimum score of 60.
 - v. Pearson Test of English (PTE) Academic: minimum overall score of 58 with 56 in each section Speaking, Writing, Reading and Listening.
 - vi. Cambridge English: Advanced (CAE): minimum overall score of 176 with no less than 176 in each skill (Reading, Writing, Listening, and Speaking) and Use of English.
- d) Completion of an International Baccalaureate
- e) (IB) diploma with a minimum score of 5 or better in HL or SL English A: Literature or HL or SL English A: Language and Literature.
- f) Graduate from a regionally accredited US secondary school and achieve a minimum score of 4 or better in Advanced Placement (AP) English Language & Composition or English Literature & Composition.
- g) Achieve a minimum grade of B in GCSE, IGCSE or GCE Ordinary Level English Literature or English Language, a minimum grade of C in GCE A Level or AS Level or AICE or CAPE English or English Language, or a minimum score of M3 in Cambridge Pre-U English.
- h) Achieve a minimum score of 75% or better in the All India Senior Secondary School Certificate (ISSC) Core or Functional English or the Indian School Certificate (ISC) English, issued by the Council for the Indian School Certificate Examinations (CISCE).

Applicants who have met all of Nipissing University's admission requirements except for the English language proficiency requirement can enroll in an EAP program. Applicants who enroll in one of the following programs will receive a conditional offer of admission. By successfully completing the program level indicated below, applicants can begin their studies at Nipissing University without further testing.

UOIT English Language Centre: Level 5

AYJ Global EAP Program: Highest Level

Brock University's Intensive English Language Program: Level 5

Canadian as a Second Language Institute (CSLI): Advanced Level 10

Capital English Solutions: College/University Preparation Course (CUPIC)

CultureWorks: Level 7

Applicants who have successfully completed EAP programs associated with other Canadian universities and obtained that university's minimum level for admission consideration may also be considered to have met Nipissing University's English language proficiency requirement.

Alternatively, Nipissing University may enter into an agreement with a Languages Canada accredited program/school to offer such services on its campus, with similar minimum levels of proficiency. (Nipissing University has entered into an agreement with the Canadian International Institute (CII) to offer English Second Language programs on its campus and to collaborate with CII for the delivery of an EAP program).

Graduate

Applicants whose first language is not English are required to submit the results of an acceptable English Language Proficiency test, with the minimum scores indicated below.

The following are the minimum ELP requirements for admission to the School of Graduate Studies; in addition, each program will have minimum language requirements specific to the program:

- TOEFL iBT, with a minimum overall score of 93, and a minimum score of 20 in reading and listening and a minimum score of 22 in speaking and writing, or
- IELTS, with an overall score of no less than 6.5 and a minimum of 6.5 in reading, listening and speaking and a minimum score of 6.0 in writing, or
- Pearson Test (PTE Academic), with a minimum overall score of 63 with a minimum score of 60 in each subsection

The required minimum scores must be submitted before the candidate can be considered for admission. In some circumstances English Language Proficiency requirement may be waived. Please contact the Office of the Registrar for additional information.

Education

Applicants whose first language is not English will be required to submit the results from either the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or the Pearson Test of English.

The required minimum score for the TOEFL iBT is 93 with a minimum score of 20 in reading and listening and a minimum score of 22 in writing and speaking. The TOEFL is administered by the Educational Testing Service: www.toefl.org. The requirement for IELTS is a minimum overall score of 6.5 with a minimum score of at least 6.5 in reading, listening and speaking and a minimum score of 6 in writing. The test is administered by IELTS Test Centre Canada: www.ieltscanada.ca. The requirement for the Pearson Test of English is an overall score of 63 with a minimum score of 60 in each section.

1.4 Exceptions to Normal Admission Requirements - all programs

The Undergraduate Standing & Petitions Subcommittee, in its evaluation of applications for admission, will follow published requirements. However, it may waive specific rules for candidates, who, in its opinion, deserve special consideration. Likewise, the Undergraduate Standing & Petitions Subcommittee reserves the right to impose special conditions on candidates, both in the interest of the student & for the protection

of the University's academic standards. Candidates requesting special consideration regarding admission requirements may be asked to present their cases before the Committee, either in writing or in person, & to produce documentary evidence of their eligibility for such consideration.

2.0 Required Ontario 4U or Equivalents for Degrees

Degree Program	Subject Areas	Required 4U or Equivalent Courses from other provinces or countries
Bachelor of Arts (BA)	Anthropology, Child and Family Studies ^{7,8,9} , Classical Studies, Criminal Justice, English Studies, Environmental Geography ^{2,4} , Fine Arts (Studio Arts), Fine Arts (Art History and Visual Studies), Gender Equality and Social Justice, Geography ^{2,4} , History, Liberal Arts, Native Studies, Philosophy, Political Science, Psychology ^{7,8,9} , Religions and Cultures, Social Welfare and Social Development, Sociology	English
	Economics	English; one Mathematics
	Computer Science ⁶ , Mathematics ⁶	English; Calculus & Vectors; one other Mathematics
Bachelor of Business Administration (BBA) ^{6,10,12,13}	Optional Streams available: Accounting, Business Administration, Economics, Finance, Marketing, Organizational Studies, Technology Management	English (one Mathematics is recommended) ¹
Bachelor of Commerce (BComm) ^{6,10,12,13}		English
Bachelor of Fine Arts		English
Bachelor of Physical and Health Education		English; one of Biology or Exercise Science (Chemistry and one Mathematics is recommended)
Bachelor of Science (BSc)	Biology ³	English; Biology; Chemistry; one of Calculus & Vectors or Advanced Functions

	Computer Science ⁵	English; Calculus & Vectors; one other Mathematics; one of Biology, Chemistry or Physics
	Liberal Science – Sequence in two of Biology, Computer Science, Environmental Science, Geology, or Mathematics	English; two of Chemistry, Mathematics (either Calculus & Vectors or Advanced Functions) or Physics
	Mathematics ⁵	English; Calculus & Vectors; Advanced Functions; one of Biology, Chemistry or Physics
	Environmental Biology and Technology	English; Biology; Chemistry; one of Calculus & Vectors or Advanced Functions or Physics
	Environment and Physical Geography ^{2,4}	English; Mathematics; one of Chemistry or Physics
	Psychology ^{3,7,8,9}	English; one Mathematics; one of Biology, Chemistry or Physics
	Science and Technology – Artificial Intelligence, Engineering Technology, Environment, General, Industrial Mathematics, Robotics or Service Systems Technology streams	English; Calculus & Vectors; one other Mathematics; one of Biology, Chemistry or Physics (a second Science is recommended)
Bachelor of Science in Nursing (BScN)		English; Biology; Chemistry (one Mathematics is recommended)
Bachelor of Social Work 11		English (minimum grade of 70%)
Bachelor of Arts (BA) Honours/Bachelor of Education (BEd) - Concurrent • Primary/Junior • Junior/Intermediate • Intermediate/Senior	Anthropology, Child and Family Studies ^{7,8,9} , Classical Studies, Criminal Justice, English Studies, Environmental Geography ^{2,4} , Gender Equality and Social Justice, Geography ^{2,4} , History, Philosophy, Political Science, Psychology ^{7,8,9} , Religions and Cultures, Social Welfare and Social Development, Sociology	English (minimum grade of 70%); one 3U or 3M Mathematics (minimum grade of 60%)

Bachelor of Arts (BA) Honours/Bachelor of Education (BEd) - Concurrent • Primary/Junior • Junior/Intermediate • Intermediate/Senior– Concurrent	Computer Science ⁵ , Mathematics ⁵	English (minimum grade of 70%); Calculus & Vectors; one other Mathematics (4U Mathematics course are required for admission and a minimum grade of 60% must be achieved in one of 3U, 3M or 4U Mathematics)
Bachelor of Business Administration (BBA)/Bachelor of Education (BEd) – Concurrent • Primary/Junior • Junior/Intermediate • Intermediate/Senior	Accounting; Business Administration; Economics; Finance; Marketing; Organizational Studies; Technology Management	English (minimum grade of 70%); one 3U or 3M Mathematics (minimum grade of 60%); (one 4U Mathematics is recommended) ¹
Bachelor of Fine Arts (BFA)/Bachelor of Education (BEd) – Concurrent • Primary/Junior • Junior/Intermediate • Intermediate/Senior		English (minimum grade of 70%); one 3U or 3M Mathematics (minimum grade of 60%)
Bachelor of Physical and Health Education (BPHE)/Bachelor of Education (BEd) – Concurrent • Primary/Junior • Junior/Intermediate • Intermediate/Senior		English (minimum grade of 70%); one of Biology or Exercise Science; one 3U or 3M Mathematics (minimum grade of 60%); (Chemistry and one Mathematics is recommended)
Bachelor of Science (BSc) Honours/Bachelor of Education (BEd) – Concurrent • Primary/Junior • Junior/Intermediate	Biology ³	English (minimum grade of 70%); Biology; Chemistry; one of Calculus & Vectors or Advanced Functions (4U Mathematics courses are required for admission and a minimum grade of 60% must be achieved in one of 3U, 3M or 4U Mathematics)

• Intermediate/Senior–Concurrent	Computer Science ⁵	English (minimum grade of 70%); Calculus and Vectors; one other Mathematics; one of Biology, Chemistry or Physics (4U Mathematics courses are required for admission and a minimum grade of 60% must be achieved in one of 3U, 3M or 4U Mathematics)
	Environmental Biology and Technology	English (minimum grade of 70%); Biology; Chemistry; one of Calculus and Vectors, Advanced Functions or Physics (4U Mathematics courses are required for admission and a minimum grade of 60% must be achieved in one of 3U, 3M or 4U Mathematics)
	Environment and Physical Geography ^{2,4}	English (minimum grade of 70%); Mathematics; one of Chemistry or Physics (a 4U Mathematics course is required for admission and a minimum grade of 60% must be achieved in one of 3U, 3M or 4U Mathematics)
	Mathematics ⁵	English (minimum grade of 70%); Calculus and Vectors; Advanced Functions; one of Biology, Chemistry or Physics (4U Mathematics courses are required for admission and a minimum grade of 60% must be achieved in one of 3U, 3M or 4U Mathematics)
	Psychology ^{3,7,8,9}	English (minimum grade of 70%); Calculus and Vectors; one of Chemistry or Physics (a 4U Mathematics course is required for admission and a minimum grade of 60% must be achieved in one of 3U, 3M or 4U Mathematics)

Bachelor of Arts (BA) or Bachelor of Science (BSc) combined with Bachelor of Commerce		The regular requirements for the Bachelor of Arts (BA) or Bachelor of Science (BSc) major applied to.
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¹ Students admitted without a 4U Mathematics or equivalent will be required to complete [MATH 1911](#) or [MATH 1912](#) in their first year.

² A Certificate in Geomatics is also available to pursuing an Honours degree in these areas.

³ A Certificate in Neuroscience is also available to pursuing an Honours degree in these areas.

⁴ A Certificate in Environmental Management is also available to pursuing an Honours degree in these areas.

⁵ A Certificate in Game Design and Development is available to students pursuing a degree in these areas.

⁶ An iLEAD Business Experience Certificate is available to students pursuing one of these degrees.

⁷ A Certificate in Applied Behaviour Analysis (ABA) – Lifespan is available to students pursuing an Honours Specialization, Specialization or a Major in these areas.

⁸ A Certificate in Applied early Intensive Behaviour Intervention (EIBI) – Autism Spectrum Disorder (ASD) is available to students pursuing an Honours Specialization, Specialization or a Major in these areas.

⁹ A Certificate in Program Evaluation and Applied Research (PEAR) is available to students pursuing an Honours Specialization, Specialization or a Major in these areas

¹⁰ During the Second Year of the program, students must apply for admission consideration to the professional years. Admission to the first or second year of the program does not guarantee acceptance into the professional years.

The following certificates are available to all students pursuing any degree:

- Aboriginal Leadership
- Archaeological Monitoring
- Digital Classics
- Digital Humanities
- Health Studies and Gerontology
- Bilingualism
- Peace and Violence Prevention
- Forest Resource Management and Conservation

3.0 Admission to the Bachelor of Education

3.05 Bachelor of Education (BEd) – Concurrent

Students seeking entry into the program must successfully complete one of the following courses: 3U/3M or equivalent Math plus 12U English. To complete a major in Mathematics, applicants must have Calculus plus one other Mathematics.

High-school students presenting a minimum overall average of 75% on their best six 12U or 12M be considered for admission consideration as long as the following material is also submitted: Two references, one personal & one professional; (ii) a personal statement about why they want to be teachers, & (ii) an experience profile. The committee will not consider students who have any of the requirements missing from their file by the specified deadline.

Students must complete a minimum of 154 credits (P/J Program) or 155 credits (J/I Program), with at least 120 credits in the Faculty of Arts & Science & 34 credits (P/J Program) or 35 credits (J/I Program) in the Faculty of Education.

College Transfer Admission Requirements

Candidates must:

- Completion of a minimum of one full year at the college level with a minimum 75% (3.5 GPA); and
- a minimum 70% in one semester of English or Communications at the college level (not Academic and Career Entrance (ACE) Program courses) or ENG4U from high school with a minimum grade of 70%; and
- a minimum 60% in one semester of Mathematics (not Academic and Career Entrance (ACE) Program courses or Statistics) at the college level or a 3U or 3M Mathematics from high school with a minimum grade of 60%

Admission Requirements for ECE Graduates

Candidates must:

- Be eligible for admission to a Nipissing University Bachelor of Arts (BA) Honours Specialization degree program based on an Early Childhood Education diploma; and
- have a minimum overall GPA of 3.5 (75%); and
- a minimum 70% in one semester of English or Communications at the college level (not Academic and Career Entrance (ACE) Program courses) or ENG4U from high school with a minimum grade of 70%; and
- a minimum 60% in one semester of Mathematics (not Academic and Career Entrance (ACE) Program courses or Statistics) at the college level or a 3U or 3M Mathematics from high school with a minimum grade of 60%
- admission to Primary/Junior Bachelor of Education

Admission Requirements for University Transfers

Candidates must:

- Completion of a minimum of 18 credits (3 full course equivalents) of undergraduate study; and
- have no more than 72 university credits completed (including transfer credits); and
- a minimum 75% overall average on all university courses; and
- completion of a 3U or 3M Mathematics (or equivalent) with a minimum grade of 60% or a university or college level Mathematics (not Academic and Career Entrance (ACE) Program courses or Statistics) with a minimum grade of 60%

****Students who have already completed university degrees are not eligible for admission consideration to Concurrent Education.**

Upper Year Admission Requirements

Candidates must:

- Completion of a minimum of 18 credits of undergraduate study at Nipissing University; and
- have completed no more than 72 university credits (including transfer credits); and
- a minimum 75% overall average on all university courses; and
- completion of a 3U or 3M Mathematics (or equivalent) with a minimum grade of 60% or a university or college level Mathematics (not Academic and Career Entrance (ACE) Program courses or Statistics) with a minimum grade of 60%

****Students who have already completed university degrees are not eligible for admission consideration to Concurrent Education.**

3.1 Bachelor of Education (BEd) -- Consecutive

Applicants must have an undergraduate degree or be graduating with an undergraduate degree by June of the year for which they are applying. Courses needed to meet teachable subject requirements must be completed by April of the year for which entry is sought. The undergraduate degree program must include a minimum of 10 full university courses (not including college transfer courses) in order to be considered for admission.

The academic average for admission consideration is calculated on the best (highest grade) 10 full university undergraduate courses (60 credits) excluding college transfer courses. Only the first 25 full university undergraduate courses are considered. Applicants with a graduate degree will have a maximum of 5 full graduate courses included in their average. A full course normally represents study completed across two semesters (September – April) or equivalent.

The academic average for candidates who, at the time of application, have not completed 10 full undergraduate courses will be calculated on courses completed at the time of application.

All applicants offered admission to the Bachelor of Education program are required to provide a satisfactory criminal reference check prior to beginning the program. If a criminal reference check is not provided, the applicant will not be permitted to register.

Nipissing University encourages applications from qualified applicants who are Aboriginal, members of visible minorities and differently-abled persons.

Primary/Junior - Junior Kindergarten - Grade 6

This division prepares candidates to teach from Junior Kindergarten through Grade 6. Candidates do not choose teaching subjects. In addition to admission criteria outlined above, preference will be given to candidates with breadth in their undergraduate degree.

Primary/Junior – French as a Second Language

Primary/Junior – French as a Second Language (FSL) applicants must possess oral and written fluency in French and submit proof of at least one of the following credentials:

- a Certificate of Bilingualism from Nipissing University, Laurentian University or Level C from the Federal government completed within two years of application to the BEd program or
- a transcript showing proof of graduation from a francophone university having studied in the French language or

- a Level B2 Diploma (provided upon successful completion of the DELF French proficiency test) completed within two years of application to the BEd program or
- Three full undergraduate courses (6-one semester courses) in French with no more than one full course (2-one semester course) at the first-year level. It is recommended that students present a combination of French language, grammar, composition, literature and culture courses. No more than one full course (2-one semester courses) in translation may be counted.

Junior/Intermediate - Grades 4 - 10

Candidates are prepared to teach Grades 4 through 10 with specific preparation in one teaching subject, at the intermediate level. Candidates must have completed at least three full undergraduate courses (18 credits) in the teachable.

English	Mathematics
French as a Second Language	Music – Instrumental
Geography	Science – General
Health and Physical Education	Visual Arts
History	

- English** – Courses presented for the teachable must be English Literature. English remedial courses are not considered. (e.g. Nipissing's ENGL1501/1502, ENGL 1551/1552 are not considered). Cross-listed courses are not counted for a teachable in English.
- French as a Second Language** – Teacher candidates for French as a second language at the Junior/Intermediate level must possess oral and written fluency and submit proof of at least one of the following credentials to the Office of the Registrar:
 - a Certificate of Bilingualism from Nipissing University, Laurentian University or Level C from the Federal government completed within two years of application to the BEd program or
 - a transcript showing proof of graduation from a francophone university having studied in the French language or
 - a Level B2 Diploma (provided upon successful completion of the DELF French proficiency test) completed within two years of application to the BEd program or
 - Three full undergraduate courses (6-one semester courses) in French with no more than one full course (2-one semester course) at the first-year level. It is recommended that students present a combination of French language, grammar, composition, literature and culture courses. No more than one full course (2-one semester courses) in translation may be counted.
- Instrumental Music**– The prerequisite is three full (18 credits) undergraduate performance courses. Candidates are considered based on academic background & experience in the discipline.
- Mathematics** – Mathematics courses equivalent to a high school Mathematics course are not counted towards the teaching subject. At least six credits (one full course) of the 18 credits required must be beyond the first year level.
- Science (General)** – The prerequisite is three full undergraduate courses in a combination of Biology, Chemistry and Physics. Candidates must have two of these three disciplines.

- f. **Visual Arts** – The prerequisite is three full undergraduate studio courses. Examples of studio courses are courses such as painting, drawing, sculpture and so forth. Candidates will also be considered based on academic background and experience in the discipline.

Intermediate/Senior (Grades 7 - 12)

Candidates are prepared to teach Grades 7 through 12. Applicants to this division must present two teaching subjects (teachables) from the chart below. Candidates must have at least five full undergraduate courses (30 credits) in the first teachable and at least three full undergraduate courses (18 credits) in the second teachable.

Biology	Health and Physical Education
Business Studies – General	History
Chemistry	Mathematics
Computer Studies	Music – Instrumental
English	Physics
French as a Second Language	Visual Arts
Geography	

- a. **Business Studies – General** – Courses must be from at least two of the following: Organizations (Human Resources), Management, Marketing, Business Ethics, Entrepreneurship, Accounting, & Technology Management. Only one full course (two semester courses) in Economics can count towards the requirement.
- b. **Computer Studies**– At least one course must be in a programming language.
- c. **English** – Courses must be English literature. English remedial courses are not considered. (e.g. Nipissing's ENGL1501/1502, ENGL1551/1552 will not be considered). Cross-listed courses are not counted for a teachable in English.
- h. **French as a Second Language**– Teacher candidates for French as a second language at the Intermediate/Senior level must possess oral and written fluency and submit proof of at least one of the following credentials to the Office of the Registrar:
 - a Certificate of Bilingualism from Nipissing University, Laurentian University or Level C from the Federal government completed within two years of application to the BEd program or
 - a transcript showing proof of graduation from a francophone university having studied in the French language or
 - a Level B2 Diploma (provided upon successful completion of the DELF French proficiency test) completed within two years of application to the BEd program or
 - Three full undergraduate courses (6-one semester courses) in French with no more than one full course (2-one semester course) at the first-year level. It is recommended that students present a combination of French language, grammar, composition, literature and culture courses. No more than one full course (2-one semester courses) in translation may be counted.
- d. **Instrumental Music**– Candidates must present the required number of courses including a minimum of three full undergraduate performance courses. Candidates will be considered based on academic background & experience in the discipline.

- e. **Mathematics**– Mathematics courses equivalent to a high school Mathematics course will not be counted towards the teachable. At least twelve credits (two full courses) towards a teachable in Mathematics must be beyond the first year level. At least six credits (one full course) towards a second teachable in Mathematics must be beyond the first year level.
- f. **Visual Arts** –Courses must include a minimum of three full undergraduate studio courses. Examples of studio courses are: painting, drawing, sculpture, etc.

4.0 Admission to the Scholar Practitioner Program (Second Degree Program)

Admission consideration is based on the following criteria:

- A recognized undergraduate degree with a minimum overall average of 75% (calculated on the best 10 full course equivalents not including transfer courses). Applicants with final degrees containing less than 10 full course equivalents will not be considered.
- Successful completion of one (1) course in anatomy and physiology and one (1) course in general psychology at the university level from a recognized university
- CASPer™ assessment
- Personal Statement
- Reference Letter
- Interview

5.0 Admission to the Professional Year of the Bachelor of Social Work

Admission consideration to the professional years (3 & 4) of the Bachelor of Social Work (BSW) is based on the following criteria:

- Successful completion of a minimum of 60 credits (10 full course equivalents) including SWRK-1006 (or equivalent), 3 credits (0.5 full course equivalent) in Social Science or Professional Studies, 6 credits (one full course equivalent) in Humanities and 6 credits (one full course equivalent) in Science;
- Minimum 70% overall average;
- Personal Statement;
- Analysis of a Social Issue;
- Resume of Volunteer and Work Experience; and
- One academic and one personal/professional reference

6.0 Orientation to a Master of Arts (MA) in History (OMAH)

OMAH is a five-year program that guarantees admission to the Master of Arts in History, provided students complete their degree including the OMAH specific courses with a minimum 75% on their last 10 full course equivalents. OMAH students receive a high-impact and exclusive degree in a small class setting. Students will have the opportunity to work closely with faculty while studying in all the major areas of the History program, participating in the History Society, and taking part in an experiential learning course or community or international placement or research assistantship. Students graduate as a Master of Arts in History, a credential that will prepare students for exciting careers or other graduate programs in transitional justice, conflict studies/state violence, history, law, politics, gender, and environmental studies.

Students who are admitted to the BA Honours Specialization in History, and who complete their degree including the OMAH specific courses, with a minimum 75% average on the last ten (10) full (20 half/semester) courses, are guaranteed admission to the Master of Arts (MA) in History. This offer is for the academic year following the completion of their degree. Upon completion of a BA Honours

Specialization in History with an Orientation to an MA in History, students must indicate to the Office of the Registrar by the specified deadline they wish to continue on to the MA in History. Candidates must ensure they meet all minimum requirements for their undergraduate degree that include the following set of courses:

HIST 1000 level 6 credits
 HIST 2000 level 12 credits
 HIST 3000 level 30 credits
 HIST 4000 level 12 credits
 ACAD 1601 3 credits
 Social Science 3 credits
 Science 6 credits
 HIST 3906 Experiential learning for OMAH Students I
 HIST 3907 Experiential learning for OMAH Students II

Of the 60 credits of History that students must complete to earn an Honours Specialization, 3 credits in each of European, international, gender, Canadian, and environmental history must be completed by the time of graduation.

Note: While all efforts will be made to accommodate the student's choice for an MA supervisor, OMAH students may not get their first choice.

6.1 Admission to a Bachelor of Arts (BA) Honours Specialization in History degree with OMAH - Direct from Secondary School

A minimum 80% overall average on the best six combination of 4U/ 4M courses or equivalent is required for admission consideration to OMAH. The OMAH is a limited enrollment program. Meeting the minimum admission requirements does not guarantee admission. Applicants who are not admitted to a Bachelor of Arts Honours Specialization in History with an Orientation to a Master of Arts in History may still receive an offer of admission to a BA Honours Specialization in History, but not with Orientation to an MA in History. Applicants who do not receive admission out of High School may apply for Upper Year Admission to the Orientation to a Master of Arts in History during their first year at Nipissing. Application does not guarantee admission.

6.2 Admission to a Bachelor of Arts (BA) Honours Specialization in History degree with OMAH - Upper Year Admission

Admission consideration for a BA Honours Specialization in History with an Orientation to a Masters in History (Upper-Year Admission) requires the completion of a minimum of 18 credits of undergraduate study at Nipissing University, and no more than 30 university credits (including transfer credits). Application forms are available from the Office of the Registrar and must be submitted by the specified deadline. A minimum 72% overall average on all university courses completed is required in order to be considered. Students who have already completed a university degree are not eligible for admission. This is a limited enrollment program. Meeting the minimum admission requirements does not guarantee admission. Upper Year admission is also dependent on space availability.

7.0 Admission to Post-Baccalaureate Business Diplomas

Applicants will have graduated from a non-business degree program from a recognized university. International applicants must have at least six credits of university English and/or Communications (at a recognized English language university in an English speaking country) prior to admission or have met

Nipissing University's English language proficiency requirements through the acceptable English language tests. The English/Communication courses and/or English language tests must have been completed within the two years prior to attending Nipissing University. Domestic applicants with international education may be required to meet the English/Communication requirement unless otherwise exempt under Nipissing's English Language Proficiency policy.

8.0 General Transfer Credit Policies

8.1 Admission with Transfer Credit

Applicants who wish to transfer to Nipissing University from another recognized post secondary institution may qualify for transfer credit when there is significant equivalency in course content.

Transfer credit may be granted as a block of credits or as specific courses. If a specific equivalence to a course is not available at Nipissing, the University will consider granting an unspecified, nonequivalent course. Block credits are typically granted when a graduate of a program wishes to transfer credits to another program that is very closely related in content.

Transfer credit will not normally be granted for practical or clinical courses taken in specific areas such as Nursing, Physical & Health Education & Social Work.

To be considered for transfer credits candidates must submit an application for admission. In addition to transcripts, course descriptions and/or syllabi may also be required.

8.2 Applicants Transferring from other Universities

Transfer credit will be considered for a course provided a grade of "C" or higher was achieved. A course with a grade of "D" may be considered only when there are an equal number of course equivalents with "B" grades or higher. The granting of transfer credits will vary depending on the degree program and major to which the applicant is admitted. Nipissing University residency requirements apply.

8.3 Applicants transferring from Colleges

Transfer credit will be considered for a course provided a grade of "B" or higher was achieved. A course with a grade of "C" may be considered only when there are an equal number of course equivalents with "A" grades. The granting of transfer credits will vary depending on the degree program and major to which the applicant is admitted. Nipissing University residency requirements apply.

8.4 General Transfer Credit for CEGEP Applicants

- a) Applicants with more than one year of study (more than 12 courses) will be considered for admission with transfer credit for courses completed beyond the initial 12 courses, to a maximum of 15 credits;
- b) Applicants who have completed the two-year CEGEP program (Diplome d'Etudes Collegiales) or a two-year Collegial program (Diploma of Collegial Standing) with a 'B' standing or better will be considered for admission with transfer credit to a maximum of 30 credits;

c) Applicants from the three-year Professional program in a CEGEP will be considered for admission on the same basis as a student from an Ontario College of Applied Arts & Technology.

8.5 International Baccalaureate

Applicants who have successfully completed the International Baccalaureate (IB) diploma with at least six subjects, including three at a higher level, with a minimum final grade of 24, will be considered for admission.

Students who successfully complete the International Baccalaureate (IB) diploma with a score of 24 or higher are eligible to receive up to 30 credits, equivalent to one year of full-time study. Eligibility will be considered for all IB courses (higher & standard level) completed with a score of 5 or higher.

Students are also eligible to receive transfer credit for individual higher & standard level IB courses completed with a score of 5 or higher.

9.0 Specific CAAT Transfer Credit Policies

a) Bachelor of Arts & Early Childhood Education/Social Service Worker/Social Service Worker Native/Developmental Services Worker/Education Assistant/Indigenous Wellness & Addictions Worker/Drug & Alcohol Counselor.

Applicants for admission to a Bachelor of Arts degree program who have successfully completed one of the above diploma programs at an Ontario College of Applied Arts & Technology with a cumulative average of B or better will be considered for admission with transfer credit to a maximum of 30 credits.

b) Bachelor of Business Administration or Bachelor of Business Administration (Honours)

Graduates of a three-year Business Administration diploma at an Ontario CAAT with a cumulative 72% overall average can be considered for admission to the Bachelor of Business Administration degree or the Honours Bachelor of Business Administration degree with transfer credits to a maximum of 60 credits. Admitted students would be able to complete their program at Nipissing University in North Bay.

Graduates of a two-year Business Administration diploma at an Ontario CAAT with a cumulative 72% overall average can be considered for admission to the Bachelor of Business Administration degree or the Honours Bachelor of Business Administration degree with transfer credits to a maximum of 42 credits. Admitted students would be able to complete their program at Nipissing University in North Bay.

c) Bachelor of Commerce (Four Year)

Graduates of a three-year Business Administration diploma at an Ontario CAAT with a cumulative 72% overall average can be considered for admission to the Bachelor of Commerce (four-year degree) with transfer credits to a maximum of 60 credits. Admitted students would be able to complete their program through one of our college partners or online as an independent learner.

Graduates of a two-year Business Administration diploma at an Ontario CAAT with a cumulative 72% overall average can be considered for admission to the Bachelor of Commerce (four-year degree) with

transfer credits to a maximum of 42 credits. Admitted students would be able to complete their program online as an independent learner.

d) Bachelor of Commerce (Three Year)

Graduates of a three-year Business Administration diploma at an Ontario CAAT with a cumulative 72% overall average can be considered for admission to the Bachelor of Commerce (three-year degree) with transfer credits to a maximum of 45 credits. Admitted students would be able to complete their program through one of our college partners or online as an independent learner.

Graduates of a two-year Business Administration diploma at an Ontario CAAT with a cumulative 72% overall average can be considered for admission to the Bachelor of Commerce (three-year degree) with transfer credits to a maximum of 30 credits. Admitted students would be able to complete their program online as an independent learner.

e) Bachelor of Arts (Honours) degree in Criminal Justice & Police Foundations Stream or Corrections Stream or Community & Justices Services Stream or Legal Studies & Administration Stream

Applicants who have successfully completed two year Police Foundations or a Community & Justice Services or a Law Clerk diploma program at an Ontario CAAT with a cumulative average of B+ (3.5 GPA) or better can be considered for admission to the Bachelor of Arts in Criminal Justice program (Policing or Corrections streams respectively) with transfer credit to a maximum of 45 credits. Applicants who have successfully completed two year Community & Justice Services or Police Foundations or a Law Clerk diploma programs at an Ontario CAAT with a cumulative average of “B” (3.0 GPA) or better will be considered for admission to Bachelor of Arts programs with transfer credit to a maximum of 18 credits.

f) Special Algonquin, Fanshawe, St. Clair & Sheridan Colleges Transfer Credit Policies for Business Administration diploma

Applicants who are graduates of an approved three-year Business Administration diploma with a minimum GPA of 3.5 or better can be considered to admission to the Bachelor of Commerce program.

g) Special Policy for Fine Arts from a CAAT

Applicants who have completed a three-year diploma program in Fine Arts from a recognized College of Applied Art & Technology (CAAT) with a minimum overall 70% average (3.0 GPA) will be considered for admission to the Bachelor of Fine Arts (BFA) program with transfer credit to a maximum of 60 credits.

Applicants who have completed a three-year diploma program in Fine Arts from a recognized College of Applied Art & Technology (CAAT) with a minimum overall 70% average (3.0 GPA) will be considered for admission to the Bachelor of Arts (BA) in Culture & the Arts or Bachelor of Arts (BA) in Fine Arts programs with transfer credit to a maximum 42 credits.

Applicants who present a completed two-year diploma with a Fine Arts focus (for example, Fine Arts, Visual & Creative Arts, Art & Design) from a recognized College of Applied Art & Technology (CAAT) with a minimum overall 70% average (3.0 GPA) will be considered for admission to the Bachelor of Fine Arts (BFA) or BA in Fine Arts or BA in Culture & the Arts with transfer credit to a maximum of 30 credits.

All students admitted to the BFA are required to successfully complete the BFA Portfolio review within their first 30 Nipissing credits in order to remain in the BFA program. Students who are required to withdraw from the BFA may be eligible to continue in the BA in Fine Arts program.

h) Special Admission Policy for Georgian College (Fine Arts)

Applicants who have completed a three-year diploma program in Fine Arts (Advanced) from Georgian College of Applied Art & Technology (CAAT) with a minimum overall 70% average (3.0 GPA) will be considered for admission to the Bachelor of Fine Arts (BFA) program with transfer credit to a maximum of 66 credits.

Applicants who have completed a three-year diploma program in Fine Arts (Advanced) from Georgian College of Applied Art & Technology (CAAT) with a minimum overall 70% average (3.0 GPA) will be considered for admission to the Bachelor of Arts (BA) in Culture & the Arts or Bachelor of Arts (BA) in Fine Arts programs with transfer credit to a maximum 48 credits.

All students admitted to the BFA are required to successfully complete the BFA Portfolio review within their first 30 Nipissing credits in order to remain in the BFA program. Students who are required to withdraw from the BFA may be eligible to continue in the BA in Fine Arts program.

Applicants who present a completed two-year diploma in Fine Arts from Georgian College of Applied Art & Technology (CAAT) with a minimum overall 70% average (3.0 GPA) will be considered for admission to the Bachelor of Fine Arts (BFA) or BA in Fine Arts or BA in Culture & the Arts with transfer credit to a maximum of 42 credits.

All students admitted to the BFA are required to successfully complete the BFA Portfolio review within their first 30 Nipissing credits in order to remain in the BFA program. Students who are required to withdraw from the BFA may be eligible to continue in the BA in Fine Arts program.

i) Special Transfer Credit Policy for Fleming College (Haliburton School of the Arts)

Applicants who have completed a two-year diploma program in Visual & Creative Arts diploma from Fleming College (Haliburton School of the Arts) with a minimum overall 70% average (3.0 GPA) will be considered for admission to the Bachelor of Fine Arts (BFA), Bachelor of Arts (BA) in Culture & the Arts or Bachelor of Arts (BA) in Fine Arts programs with transfer credit to a maximum of 33 credits.

All students admitted to the BFA are required to successfully complete the BFA Portfolio review within their first 30 Nipissing credits in order to remain in the BFA program. Students who are required to withdraw from the BFA may be eligible to continue in the BA in Fine Arts program.

j) Transfer Credit Policy for Three-Year Diploma in Graphic Design

Applicants who have completed an advanced three-year diploma program in Graphic Design with a cumulative 3.0 GPA will be considered for admission to the Bachelor of Fine Arts Honours (BFA) or the Bachelor of Arts (BA) Major or Specialization in Fine Arts (studio stream only) with transfer credit to a maximum of 54 credits.

All students admitted to the BFA are required to successfully complete the BFA Portfolio Assessment the year prior to their final year of study in order to remain in the BFA program. Students who are required to withdraw from the BFA may be eligible to continue in the BA in Fine Arts Major or Specialization. Students should contact the department for details regarding the Portfolio Assessment.

k) Special Transfer Credit Policy for Humber College & BSc Honours Specialization Computer Science

Graduates of the Computer Engineering Technology (CET) program at Humber College are eligible for 60 credits to complete a BSc Honours Specialization in Computer Science.

l) Special Transfer Credit Policy for Humber College & BSc Honours Specialization Computer Science or BSc Honours Specialization in Science & Technology

Graduates of the Electromechanical Engineering Technology (EET) program at Humber College are eligible for 60 credits to complete a BSc Honours Specialization in Computer Science or a BSc Honours Specialization in Science & Technology.

m) Special Transfer Credit Policy for students with a Computer Engineering Diploma

Applicants who are graduates of the Computer Engineering Technology (CET) diploma program at Humber College with a cumulative 3.0 GPA or better can be considered for admission to the Bachelor of Science Honours Specialization or Specialization in Computer Science with transfer credit to a maximum of 60 credits.

n) Special Transfer Credit Policy for students with an Electromechanical Engineering Technology Diploma

Applicants who are graduates of the Electromechanical Engineering Technology (EET) diploma program at Humber College with a cumulative 3.0 GPA or better can be considered for admission to the Bachelor of Science Honours Specialization or Specialization in Computer Science with transfer credit to a maximum of 60 credits.

o) Special Transfer Credit Policy for CAAT grads of 3-year Engineering Technology programs & BSc Honours Specialization & Specialization in Science & Technology – Engineering Technology

CAAT graduates from 3-year Engineering Technology programs such as, but limited to Electronic Engineering, Mechanical Engineering, etc., with a minimum 70% will be eligible for up to 60 credits when completing their BSc Honours Specialization & Specialization in Science & Technology – Engineering Technology.

p) Special Admissions and Transfer Credit Policy for Canadore grads from: Strength & Sport Conditioning; Recreation Therapy; or Recreation & Leisure Services:

Applicants who have graduated from Canadore College with a 3.2 GPA (72%) in one of the above listed programs will be eligible for admission consideration to Nipissing's Bachelor of Physical and Health Education (BPHE) program and eligible for a maximum of 42 credits in transfer credit.

q) Transfer Credit Policy for Advertising and Marketing Communication Diploma Graduates

Applicants who have successfully completed a two year Advertising and Marketing Communications program at an Ontario CAAT with a cumulative 3.2 GPA or better can be considered for admission to the Bachelor of Arts degree in English Studies with transfer credit to a maximum of 45 credits.

r) Transfer Credit Policy for Theatre Arts Diploma Graduates

Applicants who have successfully completed a two year Theatre Arts program at an Ontario CAAT with a cumulative 3.2 GPA or better can be considered for admission to the Bachelor of Arts degree in English Studies with transfer credit to a maximum of 45 credits.

Applicants who have successfully completed a three year Theatre Arts program at an Ontario CAAT with a cumulative 3.2 GPA or better can be considered for admission to the Bachelor of Arts degree in English Studies with transfer credit to a maximum of 60 credits.

s) Transfer Credit Policy for Biotechnology Technician and Technologist Diploma Graduates from Canadore College

Applicants who are graduates of the Biotechnology Technician diploma program at Canadore College with a cumulative 3.25 GPA or better can be considered for admission to an Honours Specialization or Specialization in Biology or Environmental Biology and Technology with transfer credit to a maximum of 60 credits.

Applicants who are graduates of the Biotechnology Technologist diploma program at Canadore College with a cumulative 3.25 GPA or better can be considered for admission to an Honours Specialization or Specialization in Biology or Environmental Biology and Technology with transfer credit to a maximum of 60 credits.

t) RPN to BScN Blended Learning Program

Preference within the proposed program will be given to applicants from Canadore College's PN diploma program as well as applicants from within the remaining six members of the seven-college Northern consortium for practical nursing education (Cambrian College, Canadore College, Sault College, Confederation College, Northern College, Collège Boréal & Niagara College). Applicants from who are graduates from other PN programs will be considered if space is available. All applicants must meet the following admission requirements:

- Successful graduation from a community college PN diploma program (4 semesters) with a minimum GPA of 3.0 (70%)
- Current member in good standing with the College of Nurses of Ontario as an RPN.
- Must be an employee, with a letter of support, from one or our health care agencies.

u) Transfer Credit for Child & Youth Care Diploma Graduates

Applicants who have graduated from the three year Child & Youth Care diploma at an Ontario College of Applied Arts and Technology, with an overall GPA of 3.0 or higher, and are pursuing a four-year Bachelor of Arts in Child and Family Studies are eligible for transfer credit credit to a maximum of 60 credits.

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Applicants who have graduated from the three year Child & Youth Care diploma at an Ontario College of Applied Arts and Technology, with an overall GPA of 3.0 or higher, and are pursuing a three-year Bachelor of Arts in Child and Family Studies, are eligible for transfer credit credit to a maximum of 45 credits.

v) Toronto Film School Articulation Agreements

In order to ensure a harmonious transition between both institutions, students will need to apply to Nipissing University via the Ontario Universities' Application Centre. Once a student has accepted an offer of admission, transfer credit will be assessed and added to the student's record

Students who have additional university or college credits may be considered for additional credits by the Office of the Registrar at Nipissing. The decision to grant equivalence is made by the Office of the Registrar.

- i. **Graphic Design and Interactive Media**
Nipissing University offers Toronto Film School graduates, who have successfully completed a four-semester Graphic Design and Interactive Media diploma with a GPA of 3.2 or higher, the opportunity to complete a Bachelor degree. Students electing to pursue a four-year degree will be granted transfer credit credit up to a maximum of 30 credits. Students electing to pursue a three-year degree will be granted transfer credit credit up to a maximum of 18 credits.
- ii. **Fashion Design**
Nipissing University offers Toronto Film School graduates, who have successfully completed a six semester Fashion Design diploma with a GPA of 3.2 or higher, the opportunity to complete a Bachelor degree. Students electing to pursue a four-year degree will be granted transfer credit credit up to a maximum of 45 credits. Students electing to pursue a six-semester degree will be granted transfer credit credit up to a maximum of 30 credits.
- iii. **Film Production**
Nipissing University offers Toronto Film School graduates, who have successfully completed a six-semester Film Production diploma with a GPA of 3.2 or higher, the opportunity to complete a Bachelor degree. Students electing to pursue a four-year degree will be granted transfer credit credit up to a maximum of 45 credits. Students electing to pursue a six-semester degree will be granted transfer credit credit up to a maximum of 30 credits.
- iv. **Writing for Film and Television**
Nipissing University offers Toronto Film School graduates, who have successfully completed a six-semester Writing for Film and Television diploma with a GPA of 3.2 or higher, the opportunity to complete a Bachelor degree. Students electing to pursue a four year degree will be granted transfer credit credit up to a maximum of 45 credits. Students electing to pursue a six-semester degree will be granted transfer credit credit up to a maximum of 30 credits.
- v. **Marketing for Fashion and Entertainment**
Nipissing University offers Toronto Film School graduates, who have successfully completed a six-semester Marketing for Fashion and Entertainment diploma with a GPA of 3.2 or higher, the opportunity to complete a Bachelor degree. Students electing to pursue a four-year degree will be granted transfer credit credit up to a maximum of 45 credits. Students electing to pursue a six-semester degree will be granted transfer credit credit up to a maximum of 30 credits.

w) Transfer Credit Policy for Mental Health and Addiction Worker Diploma Graduates

Applicants who have successfully completed a two year Mental Health and Addiction Worker diploma program at an Ontario CAAT with a cumulative average of 3.0 (70%) or better can be considered for admission to the Bachelor of Social Work (BSW) program with transfer credit to a maximum 30 credits.

10.0 Other Candidates

Other candidates with postsecondary education will be considered for admission on an individual basis.

11.0 Admission with Transfer Credit from Professional Designations

11.1 Transfer Credit for Holders of CA, CGA, CMA Designations

a) CA, CGA, & CMAs who have not completed an undergraduate degree are eligible for admission. Transfer credit up to 30 credits (5 full courses or equivalent) at the 1000 or 2000 level only may be granted where appropriate. Applicants will not be allowed to take 4000 level courses deemed to have significant overlap with their accounting designation programs;

b) CA, CGA or CMAs who have completed an undergraduate degree

Individuals who have an accounting designation & an undergraduate degree will qualify for admission as second degree candidates & will follow the regulations pertaining to second degrees.

11.2 Applicants with Specific Courses through the Certified General Accountants

New student applicants to the BComm or BBA programs, who have completed specific courses through the Certified General Accountants (CGA) accrediting body, with a minimum 60% final grade in the course, will be eligible for transfer credit credit. The following courses eligible for transfer credit credit consideration are:

Course	CGA Course Title
FA1	Financial Accounting Fundamentals
FA2	Financial Accounting: Assets
MA1	Management Accounting Fundamentals
FA3	Financial Accounting: Liabilities and Equities
BC1	Accounting Business Case
BC2	Public Practice Audit Case
MU1	Internal Auditing and Controls
MS2	Information Systems Strategy
PF1	Public Sector Financial Management
FN2	Advanced Corporate Finance
TX2	Advanced Personal & Corporate Taxation
AU2	Advanced External Auditing
PA1	Issues in Professional Practice
PA2	Strategic Financial Management

11.3 Applicants from the Chartered Insurance Professionals' Program

The School of Business will consider applicants for admission based on the successful completion of ten (10) courses from the Chartered Insurance Professionals' program (CIP) taken through the Insurance Institute of Canada (ICC), with an overall average of 75% or higher.

12.0 Other Categories of Applicants

12.1 Mature Applicants

Applicants who, according to the Office of the Registrar, do not qualify for undergraduate admissions as a regularly qualified applicant may be considered for admission consideration as a mature student if they:

- i) will be 20 years of age or older by the end of the semester in which they wish to enroll;
- ii) have been away from formal education (secondary school, community college, etc.) for at least the previous two years; &
- iii) are Canadian citizen or permanent resident.

Mature student applicants to Bachelor of Science degrees or Bachelor of Arts degrees in Computer Science, Economics or Mathematics, must present the 4U or equivalent program specific prerequisites as listed in the Admission Chart in the Academic Calendar.

Mature applicants to limited enrolment programs (Concurrent Education, Nursing & Physical & Health Education) are not able to apply for direct entry admission consideration to these programs. Mature student applicants interest in these programs may be admitted to another program & apply for transfer consideration for the following year. For transfer consideration, applicants will need to present the 12U or equivalent program specific prerequisites as listed in the Admission chart in the academic calendar.

Mature student applicants are still required to provide transcripts of marks for studies that have been preciously completed or undertaken.

Mature students who qualify for admission can be admitted full-time on probation with a reduced course load to a maximum of 24 credits. Upon successful completion of the 24 credits & having cleared academic probation, mature students are eligible for a full 30 credit load status.

12.2 Concurrent Grade 12 Admission Policy

Subject to certain conditions, a Grade 12 student may take a Nipissing course concurrent with a secondary school program, but credit will not be granted for a passed course until the admission requirements of the University are met.

Such a student must have obtained at least a “B” standing in their studies to date and have a positive recommendation from a guidance counsellor and/or school principal. Grade 12 students may take up to six credits concurrently per term. Their academic records will be reviewed at the end of each session.

12.3 Indigenous Foundations Program Admission Requirements

Applicants will be considered for admission to the Indigenous Foundations Program if they:

- are of Aboriginal ancestry;
- are a Canadian citizen or permanent resident;

Applicants will also be required to submit:

- two letters of reference (one personal and one professional);
- An updated resume outlining educational and work experience;
- a two-page statement explaining why they wish to attend university and how they plan on being successful in their academic pursuits;
- official secondary school and postsecondary (if applicable) transcripts
- Applicants may also be asked to participate in an interview.

12.4 Admission to a Degree Program from the Indigenous Foundations Program

Students who have successfully completed the Indigenous Foundations Program are eligible to apply for admission consideration for degree programs at Nipissing University if they:

- Have a minimum overall average of 60% on the best 18 credits attempted;
- Have a minimum overall average of 60% on six of the following nine credits from the following courses: ACAD-1501, UNIV-1011 and/or LEAD-1006

Students who have successfully completed the Indigenous Foundations Program are eligible to apply for admission consideration on probation for degree programs at Nipissing University if they:

- Have a minimum overall average of 55-59% on the best 18 credits attempted;
- Have a minimum overall average of 55-59% on six of the following nine credits from the following courses: ACAD-1501, UNIV-1011 and/or LEAD-1006

Students interested in admission consideration to Bachelor of Science degrees or Bachelor of Arts degrees in Computer Science, Economics or Mathematics, must present 4U or equivalent program prerequisites as listed in the Admission Chart in the Academic Calendar.

Students interested in admission consideration to limited enrolment programs (Nursing and Physical and Health Education) may be required to have higher averages than those listed above in addition to presenting 4U or equivalent program prerequisites as listed in the Admission Chart in the Academic Calendar.

Students interested in admission consideration to Concurrent Education will be required to meet the admission requirements for Upper Year Admission to Concurrent Education as outlined in the Academic Calendar.

13.0 Letter of Permission (Transfer of Credit)

13.1 Transfer of Credit to Home University

Applicants enrolled at another university may be admitted to Nipissing University for purposes of transfer of credit to their home university. The documentation required is a Letter of Permission from the home university specifying the course(s) to be taken.

13.2 Transfer of Credit to Nipissing

Nipissing students in 'good standing' may apply, through the Academic Advising office for a Letter of Permission to enrol in a course(s) at another university. The minimum average a student enrolled at another university on a Nipissing University Letter of Permission must attain in a course in order for it to be transferred to Nipissing will be specified on the student's Letter of Permission.

14.0 Residency Requirements

To be eligible to receive a degree, students must complete at least one full academic year at the University or at least 30 credits (5 full courses or equivalent), normally the last 30 credits of the program.

To be considered for a Nipissing University degree, transfer students must successfully complete at least 30 Nipissing University credits.

In addition, students must successfully complete at least half (50%) of the required courses for each declared area of study with Nipissing University, with the following exceptions:

- Student who applies for the BScN-IOUN stream must successfully complete their final year at Nipissing University
- A student who applies for a Bachelor of Commerce degree must successfully complete 30 Nipissing University credits
- A student who applies for a BA in Criminal Justice must successfully complete 30 Nipissing Criminal Justice credits.

Students who apply to graduate with a Minor must successfully complete at least half (50%) of each Minor at Nipissing.

15.0 Admission to Second Degree Programs

Students possessing an undergraduate degree may proceed to a second undergraduate degree program in another area of study. Students may be admitted to a second degree program if they hold a recognized university degree from an accredited university.

Second degree programs must be in a subject area other than subject area in which a student has received their first degree. All second degree programs are normally specified by an Academic Advisor in consultation with the discipline concerned, & must be approved by the Registrar & the faculty appropriate Dean. Students may receive credit for courses already completed if these courses were not used to satisfy any of the requirements for the first degree program.

16.0 Admission to Degree Upgrading for Nipissing University Graduates

Students who have graduated with a Nipissing three-year General degree (Bachelor of Arts or Bachelor of Science) may upgrade their major subject to either an Honours Specialization or Specialization according to the criteria outlined below.

16.1 Upgrade to an Honours Degree with an Honours Specialization

Students who have graduated with a Nipissing three-year Bachelor of Arts or three-year Bachelor of Science degree, & who wish to upgrade to an Honours Bachelor of Arts or a Honours Bachelor of Science degree, with an honours specialization in the same subject of study, may apply for readmission to the University indicating their intent to pursue an Honours upgrade in the same subject of study on the application for re-admission.

To graduate with an Honours Bachelor degree students must meet the current published requirements for the Honours degree & the Honours Specialization as specified in the academic calendar for the year they are re-admitted.

16.2 Upgrade to a Bachelor Degree with a Specialization

Students who have graduated with a Nipissing three-year Bachelor of Arts or three-year Bachelor of Science degree, & who wish to upgrade to a Bachelor of Arts or a Bachelor of Science degree with a specialization in the same subject of study, may apply for readmission to the University indicating their intent to pursue an upgrade in the same subject of study on the application for re-admission

To graduate with Bachelor degree students must meet the current published requirements for the Bachelor degree & the Specialization as specified in the academic calendar for the year they are re-admitted.

PART V DEGREE REQUIREMENTS & ACADEMIC STANDING

i. Degree Requirements

1.0 Bachelor of Arts (Honours)

Students must complete 120 credits, with a minimum overall average of 60%, and satisfy one of the following:

1.1 Honours Specialization

- a. Must complete 60 credits in the honours specialization, including at least six credits at the 4000 level (according to details provided in the Program Requirements section);
- b. Must achieve a minimum honours specialization average of 70% (based on the best 60 credits which meet all of the honours specialization requirements);
- c. Not exceed a maximum of 42 credits at the 1000 level (with the exception of the Child and Family Studies program where the maximum is 48 credits);
- d. Not exceed a maximum of 84 credits in one discipline (may not have the same four-letter code);
- e. Must complete six credits from each the following areas:
 - Humanities (Group I)
 - Social Sciences (Group II) and/or Professional Studies (Group IV)
 - Sciences (Group III)
- f. Must successfully complete ACAD 1601 within the first 60 Nipissing credits. ACAD 1601 will count towards three credits of the Humanities (Group I) requirement.

1.2 Honours Double Major

- a. Must complete a minimum of 39 credits in each major, including at least three credits at the 4000 level in each major (according to details provided in the Program Requirements section);
- b. Must achieve a minimum 70% average in each major (based on the best 39 credits which meet all of the honours major requirements);
- c. Not exceed a maximum of 42 credits at the 1000 level (with the exception of the Child and Family Studies program where the maximum is 48 credits);
- d. Not exceed a maximum of 54 credits in one discipline (may not have the same four-letter code);
- e. Must complete six credits from each the following areas:
 - Humanities (Group I)
 - Social Sciences (Group II) and/or Professional Studies (Group IV)
 - Sciences (Group III)
- f. Must successfully complete ACAD 1601 within the first 60 Nipissing credits. ACAD 1601 will count towards three credits of the Humanities (Group I) requirement.

2.0 Bachelor of Arts (Four-year)

Students must complete 120 credits, with a minimum overall average of 60%, and satisfy one of the following:

2.1 Specialization

- a. Must complete 54 credits in the specialization (according to details provided in the Program Requirements section);
- b. Must achieve a minimum specialization average of 60% (based on the best 54 credits which meet all of the specialization requirements);

- c. Not exceed a maximum of 42 credits at the 1000 level (with the exception of Child and Family Studies program where the maximum is 48 credits);
- d. Not exceed a maximum of 84 credits in one discipline (may not have the same four-letter code);
- e. Must complete six credits from each the following areas:
 - Humanities (Group I)
 - Social Sciences (Group II) and/or Professional Studies (Group IV)
 - Sciences (Group III)
- f. Must successfully complete ACAD 1601 within the first 60 Nipissing credits. ACAD 1601 will count towards three credits of the Humanities (Group I) requirement.

2.2 Major/Double Major

- a. In the case of a single major, complete 36 credits in the major (according to details provided in the Program Requirements section),
- b. In the case of a double major, complete 36 credits in each of the two areas of study (according to details provided in the Program Requirements section);
- c. Must achieve a minimum major average of 60% (based on the best 36 credits which meet all of the major requirements);
- d. Not exceed a maximum of 42 credits at the 1000 level (with the exception of Child and Family Studies program where the maximum is 48 credits);
- e. Not exceed a maximum of 54 credits in one discipline (may not have the same four-letter code);
- f. Must complete six credits from each the following areas:
 - Humanities (Group I)
 - Social Sciences (Group II) and/or Professional Studies (Group IV)
 - Sciences (Group III)
- g. Must successfully complete ACAD 1601 within the first 60 Nipissing credits. ACAD 1601 will count towards three credits of the Humanities (Group I) requirement.

3.0 Bachelor of Arts (Criminal Justice)

3.1 Bachelor of Arts (Honours)

To graduate with Bachelor of Arts (Honours) degree in Criminal Justice, students must:

- a. Complete 120 credits, with a minimum overall average of 60%;
- b. Satisfy all the stated requirements of the degree;
- c. Achieve a minimum program average of 70% (based on the best credits which meet all of the requirements for the program);
- d. Not exceed a maximum of 42 credits at the 1000 level;
- e. Not exceed a maximum of 84 credits in a single discipline (may not have the same four-letter code);
- f. Complete six credits in Group I (Humanities), and six credits in Group III (Sciences).

3.2 Bachelor of Arts (Four-year)

To graduate with a Bachelor of Arts (four-year) degree in Criminal Justice, students must:

- a. Complete 120 credits, with a minimum overall average of 60%;
- b. Satisfy all the stated requirements of the degree;
- c. Achieve a minimum program average of 60% (based on the best credits which meet all of the requirements for the program);
- d. Not exceed a maximum of 42 credits at the 1000 level;
- e. Not exceed a maximum of 84 credits in a single discipline (may not have the same four-letter code);
- f. Complete six credits in Group I (Humanities), and six credits in Group III (Sciences).

4.0 Bachelor of Arts (Three-year)

Students must complete 90 credits, with a minimum overall average of 60%, and satisfy one of the following:

4.1 Major

- a. Must complete 36 credits in the major (according to details provided in the Program Requirements section);
- b. Must achieve a minimum major average of 60% (based on the best 36 credits which meet all of the requirements for the major);
- c. Not exceed a maximum of 42 credits at the 1000 level (with the exception of the Child and Family Studies program where the maximum is 48 credits);
- d. Not exceed a maximum of 54 credits in one discipline (may not have the same four-letter code);
- e. Must complete six credits from each the following areas:
 - Humanities (Group I)
 - Social Sciences (Group II) and/or Professional Studies (Group IV)
 - Sciences (Group III)
- f. Must successfully complete ACAD 1601 within the first 60 Nipissing credits. ACAD 1601 will count towards three credits of the Humanities (Group I) requirement.

4.2 Liberal (Double-Minor)

- a. Must complete 18 credits in each of two minors (according to details provided in the Program Requirements section);
- b. Must achieve a minimum average of 60% in each minor (based on the best 18 credits for each minor which meet all of the requirements for each minor);
- c. Not exceed a maximum of 48 credits at the 1000 level;
- d. Not exceed a maximum of 54 credits in two disciplines (may not have the same four-letter code);
- e. Must complete 48 credits in courses from at least three disciplines in the Humanities and Social Sciences, with at least six credits in each group;
- f. Complete at least six credits in Group III (Sciences);
- g. Must successfully complete ACAD 1601 within the first 60 Nipissing credits. ACAD 1601 will count towards three credits of the Humanities (Group I) requirement.

5.0 Bachelor of Business Administration

5.1 Bachelor of Business Administration (Honours)

To graduate with a Bachelor of Business Administration (Honours) degree, students must:

- a. Complete 120 credits, with a minimum overall average of 60%;
- b. Satisfy all the stated requirements of the degree;
- c. Achieve a minimum program average of 70% (based on the best credits which meet all of the requirements for the program);
- d. Not exceed a maximum of 48 credits at the 1000 level;
- e. Not exceed a maximum of 84 credits in a single discipline (may not have the same four-letter code);
- f. Complete six credits in Group I (Humanities), and six credits in Group III (Sciences);
- g. Complete a minimum of 12 credits at the 4000 level among the courses offered in business.

5.2 Bachelor of Business Administration

To graduate with a Bachelor of Business Administration degree, students must:

- a. Complete 120 credits, with a minimum overall average of 60%;
- b. Satisfy all the stated requirements of the degree;
- c. Achieve a minimum program average of 60% (based on the best credits which meet all of the requirements for the program);
- d. Not exceed a maximum of 48 credits at the 1000 level;
- e. Not exceed a maximum of 84 credits in a single discipline (may not have the same four-letter code);
- f. Complete six credits in Group I (Humanities), and six credits in Group III (Sciences).

6.0 Bachelor of Commerce

6.1 Bachelor of Commerce (General)

To graduate with a Bachelor of Commerce (General), students must:

- a. Complete 90 credits, with a minimum overall average of 60%;
- b. Satisfy all of the stated requirements for the degree;
- c. Achieve a minimum program average of 60% (based on the best credits which meet all of the requirements for the program);
- d. Complete a minimum of 30 Nipissing business course credits;
- e. Not exceed a maximum of 42 credits at the 1000 level.

6.2 Bachelor of Commerce (Four Year)

To graduate with a Bachelor of Commerce (Four Year), students must:

- a. Complete 120 credits, with a minimum overall average of 60%;
- b. Satisfy all of the stated requirements for the degree;
- c. Achieve a minimum program average of 60% (based on the best credits which meet all of the requirements for the program);
- d. Complete a minimum of 30 Nipissing business course credits;
- e. Not exceed a maximum of 42 credits at the 1000 level.

7.0 Bachelor of Education

7.1 Bachelor of Education (Concurrent)

To graduate with an Honours Undergraduate degree (BA, BSc, BFA, or BBA)/Bachelor of Education degree, and to qualify for a Certificate of Qualification students must:

- a. Satisfy all of the stated requirements for the Honours Undergraduate degree and the Bachelor of Education degree;
- b. Include the following Concurrent Education set of courses:
 - Math 1070 or six credits in Mathematics courses having 4U or equivalent prerequisites;
 - ACAD 1601
 - EDUC 0106
 - PSYC 2020; or both of PSYC 2006 and PSYC 2007; or both of CHFS 2106 and CHFS 2107

To graduate with an Honours BPHE degree/Bachelor of Education degree, and to qualify for a Certificate of Qualification students must:

- a. Satisfy all of the stated requirements for the Honours BPHE degree and the Bachelor of Education degree;
- b. Include the following Concurrent Education set of courses:
 - Math 1070 or six credits in Mathematics courses having 4U or equivalent prerequisites;
 - ACAD 1601
 - EDUC 0106
 - PHED 2017
 - PHED 3106 and PHED 4106 with one of PHED 3106 or PHED 4106 successfully completed in an educational setting working with children.

7.2 Bachelor of Education (Consecutive)

To qualify for the Bachelor of Education degree and to qualify for a Certificate of Qualification and Registration, a candidate must:

- a. Complete 60 credits, with a minimum overall average of 70%;
- b. Satisfy all stated requirements of the degree.
- c. Obtain a pass in EDUC 4717 Practicum I, EDUC 4855 Practicum II and EDUC 4858 Community Leadership Experience;
- d. Obtain a minimum overall average of 70% in the following courses with at least 60% in each course;
- e. Complete the Bachelor of Education Program within four (4) years of the original date of admission.

8.0 Indigenous Teacher Education Program

To graduate from the Indigenous Teacher Education Program and to qualify for an Ontario College of Teachers' Certificate of Qualification and Registration, students must:

- a. Satisfy all of the stated requirements for the diploma;
- b. Be successful in all practicum sessions;
- c. Complete all required courses with a minimum of 60% in each course;
- d. Complete all stated requirements within six years from your start date.

Students with an existing undergraduate degree with an overall average of 70% at the time of enrolment in the Indigenous Teacher Education Program and who obtain an overall average of 70% on the required courses in the Indigenous Teacher Education Program will be eligible for a Bachelor of Education degree.

Students who complete an undergraduate degree within 10 years of completing the requirements of the Indigenous Teacher Education Program and who obtain an overall average of 70% on the required courses in the Indigenous Teacher Education Program and their undergraduate degree will be eligible for a Bachelor of Education degree. Contact the Office of the Registrar for graduation procedures upon completion of the undergraduate degree.

9.0 Indigenous Classroom Assistant Diploma in Education

To graduate with an Indigenous Classroom Assistant Diploma in Education, students must:

- a. Satisfy all of the stated requirements for the diploma;
- b. Students must obtain a grade of SAT in all practicum sessions;
- c. Complete all courses with a minimum of 60%; and,
- d. Complete all stated requirements within four years from the start date.

10.0 Teacher of Indigenous Language as a Second Language Program

To graduate from the Teacher of Indigenous Language as a Second Language Program **and** to qualify for an Ontario College of Teachers' Certificate of Qualification and Registration, students must:

- a. Satisfy all of the stated requirements for the diploma;
- b. Students must be successful in all practicum sessions;
- c. Complete all required courses with a minimum of 50% in any one course and an overall average of 60% in the program;
- d. Must demonstrate fluency proficiency in Anishnaabemwin with a minimum rating of Level 3 in an Anishnaabemwin Language Proficiency Evaluation that includes an oral and written component;
- e. Complete all stated requirements within six years from your start date.

Students with an existing undergraduate degree with an overall average of 70% at the time of enrolment in the Teacher of Indigenous Language as a Second Language Program and who obtain an overall average of 70% on the required courses in the Teacher of Indigenous Language as a Second Language Program will be eligible for a Bachelor of Education degree.

Students who complete an undergraduate degree within 10 years of completing the requirements of the Teacher of Indigenous Language as a Second Language Program and who obtain an overall average of 70% on the required courses in the Teacher of Indigenous Language as a Second Language Program and their undergraduate degree will be eligible for a Bachelor of Education degree. Contact the Office of the Registrar for graduation procedures upon completion of the undergraduate degree.

11.0 Bachelor of Fine Arts (Honours)

To graduate with a Bachelor of Fine Arts (Honours), students must:

- a. Complete 120 credits with a minimum overall average of 60%;
- b. Satisfy all the stated requirements for the degree;
- c. Complete at least 78 credits in Fine Arts (according to details provided in the Program Requirements section);
- d. Achieve a minimum program average of 70% (based on the best 78 credits which meet all of the requirements for the program);
- e. Not exceed a maximum of 42 credits at the 1000 level;
- f. Not exceed a maximum of 90 credits in Fine Arts;
- g. Complete at least six credits in each of Groups II (Social Sciences) and III (Sciences);
- h. Must successfully complete ACAD 1601 within the first 60 Nipissing credits.

12.0 Bachelor of Physical and Health Education

12.1 Bachelor of Physical and Health Education (Honours)

To graduate with a Bachelor of Physical and Health Education (Honours), students must:

- a. Complete 120 credits, with a minimum overall average of 60%;
- b. Satisfy all stated requirements of the degree;
- c. Achieve a minimum program average of 70% (only Nipissing PHED courses are to be included in this average);
- d. Successfully complete all required courses in no more than two attempts;
- e. Not exceed a maximum of 48 credits of first year level courses.

12.2 Bachelor of Physical and Health Education

To graduate with a Bachelor of Physical and Health Education, students must:

- a. Complete 120 credits, with a minimum overall average of 60%;
- b. Satisfy all stated requirements of the degree;
- c. Achieve a minimum program average of 60% (only Nipissing PHED courses are to be included in this average);
- d. Successfully complete all required courses in no more than two attempts;
- e. Not exceed a maximum of 48 credits of first year level courses.

13.0 Bachelor of Science (Honours)

Students must complete 120 credits, with a minimum overall average of 60%, and satisfy one of the following:

13.1 Honours Specialization

- a. Must complete 60 credits in the honours specialization, including at least six credits at the 4000 level (according to details provided in the Program Requirements section);
- b. Must achieve a minimum honours specialization average of 70% (based on the best 60 credits which meet all of the honours specialization requirements);
- c. Not exceed a maximum of 48 credits at the 1000 level;
- d. Not exceed a maximum of 84 credits in one discipline (may not have the same four-letter code);
- e. Must complete six credits from each the following areas:
 - Humanities (Group I)
 - Social Sciences (Group II) and/or Professional Studies (Group IV)
- f. Must complete a minimum of 12 credits in a science discipline other than that of their area of study;
- g. Must successfully complete ACAD 1601 within the first 60 Nipissing credits. ACAD 1601 will count towards three credits of the Humanities (Group I) requirement.

13.2 Honours Double Major

- a. Must complete a minimum of 39 credits in each major, including at least three credits at the 4000 level in each major (according to details provided in the Program Requirements section);
- b. Must achieve a minimum major average of 70% (based on the best 39 credits which meet all of the honours major requirements);
- c. Not exceed a maximum of 48 credits at the 1000 level;
- d. Not exceed a maximum of 54 credits in one discipline (may not have the same four-letter code);
- e. Must complete six credits from each the following areas:
 - Humanities (Group I)
 - Social Sciences (Group II) and/or Professional Studies (Group IV)
- f. Must include a minimum of 12 credits in a science discipline in an area other than that of their area of study;
- g. Must successfully complete ACAD 1601 within the first 60 Nipissing credits. ACAD 1601 will count towards three credits of the Humanities (Group I) requirement.

14.0 Bachelor of Science (Four-year)

Students must complete 120 credits, with a minimum overall average of 60%, and satisfy one of the following:

14.1 Specialization

- a. Must complete 54 credits in the specialization (according to details provided in the Program Requirements section);

- b. Must achieve a minimum specialization average of 60% (based on the best 54 credits which meet all of the specialization requirements);
- c. Not exceed a maximum of 48 credits at the 1000 level;
- d. Not exceed a maximum of 84 credits in one discipline (may not have the same four-letter code);
- e. Must complete six credits from each the following areas:
 - Humanities (Group I)
 - Social Sciences (Group II) and/or Professional Studies (Group IV)
- f. Must complete a minimum of 12 credits in a science discipline other than that of their area of study;
- g. Must successfully complete ACAD 1601 within the first 60 Nipissing credits. ACAD 1601 will count towards three credits of the Humanities (Group I) requirement.

14.2 Major/Double Major

- a. In the case of a single major, complete 36 credits in the major (according to details provided in the Program Requirements section);
- b. In the case of a double major, complete 36 credits in each major (according to details provided in the Program Requirements section);
- c. Must achieve a minimum major average of 60% (based on the best 36 credits which meet all of the major requirements);
- d. Not exceed a maximum of 48 credits at the 1000 level;
- e. Not exceed a maximum of 54 credits in one discipline (may not have the same four-letter code);
- f. Must complete six credits from each the following areas:
 - Humanities (Group I)
 - Social Sciences (Group II) and/or Professional Studies (Group IV)
- g. Must complete a minimum of 12 credits in a science discipline other than that of their area of study;
- h. Must successfully complete ACAD 1601 within the first 60 Nipissing credits. ACAD 1601 will count towards three credits of the Humanities (Group I) requirement.

15.0 Bachelor of Science (Three-year)

Students must complete 90 credits, with a minimum overall average of 60%, and satisfy one of the following:

15.1 Major

- a. Must complete 36 credits in the major (according to details provided in the Program Requirements section);
- b. Must achieve a minimum major average of 60% (based on the best 36 credits which meet all of the requirements for the major);
- c. Not exceed a maximum of 48 credits at the 1000 level;
- d. Not exceed a maximum of 54 credits in one discipline (may not have the same four-letter code);
- e. Must complete six credits from each the following areas:
 - Humanities (Group I)
 - Social Sciences (Group II) and/or Professional Studies (Group IV)
- f. Must complete a minimum of 12 credits in a science discipline other than that of their area of study;
- g. Must successfully complete ACAD 1601 within the first 60 Nipissing credits. ACAD 1601 will count towards three credits of the Humanities (Group I) requirement.

15.2 Liberal (Double-Minor)

- a. Must complete 18 credits in each of two minors (according to details provided in the Program Requirements section);

- b. Must achieve a minimum average of 60% in each minor (based on the best 18 credits for each minor which meet all of the requirements for each minor);
- c. Not exceed a maximum of 48 credits at the 1000 level;
- d. Must complete 54 credits in Science courses chosen from at least three different disciplines;
- e. Must complete PHIL 2505;
- f. Must complete 12 credits from following areas: Humanities (Group I), Social Sciences (Group II) and/or Professional Studies (Group IV);
- g. Must successfully complete ACAD 1601 within the first 60 Nipissing credits. ACAD 1601 will count towards three credits of the Humanities (Group I) requirement.

16.0 Bachelor of Science (Nursing)

To graduate with a Bachelor of Science (Nursing) degree students must:

- a. Complete 120 credits that satisfy the stated requirements for the degree with a minimum overall average of 60%;
- b. Achieve a minimum program average of 60%;
- c. Successfully complete all NURS classroom courses with a minimum grade of 60%, and all clinical practicum courses with a “Satisfactory” grade;
- d. Complete the program within seven (7) years of the original date of admission.

17.0 Bachelor of Social Work (Honours)

To graduate with a Bachelor of Social Work (Honours), students must:

- a. Complete 120 credits that satisfy the stated requirements for the degree with a minimum overall average of 60%;
- b. Achieve a minimum overall average of 60% in the first two years of the degree;
- c. Achieve a minimum program average of 70% in third and fourth year Social Work courses;
- d. Complete at least 63 credits in Social Work (according to details provided in the Program Requirements section);
- e. Not exceed a maximum of 42 credits at the 1000 level;
- f. Must complete six credits from each of the following areas:
 - Humanities (Group I)
 - Science (Group III)
- g. Must complete three credits in Social Science (Group II) or Professional Studies (Group IV).

18.0 Second Degree Requirements

18.10 Honours Bachelor Degree

Bachelor of Arts (Honours), Bachelor of Science (Honours), Bachelor of Business Administration (Honours), Bachelor of Fine Arts (Honours), Bachelor of Physical Health & Education (Honours)

To graduate with a second degree in an Honours Bachelor degree program (as outlined above), a student must:

- a) Complete a minimum of 60 credits with a minimum overall average of 60%; & no more than two attempts in any one course;
- b) In the case of a major, students must complete a minimum of 30 credits in the subject of study of the second degree with a minimum subject average of 70%;
- c) In the case of an honours specialization, students must complete a minimum of 48 credits in the subject of study of the second degree, with a minimum subject average of 70%;
- d) In the case of a BBA, BPHE, & BFA, students must complete a minimum of 48 credits in the subject of study of the second degree, with a minimum subject average of 70%;
- e) Satisfy all the stated requirements for the program not completed in the first degree;

- f) In the case of a Bachelor of Arts , Bachelor of Science , or a Bachelor of Fine Arts second degree, complete six credits from each the following areas if they have not done so in their first degree:
 - Humanities (Group I)
 - Social Sciences (Group II) &/or Professional Studies (Group IV)
 - Sciences (Group III)
- f) Maintain all minimum grade requirements & all minimum average requirements specified in the general regulations for the specified degree.

18.15 Bachelor Degree

Bachelor of Arts, Bachelor of Science, Bachelor of Business Administration, Bachelor of Fine Arts, Bachelor of Physical Health & Education

To graduate with a second degree in a Bachelor Degree program (as outlined above), a student must:

- a) Complete a minimum of 60 credits with a minimum overall average of 60%;& no more than two attempts in any one course;
- b) In the case of a major, students must complete a minimum of 30 credits in the subject of study of the second degree with a minimum subject average of 60%;
- c) In the case of a specialization, students must complete a minimum of 42 credits in the subject of study of the second degree, with a minimum subject average of 60%;
- d) In the case of a BBA, BPHE, & BFA, students must complete a minimum of 48 credits in the subject of study of the second degree, with a minimum subject average of 60%;
- e) Satisfy all the stated requirements for the program not completed in the first degree;
- f) In the case of a Bachelor of Arts , Bachelor of Science , or a Bachelor of Fine Arts second degree, complete six credits from each the following areas if they have not done so in their first degree:
 - Humanities (Group I)
 - Social Sciences (Group II) &/or Professional Studies (Group IV)
 - Sciences (Group III)
- g) Maintain all minimum grade requirements & all minimum average requirements specified in the general regulations for the specified degree.

18.20 General (three-year) Bachelor degree

General, Liberal, & Bachelor of Commerce

To graduate with a second degree in a three-year Bachelor degree program (General, Liberal, Bachelor of Commerce), a student must:

- a) Complete a minimum of 45 credits with a minimum overall subject average of 60%, after no more than two attempts in any one course;
- b) Complete a minimum of 30 credits in the area of study;
- c) In the case of a Bachelor of Arts (Liberal), or a Bachelor of Science (Liberal) second degree, complete a minimum of 12 credits in each of two minors & maintain a minimum overall average of 60% in each minor;
- d) Satisfy all the stated requirements for the program not completed in the first degree;
- e) In the case of a Bachelor of Arts or Science second degree, complete six credits from each the following areas if they have not done so in their first degree:
 - Humanities (Group I)
 - Social Sciences (Group II) &/or Professional Studies (Group IV)
 - Sciences (Group III)
- g) Maintain all minimum grade requirements & all minimum average requirements specified in the general regulations for the specified degree.

ii. Academic Standing

19.0 Assessment

Academic Standing involves the assessment of a student's eligibility to progress at the University and/or to enter or remain in a program.

Normally, a student's Academic Standing is determined after a minimum of 18 credits have been attempted, at the end of the Fall/Winter (May) and Spring/Summer (August) semesters.

Note:

- Students, registered for a Session, whose eligibility to continue in their program of study has not been determined prior to the start of that session should understand that should they be found ineligible to continue in that program, they will be permitted to complete any such course(s). Credit will be retained for such courses completed successfully. However these grades will not alter the determination of a student's ineligibility for registration for future sessions in that program.

19.1 Average Calculations

For each student, a program average and a cumulative average will be calculated. These averages will be used to assess a student's eligibility to proceed.

- Program averages will be based on the calculation of all attempted credits used to fulfill program requirements, as well as all failed credits in a program.
- Cumulative averages will be based on the calculation of all attempted credits.
- Average calculations include failed grades. All final grades below 50% are considered failures. Final grades below 40% will be included in average calculations as 40%. Final grades from 40-49% will be included in average calculations as the actual grades assigned. All final grades will be recorded on official transcripts as assigned.
- Averages are rounded up for progression purposes (i.e. a 69.5% will be rounded up to 70%).

19.2 Credit Attempts

A course is considered to have been attempted when a final grade has been assigned to it. A course from which a student has honourably withdrawn is not considered an attempt.

BA, BBA, BComm, BFA, BPHE, BSc, BScN, BSW

Students are permitted a maximum of two attempts at a particular course. If a course is attempted twice, the higher grade obtained will be used in the calculation of the average. A student must receive departmental approval to attempt any course for a third time.

Exceptions to this rule apply to specific courses in the BPHE and BScN program. Please see Section 6.0 for further details.

Education

The BEd degree is offered as a two-year program and must be completed in its entirety. Credit is not retained for passed courses in a failed attempt at the Bachelor of Education Program.

Students are permitted to fail (below 60%) one course in the Bachelor of Education program, with the exception of the following courses listed below. In this case, students are only allowed to make one attempt at the course.

- EDUC 0106 Introduction to Teaching (required in the Concurrent Education option)
- EDUC 4714 Practicum I
- EDUC 4855 Practicum II
- EDUC 4858 Community Leadership Experience

20.0 Good Academic Standing

20.1 BA, BBA, BComm, BFA, BPHE, BSc, BScN, BSW

Students will be considered in good academic standing if they achieve a minimum cumulative average of 60%.

20.2 Education

Students will be considered in good academic standing if they achieve a minimum program average of 70%, with no course mark lower than 60%.

21.0 Academic Progression

21.1 Bachelor Degree (Three year) BA, BSc, BComm, Liberal

In order to progress in a program and to graduate from the degree, students must achieve a minimum cumulative average of 60% and a minimum program average of 60%.

21.2 Bachelor Degree (Four year) BA, BSc, BBA, BPHE, BScN

In order to progress in a program and to graduate from the degree, students must achieve a minimum cumulative average of 60% and a minimum program average of 60%.

21.3 Honours Bachelor Degree BA, BSc, BBA, BFA, BPHE, BSW

In order to graduate from an Honours degree, students must achieve a minimum cumulative average of 60% and minimum program average of 70%. Students in an Honours Specialization, Honours Major, BFA, or Bachelor of Social Work may not progress into the fourth year if they do not have a 70% average in their honours program.

21.4 Bachelor of Education (Consecutive and Concurrent)

Concurrent students must complete their Nipissing Honours degree, including the Concurrent Education specific courses, by the end of April, in order to progress into Year 5 Bachelor of Education professional years. All courses required for the Honours undergraduate degree and/or teachable subject requirements must be completed by May 1 of the year for which the BEd Year 5 transition is being made.

In order to progress to Year 2 in the Consecutive program and Year 6 in the Concurrent route, students must achieve an average of 70% overall, with no mark lower than 60% in EDUC courses.

Students must pass EDUC 4717 Practicum I to progress to Year 2 (Consecutive) and Year 6 (Concurrent).

22.0 Academic Probation (Undergraduate)

1. Students will be placed on probation if at least 18 credits have been attempted and the student's cumulative average is between 55%-59%.
2. Students placed on probation will be eligible to register in a maximum of 24 credits in the following fall/winter term (four courses per term), and 9 credits in each of the spring and summer terms. Students placed on probation may be required to follow a comprehensive Academic Success Plan including mandatory academic advising, transition activities and study skills workshops.
3. Students will be placed on probation upon readmission to studies after having been required to withdraw from the University.
4. Students newly admitted to the University on probation will be assessed once a minimum of 18 credits have been attempted and:
 - i) If their cumulative average is 60% or greater, admission probation status will be removed and standing will be assessed as outlined above;
 - ii) If their cumulative average is between 55% and 59%, they will be allowed continue on probation (maximum of 18 credits) and will be reassessed once a total of 30 credits have been attempted.

23.0 Release from Academic Probation (Undergraduate)

Any student who is placed on academic probation & achieves a cumulative average of 60% will be removed from probation upon the next academic standing assessment.

*Note: Students on probation whose cumulative average is below 60% will be allowed to continue on probation, into the next term, if they achieve a sessional average of at least 63% while on probation. This will be permitted only if less than 57 credits have been attempted.

24.0 Required Withdrawal from a Program

24.1 BScN

Students will be withdrawn from the BScN program should they receive more than one grade of "Unsatisfactory" in Clinical Practicum courses.

24.2 BPHE

Students will be withdrawn from the BPHE program should they receive more than one grade of "Unsatisfactory" in Community Leadership Placement courses.

24.3 BSW

Students will be withdrawn from the Bachelor of Social Work program should they receive more than one grade of 'Unsatisfactory' in the Field Education courses (SWRK 3505, SWRK 4605)

24.4 Education

Students will be required to withdraw from the program if the second attempt at the failed course is unsuccessful. Students who are required to withdraw will not be considered for readmission until they have been out of the program for one year.

Separate course offerings will not be available until the following academic year.

24.5 All undergraduate programs

Students will be withdrawn from a program when a minimum of 18 credits have been attempted in their program, and they have a program average below 60%.

A student may request a program change to a different Nipissing program for which they may be eligible. Credit for already completed courses may be applied to the new program if applicable.

25.0 Petition of Decision for Required Withdrawal from a Program

Students asked to withdraw from a program may submit a formal request to the appropriate Dean's office to be allowed to proceed on probation.

26.0 Required Withdrawal from the University

Students will be required to withdraw from the University if:

1. Their cumulative average is below 55%
2. They are on probation & their cumulative average is below 60%

Any students required to withdraw will not be re-admissible to the University for at least one calendar year.

27.0 Petition of Decision for the Required Withdrawal from the University

Any student required to withdraw from the University may appeal the decision to the University's Undergraduate Standing and Petitions Subcommittee (S & P) at a specified date.

Upon re-admission, students may petition the S&P Senate Subcommittee to exclude up to 18 credits from the calculation of the cumulative average. If such petitions are approved, all assigned grades will continue to be included on the student's transcript.

Student inquiries related to Academic Standing and Progression may be directed to the Academic Advising Office.

PART VI
SPECIFIC DISCIPLINE & CERTIFICATE REQUIREMENTS FOR UNDERGRADUATE AND
PROFESSIONAL PROGRAMS

i. Undergraduate Program Requirements

10.0 Anthropology

10.10 Program Requirements

Please see the 2019-2020 Academic Calendar for the current program requirements.

10.20 Program Modifications through Senate

1. ANTR program requirements approved for Specialization, Major and Minor (June 2, 2011 Senate, Motion 14)
2. ANTR minor modified (February 10, 2012 Senate, Motion 42)
3. Stage 2 for BA in ANTR approved (December 14, 2012 Senate, Motion 5)
4. Abbreviation for Anthropology changed from ANTR to ANTH (January 11, 2019 Senate, Motion 140)

15.0 Arts and Culture

15.10 Program Requirements

Please see the 2013-2014 Academic Calendar for the most current program requirements. See February 10, 2012 Senate for the Arts and Cultural Management Certificate requirements.

15.20 Program Modifications through Senate

1. Major in Arts and Cultural Management approved (February 10, 2012 Senate, Motion 37)
2. Arts and Cultural Management Certificate approved (February 10, 2012 Senate, Motion 38)
3. Program requirements for the Honours Specialization, Specialization, Major approved to reflect the new degree structure (April 13, 2012 Senate, Motion 5)
4. Arts and Cultural Management Major updated (April 13, 2012 Senate, Motion 7)

20.0 Biology

20.10 Program Requirements

Please see the 2019-2020 Academic Calendar for the current program requirements.

20.20 Program Modifications through Senate

1. Program requirements for the Honours Specialization, Specialization, Major and Minor approved to reflect the new degree structure (February 10, 2012 Senate, Motion 40)

25.0 Business Administration**25.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the requirements for the BBA, BBA Streams, and Business Minors.

25.20 Program Modifications through Senate

1. MKTG 2127 removed from BBA core and added as a requirement for the MKTG stream (October 9, 2011, Motion 15)
2. Minor modified to reflect new degree structure (February 3, 2012 Senate, Motion 24 & Motion 25)
3. TMGT 1106 replaced with TMGT 1107 in core requirements (February 8, 2013 Senate, Motion 11)
4. ADMN 3056 added to BBA core, ADMN 2167 and ECON 2106 removed (February 8, 2013 Senate, Motion 14)
5. MKTG 2127 removed from MKTG stream and added to BBA core (March 8, 2013 Senate, Motion 8)
6. ORGS stream modified to require 24 credits from the list of ORGS stream courses in addition to the 6 credits of ORGS in the BBA core requirements (December 13, 2013 Senate, Motion 11)
7. Major modification to BBA requirements including changes to the core requirements and changes to concentration (formerly stream) options (January 11, 2019 Senate, Motion 9)

30.0 Business Information Systems**30.10 Program Requirements**

Please see the 2002-2003 Academic Calendar for the most current program requirements.

30.20 Program Modifications through Senate

Until officially deleted through PPC & Senate, the BBIS degree & program requirements have been banked.

35.0 Chemistry**35.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current minor requirements

35.20 Program Modifications through Senate

1. CHEM minor approved (March 9, 2012 Senate, Motion 15)

40.0 Child and Family Studies**40.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current program requirements.

40.20 Program Modifications through Senate

1. Program requirements for the Honours Specialization, Specialization, Major and Minor approved to reflect the new degree structure (February 3, 2012 Senate, Motion 3)
2. CHFS 3025 replaced with CHFS 3026 and CHFS 3027 in the Honours Specialization and Specialization (May 18, 2012 Senate, Motion 3)
3. Modifications to the Major, Specialization and Honours Specialization to replace old statistics requirements with CHFS 2026 and CHFS 3035, and modify group requirements (May 16, 2014 Senate, Motion 8)
4. Stage 2 Major Modification for Child and Family Studies (CHFS) approved to allow CHFS to be offered at the North Bay campus (April 8, 2016 Senate, Motion 5)
5. Transfer credit credit change for Child & Youth Care diploma graduates approved to allow up to 60 credits of transfer credit (September 9, 2016 Senate, Motion 6)
6. SWLF 1006 removed from core, PSYC 2006 and PSYC 2007 added as options for CHFS 2106 and CHFS 2107, language changed for language around PSYC-CHFS statistics course substitutions (January 11, 2019 Senate, Motion 80)

45.0 Classical Studies

45.10 Program Requirements

Please see the 2019-2020 Academic Calendar for the current program requirements.

45.20 Program Modifications through Senate

1. Program requirements for the Honours Specialization, Specialization, Major and Minor approved to reflect the new degree structure (March 9, 2012 Senate, Motion 18)
2. Program requirement changes for the Honours Specialization, Specialization, Major and Minor (January 12, 2018 Senate, Omnibus Motion 33)

50.0 Commerce

50.10 Program Requirements

Please see the 2019-2020 Academic Calendar for the current program requirements.

50.20 Program Modifications through Senate

1. ADMN 2307 and ADMN 1606 removed from BComm and replaced with ADMN 1607 and ADMN 2602 (February 8, 2013 Senate, Motion 13)
2. ADMN 3056 added to BComm program requirements (May 16, 2014 Senate, Motion 5)
3. Major modification approved creating a Four Year option for the BComm (January 11, 2019 Senate, Motion 10)

55.0 Computer Science

55.10 Program Requirements

Please see the 2019-2020 Academic Calendar for the current program requirements.

55.20 Program Modifications through Senate

1. Program requirements for the Honours Specialization, Specialization, Major and Minor approved to reflect the new degree structure (March 9, 2012 Senate, Motion 19)
2. BSc 3 Year Double Major Computer Science & Mathematics Group V requirements modified (April 12, 2013 Senate, Motion 11)
3. Wording changed from “2000 level or above” to “from Computer Science Options for the Specialization and Major” for both the Specialization and Major requirements (April 12, 2013 Senate, Motion 12)
4. Honours Specialization requirements modified to require “Six credits of 4000 level Computer Science” rather than COSC 4206 and COSC 4207 (March 14, 2014 Senate, Motion 22)

56.0 Corporate Social Responsibility**56.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for current minor requirements.

56.20 Program Modifications through Senate

1. Minor approved (February 3, 2012 Senate, Motion 25)
2. Minor requirements changed to require ORGS 3007 and 15 credits from a list of other courses (December 13, 2013 Senate, Motion 14)

60.0 Criminal Justice**60.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current program requirements.

60.20 Program Modifications through Senate

1. Criminal Justice approved to be offered as a Bachelor of Arts (Honours) and a Bachelor of Arts (Four-year) (February 10, 2012 Senate, Motion 43)
2. 70% program average requirement approved for BA (Honours) – Criminal Justice and 60% program average requirement approved for BA (Four-year) – Criminal Justice (February 10, 2012 Senate, Motion 44)
3. Legal Studies and Administration Stream re-established for students with a diploma in a Law Clerk program from an Ontario Community College (January 11, 2013 Senate, Motion 5)
4. Residency requirements modified for Criminal Justice students (October 10, 2014 Senate, Motion 3)
5. CRJS 4347 added to Criminology Stream, CRJS 4937 added to Criminal Justice Studies Stream, CRJS 4916 and CRJS 4917 added to Policing Stream, CRJS 3936 added to Corrections Stream (February 12, 2016 Senate, Motion 108, Motion 109, Motion 110 & Motion 111).
6. CRJS 4466 removed from Criminology Stream requirements and replaced with 3 credits of 4000 level CRJS. New courses added to the CRJS/CRIM Stream electives list, along with CRJS 4466 (January 13, 2017 Senate, Motions 7 through 13).

61.0 Data Science

60.10 Program Requirements

Program still in development.

60.20 Program Modifications through Senate

1. BSc Honours Specialization, BSc Specialization, BA Honours Specialization and BA Specialization in Data Science given Stage 2 approval (May 11, 2018 Senate, Motion 2)

65.0 Economics

65.10 Program Requirements

Please see the 2019-2020 Academic Calendar for the current program requirements.

65.20 Program Modifications through Senate

1. ECON Minor requirements approved (May 18, 2012 Senate, Motion 6)
2. Economics Major modified to require ECON 2006 in place of ECON 2106 (April 12, 2013 Senate, Motion 7)

70.0 Education

70.10 Program Requirements

Please see the 2019-2020 Academic Calendar for the current program requirements for the Bachelor of Education (Concurrent and Consecutive), the Indigenous Teacher Education Program, the Indigenous Classroom Assistant Diploma Program, and the Teacher of Indigenous Language as a Second Language Program.

The Schulich School of Education provides in-service education courses for teachers including: Additional Qualification (AQ) courses and Additional Basic Qualification (ABQ) courses. For current information on those offerings, please see the School of Education website.

70.20 Program Modifications through Senate

1. Concurrent Education admission requirements modified to include 3U or 3M or equivalent Math and delete the requirement for a 4U or equivalent Math (October 10, 2014 Senate, Motion 7)
2. Policy for college transfer, university transfer, upper year admissions and ECE graduates admission to the Concurrent Education Program approved (November 14, 2014 Senate, Motion 7)
3. Native Classroom Assistant Diploma Program titled changed to Aboriginal Classroom Assistant Diploma Program, many existing courses and transfer credit modified (March 10, 2017 Senate, Motion 10 to Motion 32).
4. Aboriginal Classroom Assistance Diploma Program changed to Indigenous Classroom Assistant Diploma Program (September 14, 2018 Senate, Motion 10)
5. Aboriginal Teacher Certification Program title changed to Indigenous Teacher Education Program (September 14, 2018 Senate, Motion 11)

6. Primary/Junior with a focus on teaching French as a Second Language option added to the BEd program (September 14, 2018 Senate, Motion 14)

75.0 English Studies

75.1 0 Program Requirements

Please see the 2019-2020 Academic Calendar for the current program requirements.

75.20 Program Modifications through Senate

1. Program requirements for the Honours Specialization, Specialization, Major and Minor approved to reflect the new degree structure (February 3, 2012 Senate, Motion 5)
2. Restriction of 1000 level ENGL courses changed to 6 cr. of Topics in Literature courses (December 12, 2014 Senate, Motion 26)
3. ENGL Groups 1, 2 and 3 deleted (February 12, 2016 Senate, Motion 33)
4. ENGL Literary History I and ENGL Literary History II Groups added to ENGL Programs (February 12, 2016 Senate, Motion 34)
5. ENGL Honours Specialization, Specialization, and Major requirements modified (February 12, 2016 Senate, Motion 35, Motion 36 & Motion 37)

80.0 Environmental Biology & Technology

80.10 Program Requirements

Please see the 2019-2020 Academic Calendar for the current program requirements.

80.20 Program Modifications through Senate

1. Program requirements for the Honours Specialization and Specialization approved to reflect the new degree structure (January 16, 2015 Senate, Motion 40)
2. Transfer credit Policy modifications for Biotechnology Technician and Biotechnology Technologist diploma graduates (February 12, 2016 Senate, Motion 190)
3. Transfer credit Policy modifications for Environmental Technician—Protection and Compliance diploma graduates (February 12, 2016 Senate, Motion 191)

85.0 Environmental Geography

85.10 Program Requirements

Please see the 2019-2020 Academic Calendar for the current program requirements.

85.20 Program Modifications through Senate

1. Program requirements for the Honours Specialization, Specialization, and Major approved to reflect the new degree structure (February 3, 2012 Senate, Motion 12)

90.0 Environment and Physical Geography (formerly Environmental Geography)

90.10 Program Requirements

Please see the 2019-2020 Academic Calendar for the current program requirements.

90.20 Program Modifications through Senate

1. Program requirements for the Honours Specialization, Specialization, and Major approved to reflect the new degree structure (February 3, 2012 Senate, Motion 12)
2. Program name was changed from BSc – Environmental Geography to BSc – Environment and Physical Geography (September 14, 2012 Senate, Motion 10)

95.0 Environmental Science**95.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current minor requirements.

95.20 Program Modifications through Senate

1. ENSC Minor approved (February 12, 2016 Senate, Motion 10)

100.0 Film**100.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current minor requirements.

100.20 Program Modifications through Senate

1. FILM Minor approved (March 9, 2012 Senate, Motion 22)

105.0 Fine Arts**105.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current program requirements.

105.20 Program Modifications through Senate

1. BFA requirements modified (February 10, 2012 Senate, Motion 18)
2. BA- Fine Arts Specialization, Major –Studio Arts Stream, and Minor in Studio Arts requirements approved to reflect the new degree structure (February 10, 2012 Senate, Motion 19)
3. BA Fine Arts Major – Art History and Visual Studies Stream, and Minor in Art History and Visual Studies approved to reflect the new degree structure (February 10, 2012 Senate, Motion 20)
4. Change in program requirements for FAVA (January 16, 2015 Senate, Motion 52)

110.0 French (formerly Français)**110.10 Program Requirements**

Please see the 2002-2003 Academic Calendar for the most current French Major requirements.
Please see the 2019-2020 Academic Calendar for the current French Minor requirements.

110.20 Program Modifications through Senate

Until officially deleted through APC & Senate, the BA3 in Français program requirements have been banked.

115.0 Gender Equality and Social Justice**115.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current program requirements.

115.20 Program Modifications through Senate

1. Program requirements for the Honours Specialization, Specialization, Major and Minor approved to reflect the new degree structure (February 10, 2012 Senate, Motion 32)
2. GEND 3306 added to Group 2 (March 14, 2014 Senate, Motion 35)
3. Changing the degree requirements for an Honours Specialization, Specialization, Major and Minor for Gender Equality and Social Justice from requiring six credits at the 1000 level to requiring three credits at the 1000 level (January 12, 2018 Senate, Omibus Motion 114)

120.0 Geography**120.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current program requirements.

120.20 Program Modifications through Senate

1. Program requirements for the Honours Specialization, Specialization, Major and Minor approved to reflect the new degree structure (February 3, 2012 Senate, Motion 12)

125.0 History**125.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current program requirements.

125.20 Program Modifications through Senate

1. Program requirements for the Honours Specialization, Specialization, Major and Minor approved to reflect the new degree structure (February 3, 2012 Senate, Motion 19)
2. History reclassified as a breadth requirement from Group II Social Science to Group III Humanities (January 12, 2018 Senate, Motion 136)
3. Orientation to the Master of Arts in History (OMAH) option approved (January 11, 2019 Senate, Motion 118)

126.0 Human Resources**126.1 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current minor requirements.

126.2 Program Modifications through Senate

1. Minor approved (February 3, 2012 Senate, Motion 25)
2. Correction made to minor requirements (February 10, 2012, Motion 48)
3. Minor requirements modified to require ORGS 1137 and 15 credits from a list of other courses (December 13, 2013 Senate, Motion 13)

127.0 Human Rights in State Violence**127.10 Program Modifications through Senate**

1. Stage 2 Approval for a BA Human Rights in State Violence approved (March 11, 2016 Senate, Motion 6)
2. Minor in Human Rights approved (January 11, 2019 Senate, Motion 24)

128.0 Legal Studies**128.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current minor requirements.

128.20 Program Modifications through Senate

1. Legal Studies minor approved (January 15, 2015 Senate, Motion 3)

130.0 Liberal Arts**130.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current program requirements.

130.20 Program Modifications through Senate

1. Requirements for the Liberal Degree modified to reflect the new degree structure (June 2, 2011 Senate, Motion 19).
2. Minor requirements modified to reflect the new degree structure (June 2, 2011 Senate, Motion 20)

135.0 Liberal Science**135.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current program requirements.

135.20 Program Modifications through Senate

1. Requirements for the Liberal Degree modified to reflect the new degree structure (June 2, 2011 Senate, Motion 19).
2. Minor requirements modified to reflect the new degree structure (June 2, 2011 Senate, Motion 20)

136.0 Marketing**136.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current minor requirements.

136.20 Program Modifications through Senate

1. Minor approved (February 3, 2012 Senate, Motion 25)

140.0 Mathematics**140.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current program requirements.

140.20 Program Modifications through Senate

1. Program requirements for the Honours Specialization, Specialization, Major and Minor approved to reflect the new degree structure (February 10, 2012 Senate, Motion 33)
2. BSc 3 Year Double Major Computer Science & Mathematics Group V requirements modified (April 12, 2013 Senate, Motion 11)
3. COSC 1567 removed as a requirement from the BA Honours Specialization and BA Specialization and replaced with 3 additional credits from Group I, II or III (April 12, 2013 Senate, Motion 13)

141.0 Media, Culture and Communication**141.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current minor requirements.

141.20 Program Modifications through Senate

1. Minor in Media, Culture and Communication approved (January 16, 2015 Senate, Motion 17).

142.0 Media, Representation and Social Justice**142.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current minor requirements

142.20 Program Modifications through Senate

1. Minor in Media, Representation, and Social Justice approved (January 11, 2019 Senate, Motion 108).

145.0 Native Studies**145.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current program requirements.

145.20 Program Modifications through Senate

1. NATI minor modified to reflect the new degree structure (May 18, 2012 Senate, Motion 9)

150.0 Nursing**150.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current program requirements for the Bachelor of Science (Nursing) Collaborative Program, the RPN to BScN Blended Learning Program and the Scholar Practitioner Program (Second Degree Program).

150.20 Program Modifications through Senate

1. SPP Admission policy modified to recommend one course in anatomy and physiology, and one course in general psychology at the university level. Applicants who have not completed these courses are required to provide proof of completion by the end of their first year of study (December 13, 2013 Senate, Motion 31)
2. RPN to BScN admission requirements changed to eliminate statement “Diploma must have been awarded within the last ten years” (October 10, 2014 Senate, Motion 8)
3. SPP admission policy modification (March 13, 2015 Senate, Motion 11)
4. UNIV 1011 replaced with ACAD 1601 in RPN to BScN Bridging Program (February 12, 2016 Senate, Motion 130)
5. SPP degree requirements modified to include maximum completion time of 3 calendar years (February 12, 2016, Motion 131)
6. SPP admission policy modified (February 12, 2016 Senate, Motion 192)
7. SPP Practicum credit values changed from 6 credits to 9 credits (February 10, 2017 Senate, Motion 2)
8. Program revisions to the BScN Collaborative program (January 12, 2018 Senate, Motions 5 through 30)
9. Major modification to the RPN to BScN Blended Learning Program involving several changes to core course requirements and program outcomes (January 11, 2019 Senate, Motion 45)

155.0 Philosophy**155.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current program requirements.

155.20 Program Modifications through Senate

1. Program requirements for the Honours Specialization, Specialization, Major and Minor approved to reflect the new degree structure (March 9, 2012 Senate, Motion 28)
2. Honours Specialization, Specialization and, Major modified to require PHIL 1116 and PHIL 1117 in place of PHIL 1115 (January 13th, 2017 Senate, Motion 55)

3. Minor modified to require PHIL 1116 or PHIL 1117 and an additional 3 credits of upper level PHIL in place of PHIL 1115 (January 13th, 2017 Senate, Motion 56)

156.0 Physics

156.10 Program Requirements

Please see the 2019-2020 Academic Calendar for the current program requirements.

156.20 Program Modifications through Senate

1. Addition of a Minor in Physics (January 12th, 2018 Senate, Motion 49)

157.0 Physical and Health Education

157.10 Program Requirements

Please see the 2019-2020 Academic Calendar for the current program requirements.

157.20 Program Modifications through Senate

1. ACAD 1601 added as a requirement for students in the BPHE (December 13, 2013 Senate, Motion 19)
2. The following courses removed from the PHED requirements: PHED 2106, BIOL 1006 or BIOL 1011, PHED 1006 and PHED 2216 (December 13, 2013 Senate, Motion 20, Motion 21, & Motion 22)
3. The following PHED courses were recoded: PHED 3026 to PHED 2036, PHED 1027 to PHED 2037, PHED 2007 to PHED 3136, PHED 4027 to PHED 3046, PHED 3217 to PHED 2306, PHED 4016 to PHED 3056 and PHED 4036 to PHED 3066 (December 13, 2013 Senate, Motion 24)
4. The minimum required grade of 60% for PHED courses removed (December 13, 2013 Senate, Motion 25)
5. PHED 1206 and PHED 1207 added as required courses for the BPHE (December 13, 2013 Senate, Motion 27)
6. PHED program requirements modified to remove 3 credit practicals (PHED 1116, PHED 1117, PHED 2116, PHED 2117, PHED 3116, PHED 3117, PHED 4116 and PHED 4117) and replace with 1 credits practicals (March 14, 2014 Senate, Motion 51)
7. PHED practical requirements modified to require students in years 3 and 4 of the program to accumulate a total of 12 credits of practicals from the third and/or fourth year offerings (March 14, 2014 Senate, Motion 55)
8. Program requirements modified to include “3 credits of PHED 4046, HIST 3946, HIST 3947 or ENGL 1000 level: Special Topics Sport in Literature (December 12, 2014 Senate, Motion 34)
9. “3 credits of 1000 level English Studies” deleted from the BPHE program requirements (December 12, 2014, Motion 35)
10. CLAS 2206 added to list of required 3 credit elective courses (December 11, 2015 Senate, Motion 24)
11. PHED 2306 deleted and removed from BPHE requirements (January 15, 2016 Senate, Motion 18)
12. PHED 2406 and PHED 3306 added to the BPHE requirements (January 15, 2016 Senate, Motion 20 & Motion 22)

160.0 Political Science**160.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current program requirements.

160.20 Program Modifications through Senate

1. Program requirements for the Honours Specialization, Specialization, Major approved to reflect the new degree structure (February 10, 2012 Senate, Motion 34)
2. Program requirements for the minor approved to reflect the new degree structure (February 10, 2012 Senate, Motion 41)
3. POLI 1007 added to the Honours Specialization, Specialization, Major and Minor (February 12, 2016 Senate, Motion 155)
4. POLI 4206 and POLI 4207 added to Honours Specialization requirements and PHOL 4205 banked (January 13, 2017 Senate, Motion 28, Motion, 29 and Motion 30).

165.0 Psychology**165.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current program requirements.

165.20 Program Modifications through Senate

1. Program requirements for the Honours Specialization, Specialization, Major and Minor approved to reflect the new degree structure (March 9, 2012 Senate, Motion 30)
2. Program requirements modified to allow the substitution of CHFS 2026 and CHFS 3035 for PSYC 2126, PSYC 2127, and PSYC 3356 in the BA Honours Specialization and BA Specialization (December 12, 2014 Senate, Motion 30)
3. Program requirements modified to allow the substitution of CHFS 2026 and CHFS 3035 for PSYC 2127 and PSYC 2127 in the BA Major (December 12, 2014 Senate, Motion 31)

170.0 Religions and Cultures**170.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current program requirements.

170.20 Program Modifications through Senate

1. Program requirements for the Honours Specialization, Specialization, and Major approved to reflect the new degree structure (February 10, 2012 Senate, Motion 15)
2. Group 1 and Group 2 added (February 12, 2016 Senate, Motion 81)
3. RLCT Minor requirements modified to require 3 cr. 1000 level RLCT rather than 6 cr. (February 12, 2016 Senate, Motion 82)
4. RLCT Major, Specialization and Honours Specialization program requirements modified to include Group 1 and Group 2 and require 3 cr. 1000 level RLCT rather than 6 cr. (February 12, 2016 Senate, Motion 83, Motion 84 & Motion 85)

175.0 Science and Technology**175.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current program requirements.

175.20 Program Modifications through Senate

1. Honours Specialization and Specialization approved for the following streams: General, Artificial Intelligence, Industrial Mathematics, Service Technology, and Environment; Major in Science and Technology – General approved (May 18, 2012 Senate, Motion 13)
2. Engineering Technology Stream added to the Specialization and Honours Specialization (April 12, 2013 Senate, Motion 14)

180.0 Social Welfare and Social Development**180.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current program requirements.

180.20 Program Modifications through Senate

1. Program requirements for the Honours Specialization, Specialization, Major and Minor approved to reflect the new degree structure (June 2, 2011 Senate, Motion 5)
2. Honours Specialization requirements modified to replace SWLF 4005 with SWLF 4006 and SWLF 4007 (November 11, 2011 Senate, Motion 2 & Motion 3)
3. Minor requirements modified to no longer allow cross-listed courses to be used (March 14, 2014 Senate, Motion 16)

181.0 Social Welfare and Social Development with Social Service Worker Diploma**181.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current program requirements.

181.20 Program Modifications through Senate

1. Stage 2 approval for the SWLF-SSW Collaborative Program (May 27, 2016 Senate, Motion 8)
2. Program updated to allow a maximum of 6 credits of cross-listed courses (November 10, 2017 Senate, Motion 8)

182.0 Social Work**182.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current program requirements.

182.20 Program Modifications through Senate

1. Stage 2 approval for BSW (December 14, 2012 Senate, Motion 4)
2. SWRK 3106, SWRK 3206, SWRK 3306, SWRK 3406, SWRK 3506, SWRK 3606, SWRK 3706, and SWRK 3806 added to the BSW Professional Years requirements (December 11, 2015 Senate, Motion 19)
3. BSW program curriculum for years 1 and 2 approved (May 15, 2015 Senate, Motion 25)
4. BSW Professional Years Admission Policy approved (February 12, 2016 Senate, Motion 86)
5. Several modifications to the BSW approved as an omnibus motion, including changes such as the addition of SWLF 1006, deletion of SWRK 1006, addition of SWRK 1007, and creation and removal of multiple upper level SWRK courses (January 13, 2017 Senate, Motions 56-86)
6. BSW updated to include note stating students will be withdrawn from the program should they receive more than one grade of 'Unsatisfactory' in the Field Education courses (January 12, 2018 Senate, Motion 168)
7. Policy stating students must complete the BSW Professional Years within four (4) years of the original date of admission (January 12, 2018 Senate, Motion 169)

185.0 Sociology**185.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current program requirements.

185.20 Program Modifications through Senate

1. Anthropology Stream added (February 3, 2012 Senate, Motion 32)
2. Program requirements for the Honours Specialization, Specialization, Major and Minor approved to reflect the new degree structure (February 10, 2012 Senate, Motion 18)
3. SOCI 3016 removed from the program requirements for the Honours Specialization, Specialization and Major and replaced with 3 additional credits of upper level SOCI (January 13, 2017 Senate, Motion 31, Motion 32, and Motion 33).

190.0 Spanish**190.10 Program Requirements**

Please see the 2019-2020 Academic Calendar for the current minor requirements.

190.20 Program Modifications through Senate

1. Minor approved (February 10, 2012 Senate, Motion 22)
2. Spanish minor modified to only allow upper level courses (January 11, 2019 Senate, Motion 88)

191.0 Study of State Violence (War, Atrocity, and Genocide)

191.10 Program Requirements

Please see the 2019-2020 Academic Calendar for the current minor requirements.

191.20 Program Modifications through Senate

1. Minor approved (December 14, 2018 Senate, Motion 19)

*ii. Certificate Requirements***195.0 Certificate in Aboriginal Leadership****195.10 Certificate Requirements**

Please see the 2019-2020 Academic Calendar for the current certificate requirements.

195.20 Certificate Modifications through Senate

1. Aboriginal Leadership added (January 13, 2012 Senate, Motion 16)

200.0 Certificate in Applied Behaviour Analysis (ABA) – Lifespan**200.10 Certificate Requirements**

Please see the 2019-2020 Academic Calendar for the current certificate requirements.

200.20 Certificate Modifications through Senate

1. ABA-Lifespan certificate approved (December 12, 2014 Senate, Motion 11)

205.0 Certificate of Bilingualism**205.10 Certificate Requirements**

Please see the 2019-2020 Academic Calendar for the current certificate requirements.

205.20 Certificate Modifications through Senate**206.0 Certificate in Digital Classics****206.10 Certificate Requirements**

Please see the 2019-2020 Academic Calendar for the current certificate requirements.

206.20 Certificate Modifications through Senate

1. Certificate in Digital Classics approved (January 13, 2017 Senate, Motion 91)

210.0 Certificate in Digital Humanities**210.10 Certificate Requirements**

Please see the 2019-2020 Academic Calendar for the current certificate requirements.

210.20 Certificate Modifications through Senate**215.0 Certificate in Early Intensive Behaviour Intervention (EIBI) – Autism Spectrum Disorders (ASD)****215.10 Certificate Requirements**

Please see the 2019-2020 Academic Calendar for the current certificate requirements.

215.20 Certificate Modifications through Senate

2. EIBI-ASD certificate approved (December 12, 2014 Senate, Motion 10)

220.0 Entrepreneurial Finance Certificate**220.10 Certificate Requirements**

Please see the 2018-2019 Academic Calendar for the current certificate requirements.

220.20 Certificate Modifications through Senate**225.0 Certificate in Environmental Management****225.10 Certificate Requirements**

Please see the 2019-2020 Academic Calendar for the current certificate requirements.

225.20 Certificate Modifications through Senate**230.0 Certificate in Financial Services****230.10 Certificate Requirements**

Please see the 2018-2019 Academic Calendar for the current certificate requirements.

230.20 Certificate Modifications through Senate**235.0 Certificate in Forest Resource Management and Conservation****235.10 Certificate Requirements**

Please see the 2019-2020 Academic Calendar for the current certificate requirements.

235.20 Certificate Modifications through Senate

1. Certificate in Forest Resource Management Conservation approved (February 12, 2016 Senate, Motion 145)

240.0 Financial Product Sales Professional Certificate**240.10 Certificate Requirements**

Please see the 2018-2019 Academic Calendar for the current certificate requirements.

240.20 Certificate Modifications through Senate**245.0 Certificate in Game Design and Development****240.10 Certificate Requirements**

Please see the 2019-2020 Academic Calendar for the current certificate requirements.

240.20 Certificate Modifications through Senate**246.0 Post-Baccalaureate Certificate in General Management****246.0 Certificate Requirements**

Please see the 2019-2020 Academic Calendar for the current certificate requirements.

246.1 Certificate Modifications through Senate

1. Certificate approved (January 11, 2019 Senate, Motion 13)

250.0 Certificate in Geomatics**250.10 Certificate Requirements**

Please see the 2019-2020 Academic Calendar for the current certificate requirements.

250.20 Certificate Modifications through Senate

1. Certificate requirements modified to include 9 credits of required courses and 9 credits from a list of courses rather than 12 credits of required courses and 6 credits from a list of courses (February 3, 2012 Senate, Motion 18)

255.0 Certificate in Health Studies and Gerontology**255.10 Certificate Requirements**

Please see the 2019-2020 Academic Calendar for the current certificate requirements.

255.20 Certificate Modifications through Senate**260.0 Certificate in Human Resources Management****260.10 Certificate Requirements**

Please see the 2018-2019 Academic Calendar for the current certificate requirements.

260.20 Certificate Modifications through Senate

1. HR Management certificate added (March 13, 2015 Senate, Motion 6)
2. Statement requiring students to achieve a minimum 60% in each course removed from the Certificate in Human Resources Management (September 9, 2016 Senate, Motion 3)

261.0 Post-Baccalaureate Certificate in Human Resource Management

261.1 Certificate Requirements

Please see the 2019-2020 Academic Calendar for the current certificate requirements.

261.2 Certificate Modifications through Senate

1. Certificate approved (January 11, 2019 Senate, Motion 12)

265.0 iLEAD Business Experience Certificate

265.10 Certificate Requirements

Please see the 2019-2020 Academic Calendar for the current certificate requirements.

265.20 Certificate Modifications through Senate

270.0 Certificate in Peace and Violence Prevention Studies

270.10 Certificate Requirements

Please see the 2019-2020 Academic Calendar for the current certificate requirements.

270.20 Certificate Modifications through Senate

1. Peace Studies certificate approved (February 12, 2016 Senate, Motion 96)

275.0 Certificate in Program Evaluation and Applied Research (PEAR)

275.10 Certificate Requirements

Please see the 2019-2020 Academic Calendar for the current certificate requirements.

275.20 Certificate Modifications through Senate

1. PEAR certificate approved (December 12, 2014 Senate, Motion 12)

280.0 Certificate in Neuroscience

280.10 Certificate Requirements

Please see the 2019-2020 Academic Calendar for the current certificate requirements.

280.20 Certificate Modifications through Senate

285.0 Certificate in the Study of State Violence (War, Atrocity, and Genocide)

285.10 Certificate Requirements

Please see the 2019-2020 Academic Calendar for the current certificate requirements

285.20 Certificate Modifications through Senate

1. Certificate approved (December 14, 2018 Senate, Motion 20)

290.0 Northern Business Certificate

290.10 Certificate Requirements

Certificate not available until 20FW. See January 11, 2019 Senate Agenda for requirements.

290.20 Certificate Modifications through Senate

1. Certificate approved (January 11, 2019 Senate, Motion 11)

ii. Diploma Requirements

295.0 Post-Baccalaureate Diploma in Accounting

295.1 Diploma Requirements

Diploma not yet available. See January 11, 2019 Senate Agenda for requirements.

295.2 Diploma Modifications through Senate

1. Diploma approved (January 11, 2019 Senate, Motion 15)

300.0 Post-Baccalaureate Diploma in Business Administration

300.1 Diploma Requirements

Please see the 2019-2020 Academic Calendar for the current diploma requirements.

300.2 Diploma Modifications through Senate

1. Diploma approved (January 11, 2019 Senate, Motion 14)

305.0 Post-Baccalaureate Diploma in Finance

305.1 Diploma Requirements

Please see the 2019-2020 Academic Calendar for the current diploma requirements.

305.2 Diploma Modifications through Senate

1. Diploma approved (January 11, 2019 Senate, Motion 16)

310.0 Post-Baccalaureate Diploma in Human Resource Management

310.1 Diploma Requirements

Please see the 2019-2020 Academic Calendar for the current diploma requirements.

310.2 Diploma Modifications through Senate

1. Diploma approved (January 11, 2019 Senate, Motion 17)

315.0 Post-Baccalaureate Diploma in International Business

315.1 Diploma Requirements

Please see the 2019-2020 Academic Calendar for the current diploma requirements.

315.2 Diploma Modifications through Senate

1. Diploma approved (January 11, 2019 Senate, Motion 18)

320.0 Post-Baccalaureate Diploma in Marketing

320.1 Diploma Requirements

Please see the 2019-2020 Academic Calendar for the current diploma requirements.

320.2 Diploma Modifications through Senate

1. Diploma approved (January 11, 2019 Senate, Motion 19)

PART VII SCHOOL OF GRADUATE STUDIES

The University reserves the right to modify the academic programs & regulations at its discretion. The most current information is available from the School of Graduate Studies website (<http://www.nipissingu.ca/academics/graduate-studies/forms-procedures/Pages/Regulations.aspx>).

1.0 Admissions

1.10 Minimum Admission Requirements

Each program sets its own admission criteria however, the School of Graduate Studies (SGS) has established the minimum admission requirements for all programs as follows:

1. The normal minimum admission requirement is a four-year undergraduate degree or equivalent as recognized by Nipissing University in an appropriate discipline, with a minimum B standing. For master's degrees with a Thesis or Major Research Paper (MRP) / Research Project, where appropriate to the program for which the candidate applies, preference will be given to applicants

with an honours degree with an independent research component (such as an honours Thesis or research paper).

2. All applicants are required to provide at least three letters of recommendation from professors or other appropriate professionals who can speak to their level of preparation & readiness for graduate studies. At least two of the references must be from someone qualified to address the academic ability & competence of the applicant to undertake graduate studies. Reference letters cannot be completed by anyone who is personally related to the applicant.
3. All applicants are required to write a statement of approximately 500 words explaining the value of undertaking a master's degree for their specific circumstances. Depending on the requirements of the program, applicants may also be asked to write a statement about their research interests & their desired area of Thesis or MRP /Research Project.
4. Applicants may also be asked to submit supplemental information, such as GMAT or TOEFL scores, as appropriate.

It is understood that admission to graduate programs is limited &, therefore, applicants who meet or exceed the minimum admission requirements are not guaranteed admission.

1.2 Admission Process

Regular Admission:

Applications for each program are reviewed by the Program Admissions Committee (PAC). The PAC forwards a recommendation for admission to the Dean/Assistant Vice-President, Research & Graduate Studies or Designate. Offers of admission may have conditions attached, which may have to be met before registration is permitted. Approved applications for admission are forwarded by the Dean/ Assistant Vice-President, Research & Graduate Studies or Designate to the Office of the Registrar. Borderline or questionable cases for admission will be dealt with by the Graduate Advisor/Faculty Graduate Chair in consultation with the Dean/Director of Graduate Studies or Designate. The decision of the Dean/ Assistant Vice-President, Research & Graduate Studies or Designate on admissions is final & is not subject to appeal.

For programs where it is appropriate, the Dean/ Assistant Vice-President, Research & Graduate Studies or Designate will take relevant funding considerations (such as scholarships & other forms of student financial support) into account when considering a recommendation for admission. In some programs students will not be admitted without appropriate levels of committed funding. The decision of the Dean/ Assistant Vice-President, Research & Graduate Studies or Designate is final & is not subject to appeal.

English as a Second Language (ESL) Requirements:

Applicants whose first language is not English are required to submit the results of an acceptable English Language Proficiency test, with the minimum scores indicated below.

The following are the minimum ELP requirements for admission to the School of Graduate Studies; in addition, each program will have minimum language requirements specific to the program:

TOEFL iBT, with a minimum overall score of 93, and a minimum score of 20 in reading and listening and a minimum score of 22 in speaking and writing, or

IELTS, with an overall score of no less than 6.5 and a minimum of 6.5 in reading, listening and speaking and a minimum score of 6.0 in writing, or

Pearson Test (PTE Academic), with a minimum overall score of 63 with a minimum score of 60 in each subsection

The required minimum scores must be submitted before the candidate can be considered for admission.

In some circumstances English Language Proficiency requirement may be waived. Please contact the Office of the Registrar for additional information.

Conditional Admissions:

In exceptional circumstances, applicants may be accepted into a graduate program subject to the successful completion of conditions that are in addition to the regular admission requirements.

Special Admissions Appeal Process

Appeals regarding denial of admission are handled by the Dean of Graduate Studies and Research or Designate. Such appeals are made by academic units on behalf of students who do not meet the minimum admission requirements of the School of Graduate Studies. The decision of this appeal is final for the faculty.

Considerations for exceptional admission must include:

- demonstration of distinguished life achievement by the applicant of a scholarly, creative or professional nature in the field related to their intended program of study; and
- evidence that the applicant is likely to succeed in handling the rigor of the particular graduate program.
-

Fulfillment of the above conditions and considerations does not, in any way, guarantee that an applicant will receive an offer of admission.

The process for appeal is as follows:

- a) Upon being declined by the Registrar's Office, the student should contact the relevant Graduate Program Coordinator (who acts as the appeal advocate) and discuss the possibility of appeal
- b) According to internal departmental procedures, the Graduate Program Coordinator will ascertain support for an appeal
- c) In cooperation with the student, the Graduate Program Coordinator will prepare an Admissions Appeal Package, which will include:
 - i. The Admissions Appeal Form
 - ii. A statement of willingness to admit the student, as indicated by the Admissions Appeal Endorsement Form stating that the appeal:
 - would be reasonable in the circumstances
 - would be in the best interests of the student or applicant concerned
 - would not give an unfair advantage to the student or applicant concerned
 - would not undermine the integrity of Nipissing University's regulations or degree requirements
 - iii. The proposed program of study, as indicated by the SGS Program of Study Form
 - iv. At least one letter of reference, which addresses the admission requirements of the program and the ability of the applicant to succeed with special admission (may include academic references, employers, and experts in the program of study). The referee(s) may be the same people who wrote original letters for the application, but the letter(s) must be specific to the admissions appeal
 - v. Two examples of scholarly work pertinent to the program of study (may include academic writing, published articles, presentations, or creative work)
 - vi. A complete resume of CV
 - vii. A 300-500 word statement from the applicant explaining why they should be considered for special admission
 - viii. A 100-200 word statement from the Graduate Program Coordinator explaining why the student should be considered for special admission

- d) The completed Admissions Appeal Package, will be forwarded to the AVP Research and Graduate Studies
- e) An Appeal Review Committee will be struck, at the discretion of the AVP Research and Graduate Studies, to review admission exemptions as described above.
 - i. The Subcommittee will be comprised of the AVP Research and Graduate Studies, and no less than two members of the Graduate Studies Council
 - ii. The Appeal Review Committee must not include a member from the academic unit which has posed the appeal
- f) After review of the Admissions Appeal Package, and consultation with any stakeholders as appropriate, the Appeal Review Committee will render a decision via the SGS Admissions Appeal Endorsement Form
 - i. The Appeal Review Committee's decision to admit the applicant in question must be unanimous
 - ii. The Appeal Review Committee may require the student to enter the program on a probationary basis:
 - o Students accepted on probation will be required to complete, at a minimum B level, a minimum of two (2) graduate courses before the probation is lifted
 - o During the probationary period, no more than two (2) graduate courses may be taken
 - o The student must maintain a B average in all courses taken during probation
 - o The student may not remain on probation for more than two consecutive terms
- g) Upon the decision of the Appeal Review Committee:
 - i. Approved: the applicant may be admitted to the program as a probationary or non-probationary student, and will embark upon the Program of Study
 - ii. Declined: the applicant may not appeal for consideration for special admission for the period of at least one academic year (three full terms). It is expected that any subsequent appeals will demonstrate a significant progression in program candidacy on the part of the applicant

All applicants, regardless of appeal procedures, are required to adhere to the admissions deadlines set by the Registrar's Office. The extension of application deadlines in the case of graduate admission appeals will only be considered with the express consent of the Program Coordinator or the relevant academic unit, the Registrar, and the AVP Research and Graduate Studies.

Offers of Admission:

Only offers of admission from the Office of the Registrar are valid. Communication with a program representative (including the Graduate Advisor / Graduate Chair) or a faculty member does not constitute an offer of admission. Nipissing University may revoke an offer of admission or cancel registration in the program if it finds that the applicant has provided false or incomplete information.

1.3 Graduate Course Equivalency Policy

Previously completed graduate level courses from other institutions will be considered by the Office of the Registrar, in consultation with the Dean and the Graduate Coordinator/Chair, for course equivalency for up to a maximum of two 3-credit courses, which cannot include core courses. Courses for consideration must have been completed within the six years prior to the date of admission.

2.0 Time and Completion Regulations

2.05 Academic Year

The School of Graduate Studies operates on a trimester basis, with three terms defined as: fall term (September to December); winter term (January to April); and spring/summer term (May to August). The academic year begins with a fall term followed by a winter term.

2.10 Registration Status for Graduate Students

Graduate Students are referred to as full-time or part-time on the basis of the program in which they are enrolled. Regardless of this classification, all students have access to university facilities and are expected to take part in the academic life of their program and the university. All graduate students are deemed to be full-time unless declared otherwise.

2.15 Full-time Students

Full-time students must identify themselves as such when registering and on all documents. Full-time students are those who are pursuing a program of study on campus and are geographically available. They maintain regular contact with their faculty advisor or research supervisor, if applicable. They are eligible for graduate funding.

Full-time students employed by Nipissing University work no more than an average of 10 hours per week at diversionary employment. Diversionary employment is work that takes a student's time away from his/her program of study and research.

2.20 Part-time Students

Graduate students who do not meet the above criteria are deemed part-time students. Normally, they are not permitted to be registered in more than one course per semester. Part-time students are not eligible for financial support from the university.

2.25 Flexible-time Students

This option is intended to permit working professionals to be engaged in continued employment in areas related to the fields of research. Students will normally register as full-time, but are not eligible for financial support from the university.

2.30 Changing Status

Students may change their status from full-time to part-time, or vice-versa, by completing a Change in Status Request form and submitting it to the School of Graduate Studies for approval by the Dean of Graduate Studies and Research or Designate. A change in status may have an impact on student aid and awards eligibility, fees, income tax credits, and other areas.

2.35 Time to Completion

Program	Full-time	Flexible Time	Part-time
	Maximum length of study	Maximum length of study	Maximum length of study
PhD in Education	6 years	not available	not available
MA in History (1 year MRP)	2 years	not available	6 years

Program	Full-time	Flexible Time	Part-time
MSC in Mathematics (1 year MRP)	2 years	not available	6 years
MESc/MES (1 year MRP)	2 years	not available	6 years
MESc/MES (2 year Thesis)	3 years	3-4 years*	6 years
MEd (2 year Thesis/MRP/Course based)	2 years (option to extend an extra year)	3-4 years*	not available

A year is based on three terms: fall, winter, spring/summer

*first two years billed as full-time student, applicable ancillary fees charged for years three and four.

2.40 Nipissing Balance of Degree Fee

The minimum total academic fee is predetermined by the length of the graduate program into which a student is admitted. Please refer to the time of completion section of the academic regulations document.

Full-time/Part-time graduate students should be aware that they may be required to pay additional academic fees in order to equal the total minimum fee paid by a full-time student in the same program in case they finish their program earlier than the normal completion time. This balance of degree fee is assessed just prior to graduation and is based on the tuition fee on the schedule in effect at the time of graduation.

2.45 Maximum Registration

In the event that a student does not complete the program by the maximum duration period (which includes the allotted 3, single-term extensions), he/she will be withdrawn from the program for failure to complete. Should the student wish to appeal the withdrawal from their graduate program and continue beyond the maximum duration period, he/she would be required to submit an appeal for a time for a time extension to the School of Graduate Studies, including the following elements:

- A rationale for the requested extension, outlining why the graduate student was unable to complete the program within the stipulated time frame
- An evaluation report from the student's supervisory committee which includes a letter of recommendation from the student's Graduate Program Coordinator in support of the request for extension
- An approved plan of study for timely degree completion, signed by the student, the Graduate Program Coordinator and the Research Supervisor

In the event that the student, Graduate Program Coordinator, and Research Supervisor are unable to agree on a plan of study for degree completion, the Dean of Graduate Studies and Research or Designate would be expected to provide a letter commenting on the feasibility of the plan provided by the student.

The Dean of Graduate Studies and Research or Designate will grant or deny the request for the extension based on the submissions provided. Where the Dean of Graduate Studies and Research or Designate supports the request, he/she may also provide advice and recommendations on the proposed plan of study. The student will be charged the appropriate continuation fee(s). Failure to complete the degree program

within the prescribed time frame following the appeal to the Dean of Graduate Studies and Research or Designate will result in withdrawal from the program and cannot be appealed.

Where the Dean of Graduate Studies and Research or Designate denies the request, the student may appeal to the Standings and Petitions Committee. An appeal to the Standings and Petitions Committee involves an examination of all relevant documents and evidence to determine the appropriateness of a finding. The procedures for submitting a petition to the Standings and Petitions Committee can be found in the University Regulations section of the Academic Calendar.

Acknowledgements are given to the University of Guelph in the development of this policy.

2.5 Continuous Registration

All graduate students must maintain continuous registration in each consecutive semester of study until they have completed the requirements of their program. It is the student's responsibility to ensure they are registered by the appropriate deadline for each term.

Students, who failed to register or re-register, by the deadline and have not been granted a Leave of Absence, will be registered in a University placeholder course and will be assessed the appropriate fees. Students who have failed to register or re-register for two consecutive terms will be considered to have left the program and will be withdrawn.

Students wanting to complete their program after they have been withdrawn from their program must apply for re-admission and pay the application fee. Students should be aware that in the event of readmission, continuation of the same research project and/or supervisor cannot be guaranteed. Additionally, it is possible that students will be unable to count previously earned graduate credit toward the completion of their degree.

Acknowledgements are given to Lakehead University and Trent University in the development of this policy.

2.55 Extensions

Under exceptional circumstances the Dean of Graduate Studies and Research or Designate, may permit the time to completion to be extended by one term to a maximum of three terms. All requests for extensions shall use the appropriate form and should be directed to the Graduate Program Coordinator/Graduate Chair who will make a recommendation to the Dean of Graduate Studies and Research or Designate.

3.0 Tuition and Other Fees

Graduate students pay all required tuition and other fees as set by Nipissing University. Such fees are set on a per term basis.

4.0 Leaves of Absence

The requirement of continuous registration supports students toward the timely completion of their studies. However, the university recognizes that from time to time, students may need to be absent from their studies. Upon recommendation of the Graduate Program Coordinator/Chair, the Dean of Graduate Studies and Research or Designate may grant the following Leaves of Absence:

Leaves of Absence may not be used to pursue any activities which form part of a study plan (such as field experience, individual study, directed study or individual research), or for which any form of residual program credit might otherwise be requested.

4.05 Elective leave of absence

Students applying for an elective leave of absence do not have to provide grounds for their request as long as it is submitted in a timely fashion.

Restrictions:

- Granted for only one term over the course of the degree program
- Students must have already completed at least two terms of study

4.10 Exceptional Circumstances leave of absence

Students applying for a leave of absence under exceptional circumstances are students who are facing a type of hardship that takes them away from their studies, such as medical, professional or compassionate circumstance.

Restrictions:

- Granted for up to three terms during the course of the degree program

4.15 Maternity leave of absence

Available to students, during and immediately following, a pregnancy.

Restrictions:

- Granted for up to three terms per pregnancy during the course of a degree program

4.20 Parental leave of absence

Available to students for whom parental responsibilities are such that they require the student to be absent from their studies.

Restrictions:

- Granted for only one term per child over the course of the degree program

4.25 No Course Available

Available to students who have yet to complete course work if no suitable course is offered in any given term.

Restrictions:

- Granted on a term-by-term basis only, during the course of the degree program
- Does not apply if the student is registered as working on a thesis or major research paper, or has an incomplete grade or in-progress grade at the end of the previous term.

Once on leave, students will neither be registered, nor will they be required to pay fees for this period. In general, students on leave may not make demands upon the resources of the University (such as the library, laboratories, or gymnasium), attend classes, or expect advice from their supervisor. Students on leave will not be eligible to receive internal awards or funds from Nipissing University. In the case of other graduate students awards or funds, the regulations of the particular granting agency apply.

Except where noted, and in special circumstances, it is not expected that a student will be granted more than one leave of absence. An elective leave of absence will only ever be approved once. Requests for a leave of absence must be received prior to the registration deadline of the term to be effective for that term. Requests received after the registration deadline will only become effective in the following academic terms. Requests cannot be approve retroactively.

Acknowledgements are given to York University in the development of this policy.

5.0 Voluntary Withdrawal

Students who withdraw from a graduate program are to immediately inform the Graduate Program Coordinator / Graduate Chair and their Research Supervisor in writing, using the Voluntary Withdrawal form. Immediate notification is important since the amount and speed of possible fee reimbursement is influenced by the date of withdrawal. The Graduate Program Coordinator / Graduate Chair will forward the withdrawal notice to the Dean of Graduate Studies and Research or Designate.

A withdrawal is not official until it has been received by the Dean of Graduate Studies and Research or Designate and the Registrar's Office. Under no circumstances will the Dean of Graduate Studies and Research or Designate back-date a withdrawal notice.

After a request to voluntarily withdraw has been processed by the Office of the Registrar, the student is then officially withdrawn and may be eligible for a credit of a portion of tuition fees to their account. In all but Thesis or MRP, a mark of "W" (Withdrawn) or "F" (Failed) may appear on a student's academic record, depending on the date that the withdrawal request has been received. In an MRP or Thesis course a mark of "W" will appear on the student's academic record.

Discontinuing attendance in classes, failure to submit any assignments, notification to the instructor, or stopping payment on a cheque, do not constitute official withdrawal.

5.05 Withdrawal Schedule

The withdrawal schedule is posted before the beginning of each academic year on the Student Financial Services website.

5.10 Exit Surveys

The School of Graduate Studies will undertake Exit Surveys with all graduate students upon their completing or leaving their program. The results of the surveys will be used for ongoing monitoring of program quality control, and are available for use in formal OCGS program reviews.

6.0 Visiting Students

6.05 Ontario Visiting Graduate Student Plan (OVGS)

The Ontario Visiting Graduate Student Plan allows graduate students of an Ontario university to take graduate courses at another Ontario university while remaining registered at their own university. The plan allows students to bypass the usual application or admission procedures. Registration is not complete until prior approval has been received from both the host and the home universities.

A student who is classified as an Ontario Visiting Graduate Student will register and pay fees to the home university but will pay no fees to the host university. Nipissing University graduate students interested in taking a graduate course at another Ontario University under the OVGS plan should complete the OVGS application form, which can be found on the School of Graduate Studies' website. No more than six credits will be allowed as OVGS credits. The course(s) selected must be at the graduate level and required for the student's degree program and not available at Nipissing University. Such courses may not be "extra," or "audit," courses for the student.

6.10 Canadian University Graduate Transfer Agreement (CUGTA)

Graduate students wishing to take courses at institutions outside Ontario but within Canada, may do so through the Canadian University Transfer Agreement (CUGTA). This agreement provides students in good standing, enrolled in a degree or diploma program at a CAGs member university, the opportunity to take courses offered at another member institution for transfer credit to the program at their home institution. The CUGTA requires students to pay tuition for the course(s) concerned and applicable incidental fees at the host institution. Nipissing University graduate students interested in taking a graduate course at another Canadian university outside the province of Ontario, should complete the CUGTA application form, which can be found on the School of Graduate Studies' website. No more than six credits will be allowed as CUGTA credits. The course(s) selected must be at the graduate level and required for the student's degree program and not available at Nipissing University. Such courses may not be "extra," or "audit," courses for the student.

6.15 Canadian Graduate Student Research Mobility Agreement (CGRSMA)

The Canadian Graduate Student Research Mobility Agreement (CGRSMA) sets out a protocol for institutional recognition of visiting graduate research students. This agreement does not pertain to courses but exists to facilitate visits by graduate students to other institutions in order that those students are able to participate in research activities and be recognized as legitimate visitors to the host campus(es).

Under the CGSRMA, graduate students pay fees to their home university and will pay no fees to the host institution. However, incidental fees may be charged at the discretion of the host university. Graduate students interested in conducting research at another Canadian University should contact the School of Graduate Studies for more information.

6.20 Out-of-Province and International Students

Nipissing University allows out-of-province and international students to visit in one of three ways: to take course work, to conduct research, or to participate in an internship. In any case, students will be registered as full-time students for a maximum of one year. Acceptance is only on the recommendation of the department or program at Nipissing.

Students completing either research or an internship will be registered in the below courses while at Nipissing University:

SOGS 5001: Visiting Student Research

This course is for out-of-province and international students who are coming to Nipissing to conduct research as part of their degree studies at their home university. This course is not for credit. Enrollment in this course is by permission only. Course content will be determined by the host program.

SOGS 5002: Visiting Student Internship

This course is for out-of-province and international students who are coming to Nipissing to conduct research as part of their studies at their home university with support of their government programs or other scholarship. This course is not for credit. Enrollment in this course is by permission only. Course content will be determined by the host program.

Acknowledgements are given to McMaster University in the development of this policy.

7.0 Program Regulations

7.05 Program of Studies Approval

The Program of Studies shall meet program requirements as approved by Senate, and includes the required courses (including directed studies), work terms or other practice-based components, any competency exams, scholarly components, or other requirements.

For a Master of Arts, Master of Science, and Master of Environmental Science/Studies each student has a Program of Studies which is prepared by the Graduate Program Coordinator in consultation with the student, and approved by the Dean of Graduate Studies and Research or Designate. In cases of programs with a Major Research Paper / Thesis component, consultation will include the Research Supervisor. The Program of Studies must be approved before the student registers in the program, and must include a detailed schedule for progress and completion.

In the Master of Education program, each admitted student will consult with his or her Graduate Faculty Advisor regarding the required courses, elective courses, and their Program of Study. In cases of programs with a Thesis component, consultation will include the Research Supervisor. In the case of the M.Ed. program, which has multiple options for completion (Thesis, MRP and the 9-course plus Research Project and Seminar), timeline requirements for choosing a route are found in the M.Ed. handbook.

7.10 Program Requirements

Scholarly Content

All graduate programs at Nipissing have a defined scholarly research component, which may take the form of a Thesis, a MRP, or a Research Project and Seminar.

Where appropriate for the discipline or field, another specified activity designed to test the acquisition of analytical and interpretive skills may be used (such a series of shorter research papers within courses, an exhibit of works, or a creative performance). In such cases, the appropriate scholarly content must be approved by the Dean of Graduate Studies and Research or Designate.

Practice-based Content

Where appropriate and possible, Master's programs at Nipissing have a defined practice-based component. This includes a co-op work program, a practicum, a work-term, a professional, community-or industry-based project/paper or Thesis, or some other form of practice-based or service learning assessment.

Ethics in Research

The Tri-Council Policy Statement (TCPS) on Ethical Conduct for Research Involving Humans establishes the procedures and standards for the ethics review of research involving human subjects. All researchers, including graduate and undergraduate students, collecting data with human subjects should become familiar with this policy.

Article 1.1 of the TCPS guidelines outlines the conditions of Research Project/Papers/ Theses that require review: all research that involves living human subjects requires review and approval by a Research Ethics Board (REB) before the research is started. This includes research funded by grants, scholarships, contracts and contributions, unfunded faculty research, graduate and undergraduate research, and administrative research. This also includes course permission to be submitted by professors if students are to work with human subjects as part of their course requirement. Such permission should be received prior to any assignment being undertaken by students. The REB must review and approve all research conducted on and off campus, by faculty, staff and students.

7.15 Grading

With the exception of MRPs or Theses and courses with a Pass/Fail grade, the standardized grading system for graduate courses at Nipissing University is:

A+ 90-100%

A 85-<90%

A- 80-<85%

B+ 76-<80%

B 70-<76%

F <70%

Graduate students must receive a grade of B or higher to receive credit for a course; however, each program may have further specific degree requirements.

7.20 Required Withdrawal

- Students who receive a final mark of less than 70% in one graduate course will be placed on academic probation. If the course is a required one, students MUST repeat the course and obtain at least 70% in the repeated course.
- If a student receives a final mark of less than 70% in two graduate courses, the student will be required to withdraw from the university
- Students who are required to withdraw from the university will not be eligible to receive funding for the remainder of the year.
- Students who are required to be withdrawn from the University for academic reasons and who wish to re-apply may do so after one calendar year following the required withdrawal date.

7.25 Appeals of Academic Decisions

Appeals are normally heard regarding possible inequities in the process used in grading. Should a student not be satisfied with an awarded grade, he or she may appeal using the appeal process found within the Academic Calendar.

8.0 MRP/Thesis/Doctoral Dissertation Regulations

8.05 MRP/Thesis Title Approval

No later than the end of the first term (or equivalent for part-time students), the students shall register the title of their MRP/Thesis. The application has to be approved by their Research Supervisor and Second Reader (if applicable) before being submitted to the Dean of Graduate Studies and Research or Designate for final approval.

8.10 MRP/Thesis Oral Proposal Presentation

Individual programs may require the student to do an oral presentation as part of the MRP proposal.

For programs that require students to present their research proposals both the Research Supervisor(s) and Graduate Program Coordinator/Chair will have to give their approval for the student to proceed with the writing of their MRP/Thesis.

8.15 Minimum time to Review

The External Examiner must be given a minimum of two weeks to review a MRP or Thesis; however individual programs may have specific time-related requirements.

8.20 Thesis Supervisory and Examination Committees

The supervision and examination of all graduate theses at Nipissing will be administered by the SGS. Regulations are as follows:

Thesis Supervisory Committee

Graduate students who have been approved to complete a Thesis will have a Supervisory Committee established with a minimum of two members: the supervisor(s) and an additional graduate faculty member from the program or cognate discipline, or an expert from within the field. Two faculty members on the same Supervisory Committee may choose to act as co-supervisors.

Student Right to Proceed to Examination

A student may not normally proceed to examination until approved to do so by the Supervisory Committee. A student has the right to proceed to examination without the approval of the Supervisory Committee if the student signs a written statement to that effect.

Examination Committee

The Examination Committee for all Master's Thesis students consists of the Supervisory Committee plus an External Examiner, who shall be external to Nipissing University, and a Chair.

All examinations shall consist of, in the following order, an advertised, public, oral presentation by the student, questions from the Examination Committee, and then questions from the public. In special circumstances the external examiner may be participating by videoconference or teleconference. The candidate and public attendees shall be asked to withdraw while the committee decides on the outcome of the examination. The outcome of a Thesis examination may be one of the following:

1. Unconditional pass
2. Pass conditional upon specific revisions (deadline set for receipt of revisions)
3. Fail with a provision to resubmit for another exam
4. Fail outright

Confidentiality in the examination process is essential when there is a proprietary requirement regarding the Intellectual Property (IP) content of the Thesis and where such an IP agreement has been signed between the relevant parties (student, supervisor, university, external partner) and has been approved by the Dean of Graduate Studies and Research or Designate.

8.25 MRP Supervisory and Examination Committees

The supervision and examination of all graduate students writing a Major Research Paper (MRP) at Nipissing University will be administered by the SGS. No MRP will be accepted for submission to an Examination Committee before it is completed. The regulations are as follows:

MRP Supervisory Committee

Students who have been approved to complete a major research paper will have a Supervisory Committee established with a minimum of two members: the supervisor and an additional graduate faculty member from the program or cognate discipline, or an expert from within the field.

Student Right to Proceed to Examination

A student may not normally proceed to examination until approved to do so by the Supervisory Committee. A student has the right to proceed to examination without the approval of the Supervisory Committee if the student signs a written statement to that effect.

Master of Arts/Master of Science Examination Committee

The Examination Committee shall consist of the Supervisory Committee plus a third member, who shall be member of the graduate faculty external to the program (but preferably from a cognate discipline or field) and a Chair.

The results of a MRP examination may be one of the following:

1. Unconditional pass
2. Pass conditional upon specific revisions (deadline set for receipt of revisions)
3. Fail with a provision to resubmit for another exam
4. Fail outright

Master of Education: Examination Committee

The Examination Committee shall consist of the Supervisory Committee and shall be chaired by the Dean of Graduate Studies and Research or Designate or the Graduate Chair's or Graduate Program Coordinator's designate. The examiners will evaluate the paper and the outcome may be one of the following:

1. Unconditional pass
2. Pass conditional upon specific revisions (deadline set for receipt of revisions)
3. Fail with a provision to resubmit for another exam
4. Fail outright

8.30 MRP/Thesis Temporary Restricted Access

At least a month prior to the time of submitting the Thesis/MRP, a student may apply to the Dean of Graduate Studies and Research or Designate requesting that the Thesis/MRP be withheld from deposit in the library for an additional three (3) months.

For any additional period of six (6) months, the student must submit a request for extension one month prior to the termination of the previous period. The student's supervisor will be required to justify the extension of the restriction.

The period of restriction that a student may apply for will not exceed more than two years from the date of the degree being approved. There is no unlimited period of restriction.

Reasons for exemptions are as follows:

- Publication: to refrain from releasing data contained in the research while publications are prepared.
- Patent: disclosure of data or research results usually prevent the issuance of a patent. What has become public knowledge could not be patented.
- Security and safety: some data or information contained in the research could endanger the security or safety of individuals, including racial, ethnic and /or political persecution.
- Actionable breach of confidence: disclosure of information constitute a breach of confidentiality agreement and is actionable by the owner of the information (e.g. intellectual property rights)
- Third party liability: due to publication of information third parties mentioned in the text could face legal challenge or liability.

8.35 PhD Dissertation Process

When the Dissertation Supervisor and Supervisory Committee members deem the dissertation ready for defence, the Supervisor proposes a dissertation defence date, and communicates this date to the Graduate Studies Secretary.

The Graduate Studies Secretary subsequently submits the Doctoral Dissertation Defence form for approval by the Chair of Graduate Studies in Education at least eight weeks before the proposed dissertation defence date.

A student has the right to proceed to examination without the approval of the Supervisory Committee if the student signs a written statement to that effect.

The Doctoral Dissertation Examination Committee

The Doctoral Dissertation Examination Committee will consist of:

- The Provost/ VP Academic and Research, or designate, who shall be the Doctoral Dissertation Committee Chair (non-voting)
- The Supervisory Committee members
- The Internal Examiner who is not a member of the Supervisory Committee
- The External Examiner, who shall be external to Nipissing University, normally a faculty member from another university and must be arm's length (*see below for a definition of "arm's-length")

*Arm's Length (with thanks to the University of Western Ontario)

Relationships that might appear to have a conflict of interest include:

The involvement of an Examiner with the Candidate, Supervisor or Committee members in a personal capacity, such as:

- A spouse or partner
- A close family member
- A business partner
- Having previous or current employment, or in negotiations relating to future employment

The involvement of an Examiner with the Candidate, Supervisor or Committee members in a professional capacity, such as:

- A current or past research partner
- A thesis or dissertation supervisor
- A thesis or dissertation student
- Having previous or current employment, or in negotiations relating to future employment

This list, while not exhaustive, illustrates the nature of potential conflicts to be avoided. The Candidate's program must take reasonable steps to avoid recommending an Examiner whose relationship with the Candidate or Supervisor could be seen as jeopardizing an impartial judgment on the thesis. Best practices include reviewing the potential Examiner's CV and conducting a literature search on potential Examiner's publications. It is recommended that Supervisors and programs avoid multiple uses of the same Examiners.

Timelines

At least eight weeks prior to the anticipated dissertation defence date:

- The Supervisor(s) will provide the Chair of GSE with the names of two potential External and two potential Internal Examiners, using the appropriate forms.
- The VPAR or designate will work with the Chair in collaboration with the Supervisor to select the External and Internal Examiners. (When the GSE Chair is also the Supervisor, the Dean will select the External Examiner).
- The Graduate Studies Secretary will contact the External and Internal Examiners to confirm availability and make the necessary arrangements.
- The Candidate will submit a final copy of the dissertation to the Graduate Studies Secretary. The dissertation must conform to appropriate formatting guidelines (APA style) and can be written in either chapter or article format. The dissertation must contain a copy of all Research Ethics Board approvals in the Appendix.
- Digital copies of the dissertation will be provided to the Committee.

At least seven weeks prior to the dissertation defence date:

- The Graduate Studies Secretary will ensure that the External and Internal Examiners receive the dissertation.

At least two weeks prior to the dissertation defence date:

- The External and Internal Examiners will submit their reports to the Graduate Studies Secretary. The results of the reports will be shared with the Supervisor(s) and Committee members. The Supervisor(s) may also then share the appropriate sections with the Candidate prior to the defence.
- If either report says the dissertation is “unacceptable” the defence will be postponed. If either report says the dissertation must be revised “in whole, or in part, to the satisfaction of the reader/examiner” or it is “accepted with minor revisions,” the Supervisor and Examination Committee members will decide if the defence should proceed as scheduled. The Supervisor, after consulting with the members of the Supervisory Committee, must contact the GSE Chair and Graduate Studies Secretary indicating whether they are in support of proceeding.
- If the reports indicate that the dissertation defence can proceed, the Graduate Studies Secretary will notify the Nipissing University community of the upcoming dissertation defence.
- The Graduate Studies Secretary will provide the Doctoral Dissertation Committee Chair with a copy of the dissertation and other relevant paperwork.

The Dissertation Defence:

Normally, the examination will be up to 3 hours in length.

Format:

Examination:

- The Chair explains the sequence of events to the Candidate and the audience.
- The Candidate gives a presentation of 30-45 minutes in length.
- The Committee questioning shall be comprised of two to three rounds of questions, which can include appropriate follow-up questions. Each committee member will have up to 10 minutes for each round of questioning, at the discretion of the Chair. Committee members may decline to ask questions at any point in this process if they are satisfied with the responses of the Candidate. Note that the Supervisor, as a member of the Examination Committee, takes part in the rounds of questioning. In the event of Co-Supervision, the two Co-Supervisors should decide in advance who will ask each question. The 10-minute allotment per question will still be followed.
- The Chair will then open the floor to the public for questions.
- The Chair will indicate the end of the question period.
- The Candidate may make a brief final statement at the conclusion of the question period.
- The Candidate and audience will then be asked to leave the room and the Committee will discuss the results of the dissertation defence in camera.

Deliberation:

- The Chair will note the decision of the Committee and any recommendations that are made.
- The outcome of the dissertation examination will be decided by a majority vote of the Examining Committee. In the event of Co-Supervisors, they will have one vote.
- The outcome of a dissertation examination will be one of the following:
 - Unconditional Pass (the dissertation is accepted as submitted).
 - Conditional Pass (accepted with specific revisions, with a deadline set for receipt of revisions - normally within two months)
 - Fail, with a provision to resubmit for another examination
 - Fail
- All members of the Doctoral Dissertation Examination Committee, including the Chair, and excluding the Supervisor (see below), must sign the Doctoral Dissertation Defence form.

- The Candidate will then be invited back into the room and informed of the result.
- The Candidate must make all required changes to the dissertation.
- Upon completion of required changes, the Supervisor will notify the Chair and the Graduate Studies Secretary. The Candidate will submit the final copy to the Graduate Studies Secretary.
- The Candidate will also submit a copy of the Research Ethics Final Report as well as a copy of his/her CV to the Graduate Studies Secretary.
- When the Candidate has submitted the final version of the dissertation to the School of Graduate Studies, inclusive of any requested changes, the Supervisor(s) will sign the Doctoral Dissertation Defence form.
- Once the final dissertation has been approved, the Candidate must follow the final submission process. Submission should occur within one month of the dissertation defence, unless otherwise specified.

Note: Please refer to the School of Graduate Studies' guidelines regarding dissertation binding. Students are responsible for the cost of printing and binding the dissertation.

9.0 Master of Arts in History

9.1 Admission Requirements

Applicants must hold an Honours BA in History or in a Combined Honours program with a History major and at least a 75% average on the last ten full (20 semester) courses completed at the time of application, or equivalent qualifications to be considered for admission.

All applicants are required to provide at least three letters of academic recommendation from professors or other appropriate professionals who can speak to their level of preparation and readiness for graduate studies. At least one of the references must be from someone qualified to address the academic ability and competence of the applicant to undertake graduate studies. Reference cannot be from anyone who is personally related to the applicant.

All applicants are required to provide a sample of their writing. Applicants are also be required to write a statement about their research interests and desired area of research. Applicants may also be asked to submit supplemental information, such as GMAT or TOEFL scores as appropriate.

9.2 Program Requirements

Please see the 2019-2020 Academic Calendar for current program requirements

9.3 Degree Requirements

To graduate with a Master of Arts in History degree, students must:

- a. satisfy all stated requirements for the degree;
- b. complete the specified courses, with a minimum overall average of 70%, and a minimum grade of 70% in each course after no more than one attempt;
- c. not have failed more than one course (failed grades are not counted in the average);
- d. complete the program within the time-to-completion guidelines in the School of Graduate Studies Regulations document.

9.4 Program Modifications through Senate

1. History program requirements changed to clearly represent the program as listed (April 13, 2018 Senate, Motion 6)

2. Flex time enrolment option added (May 10, 2019 Senate, Motion 6)

10.0 Master of Arts in Sociology

10.1 Admission Requirements

Applicants must hold an Honours Baccalaureate degree in Sociology or a related field (e.g., Anthropology, Criminology or Criminal Justice) and at least a 70% average on the last ten full (20 semester) courses completed at the time of application to be considered for admission.

10.2 Program Requirements

Please see the 2019-2020 Academic Calendar for current program requirements

10.3 Degree Requirements

To graduate with a Master of Arts in Sociology-Applied Social Research, degree, students must:

1. satisfy all stated requirements for the degree;
2. complete the specified courses, with a minimum overall average of 70%, and a minimum grade of 70% in each course after no more than one attempt;
3. not have failed more than one course (failed grades are not counted in the average);
4. complete the program within the time-to-completion guidelines in the School of Graduate Studies Regulations document.

11.0 Master of Education

11.1 Admission Requirements

Applicants must hold a four-year undergraduate degree with at least a 70% average on the last ten full (20 semester) courses at the time of application to be considered for admission. This is a limited enrollment program. Admission is competitive. Consideration will be given to undergraduate marks as well as supplemental information required with the application.

All applicants are required to provide at least three letters of academic recommendation from professors or other appropriate professionals who can speak to their level of preparation and readiness for graduate studies. At least one of the references must be from someone qualified to address the academic ability and competence of the applicant to undertake graduate studies. Reference cannot be from anyone who is personally related to the applicant.

Admission with Transfer Credit

Master of Education candidates may receive transfer credit for a maximum of two graduate three-credit courses completed prior to the time of application to Nipissing. Transfer credit will only be considered for those graduate courses taken within six years of enrolment in the MEd program. Requests for transfer credit will be considered only at the time of admission and only for graduate courses completed with a grade of "B" or higher. Transfer credit credit will not be given for courses equivalent to a core course within the Master of Education program.

11.2 Degree and Program Requirements

Students may complete the program through one of the following routes: Thesis Route, Research Paper Route, or Research Project + Seminar.

To graduate with a Master of Education students must:

- a. satisfy all of the stated requirements for the degree;
- b. successfully complete the following two core courses with a minimum grade of 70% in each course:

- i. EDUC 5196 Understanding Education;
 - ii. EDUC 5157 Survey of Research Methods;
- c. successfully complete additional courses from any of the themes with a minimum grade of 70% in each course:
 - i. Adult Education (AE);
 - ii. Language and Literacy (LL);
 - iii. Leadership (L);
 - iv. Special Education (SE);
 - v. Teaching and Pedagogy (TP);
 - vi. Other;
- d. successfully complete all courses in no more than two attempts;
- e. successfully complete one of the following:
 - i. EDUC 5454 Master's Thesis;
 - ii. EDUC 5115 Research Paper;
 - iii. EDUC 5186 Research Project + Seminar.
- f. Students pursuing the thesis route must successfully complete four additional 3-credit MEd courses with a minimum grade of 70% in each;
- g. Students pursuing the research paper route must successfully complete six additional 3-credit MEd courses with a minimum grade of 70% in each;
- h. Students pursuing the Research Project and Seminar route must successfully complete seven additional 3-credit MEd courses with a minimum grade of 70% in each.

11.3 Program Modifications through Senate

12.0 Master of Environmental Science

12.1 Admission Requirements

While there are several core courses to the Master of Environmental Science or Studies program, students will choose to stream into either Environmental Science or Environmental Studies, depending on their background and interests.

Applicants must hold a four-year undergraduate degree in any discipline from an accredited University and at least a 75% average on the last ten full (20 semester) courses completed at the time of application, or equivalent qualifications to be considered for admission. Applicants are also required to submit a Statement of Academic Intent which explains how the MES/MESc program relates to previous academic studies.

All applicants are required to provide at least three (3) letters of academic recommendation from professors or other appropriate professionals who can speak to their level of preparation and readiness for graduate studies. Reference cannot be from anyone who is personally related to the applicant.

All applicants are required to provide a resumé. Applicants are also be required to write a statement about their research interests and desired area of research.

Applicants may also be asked to submit supplemental information, such as English language proficiency scores as appropriate.

12.2 Program Requirements

Please see the 2019-2020 Academic Calendar for current program requirements

12.3 Degree Requirements

To graduate with a Master of Environmental Science degree, students must:

- a. satisfy all stated requirements for the degree;
- b. complete the specified courses, with a minimum overall average of 70%, and a minimum grade of 70% in each course after no more than one attempt;
- c. not have failed more than one course (failed grades are not counted in the average);
- d. complete the program of study according to the time-to-completion guidelines in the School of Graduate Studies Regulations document.

12.4 Program Modifications through Senate

13.0 Master of Environmental Studies

13.1 Admission Requirements

While there are several core courses to the Master of Environmental Science or Studies program, students will choose to stream into either Environmental Science or Environmental Studies, depending on their background and interests.

Applicants must hold a four-year undergraduate degree in any discipline from an accredited University and at least a 75% average on the last ten full (20 semester) courses completed at the time of application, or equivalent qualifications to be considered for admission. Applicants are also required to submit a Statement of Academic Intent which explains how the MES/MESc program relates to previous academic studies.

All applicants are required to provide at least three (3) letters of academic recommendation from professors or other appropriate professionals who can speak to their level of preparation and readiness for graduate studies. Reference cannot be from anyone who is personally related to the applicant.

All applicants are required to provide a resumé. Applicants are also be required to write a statement about their research interests and desired area of research.

Applicants may also be asked to submit supplemental information, such as English language proficiency scores as appropriate.

13.2 Program Requirements

Please see the 2019-2020 Academic Calendar for current program requirements

13.3 Degree Requirements

To graduate with a Master of Environmental Studies degree, students must:

- a. satisfy all stated requirements for the degree;
- b. complete the specified courses, with a minimum overall average of 70%, and a minimum grade of 70% in each course after no more than one attempt;
- c. not have failed more than one course (failed grades are not counted in the average);
- d. complete the program of study according to the time-to-completion guidelines in the School of Graduate Studies Regulations document.

13.4 Program Modifications through Senate

1. SOCI 5417 be cross-listed with Environmental Sciences/Studies (January 12, 2018 Senate, Motion 162)

14.0 Master of Science in Kinesiology

14.1 Admission Requirements

Applicants must normally hold an Honours Baccalaureate degree in a Kinesiology related field (e.g. Physical and Health Education; Human Kinetics; Kinesiology) or equivalent and at least a 75% average on the last ten full (20 semester) courses completed at the time of application, or equivalent qualifications to be considered for admission.

All applicants are required to provide at least three letters of academic recommendation from professors or other appropriate professionals who can speak to their level of preparation and readiness for graduate studies. At least one of the references must be from someone qualified to address the academic ability and competence of the applicant to undertake graduate studies. Reference cannot be from anyone who is personally related to the applicant.

Applicants may also be asked to submit supplemental information, such as GMAT or TOEFL scores as appropriate.

14.2 Program Requirements

Please see the 2019-2020 Academic Calendar for current program requirements

14.3 Degree Requirements

To graduate with a Master of Science in Kinesiology degree, students must:

- a. satisfy all stated requirements for the degree;
- b. complete the specified courses, with a minimum overall average of 70%, and a minimum grade of 70% in each course after no more than one attempt.

14.4 Program Modifications through Senate

1. Degree requirements approved (May 27, 2016 Senate, Motion 14)
2. Flex time enrolment option added (October 19, 2018 Senate, Motion 9)
3. Admission average changed to 70% or B in order to be in line with the normal minimum admission averages for Nipissing University's graduate programs.

15.0 Master of Science in Mathematics

15.1 Admission Requirements

Applicants must hold an Honours BA or BSc normally in Mathematics or in a combined honours program with a Mathematics major and at least a 75% average on the last ten full (20 semester) courses completed at the time of application, or equivalent qualifications to be considered for admission.

All applicants are required to provide at least three letters of academic recommendation from professors or other appropriate professionals who can speak to their level of preparation and readiness for graduate studies. Reference cannot be from anyone who is personally related to the applicant.

All applicants are required to provide a résumé. Applicants are also be required to write a statement about their research interests and desired area of research.

Applicants may also be asked to submit supplemental information, such as English language proficiency scores as appropriate.

15.2 Program Requirements

Please see the 2019-2020 Academic Calendar for current program requirements

15.3 Degree Requirements

To graduate with a Master of Science in Mathematics degree, students must:

- a. satisfy all stated requirements for the degree;
- b. complete the specified courses, with a minimum overall average of 70%, and a minimum grade of 70% in each course after no more than one attempt;
- c. not have failed more than one course (failed grades are not counted in the average);
- d. complete the program within the time-to-completion guidelines in the School of Graduate Studies Regulations document.

15.4 Program Modifications through Senate

15.41 Stage II proposal for the Major Modification, MSc Mathematics Thesis Option approved (March 13, 2015 Senate, Motion 3)

16.0 PhD in Educational Sustainability

16.1 Admission Requirements

The normal minimum admission requirement is a master's degree or equivalent, as recognized by Nipissing University in an appropriate discipline, with a minimum A- standing. Since completion of a dissertation is a required part of the PhD program, preference will be given to applicants whose master's degree included an independent research component such as a thesis or major research paper.

Applicants whose master's work did not include a thesis or major research paper may, at the time of application, submit another piece of original research for consideration. If at the time of application, an applicant cannot provide evidence of having conducted original research at an acceptable level, he or she may be required to complete a qualifying research paper (QRP) prior to acceptance.

All applicants are required to provide an up-to-date curriculum vitae. All applicants are required to write a statement of approximately 1000 words explaining the value of undertaking a doctoral degree for their specific circumstances, their research interests, and their desired area of thesis research.

All applicants are required to provide three academic and professional letters of recommendation from professors or appropriate professionals who can speak to their level of preparation and readiness for graduate studies at the doctoral level. At least two of the letters of reference must be from those qualified to address the academic ability and competence of the applicant. Letters of reference cannot be from anyone who is personally related to the applicant, and ideally will come from more than one institution.

Since this program will be conducted in the English language, evidence of the applicant's ability to complete scholarly work independently in English will be required. Applicants may also be asked to submit supplemental information as appropriate.

It is understood that admission to the PhD program is limited and, therefore, applicants who meet or exceed the minimum admission requirements are not guaranteed admission.

16.2 Graduation Requirements

To graduate with a PhD in Education students must:

1. satisfy all of the stated requirements for the 30-credit degree. Credit will not be granted for courses with a grade of less than 70 or “B”;
2. successfully complete the following 3-credit courses with a minimum grade of 70% in each course:
 1. EDUC 6116 Critical Conversations in Educational Research;
 2. EDUC 6117 Critical Conversations in Educational Theory;
 3. EDUC 6126 Doctoral Seminar;
3. participate in a summer institute residency program over two years (4 weeks each July) for required core courses (EDUC-6116 & EDUC 6117 in Year 1; EDUC 6126 in Year 2) held at the Nipissing University campus in North Bay;
4. successfully complete three 3-credit elective PhD or MEd/PhD courses from the current course listings as per availability throughout the calendar year;
5. successfully complete EDUC 6127 Comprehensive Exam (2 qualifying papers) (no credit value);
6. successfully complete EDUC 6999 Dissertation (Research Thesis Study) (12 credits) to the University’s standard;
7. successfully meet the degree requirements within six years of first registration.

16.3 Degree Requirements

16.4 Program Modifications through Senate