

SENATE AGENDA

Friday, November 11, 2016

2:30 p.m. – F210

1. APPROVAL OF THE AGENDA
2. ADOPTION OF THE MINUTES OF THE SENATE MEETING OF: October 21, 2016
3. BUSINESS ARISING FROM THE MINUTES

Response from the Provost regarding questions from the October 21, 2016 Senate meeting regarding the use of an on-line student opinion survey (SOS).

In response to questions directed to the members of the Search Committee for the President and Vice-Chancellor and the Board Chair at the October 2016 Senate meeting regarding an extension of the deadline for comments to be received, the deadline to submit comments was extended to October 28, 2016.

4. READING and DISPOSING of COMMUNICATIONS
5. QUESTION PERIOD
6. REPORTS of STANDING COMMITTEES and FACULTY or UNIVERSITY COUNCILS

SENATE EXECUTIVE COMMITTEE

MOTION 1: That the Report of the Senate Executive Committee dated November 3, 2016 be received.

MOTION 2: That the Senate Regulations and Policies, Fall 2016, be adopted. The full 161 page document is available on the Senate website.

PLANNING AND PRIORITIES COMMITTEE

MOTION 1: That the Report of the Planning and Priorities Committee dated October 28, 2016, be received.

UNDERGRADUATE STUDIES COMMITTEE

At the October 2016 Senate meeting, the Undergraduate Studies Report was received. The motion that Senate approve the basis of admission and advanced standing assessments that are included within the Toronto Film School Articulation Agreement was deferred to the November

2016 Senate meeting. A request was made for further information. An updated rationale is included.

MOTION 1: That Senate approve the basis of admission and advanced standing assessments that are included within the Toronto Film School Articulation Agreement.

7. OTHER BUSINESS

8. AMENDMENT of BY-LAWS

MOTION 1: That Senate approve that Article 2.1 (a) *Ex Officio* Senators be amended with the deletion of:
(iii) the Associate Vice President Academic Studies;

MOTION 2: That Senate approve that Article 2.1 (a) *Ex Officio* Senators be amended with the addition of:
(iii) the Vice President responsible for Finance and Administration

MOTION 3: That Senate approve that Article 2.1 (a) *Ex Officio* Senators be amended with the addition of Academic and the deletion of each Faculty to read:
(iv) the Academic Deans;

MOTION 4: That Senate approve that all references to the Associate Vice President Academic Studies and Vice President Administration be removed from the Senate By-Laws.

• **Notice of Motion (Article 9.6) Technology & Infrastructure Committee (T&I)**

The By-Laws and Elections Subcommittee reviewed the Ex Officio members of Senate. Due to positions that no longer exist and the creation of a new position, revisions were necessary.

Current article reads:

9.6 Technology & Infrastructure Committee (T&I)

- (a) *Ex Officio* Members:
 - (i) the Executive Director, Library Services, or designate; and
 - (ii) the Vice-President, Administration (non-voting).
- (b) Members Elected by Faculty Council:
 - (i) one (1) faculty Senator or non-Senator from each faculty, one of whom shall be elected by the Committee to serve as Chair, and one of whom shall be elected by the Committee to serve as Vice-Chair;
 - (ii) one (1) faculty Senator who is a full-time lab, seminar or service course instructor; and
 - (iii) two (2) student representatives from any Faculty.
- (c) Terms of Reference:
 - (i) to engage in on-going review, needs assessment and policy development in all matters related to academic technology and infrastructure (where infrastructure

- includes both academic physical resources and human resources in academic support areas), and to make recommendations to Senate;
- (ii) to provide advice and priority-setting assistance to the VPADMIN regarding:
 - 1) support for teaching, learning and scholarly research through the application of computing, information and multi-media technologies;
 - 2) the need for, and design of, new or renovated teaching, learning and research space;
 - 3) staffing needs in academic support areas such as technology services, research assistance, lab supervision and secretarial or clerical support; and
 - 4) the allocation of the annual budgets in technology and academic infrastructure areas;

Revised article reads (changes in bold):

9.6 Technology & Infrastructure Committee (T&I)

- (a) *Ex Officio* Members:
 - (i) the Vice-President **responsible for Finance and Administration (non-voting)-or designate (non-voting); and**
 - (ii) the Executive Director, Library Services, or designate;
 - (iii) the Director of Technology Services, or designate.**
- (b) Members Elected by Faculty Council:
 - (i) one (1) faculty Senator or non-Senator from each faculty, one of whom shall be elected by the Committee to serve as Chair, and one of whom shall be elected by the Committee to serve as Vice-Chair;
 - (ii) one (1) faculty Senator who is a full-time lab, seminar or service course instructor; and
 - (iii) two (2) student representatives from any Faculty.
- (c) Terms of Reference:
 - (i) to engage in on-going review, needs assessment and policy development in all matters related to academic technology and infrastructure (where infrastructure includes both academic physical resources and human resources in academic support areas), and to make recommendations to Senate;
 - (ii) to provide advice and priority-setting assistance to the VPFAADMIN regarding:
 - 1) support for teaching, learning and scholarly research through the application of computing, information and multi-media technologies;
 - 2) the need for, and design of, new or renovated teaching, learning and research space;
 - 3) staffing needs in academic support areas such as technology services, research assistance, lab supervision and secretarial or clerical support; and
 - 4) the allocation of the annual budgets in technology and academic infrastructure areas;
 - ~~(iii) to invite and assess applications for the annual Information Technology in Teaching and Learning Fund, and make recommendations to the PVPAR on the awarding of these funds;~~
 - ~~(iv) when other supplementary funds become available for the acquisition of additional technology resources, to oversee the process whereby these funds are announced and awarded on a competition basis; and~~
 - ~~(v)(iii)~~ to deal with such other matters as may be assigned from time to time by Senate.

- **Notice of Motion (Article 10.2) Research Council (RC)**

Current article reads:

10.2 Research Council (RC)

(a) Membership:

Voting Members:

- (i) the Dean of each Faculty;
- (ii) Six (6) Faculty members, elected by Senate for a minimum two (2) year term, to include: one (1) faculty member from each Faculty representing the Tri-Council disciplines as follows: 1 CIHR, 1 NSERC and 1 SSHRC, and two (2) remaining faculty; and
- (iii) One (1) student representative from a Graduate program

Non-voting Members

- (iv) Provost and Vice-President Academic and Research;
- (v) Assistant Vice-President Research and Graduate Studies; and
- (vi) Executive Director of Library Services, or delegate.

Resource Persons:

Persons who may be invited to provide information or participate in a meeting at the request of the Research Council:

- (i) Chair of the Research Ethics Board
- (ii) Chair of the Animal Care Committee
- (iii) Vice-President, Operations or his/her delegate responsible for Technology services research support
- (iv) Executive Director of External Relations and Advancement or his/her delegate, preferably the Manager of Integrated Marketing Communication
- (v) Executive Director of the Office of Aboriginal Initiatives or his/her delegate
- (vi) Technology Transfer & Business Innovation (research partnerships)
- (vii) Manager, Environmental Health and Safety

Revised Article reads (changes in bold):

10.2 Research Council (RC)

(a) Membership:

Voting Members

- (i) the ~~Academic Deans of each Faculty~~; including **The Dean of Graduate Studies and Research who shall be chair**
- (ii) Six (6) Faculty members, elected by Senate for a minimum two (2) year term, to include: one (1) faculty member from each Faculty representing the Tri-Council disciplines as follows: 1 CIHR, 1 NSERC and 1 SSHRC, and two (2) remaining faculty; and **one (1) Canada Research Chair**
- (iii) One (1) student representative from a Graduate program

Non-voting Members

- (iv) Provost and Vice-President Academic and Research;
- (v) ~~Assistant Vice-President Research and Graduate Studies~~; and
- (vi) Executive Director of Library Services, or delegate.

Resource Persons:

Persons who may be invited to provide information or participate in a meeting at the request of the Research Council:

- ~~(i) Chair of the Research Ethics Board~~
- ~~(ii) Chair of the Animal Care Committee~~
- ~~(iii) Vice President, Operations or his/her delegate responsible for Technology services research support~~
- ~~(iv) Executive Director of External Relations and Advancement or his/her delegate, preferably the Manager of Integrated Marketing Communication~~
- ~~(v) Executive Director of the Office of Aboriginal Initiatives or his/her delegate~~
- ~~(vi) Technology Transfer & Business Innovation (research partnerships)~~
- ~~(vii) Manager, Environmental Health and Safety~~

Rationale:Membership (Page 26):

The RC terms of reference (TOR) includes one (1) Research Chair which is absent from the Bylaw. The Dean of Graduate Studies and Research position has been created to replace the Assistant Vice-President Research and Graduate Studies position.

Resource Persons:

These positions no longer exist:

Vice-President, Operations or his/her delegate
 Executive Director of External Relations and Advancement or his/her delegate
 the Manager of Integrated Marketing Communication
 Executive Director of the Office of Aboriginal Initiatives or his/her delegate
 Technology Transfer & Business Innovation (research partnerships)

The list of resource persons should be struck from the article. A new list of relevant resource persons can be included in the updated terms of reference document. Such a list is not included in any other membership article of the By-Laws.

9. ELECTIONS

- Two tenured or tenure-track faculty Senators (one from the Faculty of Arts and Science and one from the Faculty of Applied and Professional Studies) to serve on the Senate Executive Committee.
- Elect two tenured or tenure-track faculty members to serve on the Search Committee for a tenure-track position in Native Studies.

10. REPORTS FROM OTHER BODIES

- A. (1) Board of Governors
- (2) Alumni Advisory Board
- (3) Council of Ontario Universities (Academic Colleague)

B. Reports from Senate members participating on other university-related committees

11. NEW BUSINESS

Receipt of the Report of the Special Governance Commission (SGC) - Collegial Governance at Nipissing University: Shared Challenges and Responsibilities

12. ANNOUNCEMENTS

- (a) President
- (b) Provost and Vice-President Academic and Research
- (c) Dean of Applied and Professional Studies
- (d) Dean of Arts and Science
- (e) Dean of Education
- (f) Student Representative
- (g) Others

13. ADJOURNMENT

NIPISSING UNIVERSITY
SENATE EXECUTIVE COMMITTEE

November 3, 2016

There was a meeting of the Senate Executive Committee on Thursday, November 3, 2016.

Members present: M. DeGagne (Chair), H. d'Entremont, C. Richardson, M. Tuncali, R. Vanderlee, B. Hatt, L. Frost, J. Andrews

Regrets: J. McAuliffe, R. Vernescu

Recording Secretary: S. Landriault

The purpose of this meeting was to set the agenda for the November 11, 2016 Senate meeting.

Requests that questions and correspondence be recorded in the Senate minutes as verbatim were discussed. Following discussion, the Committee was in agreement that the minutes should be an official summary of what took place in the meeting, focusing primarily on what was done by the members and not what was said or done by each member. It was noted that this policy is in keeping with Robert's Rules of Order.

The Provost advised that he would speak to the request from the October Senate meeting regarding on-line student opinion surveys.

In response to a request for further information regarding the Toronto Film School Articulation Agreement, an updated rationale will be included in the November Senate Agenda.

A report from the By-Laws and Elections Subcommittee dated October 26, 2016 was received. A notice of motion regarding amendments to the Technology and Infrastructure Committee and the Research Council will be included in the November Senate agenda.

A request to release the Special Governance Commission Report to Senate was discussed. It was advised that the Report had been tabled to be shared at the Board of Governors meeting scheduled for that evening. The Committee was in agreement that the Report should be shared with the NUFA Executive and that if it is determined that the Report and its recommendations pertain directly to Senate and or its By-Laws, then the Report will be forwarded on to Senators for discussion at Senate.

The Dean of Arts & Science requested that an election for two tenured or tenure-track faculty members for a selection committee be added to the November Senate Agenda. The Dean advised that due to a lack of quorum the election was unable to take place at Faculty Council. The Provost advised that if no nominations are received that a request for a change or an exemption of By-Laws be put forward. A discussion ensued regarding electronic voting in the absence of quorum at Faculty Council meetings. The Chair of the By-Laws and Elections Subcommittee requested that the Dean submit a written request to have this item added to the next By-Laws and Elections Subcommittee meeting.

Respectfully submitted,

Original signed by:

M. DeGagne, Chair
Senate Executive Committee

MOTION 1: That the Report of the Senate Executive dated November 3, 2016 be received.

MOTION 2: That the Senate Regulations and Policies, Fall 2016, be adopted. The full 161 page document is available on the Senate website.

**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. 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 and Institutional Analyst 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/herself 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:

- 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.
- 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.
- 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: (<i>Renewal #1</i>)	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:

- 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;
- the requested period of extension, & a plan which identifies future directions & development strategies for the proposed term;
- 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:

- the institute continue for a specified period of time;
- the institute be terminated, with any legal agreements that affect the status of the institute taken into consideration in the recommendation; or
- 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:

- a senior researcher with administrative experience & no direct involvement with the institute who will act as the Chair;
- the director of another institute;
- a researcher who is not affiliated with the institute but who is knowledgeable in the field of activity;
- the Vice-Chair of the RC or his/her delegate; &
- 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, CRJS 4105, CRJS 4305, 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, SWLF 4005, 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, CHFS 4406, CHFS 4407, 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, ANTR 3976, BIOL 4886, BIOL 4887, BIOL 4976, BIOL 4997, ENGL 3516, ENGL 3517, FAVA 4125, GEOG 4976, GEOG 4977

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 Student Appeals Committee

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 and Institutional Analyst.
- 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.

13.30 Guidelines for the Operation of the Student Appeals Committee, (Brantford campus)

Courses from Wilfrid Laurier University will be appealed in accordance with the Wilfrid Laurier University policy available on the World Wide Web at laurierbrantford.ca.

A copy of the appeal for Nipissing University courses taught at Brantford must be given to the Director of the concurrent education program.

Appeals will follow the Nipissing University guidelines:

- a) The Committee shall consider student appeals with respect to decisions of the Director in the matters of grades, examinations, term assignments & tests, course requirements specified by the instructor, & the general conduct of a course;
- b) The Committee shall consider student appeals with respect to academic dishonesty;
- c) The Committee shall, from time to time, review these guidelines & make any necessary recommendations for changes to Senate.

The Committee Composition at the Brantford campus will consist of:

- a) The Registrar (ex-officio) or designate;
- b) Two Faculty Senators, elected from Nipissing Faculty of Education Brantford, or alternates selected by the Dean of Education when necessary.
- c) Two Faculty members from Laurier Brantford Faculty
- d) Two student Senators (Ex-officio) from the concurrent education program or alternates selected by the Chair as & when necessary

The Committee will be chaired by one of the Laurier faculty.

Note:

1. Faculty will be elected for four-year terms with one new faculty member from each faculty elected every two years.
2. Each Laurier faculty member will serve as Vice-Chair for the first two years & as Chair for the remaining two years.

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) Advanced Standing

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 advanced standing 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) Advanced Standing

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 advanced standing 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 advanced standing 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 circumstances beyond their control, or whose performance on the examination has been impaired by such circumstances, may, on application, be granted permission to write a deferred final examination. Such application must:

- a) be made in writing to the Office of the Registrar through WebAdvisor; and
- b) be submitted after the commencement, and within one week, of the scheduled examination date; and
- c) be supported, in the case of illness, by a medical certificate† or by appropriate supporting documentation‡ in other cases.

There is a fee for a deferred examination. The deferred examination fee is published in the Charges and Fees section of the Academic Calendar. The deferred exam fee will be assessed upon

approval of the deferred examination and 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
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 Policy on Posthumous Undergraduate Degrees/Certificates of Academic Achievement

17.1 Undergraduate Degrees

- a) Normally, a posthumous degree will be granted to a deceased student only under the following minimum conditions. The student must have:
 - i. Died within 12 months of the last registration;
 - ii. Been in good academic standing such that eventual graduation was expected;
 - iii. For undergraduates in programs requiring 120 or more credits, completed at least 90 credits;
 - iv. For undergraduates in programs requiring 90 credits, completed at least 72 credits;
- b) The posthumous degree must be recommended by the department & faculty council & be approved by Senate Executive.
- c) Undergraduate students who were in an Honours program at the time of death but who are not eligible for a posthumous Honours degree may be recommended for the corresponding General degree, if the criteria for that degree are met.
- d) Procedures:
 - i. On receiving notice of the death of a student, the Registrar determines if the student would be eligible for a posthumous degree & communicates this information to the department, the Secretary of Senate, & the President.
 - ii. The President or delegate will communicate with the next of kin.
 - iii. The posthumous degree will be noted as such in the Senate graduation list & the convocation program, but not on the diploma.
 - iv. Where possible, the diploma will be presented to the next of kin or their delegate.

17.2 Certificates of Academic Achievement – *in memoriam*

- a) Normally, a “Certificate of Academic Achievement – in memoriam” will be awarded to a deceased undergraduate student if the following minimum requirements are met. The student must have:
 - i. Died within 12 months of the last registration;
 - ii. Been in good academic standing such that eventual graduation was expected;
 - iii. For undergraduate students in programs requiring at least 90 credits, completed at least 30 credits at Nipissing;
 - iv. For students in all other programs, completed at least 50% of their degree requirements, unless otherwise determined by their program Chair or Director.
- b) The certificate must be recommended by the department & faculty council & be approved by Senate Executive.
- c) Procedures:
 - i. The request to award such a certificate may emanate from others, but the next of kin should approve, where possible.
 - ii. The President or delegate will communicate with the next of kin
 - iii. Where possible, the certificate will be presented to the next of kin or their delegate.

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 advanced standing 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.

PART III ACADEMIC REGULATIONS OF THE UNIVERSITY

3.0 General Academic Regulations

3.01 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.

3.02 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.

3.03 Registration

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

3.04 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

- a) Full-time Students
 - i. Full-time students will normally be allowed to register in a maximum of 30 credits in the Fall/Winter Term;
 - ii. Full-time students are limited to 60 credits in any three consecutive sessions;
 - iii. 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;
 - iv. First-year students may not take an overload;
 - v. 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).
- b) Part-time Students
 - i. Students admitted on a part-time basis will normally be allowed to register in a maximum of 12 credits in the Fall/Winter Term;
 - ii. Part-time students are limited to 18 credits over the course of three consecutive sessions (Fall, Winter, Spring/Summer);
 - iii. 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;
 - iv. First-year students may not take an overload.
 - v. 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 Spring & Summer Courseloads

Full-time students may register for a maximum of 30 credits for the Spring/Summer Term, and no more than 15 credits at any one time.

Part-time students may register for a maximum of 6 credits for the Spring/Summer Term.

Students on probation may register for a maximum of 18 credits for the Spring/Summer Term, and no more than 9 credits at any one time.

Students enrolled in the Native Classroom Assistant Diploma Program, the Teacher of Anishnaabemwin as a Second Language Program, or the Aboriginal Teacher Certification Program are not permitted to enrol in course overloads during the summer sessions.

3.30 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.

3.35 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 advanced standing 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, or through the Academic Advising website at www.nipissingu.ca/advising. 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 an 'Academic Change Form' and return it to the Office of the Registrar. Forms are available on the Nipissing University website or from the Office of the Registrar. Specific admission requirements must be met.

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) Final evaluation submissions are not returned to students but are kept on file by the Office of the Registrar for six months after the publication of Grade Reports;
- h) 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;

- i) 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 graduating with an overall average of 80% or higher on all Nipissing courses that are required to complete the degree will be granted their degree “with distinction.” Students must complete a minimum of 60 credits with Nipissing for the degree in order to be eligible to graduate with distinction.

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.

- i. 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;
- ii. 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, 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, History, 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.

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

All applicants to Nipissing University from countries where the dominant language of instruction is other than English, are required to supply proof of proficiency in English. International applicants studying in Canada on a student visa authorization who have successfully studied full-time at an Ontario secondary school or other Nipissing University approved school for at least the past three years may be exempt.

Permanent Resident applicants whose first language is not English may also 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.

Acceptable proof of English proficiency is the Test of English as a Foreign Language (TOEFL) with a minimum score of 80 (iBT) with a minimum score of 20 in each section of the test, or 550 (PBT). Other acceptable proof of English Proficiency includes the International English Language Test Service (IELTS) with a minimum overall band score of 6.0 (with no band below 6), the Michigan English Language Assessment Battery (MELAB) with a minimum overall score of 90%, the Canadian Academic English Language Assessment (CAEL) with a minimum score of 60 or the Pearson Test of English Academic (PTE Academic) with a minimum overall score of 55 and a minimum score of 55 in writing.

Applicants should note the Nipissing University TOEFL institution code is #3614.

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, Human Rights and State Violence, 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; Calculus & Vectors; one of 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 Work¹¹		English (minimum grade of 70%)
Bachelor of Arts (BA) Honours/Bachelor of Education (BEd) - Concurrent <ul style="list-style-type: none"> • 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, Human Rights and State Violence, 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 <ul style="list-style-type: none"> • 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	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

<ul style="list-style-type: none"> • Primary/Junior • Junior/Intermediate • Intermediate/Senior 		
<p>Bachelor of Fine Arts (BFA)/Bachelor of Education (BEd) – Concurrent</p> <ul style="list-style-type: none"> • Primary/Junior • Junior/Intermediate • Intermediate/Senior 		<p>English (minimum grade of 70%); one 3U or 3M Mathematics (minimum grade of 60%)</p>
<p>Bachelor of Physical and Health Education (BPHE)/Bachelor of Education (BEd) – Concurrent</p> <ul style="list-style-type: none"> • Primary/Junior • Junior/Intermediate • Intermediate/Senior 		<p>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)</p>
<p>Bachelor of Science (BSc) Honours/Bachelor of Education (BEd) – Concurrent</p> <ul style="list-style-type: none"> • Primary/Junior • Junior/Intermediate • Intermediate/Senior–Concurrent 	<p>Biology³</p>	<p>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)</p>
	<p>Computer Science⁵</p>	<p>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)</p>
	<p>Environmental Biology and Technology</p>	<p>English (minimum grade of 70%); Biology; Chemistry; one of Calculus and Vectors, Advanced Functions or Physics (4U Mathematics)</p>

		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.

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 A Certificate in Human Resources Management is available to students pursuing a BBA or BComm degree.

¹¹ During the Second Year of the Bachelor of Social Work program, students must apply for admission consideration to the professional years. Admission to the first or second year of the Bachelor of Social Work program does not guarantee acceptance into the professional years.

¹² A Certificate in Entrepreneurial Finance is available to students pursuing a BBA or BComm degree.

¹³ A Certificate in Financial Product Sales Professional is available to students pursuing a BBA or BComm degree.

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

- Aboriginal Leadership
- 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/advanced standing 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/advanced standing 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.

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	Music – Instrumental
French as a Second Language	Religious Education (Catholic)
Geography	Science – General
Health and Physical Education	Visual Arts
History	Mathematics

- 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** – No more than one full course from the first year level. Applicants must possess oral & written fluency in the French language & a thorough knowledge of grammar.
- Instrumental Music**– The prerequisite is three full (18 credits) undergraduate performance courses. Candidates are considered based on academic background & experience in the discipline.

- d. **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.
- e. **Religious Education** – This teaching subject prepares teachers of Religious Education in Roman Catholic schools. Roman Catholic Boards of Education require that student teachers be of the Catholic faith.
- f. **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.
- g. **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	Religious Education (Catholic)
Geography	Visual Arts

- 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.
- d. **French as a Second Language** – No more than two full courses towards a first teaching subject in French can be at the first year level. No more than one full course towards a teachable in French can be at the first year level.
- e. **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.
- f. **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.
- g. **Religious Education** – This teachable prepares teachers of Religious Education in Roman Catholic schools. Roman Catholic Boards of Education require that student teachers be of the Catholic faith.
- h. **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 General Advanced Standing Policies

6.1 Admission with Advanced Standing

Applicants who wish to transfer to Nipissing University from a college or university may be admitted with advanced standing. In addition to the application, such candidates must submit:

- a) an official, recently dated, sealed transcript of their record at the institution from which they wish to transfer, showing the courses completed & grades received; &
- b) a calendar for the institution containing descriptions of these courses.

6.2 Applicants Transferring from Other Universities

Nipissing University, in accordance with the Council of Ontario Universities & the Association of Universities & Colleges of Canada policy, agrees that any course offered for credit by a Canadian university shall be accepted for credit by another Canadian university when there is virtual equivalency in course content. If a specific equivalence to a course is not available at Nipissing, the University will attempt to award an unspecified, non-equivalent course. Transfer credit will not normally be granted for practical or clinical courses taken in specific areas such as Nursing, Engineering & Physical & Health Education.

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

6.3 General Advanced Standing for Colleges of Applied Arts & Technology Applicants

- a) Applicants who have completed a three-year Ontario CAAT program & have achieved a cumulative average of B or better will be considered for admission to an appropriate program with advanced standing to a maximum of 30 credits;
- b) Applicants who have completed a two-year Ontario CAAT program or two years of a three-year CAAT program & who have achieved a cumulative average of B or better will be considered for admission to an appropriate program with advanced standing to a maximum of 18 credits.
- c) Applicants who have completed the first year of an Ontario CAAT program with a cumulative average of B or better will be considered for admission to the first year of an appropriate program on probation.
- d) Applicants who have completed a one-year (2 semester) certificate program with a minimum 3.0 GPA (70%) will be considered for admission to undergraduate studies on probation. Such applicants will not be eligible for advanced standing.
- e) For the BComm College Partnerships, applicants who have successfully completed a three-year Business Administration diploma program at an Ontario CAAT or equivalent studies, with a cumulative average equivalent to 72% or better can be considered for admission to the Bachelor of Commerce degree program with advanced standing to a maximum of 45 credits. Admission is restricted to those studying through flexible learning.

6.4 General Advanced Standing for CEGEP Applicants

- a) Applicants with more than one year of study (more than 12 courses) will be considered for admission with advanced standing 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 advanced standing 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.

7.0 Specific CAAT Advanced Standing 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 advanced standing to a maximum of 30 credits.

b) Bachelor of Business Administration (Honours)

Applicants who have successfully completed a three-year Business Administration diploma program at an Ontario CAAT with a cumulative average GPA equivalent to 72% or better can be considered for admission to the Bachelor of Business Administration (Honours) (BBA), or Bachelor of Commerce (BComm) degree program with advanced standing to a maximum of 60 towards the BBA & 45 credits towards the BComm. Admitted students would be able to complete their program at Nipissing University in North Bay or at college partner campuses such as Fanshawe College, Sheridan College, Algonquin College, Centennial College or St. Clair College or online as an independent learner. In the College Partnership Program, the BComm may be completed in 12 months. The College Partnership Program is the delivery of a program of courses including in-class learning at partner college's premises tailored to the needs of its students but available to others admitted to the BBA or BComm degrees.

c) 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 advanced standing 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 advanced standing to a maximum of 18 credits.

d) Special Algonquin, Fanshawe, St. Clair & Sheridan Colleges Advanced Standing 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.

e) 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 advanced standing 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 advanced standing 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 advanced standing 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.

f) 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 advanced standing 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 advanced standing 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 advanced standing 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.

g) Special Advanced Standing 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 advanced standing 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.

h) Special Advanced Standing 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.

i) Special Advanced Standing 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.

j) Special Advanced Standing 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.

k) Special Admissions and Advanced Standing 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 advanced standing.

l) Advanced Standing 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 advanced standing to a maximum of 45 credits.

m) Advanced Standing 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 advanced standing 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 advanced standing to a maximum of 60 credits.

n) Advanced Standing 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 advanced standing 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 advanced standing to a maximum of 60 credits.

o) 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.

8.0 Other Candidates

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

9.0 Admission with Advanced Standing from Professional Designations

9.1 Advanced Standing for Holders of CA, CGA, CMA Designations

a) CA, CGA, & CMAs who have not completed an undergraduate degree are eligible for admission. Advanced standing 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.

9.2 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 advanced standing credit. The following courses eligible for advanced standing 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

9.3 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.

10.0 Other Categories of Applicants

10.1 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.

10.2 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.

10.3 Aboriginal Advantage Program Admission Requirements

Applicants will be considered for admission to the Aboriginal Advantage 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.

10.4 Admission to a Degree Program from the Aboriginal Advantage Program

Students who have successfully completed the Aboriginal Advantage 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 Aboriginal Advantage 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.

11.0 Letter of Permission (Transfer of Credit)

11.1 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.

11.2 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.

12.0 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.

13.0 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.

14.0 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.

14.1 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.

14.2 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 1) 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

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.

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 and 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 Aboriginal Teacher Certification Program

To graduate with an Aboriginal Teacher Certification Program Diploma in Education 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 Aboriginal Teacher Certification Program and who obtain an overall average of 70% on the required courses in the Aboriginal Teacher Certification 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 Aboriginal Teacher Certification Program and who obtain an overall average of 70% on the required courses in the Aboriginal Teacher Certification 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 Native Classroom Assistant Diploma in Education

To graduate with a Native Classroom Assistant Diploma in Education, 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 all courses;
- d. Complete all stated requirements within six years from your start date.

10.0 Teacher of Anishnaabemwin as a Second Language Program

To graduate with a Teacher of Anishnaabemwin as a Second Language Diploma in Education 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 Anishnaabemwin as a Second Language Program and who obtain an overall average of 70% on the required courses in the Teacher of Anishnaabemwin 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 Anishnaabemwin as a Second Language Program and who obtain an overall average of 70% on the required courses in the Teacher of Anishnaabemwin 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.

19.3 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.

19.4 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 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.

24.4 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 2016-2017 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)

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 2016-2017 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 2016-2017 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)

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 2016-2017 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 2016-2017 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)

45.0 Classical Studies

45.10 Program Requirements

Please see the 2016-2017 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)

50.0 Commerce**50.10 Program Requirements**

Please see the 2016-2017 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)

55.0 Computer Science**55.10 Program Requirements**

Please see the 2016-2017 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 2016-2017 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 2016-2017 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).

65.0 Economics

65.10 Program Requirements

Please see the 2016-2017 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 2016-2017 Academic Calendar for the current program requirements for the Bachelor of Education (Concurrent and Consecutive), the Aboriginal Teacher Certification Diploma Program, the Native Classroom Assistant Diploma Program, and the Teacher of Anishnaabemwin as a Second Language Diploma 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)

75.0 English Studies

75.1 0 Program Requirements

Please see the 2016-2017 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
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 2016-2017 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. Advanced Standing Policy modifications for Biotechnology Technician and Biotechnology Technologist diploma graduates (February 12, 2016 Senate, Motion 190)
3. Advanced Standing 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 2016-2017 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 2016-2017 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 2016-2017 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 2016-2017 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 2016-2017 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 2016-2017 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 2016-2017 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)

120.0 Geography**120.10 Program Requirements**

Please see the 2016-2017 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 2016-2017 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)

126.0 Human Resources**126.1 Program Requirements**

Please see the 2016-2017 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 Legal Studies**127.10 Program Requirements**

Please see the 2016-2017 Academic Calendar for the current minor requirements.

127.20 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 2016-2017 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 2016-2017 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 2016-2017 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 2016-2017 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 2016-2017 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).

145.0 Native Studies**145.10 Program Requirements**

Please see the 2016-2017 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 2016-2017 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)

155.0 Philosophy

155.10 Program Requirements

Please see the 2016-2017 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)

156.0 Physical and Health Education

156.10 Program Requirements

Please see the 2016-2017 Academic Calendar for the current program requirements.

156.20 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 2016-2017 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. February POLI 1007 added to the Honours Specialization, Specialization, Major and Minor (February 12, 2016 Senate, Motion 155)

165.0 Psychology

165.10 Program Requirements

Please see the 2016-2017 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 2016-2017 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 2016-2017 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 2016-2017 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 Work**181.10 Program Requirements**

Please see the 2016-2017 Academic Calendar for the current program requirements.

181.20 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)

185.0 Sociology**185.10 Program Requirements**

Please see the 2016-2017 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)

190.0 Spanish

190.10 Program Requirements

Please see the 2016-2017 Academic Calendar for the current minor requirements.

190.20 Program Modifications through Senate

1. Minor approved (February 10, 2012 Senate, Motion 22)

ii. Certificate Requirements

195.0 Certificate in Aboriginal Leadership

195.10 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

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

205.20 Certificate Modifications through Senate

210.0 Certificate in Digital Humanities

210.10 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

215.20 Certificate Modifications through Senate

1. EIBI-ASD certificate approved (December 12, 2014 Senate, Motion 10)

220.0 Entrepreneurial Finance Certificate

220.10 Certificate Requirements

220.20 Certificate Modifications through Senate

225.0 Certificate in Environmental Management

225.10 Certificate Requirements

225.20 Certificate Modifications through Senate

230.0 Certificate in Financial Services

230.10 Certificate Requirements

230.20 Certificate Modifications through Senate

235.0 Certificate in Forest Resource Management and Conservation

235.10 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

240.20 Certificate Modifications through Senate

245.0 Certificate in Game Design and Development

240.10 Certificate Requirements

240.20 Certificate Modifications through Senate

250.0 Certificate in Geomatics

250.10 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**
- 255.20 Certificate Modifications through Senate**
- 260.0 Certificate in Human Resources Management**
 - 260.10 Certificate Requirements**
 - 260.20 Certificate Modifications through Senate**
 - 1. HR Management certificate added (March 13, 2015 Senate, Motion 6)
- 265.0 iLEAD Business Experience Certificate**
 - 265.10 Certificate Requirements**
 - 265.20 Certificate Modifications through Senate**
- 270.0 Certificate in Peace and Violence Prevention Studies**
 - 270.10 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**
 - 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**
 - 280.20 Certificate Modifications through Senate**

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 from either the Test of English as a Foreign Language (TESL) including the Test of Written English (TWE) component or the International English Language Testing System (IELTS). This requirement may be waived for applicants who are graduates of English language universities.

The following are the minimum ESL requirements for admission to the School of Graduate Studies; in addition each program will have minimum language requirements specific to their program.

The required minimum scores must be submitted before the candidate can be considered for admission. The required minimum score for the TOEFL iBT is 80 with no less than 20 in each section of the test. The required minimum score for TOEFL is 550 on the paper-based test with a minimum score of 5 on the TWE. These tests are administered by the Educational Testing Service (www.toefl.org). The required minimum score for the IELTS is an overall score of no less than 6 with no band less than 6. The test is administered by IELTS Test Centre Canada (ielts@conestogac.on.ca).

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 Associate Vice-President Academic and Graduate Studies 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 Vice President, Academic 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

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

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
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

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 Associate Vice-President Academic and Graduate Studies or Designate would be expected to provide a letter commenting on the feasibility of the plan provided by the student.

The Associate Vice-President Academic and Graduate Studies or Designate will grant or deny the request for the extension based on the submissions provided. Where the Associate Vice-President Academic and

Graduate Studies 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 Associate Vice-President Academic and Graduate Studies or Designate will result in withdrawal from the program and cannot be appealed.

Where the Associate Vice-President Academic and Graduate Studies 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 Associate Vice-President Academic and Graduate Studies 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 Associate Vice-President Academic and Graduate Studies 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 Associate Vice-President Academic and Graduate Studies 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 approved 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 Associate Vice-President Academic and Graduate Studies or Designate

A withdrawal is not official until it has been received by the Associate Vice-President Academic and Graduate Studies or Designate and the Registrar's Office. Under no circumstances will the Associate Vice-President Academic and Graduate Studies 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 Associate Vice-President Academic and Graduate Studies 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 Associate Vice-President Academic and Graduate Studies 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%
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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 Associate Vice-President Academic and Graduate Studies 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 Associate Vice-President Academic and Graduate Studies 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 Associate Vice-President Academic and Graduate Studies 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 Associate Vice-President Academic and Graduate Studies 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 2016-2017 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

10.0 Master of Education

10.1 Admission Requirements

The minimum requirements for admission consideration are an undergraduate degree with a B average on the last ten full courses (or 20 half/semester courses) completed. 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 Advanced Standing

Master of Education candidates may receive advanced standing for a maximum of two graduate three-credit courses completed prior to the time of application to Nipissing. Advanced standing will only be considered for those graduate courses taken within six years of enrolment in the MEd program. Requests for advanced standing will be considered only at the time of admission and only for graduate courses completed with a grade of "B" or higher. Advanced standing credit will not be given for courses equivalent to a core course within the Master of Education program.

10.2 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.

10.3 Program Modifications through Senate

11.0 Master of Environmental Science

11.1 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.

11.2 Program Requirements

Please see the 2016-2017 Academic Calendar for current program requirements

11.3 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.

11.4 Program Modifications through Senate

12.0 Master of Environmental Studies

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 2016-2017 Academic Calendar for current program requirements

12.3 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.

12.4 Program Modifications through Senate

13.0 Master of Science in Kinesiology

13.1 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.

13.2 Program Requirements

Please see the 2016-2017 Academic Calendar for current program requirements

13.3 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.

13.4 Program Modifications through Senate

13.41 Degree requirements approved (May 27, 2016 Senate, Motion 14)

14.0 Master of Science in Mathematics

14.1 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 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.

14.2 Program Requirements

Please see the 2016-2017 Academic Calendar for current program requirements

14.3 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.

14.4 Program Modifications through Senate

14.41 Stage II proposal for the Major Modification, MSc Mathematics Thesis Option approved (March 13, 2015 Senate, Motion 3)

15.0 PhD in Educational Sustainability

15.1 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.

15.2 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.

15.3 Degree Requirements

15.4 Program Modifications through Senate

**APPENDIX A
ACTIVE COURSES**

LEAD 1006 Concepts and Ethics of Aboriginal Leadership
LEAD 2006 Aboriginal Political Culture
LEAD 2007 Aboriginal Governance Models And Intergovernmental Relations
LEAD 3126 Treaty Law in Canada
LEAD 3127 Comparative Indigenous Leadership In a Globalized World
LEAD 3147 International Or First Nations Placement
ACAD 1501 Preparation for Academic Writing
ACAD 1601 Academic Writing
ACAD 2601 Academic Writing in the Humanities
ACAD 2701 Academic Writing in the Social Sciences
ACAD 2801 Academic Writing in the Sciences
ACAD 2901 Academic Writing in the Applied and Professional Studies
ACAD 3006 Mentoring the Writer
ACCT 1106 Introductory Financial Accounting I
ACCT 1107 Introductory Financial Accounting II
ACCT 2106 Intermediate Accounting I
ACCT 2107 Intermediate Accounting II
ACCT 2146 Management Accounting and Control I
ACCT 2147 Management Accounting and Control II
ACCT 3127 Accounting Information Systems
ACCT 4816 Personal Taxation
ACCT 4817 Corporate Taxation
ACCT 4827 Auditing
ACCT 4836 Advanced Accounting Topics I (Formerly ADMN 4836)
ACCT 4837 Advanced Accounting Topics II
ACCT 4866 Advanced Cost Accounting Topics I
ACCT 4887 Advanced Management Accounting Topics I
ACCT 4926 Information Systems Auditing & Assurance
ACCT 4927 Advanced Auditing
ADMN 1156 Business for Non-Business Majors
ADMN 1607 Business Mathematics
ADMN 2136 Research in Management
ADMN 2156 Introduction to Entrepreneurship
ADMN 2167 Business Decision Making
ADMN 2306 Business Ethics
ADMN 2307 Commercial Law
ADMN 2606 Business Statistics
ADMN 2706 Introduction to Intercultural Management
ADMN 3046 Operations Management
ADMN 3056 Economic and Management Decision Making
ADMN 3096 Canadian Academic Internship (iLEAD)
ADMN 3146 International Study Exchange Project (iLEAD)
ADMN 3306 Introduction to Small Business Administration
ADMN 3336 Special Project (iLEAD)
ADMN 3337 Field Placement I (iLEAD)
ADMN 3917 Creativity for Innovation

ADMN 4146 Community Organization Internship (iLEAD)
ADMN 4155 International Academic Internship (iLEAD)
ADMN 4165 Intercultural Academic Internship (iLEAD)
ADMN 4206 International Management
ADMN 4335 Honours Thesis (iLEAD)
ADMN 4336 Directed Studies (iLEAD)
ADMN 4337 Field Placement II (iLEAD)
ADMN 4346 Field-Based Consulting Project (iLEAD)
ADMN 4606 Business Strategy & Policy I
ADMN 4607 Business Strategy & Policy II
ADMN 4896 Current Topics in Administration I
ADMN 4897 Current Topics in Administration II
ANTR 1006 Introduction to Anthropology
ANTR 2006 Cultural Anthropology
ANTR 2016 Classical Sociological Theory
ANTR 2017 Contemporary Sociological Theory
ANTR 2026 Archaeology I
ANTR 2027 Archaeology II
ANTR 3006 Anthropology of Development in the Canadian North
ANTR 3026 Medical Anthropology
ANTR 3027 Anthropology, Aboriginal Peoples, and The Law
ANTR 3036 Qualitative Research Methods
ANTR 3037 Archaeological Cataloguing and Reporting
ANTR 3367 Special Topics in Anthropology I
ANTR 3407 Anthropological Theory
CULT 1005 Introduction to Arts and Culture
CULT 2006 Visual Culture I
CULT 2007 Visual Culture II
CULT 4006 Honours Seminar in Arts and Culture I
CULT 4007 Honours Seminar in Arts and Culture II
CULT 4105 Research Essay in Arts and Culture
ACMT 3006 Administration of Artistic and Cultural Organizations
ACMT 3007 Cultural Entrepreneurship
ACMT 4005 Arts and Cultural Management Senior Internship
ASTR 1010 Introduction to Astronomy
BIOL 1006 Introduction to Molecular and Cell Biology
BIOL 1007 Introduction to Organismal and Evolutionary Biology
BIOL 1011 Introduction to Molecular and Cell Biology for Nursing
BIOL 1911 Introduction to Biology
BIOL 2116 Principles of Microbiology
BIOL 2127 Molecular and Cell Biology
BIOL 2206 Introduction to Biochemistry
BIOL 2336 Biology of Seedless Plants
BIOL 2337 Biology of Seed Plants
BIOL 2346 Techniques in Forest Ecology and Management
BIOL 2446 Principles of Ecology
BIOL 2447 Ecology of Ontario Trees and Forests
BIOL 2557 Genetics
BIOL 2706 Human Anatomy and Physiology I

BIOL 2707 Human Anatomy and Physiology II
BIOL 2836 Invertebrate Zoology
BIOL 2837 Vertebrate Zoology
BIOL 3006 Environmental Interpretation and Communication
BIOL 3007 Environmental Issues in Forestry
BIOL 3066 Flora of Northern Ontario
BIOL 3117 Biostatistics
BIOL 3126 Molecular Biology Techniques
BIOL 3127 Human Sexuality
BIOL 3136 Ichthyology
BIOL 3147 Herpetology
BIOL 3227 Nutrition
BIOL 3236 Plant Ecology
BIOL 3267 Animal Physiology
BIOL 3277 Animal Ecology
BIOL 3306 Enzymology
BIOL 3397 Introductory Soil Science
BIOL 3436 Conservation Biology
BIOL 3437 Community Ecology
BIOL 3447 Silviculture
BIOL 3557 Genetics & Society: Our Genes, Our Choices
BIOL 3566 Evolution
BIOL 3567 Ethnobotany
BIOL 3596 Ornithology
BIOL 3597 Immunology
BIOL 3636 Developmental Plant Physiology
BIOL 3717 Animal Behaviour
BIOL 3837 Mammalogy
BIOL 4107 Limnology
BIOL 4347 Chemistry in Life Sciences
BIOL 4357 Chemical Ecology
BIOL 4437 Landscape Ecology
BIOL 4506 Special Topics in Applied Ecology
BIOL 4557 Developmental & Behavioural Genetics
BIOL 4607 Environmental Biology Seminar
BIOL 4706 Literature Research and Seminar
BIOL 4886 Internship I
BIOL 4887 Internship II
BIOL 4976 Biology Field Camp
BIOL 4986 Directed Studies
BIOL 4995 Thesis
BIOL 4997 Freshwater Biology Field Camp
CHEM 1006 General Chemistry I
CHEM 1007 General Chemistry II
CHEM 1911 Introduction to Basic Chemistry
CHEM 1991 Chemistry Essentials for Non-Scientists
CHEM 2046 Environmental Analytical Chemistry
CHEM 2056 Introduction to Physical Chemistry
CHEM 2106 Analytical Chemistry - Introduction

CHEM 2207 Introduction to Biochemistry
CHEM 2306 Introduction to Organic Chemistry I
CHEM 2307 Introduction to Organic Chemistry II
CHEM 2407 Inorganic Chemistry I
CHEM 3017 Instrumental Analysis
CHEM 3026 Organic Structure Determination
CHEM 3306 Enzymology
CHEM 4206 Electrochemistry
CHEM 4347 Chemistry in Life Sciences
CHFS 1006 Introduction to Child & Family Studies
CHFS 2026 Methods in Behavioural & Social Sciences
CHFS 2106 Human Development: Children and Youth
CHFS 2107 Human Development: Adults and Aging
CHFS 2206 Children, Families, and Social Justice
CHFS 2216 Children's Rights
CHFS 2217 Selected Topics in Children's Rights
CHFS 3017 Case Management in Health and Social Services Sectors
CHFS 3035 Statistics in Behavioural and Social Sciences
CHFS 3036 Ethics and Professional Standards
CHFS 3037 Race and Racism
CHFS 3105 Child Welfare: Critical Reflections
CHFS 3106 Youth and Social Justice
CHFS 3116 Autism Spectrum Disorders
CHFS 3127 Fetal Alcohol Spectrum Disorders
CHFS 3136 ABA I: Introduction to Applied Behaviour Analysis
CHFS 3137 ABA II: Advanced Topics in Applied Behaviour Analysis
CHFS 3206 Case Studies: Marginalized Groups of Children
CHFS 3216 Caregivers and the Welfare of Children and Families
CHFS 4005 Honours Research Seminar
CHFS 4016 Program Evaluation and Outcomes Management
CHFS 4017 Practicum: Applied Research & Evaluation
CHFS 4105 Research Essay
CHFS 4106 Assessment and Intervention Planning
CHFS 4205 Practicum in ABA-Lifespan
CHFS 4206 Applied Developmental Neuropsychology
CHFS 4305 Practicum in EIBI-ASD
CHFS 4306 Special Topics: Human Development & Learning
CHFS 4307 Special Topics: Social Justice
CHFS 4316 Fieldwork in ABA
CHFS 4505 Senior Research Thesis
CLAS 1006 The Civilization of Ancient Greece
CLAS 1007 The Civilization of Ancient Rome
CLAS 1106 Introductory Latin I
CLAS 1107 Introductory Latin II
CLAS 1206 Introductory Ancient Greek I
CLAS 1207 Introductory Ancient Greek II
CLAS 2006 Myth and Religion in Ancient Greece
CLAS 2007 Myth and Religion in Ancient Rome
CLAS 2116 Intermediate Latin I: Advanced Latin Grammar

CLAS 2117 Intermediate Latin II: Introduction to Latin Literature
CLAS 2206 Sport and Recreation in the Classical World
CLAS 2207 Medicine, Science, and Technology in the Ancient World
CLAS 2216 Intermediate Ancient Greek I: Advanced Greek Grammar
CLAS 2217 Intermediate Ancient Greek II: Introduction to Greek Literature
CLAS 2306 The Greek Historians
CLAS 2307 The Roman Historians
CLAS 2316 Introduction to Ancient Greek Literature in Translation
CLAS 2406 War and Society in Ancient Greece
CLAS 2407 War and Society in Ancient Rome
CLAS 2416 The History of Ancient Greece: From the Bronze Age to the Death of Cleopatra
CLAS 2417 The History of Ancient Rome: From the Beginning to the Barbarian Invasions
CLAS 2426 Famous Figures of Ancient Greece
CLAS 2427 Famous Figures of Ancient Rome
CLAS 2506 Greek Art and Architecture
CLAS 3066 Race, Racism, and Ethnic Identity in Ancient Greece and Rome
CLAS 3067 Religious Conflict in the Ancient World
CLAS 3097 Women in the Roman World
CLAS 3116 Selected Latin Authors I
CLAS 3117 Selected Latin Authors II
CLAS 3126 Advanced Ancient Greek I: Prose
CLAS 3127 Advanced Ancient Greek II: Poetry
CLAS 3206 Gender and Sexuality in Greece and Rome
CLAS 3207 Slavery in the Roman World
CLAS 3326 Greek Drama and Theatre
CLAS 3327 Roman Comedy
CLAS 3416 Selected Topics in Greek History and Culture
CLAS 3417 Selected Topics in Roman History and Culture
CLAS 3505 Directed Studies
CLAS 4106 Advanced Reading in Latin Prose Authors
CLAS 4107 Advanced Readings in Latin Poetry
CLAS 4416 Selected Topics in Greek History and Culture (Honours)
CLAS 4417 Selected Topics in Roman History and Culture (Honours)
CLAS 4427 Honours Seminar in History and Culture
CLAS 4495 Directed Studies/Research Project in Classical Studies
COSC 1557 Introduction to Computer Science
COSC 1567 Programming in C++
COSC 1666 Engineering Graphics
COSC 1757 Digital Systems
COSC 1901 Computer Applications for Digital Scholarship
COSC 1902 Scripting Applications for Digital Scholarship
COSC 2006 Data Structures I
COSC 2007 Data Structures II
COSC 2106 Machine Structures I
COSC 2107 Machine Structures II
COSC 2116 Artificial Neural Network Computing
COSC 2206 Mathematical Computation
COSC 2216 Introduction to Computational Geometry
COSC 2406 Introduction to Game Design and Development

COSC 2667 Operating Systems I
COSC 2767 Object-Oriented Programming
COSC 3006 Numerical Methods I
COSC 3007 Artificial Intelligence
COSC 3017 Introduction to Robotics
COSC 3206 Theory of Computation
COSC 3207 Computer Graphics
COSC 3306 Programming Paradigms
COSC 3307 3D Computer Graphics
COSC 3406 Advanced Game Design and Development
COSC 3407 Systems Control
COSC 3606 Databases & Data Management
COSC 3657 Distributed Systems
COSC 3706 The Computing Profession
COSC 3806 Service Computing
COSC 3807 Project Management
COSC 3997 Senior Practicum
COSC 4106 Human Computer Interaction
COSC 4127 Real-time Programming
COSC 4206 Topics in Computing Science
COSC 4207 Seminars in Computer Science
COSC 4406 Software Engineering
COSC 4896 Honours Research I
COSC 4897 Honours Research II
COSC 4997 Honours Practicum
CRJS 1087 Introduction to the Canadian Criminal Justice System
CRJS 1206 An Introduction to Canadian Law
CRJS 2086 Introduction to Criminological Theory
CRJS 2106 Psychology and Law
CRJS 2216 Civil Law and Civil Procedure
CRJS 2306 Taking Criminological Theory to the Movies
CRJS 2316 Introduction to Organized Crime
CRJS 2926 An Introduction to Forensic Science
CRJS 3086 Law and Society
CRJS 3087 Law & Society II
CRJS 3106 Forensic Psychology I
CRJS 3107 Forensic Psychology II
CRJS 3206 Canadian Criminal Law and Criminal Proceedings
CRJS 3336 Women and the Criminal Justice System
CRJS 3406 Serial and Mass Murder I
CRJS 3407 Serial and Mass Murder II
CRJS 3416 Aboriginal Legal Studies
CRJS 3426 Terrorism
CRJS 3926 Special Topics in Criminal Justice I
CRJS 3927 Special Topics in Criminal Justice II
CRJS 3936 Youth in Conflict with the Law
CRJS 4006 Issues in Forensic Mental Health
CRJS 4016 Issues in Family Law
CRJS 4026 Criminal Organizations

CRJS 4105 Honours Thesis
CRJS 4346 Field Placement
CRJS 4347 Applied Criminological Theory
CRJS 4466 Program and Policy Evaluation
CRJS 4467 Advanced Criminological Theories
CRJS 4476 Senior Seminar in Criminal Justice
CRJS 4477 Penology
CRJS 4916 Policing and Society
CRJS 4917 Criminal Investigation
CRJS 4926 Advanced Topics in Criminal Justice I
CRJS 4927 Advanced Topics in Criminal Justice II
CRJS 4937 Honours Seminar in Professional Development
DIGI 2306 Introduction to Computing Technologies For the Digital Humanities
DIGI 2405 Digital Lives: Studies in Media, Culture And Communication
DIGI 3047 Topics in Digital Culture
DIGI 4006 Project in Digital Humanities
ECON 1006 Introduction to Microeconomics
ECON 1007 Introduction to Macroeconomics
ECON 1127 Intro to Math for Economists
ECON 2006 Intermediate Microeconomic Theory
ECON 2007 Labour Economics
ECON 2016 Intermediate Macroeconomic Theory
ECON 2017 Money, Banking and the Canadian Financial System
ECON 2106 Managerial Economics
ECON 2126 Elementary Statistical Methods for Economists
ECON 3056 Economic and Management Decision Making
ECON 3066 Principles and Concepts of Economic Development
ECON 3067 Problems and Policies of Economic Development
ECON 3086 The Economics of Income and Wealth
ECON 3087 Selected Canadian Economic Policy Issues
ECON 3127 International Financial Management
ECON 3226 International Economics
ECON 4005 Research Project in Economics
ECON 4126 Special Topics in Economics I
ECON 4127 Special Topics in Economics II
EDUC 0106 Introduction to Teaching
EDUC 1010 NCADP Practicum I
EDUC 1011 Child Development
EDUC 1012 NCADP Primary Methods I
EDUC 1021 Language Arts I
EDUC 1022 NCADP Junior Methods I
EDUC 1031 Native Culture and Heritage
EDUC 1041 Behaviour Management Support
EDUC 1105 Primary Education, Part I
EDUC 1110 NSEADP Practicum I
EDUC 1112 NSEADP Methods I
EDUC 1122 NSEADP Methods II
EDUC 1145 Environmental Science/Environmental Studies
EDUC 1155 Music-Vocal (Primary-Junior), Part I

EDUC 1185 International Language (Spanish),Part I
EDUC 1215 Health and Physical Education (Primary and Junior), Part I
EDUC 1225 Teaching Students Who Are Deaf/Blind, Part I
EDUC 1235 Special Education, Part I
EDUC 1245 Kindergarten, Part I
EDUC 1255 Guidance and Career Education, Part I
EDUC 1265 Librarianship, Part I
EDUC 1275 Reading, Part I
EDUC 1295 Teaching Students Who Are Blind, Part I
EDUC 1335 Co-operative Education, Part I
EDUC 1415 Visual Arts, Part I
EDUC 1425 Dramatic Arts, Part I
EDUC 1436 Anishnaabemwin Curriculum I (formerly EDUC 1441)
EDUC 1441 The Ojibwe Curriculum Gr. 1-12 Part 1
EDUC 1442 Ojibwe Methodology Part 1
EDUC 1443 Education and Schooling/Educational Psychology/Special Education Part I
EDUC 1444 The Ojibwe Language Part 1
EDUC 1445 Technology and Learning Materials for Ojibwe 1
EDUC 1446 Ojibwe Team-Teaching 1
EDUC 1447 Observation and Practice Teaching (Ojibwe) 1
EDUC 1456 Anishnaabemwin Language I
EDUC 1495 Integration of Information and Computer Technology in Instruction, Part I
EDUC 1515 French As a Second Language, Part 1
EDUC 1526 Religious Education in the Roman Catholic Separate Schools
EDUC 1535 English As A Second Language, Part I
EDUC 1546 Anishnaabemwin Language Methodologies I
EDUC 1565 Mathematics, Primary and Junior, Part I
EDUC 1645 Teaching Writing, Part I
EDUC 1725 Alternative Education
EDUC 1735 Teaching Combined Grades
EDUC 1755 Geography, Grades 7 & 8
EDUC 1785 Mathematics, Grades 7 & 8
EDUC 2010 NCADP Practicum II
EDUC 2011 NCADP Primary Methods II
EDUC 2012 NCADP II Special Education I
EDUC 2013 Observation & Practice Teaching II (J/I)
EDUC 2021 NCADP Junior Methods II
EDUC 2031 Physical Education I
EDUC 2041 Language Arts II
EDUC 2051 Mathematics
EDUC 2061 Computers I
EDUC 2110 NSEADP Practicum II
EDUC 2111 NSEADP Methods III
EDUC 2112 Nseadp Special Education: Learning Disabilities and the Inclusive Classroom
EDUC 2121 NSEADP Methods IV
EDUC 2123 Observation and Practice Teaching II P/J (Primary/Junior)
EDUC 2145 Environmental Science, Part II
EDUC 2155 Music-Vocal (Primary-Junior), Part II
EDUC 2185 International Languages (Spanish), Part II

EDUC 2215 Health and Physical Education (Primary and Junior), Part II
EDUC 2225 Teaching Students Who Are Deaf/Blind, Part II
EDUC 2235 Special Education, Part II
EDUC 2245 Kindergarten, Part II
EDUC 2255 Guidance and Career Education, Part II
EDUC 2275 Reading, Part II
EDUC 2295 Teaching Students Who Are Blind, Part II
EDUC 2335 Co-operative Education, Part II
EDUC 2415 Visual Arts, Part II
EDUC 2436 Anishnaabemwin Curriculum II (formerly EDUC 2441)
EDUC 2441 The Ojibwe Curriculum Gr. 1-12 Part 2
EDUC 2442 Ojibwe Methodology Part 2
EDUC 2443 Education and Schooling/Education Psychology/Special Education Part 2
EDUC 2444 The Ojibwe Language Part 2
EDUC 2445 Technology and Learning Materials For Ojibwe 2
EDUC 2446 Ojibwe Team Teaching 2
EDUC 2447 Observation and Practice Teaching 2 (Ojibwe)
EDUC 2456 Anishnaabemwin Language II
EDUC 2495 Integration of Information and Computer Technology in Instruction, Part II
EDUC 2515 Didactique du francais langue seconde, partie II
EDUC 2535 English As A Second Language, Part II
EDUC 2546 Anishnaabemwin Language Methodologies II
EDUC 2565 Mathematics, Primary and Junior, Part II
EDUC 2645 Teaching Writing, Part II
EDUC 2745 Inclusive Classroom, Part II
EDUC 3011 NCADP Primary Methods III
EDUC 3012 NCADP III Special Education II
EDUC 3013 Observation & Practice Teaching III (Junior/Intermediate)
EDUC 3021 NCADP Junior Methods III
EDUC 3031 Physical Education II
EDUC 3041 Children's Literature
EDUC 3051 Music and Drama
EDUC 3061 Computers in the Classroom
EDUC 3112 Nseadp III Special Education: Behaviour
EDUC 3122 Nseadp III Special Education: the Slow Learner
EDUC 3123 Observation and Practice Teaching III (Primary/Junior)
EDUC 3132 Special Education: Technology and Learning
EDUC 3145 Environmental Science, Part III
EDUC 3155 Music-Vocal (Primary-Junior), Part III (Specialist)
EDUC 3215 Health and Physical Education (Primary and Junior), Part III
EDUC 3225 Teaching Students Who Are Deaf/Blind, Part III
EDUC 3235 Special Education, Part III (Specialist)
EDUC 3245 Kindergarten, Specialist
EDUC 3255 Guidance and Career Education, Part III
EDUC 3265 Librarianship, Part III (Specialist)
EDUC 3275 Reading, Part III (Specialist)
EDUC 3295 Teaching Students Who Are Blind, Part III
EDUC 3335 Co-operative Education, Part III (Specialist)
EDUC 3415 Visual Arts, Part III (Specialist)

EDUC 3425 Dramatic Arts, Part III (Specialist)
EDUC 3441 The Ojibwe Curriculum Gr. 1-12 Part 3
EDUC 3442 The Ojibwe Methodology, Part 3
EDUC 3443 Education and Schooling/Educational Psychology/Special Education Part 3
EDUC 3444 The Ojibwe Language Part 3
EDUC 3445 Technology and Learning Materials for Ojibwe 3
EDUC 3446 Ojibwe Team Teaching 3
EDUC 3447 Observation and Practice Teaching (Ojibwe) 3
EDUC 3495 Integration of Information and Computer Technology in Instruction, Part III
EDUC 3515 Didactique de francais langue seconde,partie III(Specialist)
EDUC 3535 English As A Second Language, Part III (Specialist)
EDUC 3565 Mathematics, Primary and Junior, Part III
EDUC 3745 Inclusive Classroom, Part III
EDUC 4000 Principal's Course, Part 1: The Principal as School Leader
EDUC 4005 Principal's Qualification Practicum Independent Study
EDUC 4010 Principal's Course Part II - The Principal and Change
EDUC 4013 Observation & Practice Teaching IV (junior/Intermediate)
EDUC 4015 Education in the Intermediate Division (ABQ): English
EDUC 4023 Observation & Practice Teaching V (junior/Intermediate)
EDUC 4035 Intermediate Division - Geography
EDUC 4045 Intermediate Division - History
EDUC 4055 Intermediate Division - Mathematics
EDUC 4065 Intermediate Division - Music Instrumental
EDUC 4075 Education in the Intermediate Division (ABQ): Health and Physical Education
EDUC 4085 Intermediate Division - Science General
EDUC 4095 Intermediate Division - Visual Arts
EDUC 4103 Educational Psychology & Special Education (Primary/Junior)
EDUC 4112 Language Arts - Part I (Primary/Junior)
EDUC 4113 Language Arts - Part II (Primary/Junior)
EDUC 4115 Education in the Intermediate Division - Religion
EDUC 4116 Language Arts - Part I (Junior/Intermediate)
EDUC 4117 Language Arts - Part II (Junior/Intermediate)
EDUC 4123 Observation and Practice Teaching IV (Primary/Junior)
EDUC 4128 Curriculum Methods II (Primary/Junior)
EDUC 4133 Observation and Practice Teaching V (Primary/Junior)
EDUC 4138 Curriculum Methods III (Primary/Junior)
EDUC 4146 Curriculum Studies 1 (P/J), Part I
EDUC 4147 Curriculum Studies 1 (primary/Junior) Part II
EDUC 4158 Curriculum Studies 2 (primary/Junior) Part I
EDUC 4159 Curriculum Studies 2 (primary/Junior) Part II
EDUC 4168 Curriculum Studies 3 (primary/Junior) Part I
EDUC 4169 Curriculum Studies 3 (primary/Junior) Part II
EDUC 4178 Curriculum Methods (primary/Junior) Part I
EDUC 4179 Curriculum Methods (P/J), Part II
EDUC 4186 Education and Schooling/Education Psychology (primary/Junior)
EDUC 4187 Education and Schooling/Special Education (primary/Junior), Part II
EDUC 4203 Educational Psychology & Special Educ. (Junior/Intermediate)
EDUC 4205 Outdoor Experiential Education
EDUC 4228 Curriculum Methods II (Junior/Intermediate)

EDUC 4238 Curriculum Methods III (Junior/Intermediate)
EDUC 4244 Visual Arts - Primary/Junior
EDUC 4254 Music Education - Primary/Junior
EDUC 4264 Health and Physical Education - Primary/Junior
EDUC 4274 Mathematics Education - Primary/Junior
EDUC 4284 Science Education - Primary/Junior
EDUC 4285 Science, Grades 7 & 8
EDUC 4294 Social Studies - Primary/Junior
EDUC 4308 Visual Arts - Junior/Intermediate
EDUC 4314 Music Education - Junior/Intermediate
EDUC 4324 Health and Physical Education - Junior/Intermediate
EDUC 4334 Mathematics Education - Junior/Intermediate
EDUC 4344 Science Education - Junior/Intermediate
EDUC 4345 History, Grades 7 & 8
EDUC 4354 Social Studies - Junior/Intermediate - Junior/Intermediate
EDUC 4385 Teaching in the Catholic School System
EDUC 4406 English (intermediate)
EDUC 4407 English (senior)
EDUC 4420 Honours Specialist: English
EDUC 4430 Honours Specialist - French (Second Language)
EDUC 4434 Curriculum Methods - I (Primary/Junior)
EDUC 4436 French As a Second Language (intermediate)
EDUC 4437 French As a Second Language (senior)
EDUC 4444 Curriculum Methods II (Primary/Junior)
EDUC 4446 Geography (Intermediate)
EDUC 4447 Geography (Senior)
EDUC 4450 Honours Specialist - History
EDUC 4456 History (Intermediate)
EDUC 4457 History (Senior)
EDUC 4465 Assessment and Evaluation for Adult Learners
EDUC 4466 Mathematics (Intermediate)
EDUC 4467 Mathematics (Senior)
EDUC 4474 Curriculum Methods I (junior/Intermediate)
EDUC 4475 Teaching Adults With Disabilities
EDUC 4484 Curriculum Methods II (junior/Intermediate)
EDUC 4485 Educational Technology for Adult Learners
EDUC 4486 Science I (intermediate)
EDUC 4495 Communication in Adult Education
EDUC 4505 Teaching and Learning Through E-Learning
EDUC 4515 Integrated Arts
EDUC 4520 Honours Specialist: Health and Physical Education
EDUC 4570 Honours Specialist: Business Studies
EDUC 4586 Religious Studies (Intermediate)
EDUC 4587 Religious Studies (Senior)
EDUC 4605 Education in the Primary Division
EDUC 4610 Education in the Senior Division (ABQ): English
EDUC 4615 Education in the Junior Division
EDUC 4620 Education in the Senior Division (ABQ): Computer Studies
EDUC 4630 Senior ABQ Business Studies-Accounting

EDUC 4640 Senior ABQ - Geography
EDUC 4650 Senior ABQ - History
EDUC 4660 Senior ABQ - Mathematics
EDUC 4661 Observation & Practice Teaching II (Primary/Junior)
EDUC 4664 Observation and Practice Teaching (primary/Junior)
EDUC 4670 Education in the Senior Division (ABQ): Health and Physical Education
EDUC 4671 Observation & Practice Teaching III (Primary/Junior)
EDUC 4674 Observation and Practice Teaching (primary/Junior)
EDUC 4680 Senior ABQ - Science (Biology)
EDUC 4681 Observation & Practice Teaching II (Junior/Intermediate)
EDUC 4685 Special Education for Administrators
EDUC 4686 Observation & Practice Teaching IV (Primary/Junior)
EDUC 4687 Observation & Practice Teaching V (primary/Junior)
EDUC 4690 Senior ABQ - Visual Arts
EDUC 4691 Observation & Practice Teaching III (Junior/Intermediate)
EDUC 4696 Observation & Practice Teaching IV (Junior/Intermediate)
EDUC 4697 Observation and Practice Teaching V (Junior/Intermediate)
EDUC 4700 Senior ABQ - Music (Instrumental)
EDUC 4701 Aboriginal Education in Canada
EDUC 4702 Teaching in French Immersion
EDUC 4705 Kindergarten
EDUC 4706 Kindergarten: Curriculum Theory And Practice
EDUC 4708 Business Studies General (Intermediate)
EDUC 4709 Business Studies General (Senior)
EDUC 4710 Senior ABQ - Science (Physics)
EDUC 4711 Teaching with Children's Literature
EDUC 4712 Special Topics in Education
EDUC 4714 Practicum I
EDUC 4716 Legal and Social Foundations of Education
EDUC 4717 Language and Literacies for the Primary and Junior Divisions
EDUC 4718 Computer Studies (intermediate)
EDUC 4719 Computer Science (Senior)
EDUC 4720 Senior ABQ - Science (Chemistry)
EDUC 4721 Educating Young Children-The Early Years
EDUC 4722 Family-School Partnerships: Bridging the Gap Between Home and School Literacies
EDUC 4726 Diversity and Inclusion
EDUC 4727 Emergent and Early Literacy for the Primary/Junior Divisions
EDUC 4728 English (Intermediate)
EDUC 4729 English (Senior)
EDUC 4731 Early Numeracy
EDUC 4732 Teaching Students With Learning Disabilities
EDUC 4735 Teaching Students With Behavioural Needs
EDUC 4736 Introduction to Curriculum Design and Teaching
EDUC 4737 Health & Physical Education for the Primary and Junior Divisions
EDUC 4738 French As a Second Language (Intermediate)
EDUC 4739 French Second Language (senior)
EDUC 4740 Education in the Senior Division (ABQ): Social Sciences - General
EDUC 4741 Mobile Technology Enriched Teaching & Learning (mTETL)
EDUC 4742 Teaching Students Who Are Gifted

EDUC 4746 Assessment, Evaluation and Communication of Student Learning
EDUC 4747 Mathematics for the Primary and Junior Divisions
EDUC 4748 Geography (Intermediate)
EDUC 4749 Geography (Senior)
EDUC 4751 Teaching English Language Learners
EDUC 4752 Understanding First Nations, Metis, and Inuit Students with Exceptionalities
EDUC 4756 Curriculum Design & Inquiry
EDUC 4757 Music for the Primary and Junior Divisions
EDUC 4758 Health and Physical Education (Intermediate)
EDUC 4759 Health & Physical Ed (Senior)
EDUC 4761 Environmental Education Across the Curriculum
EDUC 4762 Proactive and Inclusive Classroom Management
EDUC 4766 Technology Enriched Teaching and Learning (TETL)
EDUC 4767 Science and Technology for the Primary and Junior Divisions
EDUC 4768 History (Intermediate)
EDUC 4769 History (Senior)
EDUC 4771 Environmental Science
EDUC 4772 Teaching in Ontario Catholic Schools
EDUC 4776 Special Needs of Students
EDUC 4777 Social Studies for the Primary and Junior Divisions
EDUC 4778 Mathematics (Intermediate)
EDUC 4779 Mathematics (Senior)
EDUC 4780 Education in the Senior Division-Religion Education in the Senior Division Religious Studies
EDUC 4781 Imagination Creativity Education in the 21st Century Classroom
EDUC 4785 Teaching Students With Intellectual Needs (giftedness)
EDUC 4787 Visual Arts for the Primary and Junior Divisions
EDUC 4788 Music-Instrumental (Intermediate)
EDUC 4789 Music-Instrumental (Senior)
EDUC 4790 Education in the Senior Division-French
EDUC 4791 Integrated Curriculum
EDUC 4798 Religious Education (Intermediate)
EDUC 4799 Religious Education (Senior)
EDUC 4801 International Teaching
EDUC 4806 English Language Learners (ELL/ESL)
EDUC 4807 International Teaching
EDUC 4808 Science-General (Intermediate)
EDUC 4809 Science-Biology (Senior)
EDUC 4811 Literacy Assessment
EDUC 4816 Application of Multimedia Technology In Education
EDUC 4817 Health and Physical Education for the Junior and Intermediate Divisions
EDUC 4818 Visual Arts (Intermediate)
EDUC 4819 Science-Chemistry (Senior)
EDUC 4821 Media Arts
EDUC 4826 Exclusion to Inclusion: Imagination and Creativity in the 21st Century Classroom
EDUC 4827 Mathematics for the Junior and Intermediate Divisions
EDUC 4829 Science-Physics (Senior)
EDUC 4831 Mental Health in Schools
EDUC 4837 Music for the Junior/Intermediate Divisions
EDUC 4839 Visual Arts (Senior)

EDUC 4841 Teaching Vocal Music
EDUC 4847 Science and Technology for the Junior and Intermediate Divisions
EDUC 4851 Living, Teaching, and Learning with New Literacies
EDUC 4855 Practicum II
EDUC 4857 Social Studies for the Junior and Intermediate Divisions
EDUC 4858 Community Leadership Experience
EDUC 4861 Teaching, Learning, and Being in the Outdoors
EDUC 4867 Visual Arts for the Junior and Intermediate Divisions
EDUC 4871 Philosophy
EDUC 4875 Teaching Students With Communication Needs (autism Spectrum Disorder)
EDUC 4877 Language and Literacies for the Intermediate and Senior Divisions
EDUC 4881 Politics
EDUC 4887 Mathematics for the Intermediate and Senior Divisions
EDUC 4891 Social Justice & Equity
EDUC 4897 Language & Literacies for the Junior and Intermediate Divisions
EDUC 4916 Outdoor and Experiential Education
EDUC 4946 History, Policy and Aboriginal Education
EDUC 4947 Understanding Indigenous Pedagogies
EDUC 4986 Education of Native Canadians
EDUC 4997 Data-based Decision Making
EDUC 5115 Research Paper
EDUC 5116 Principles of Curriculum and Instruction
EDUC 5126 Theories of Learning
EDUC 5136 Models of Teaching
EDUC 5146 Reflective Practice
EDUC 5156 History of Education in Canada
EDUC 5157 Survey of Research Methods
EDUC 5166 Critical Pedagogy and Approaches to Democratic Education
EDUC 5176 Education Law in Schools
EDUC 5186 Research Project and Seminar
EDUC 5196 Understanding Education
EDUC 5236 Curricular Strategies
EDUC 5237 Educating for Environmental Sustainability
EDUC 5246 Curriculum Issues
EDUC 5247 Issues in Mathematics Education
EDUC 5256 Evaluation of Curriculum and Instruction (formerly Program Evaluation)
EDUC 5257 Transitions in Education: Contemporary Issues
EDUC 5266 Holistic Education
EDUC 5276 Educational Representations in Popular Culture
EDUC 5286 Narrative Inquiry in Teaching, Learning and Research
EDUC 5296 New Literacies: Making Multiple Meanings
EDUC 5316 Organizational Theory
EDUC 5326 Organizational Management
EDUC 5336 Educational Leadership
EDUC 5337 Conceptions of Student Risk and Resilience, and Educational Leadership
EDUC 5346 Interpersonal Relations in Administration
EDUC 5356 Supervision of Instruction
EDUC 5366 Safe Schools
EDUC 5376 Ethics, Values, and Decision-Making In Education & Schooling

EDUC 5416 Developing Curriculum for Adult Learning
EDUC 5417 Alternative Schooling
EDUC 5426 Models and Theories of Reading Across the Lifespan
EDUC 5436 Early Literacy
EDUC 5437 Special Topics in Education
EDUC 5454 Master's Thesis
EDUC 5456 Issues in Special Education
EDUC 5466 Adults as Learners
EDUC 5476 Mentoring As Supportive Practice
EDUC 5486 Independent Study
EDUC 5496 Meanings of Literacy: Theory Into Practice
EDUC 5516 Information and Communication Technology In Education
EDUC 5536 Issues in First Nations Education
EDUC 5546 Assessment of Learning
EDUC 5586 Research Themes in Second Language Education
EDUC 5616 Assessment in Special Education
EDUC 5617 Readings in Special Education
EDUC 5626 Foundations in Special Education
EDUC 5636 Mental Health Issues in School Populations
EDUC 5637 Integrated Approaches to Language Curriculum
EDUC 5646 Creativity and Learning
EDUC 5676 Qualitative Approaches to Educational Research
EDUC 5677 Quantitative Approaches to Educational Research
EDUC 5687 Comparative and International Education.
EDUC 5736 Teaching and Learning Through The Arts
EDUC 5747 Inquiry Through the Arts: Research Methodologies and Methods
EDUC 6116 Critical Conversations in Educational Research
EDUC 6117 Critical Conversation in Educational Theory
EDUC 6118 Inquiry-Based Growth & Development In Educational Sustainability
EDUC 6126 Doctoral Seminar
EDUC 6127 PhD Comprehensive Exam
EDUC 6999 PhD Dissertation
ENGL 1006 Topics in Literature
ENGL 1007 Topics in Literature
ENGL 1016 Topics in Literature
ENGL 1017 Topics in Literature
ENGL 1026 Topics in Literature
ENGL 1027 Topics in Literature
ENGL 1036 Topics in Literature
ENGL 1037 Topics in Literature
ENGL 1551 Language & Written Communication: English 2nd Language I
ENGL 1552 Language & Written Communication: English 2nd Language II
ENGL 2001 Sex, Death, and Textuality
ENGL 2002 Culture in Crisis
ENGL 2006 British Literature Before 1800
ENGL 2007 British Literature After 1800
ENGL 2011 Short Stories: Snapshots of Life
ENGL 2015 Theatre Production: Practice and Theory
ENGL 2056 North American Drama

ENGL 2057 World Drama
ENGL 2116 Texts and Intertexts
ENGL 2127 The Bible As Cultural Text
ENGL 2207 Gender, Literature and Culture
ENGL 2256 Double Agents: Canadian Literature before 1914
ENGL 2257 Hyphenated-Canadians: Canadian Literature after 1914
ENGL 2266 Adventurers, Outlaws, or Pioneers of the Frontier: Early American Literature
ENGL 2267 "Make It New": Contemporary American Literature
ENGL 2446 Children's Literature Before 1914
ENGL 2447 Children's Literature After 1914
ENGL 2535 Shakespeare
ENGL 2536 Shakespeare Before 1600
ENGL 2537 Shakespeare After 1600
ENGL 2605 Cultural Studies
ENGL 2616 Topics in Visual Storytelling
ENGL 2617 Representing Conflict
ENGL 2626 Topics in Speculative Fiction
ENGL 3036 Topics in Media Studies
ENGL 3047 Topics in Digital Culture
ENGL 3056 Topics in Canadian Literature
ENGL 3066 Get Smart: Strategies for Understanding Culture
ENGL 3096 Bawdy Politics: Writing the Restoration
ENGL 3097 Vice and Folly: The Age of Satire, 1660-1730
ENGL 3126 Writing for Mass Media: Challenging Popular Forms
ENGL 3127 Writing for Digital Media: From Tweeting to Establishing a Professional Online Presence
ENGL 3146 Topics in Postcolonial Literature
ENGL 3176 Falling Apart: British Literature 1900-1950
ENGL 3177 Contemporary British Literature, 1950 and Beyond
ENGL 3196 Dangerous Liaisons: The 18th-Century Novel
ENGL 3217 Topics in Literature, Culture, and Sexuality
ENGL 3246 Desire and Identity in Early Modern Literature
ENGL 3247 Transgressing Boundaries in Early Modern Literature
ENGL 3276 Native Literatures of North America North America
ENGL 3277 Topics in the Native Literatures of North America
ENGL 3346 The Romantics
ENGL 3347 The Victorians
ENGL 3486 Topics in Genre
ENGL 3487 Topics in Poetic Genres
ENGL 3496 Topics in Dramatic Genres
ENGL 3497 Topics in Prose Genres
ENGL 3516 Creative Writing: Poetry
ENGL 3517 Creative Writing: Prose Fiction
ENGL 3525 Rise and Development of the Novel Literature
ENGL 3606 Popular Culture
ENGL 3617 Popular Fiction
ENGL 4506 Honours Seminar: Advanced Studies in Early Modern Literature
ENGL 4507 Honours Seminar: Advanced Studies in Eighteenth-Century Literature
ENGL 4516 Honours Seminar: Advanced Studies in Nineteenth-Century Literature
ENGL 4517 Honours Seminar: Advanced Studies in Twentieth-Century Literature

ENGL 4527 Honours Seminar: Advanced Studies in Genre
ENGL 4536 Honours Seminar: Advanced Cultural Studies
ENGL 4537 Honours Seminar: Advanced Studies in North American Literatures
ENGL 4546 Honours Seminar: Advanced Studies in Language and Rhetoric
ENGL 4547 Honours Seminar: Advanced Studies in Contemporary Literature
ENGL 4556 Honours Seminar: Advanced Studies in Drama
ENGL 4686 Honours Seminar: Advanced Studies in Children's Literature
ENGL 4695 Honours Essay
ENGL 4795 Creative and Critical Writing Honours Essay
ENGL 4886 Honours Seminar: Advanced Studies In Digital Culture
ENGL 4896 Honours Seminar: Advanced Studies in Canadian Literature
ENSC 1005 An Introduction to Environmental Science
ENSC 2006 Global and International Topics in Environmental Science
ENSC 2007 Canadian Topics in Environmental Science
ENSC 3006 Environmental Interpretation & Communication
ENSC 3007 Environmental Issues in Forestry
ENST 5027 Spatial Computing
ENST 5115 Major Research Paper
ENST 5115 Major Research Paper
ENST 5116 Perspectives on the Environment
ENST 5117 Methods of Inquiry in Environmental Research
ENST 5126 Geomatics for MES/MESc Graduate Students
ENST 5216 Topics: Environmental Science
ENST 5316 Remote Sensing for Environmental Monitoring
ENST 5317 Topics in Forest Ecology and Management
ENST 5326 Topics in Watershed Analysis and Modeling
ENST 5327 Topics in Aquatic Behavioural Ecology
ENST 5336 Topics in the Environmental History of Land and Subsistence
ENST 5346 Watershed Governance
ENST 5347 Special Topics in MES/MESc
ENST 5454 Master's Thesis
ENST 5656 Chemical Approaches to Air and Water Pollutants
FILM 1006 Introduction to Film
FILM 1007 The Moving Image
FILM 2105 World Cinema
FILM 2215 Spanish/Latin American Film
FILM 2305 Women in Cinema
FILM 2306 Film Genre: Horror Films
FILM 2307 Film Genre: Sci-Fi and Fantasy Films
FILM 2845 The Director's Cinema
FINC 2116 (formerly ADMN 2116) Management of Financial Institutions
FINC 2406 Principles of Finance with Excel
FINC 3116 (formerly ADMN 3116) Financial Management I
FINC 3117 (formerly ADMN 3117) Financial Management II
FINC 3316 (formerly ADMN 3316) Investments
FINC 3907 (formerly ADMN 3907) Insurance and Risk Management
FINC 4116 (formerly ADMN 4116) Fundamentals of Financial Derivatives
FINC 4706 Financial Portfolio and Wealth Management
FINC 4917 Entrepreneurial Finance

FAVA 1008 Arts Practice: Drawing
FAVA 1009 Arts Practice: Printmaking
FAVA 1026 Studio Foundations
FAVA 1027 Contemporary Studio Practice
FAVA 1206 Art History I
FAVA 1207 Art History II
FAVA 2006 Observational Drawing
FAVA 2007 Expressive Drawing
FAVA 2026 Painting: Historical Methods and Material
FAVA 2027 Painting: Contemporary Methods and Materials
FAVA 2046 Sculpture: Modelling and Replication
FAVA 2047 Sculpture II
FAVA 2086 Drawing From Life
FAVA 2126 Printmaking: Screenprinting
FAVA 2127 Printmaking: Lithography
FAVA 2226 Printmaking: Intaglio
FAVA 2227 Printmaking: Relief
FAVA 2236 Art Against the Academy
FAVA 2237 Modern Art and Architecture
FAVA 2246 Art and Narrative
FAVA 2247 Art and Mythology
FAVA 2266 Sex and Visual Art
FAVA 2276 Visualizing Canada Pre-1900
FAVA 2277 Arts and Culture in Modern and Contemporary Canada
FAVA 2406 Drawing: Image and Ideation
FAVA 2407 Painting: Memory, Imagination and Narrative
FAVA 2416 Sculpture: Carving and Reduction
FAVA 2417 Sculpture: Material and Structure
FAVA 2426 Digital Photography
FAVA 2427 Video and Time-Based Media
FAVA 2506 Figure Study
FAVA 2507 Art Abroad
FAVA 2516 Community-Based Practice
FAVA 3046 Critical Theories of Art History and Visual Studies
FAVA 3056 Advanced Painting
FAVA 3057 Explorations in Painting
FAVA 3096 Drawing: Contemporary Approaches
FAVA 3097 Explorations in Drawing
FAVA 3106 Interdisciplinary Practice
FAVA 3136 Advanced Printmaking
FAVA 3137 Mixed Print Media
FAVA 3146 Explorations in Sculpture
FAVA 3147 Extended Sculpture Practice
FAVA 3156 Explorations in Digital Media
FAVA 3346 Theoretical Issues in Contemporary Art
FAVA 4066 Issues in Curation and Museum Representation
FAVA 4067 Special Topics in Art History and Visual Studies
FAVA 4125 Directed Studio Research and Professional Practice

FREN 1106 Introductory French I
FREN 1107 Introductory French II
FREN 2006 Français intermédiaire I
FREN 2007 Français intermédiaire II
FREN 2106 Histoire générale des littératures et des cultures d'expression française I
FREN 2107 Histoire générale des littératures et des cultures d'expression française II
FREN 2206 La littérature canadienne-française
FREN 2207 La littérature française pour la jeunesse
FREN 2306 Compétence en communication orale
FREN 2707 Culture française
FREN 3006 Français avancé I
FREN 3007 Français avancé II
FREN 3106 Grammaire appliquée du français oral et écrit I
FREN 3107 Grammaire appliquée du français oral et écrit II
FREN 3207 Composition française
FREN 3307 Communication d'affaires
FREN 3407 Expression orale et l'art dramatique français
GEND 1006 Introduction to Gender, Power & Justice
GEND 1007 Selected Topics in Gender Equality and Social Justice
GEND 1025 Introduction to Gender Equality and Social Justice
GEND 2026 Makeover Culture
GEND 2036 Gender and Environmental Justice
GEND 2047 Gender and Social Media
GEND 2056 Selected Topics in Culture & Criticism
GEND 2057 Selected Topics in Human Rights and Social Justice
GEND 2066 Race, Colonization and Indigeneity
GEND 2076 Religion and Colonization
GEND 2086 Animal Rites
GEND 2147 Bodies, Borders, and Belonging
GEND 2155 Selected Topics in Power and Inequality
GEND 2157 Case Studies in Gender and the Law
GEND 2166 Women, Media and Representation
GEND 2175 Social Justice in Practice (Practicum)
GEND 2187 International Human Rights
GEND 2206 Sex, Body and Identity
GEND 2217 Gender and the Media: Themes and Controversies
GEND 2226 Case Studies in Violent Conflict
GEND 2276 Kid Media
GEND 2277 Genocide and Mass Violence in Rwanda
GEND 2305 Women in Cinema
GEND 2306 Art and Social Justice
GEND 2506 Global Gender Issues
GEND 2516 Race, Law and Violence
GEND 3026 Women and World Religions
GEND 3036 Global Social Movements
GEND 3046 Queer Media
GEND 3047 Deconstructing Nature
GEND 3055 Selected Topics (Advanced) in Culture and Criticism
GEND 3056 Selected Topics (advanced) in Power and Inequality

GEND 3057 Selected Topics in Human Rights and Social Justice
GEND 3066 Invasion and Resistance
GEND 3067 HIV/AIDS Health and Social Change
GEND 3116 The Curse of the Fallen Woman: Women and Western Religions
GEND 3117 Gender, Sex, and the Bible
GEND 3127 Gender, Globalization and Human Rights
GEND 3136 Masculinities and Power
GEND 3205 Philosophy of Sex and Love
GEND 3207 The United Nations and the Responsibility to Protect
GEND 3227 Justice After Atrocity
GEND 3306 Ideas of Power
GEND 4005 Honours Essay
GEND 4205 Honours Seminar
GSCI 1010 Contemporary Physical Science
GEOG 1016 Introduction to Human Geography
GEOG 1017 Introduction to Physical Geography
GEOG 2017 Introduction to Geomatics
GEOG 2026 Introduction to Quantitative Methods
GEOG 2106 Geomorphology
GEOG 2107 Climatology
GEOG 2126 Physical Hydrology
GEOG 2136 Cultural Geography
GEOG 2137 Social Geography
GEOG 2226 Environment and Society
GEOG 3016 Field Techniques in Geography
GEOG 3026 Geography of Developing Countries
GEOG 3056 Spatial Analysis Using GIS
GEOG 3057 Environmental Geomorphology
GEOG 3066 Remote Sensing of the Environment
GEOG 3076 Regional Geography of Africa
GEOG 3086 Principles of Biogeography
GEOG 3096 Environmental Hydrology
GEOG 3106 Impact Assessment for Resource Management
GEOG 3126 Geographies of Agriculture
GEOG 3136 Global Economic Geographies
GEOG 3206 Urban Growth and Development
GEOG 3207 The Internal Structure of the City
GEOG 3217 Political Geography and Development
GEOG 3236 Geography of Environment and Health
GEOG 3306 Population Geography
GEOG 3316 Geography of Health and Health Care
GEOG 3356 Introduction to International Development
GEOG 3397 Introductory Soil Science
GEOG 3406 A Geography of Canada
GEOG 3436 Earth Resources
GEOG 3606 A Geography of Western Europe
GEOG 3706 A Geography of Russia and the Eurasian Republics (formerly GEOG 2706)
GEOG 3707 A Geography of Eastern Europe (formerly GEOG 2707)
GEOG 3906 Selected Topics

GEOG 4026 Political Ecology
GEOG 4027 Spatial Computing
GEOG 4057 Topics in GIS Applications
GEOG 4066 Topics in Remote Sensing Applications
GEOG 4087 Advanced Biogeography
GEOG 4106 Terrain Analysis
GEOG 4116 Pleistocene and Glacial Geomorphology
GEOG 4126 Applied Hydrology for Snow and Ice Environments
GEOG 4127 Lake and Wetland Environments
GEOG 4227 Themes in Social and Cultural Geography
GEOG 4237 Urban Health
GEOG 4247 Environmental Modeling
GEOG 4317 Issues in Global Economic Geographies
GEOG 4437 Hazards Geography
GEOG 4777 Water Governance
GEOG 4806 Natural Resource Development in Regional Planning
GEOG 4807 Natural Resource Management
GEOG 4816 Landscapes and Urban Planning
GEOG 4817 Urban Land Use Planning in Canada
GEOG 4906 Selected Topics in Physical Geography
GEOG 4907 Selected Topics in Human Geography
GEOG 4976 Geography Field Camp
GEOG 4986 Directed Studies
GEOG 4995 Senior Seminar and Thesis
GEOL 1006 The Earth's Interior
GEOL 1007 Surficial Geology
GEOL 1031 The Earth's Interior for Non-Science
GEOL 1032 Surficial Geology for Non-Science
HIST 1006 Introduction to Historical Studies
HIST 1007 The Second World War
HIST 1016 Introduction to Historical Studies
HIST 1106 Introduction to Historical Studies
HIST 1107 Introduction to Historical Studies
HIST 1206 Introduction to Genocide
HIST 1405 Power and Resistance in Canada's Past
HIST 2005 Canadian Social History
HIST 2106 Foundations of the Medieval World (315-1054)
HIST 2107 Order and Disorder in the Later Middle Ages (1054-1378)
HIST 2136 Peace, Order and Good Government: State and Society in Canada
HIST 2137 The Global Cold War
HIST 2146 Making Modern Britain, 1760-1914
HIST 2156 Honour and Worship in Europe, 1400-1600: Ritual, Status, and Culture
HIST 2157 Dealing With Diversity in Europe, 1600-1800: Tolerance and Intolerance
HIST 2166 Survival: Canada in Global Environmental History
HIST 2167 Bodies and Nature in the Environmental Era
HIST 2226 The Making of Modern Europe: From Revolution to Total War 1789-1914
HIST 2227 The Making of Modern Europe: From Total War to Revolution 1914 - 1991
HIST 2336 The Vietnam War
HIST 2366 Family and Society in Canada

HIST 2516 Intro to American History
HIST 2517 Race and Racism in America
HIST 3036 Topics in the History of Canadian Culture and Identity
HIST 3106 Modern France
HIST 3116 Topics in European Or World History I
HIST 3117 Topics in European or World History II
HIST 3126 Topics in European Or World History III
HIST 3127 Topics in European Or World History IV
HIST 3136 Selected Topics in Women's and Gender History
HIST 3137 Crusade and Jihad
HIST 3146 Topics in Canadian History
HIST 3147 Topics in Canadian History
HIST 3196 Canada in the Twentieth Century: Selected Problems
HIST 3206 Furs, Fords and Free Trade: Business in Canadian History
HIST 3217 Topics in Nineteenth Century Canadian History
HIST 3226 Topics in Canadian Regional History
HIST 3246 History of Quebec Since 1760
HIST 3256 History of Ontario: Selected Topics I
HIST 3257 History of Ontario: Selected Topics II
HIST 3267 Food, Land and Subsistence in Human History
HIST 3276 Topics in Environmental History
HIST 3286 Taking Liberties: Human Rights in Canadian History
HIST 3287 Canadian Working Class History
HIST 3346 First Nations in Historical Perspective
HIST 3355 History of Women in Canada
HIST 3357 British North America
HIST 3406 Themes in the Social History of Modern Britain
HIST 3417 War and Peace in the 20th Century
HIST 3426 England 1460-1560
HIST 3427 Crown, Community and Conflict in Britain, 1560–1660
HIST 3517 Topics in American History
HIST 3567 Slavery and the American Civil War
HIST 3576 America in the Colonial Era II
HIST 3577 The American Revolution and Early Republic, 1763-1825
HIST 3626 Interwar Europe: Fascism and the Radical Right, 1918-1945
HIST 3627 Post 1945 Europe
HIST 3705 The Holocaust: Nazi Germany, World War II and the Genocide of European Jews
HIST 3716 Russian History From Kievan Rus' To the Russian Revolutions of 1917
HIST 3717 Russian-Soviet History From 1917 to 1991
HIST 3805 History of Islamic Civilization
HIST 3816 Canada in the World
HIST 3926 History and Historians: Ideas and Methods
HIST 3936 History of Sexuality in Western Societies I
HIST 3937 History of Sexuality in Western Societies II: Transformations of Modernity
HIST 3946 History of Sport in Canada
HIST 3947 Sport and Spectacle in Modern Society
HIST 4015 Directed Studies
HIST 4055 Research Project
HIST 4185 Canada in the Twentieth Century

HIST 4255 Victoria's Britain: Gender, Class and Culture in the Age of Empire
HIST 4335 Topics in American History
HIST 4385 Gender in Canadian History
HIST 4435 Sexuality and Gender in Europe, 1300–1600
HIST 4485 Land & Subsistence
HIST 4495 Britain in the Twentieth Century
HIST 4505 Topics in Medieval History
HIST 4605 Special Topics
HIST 4607 Special Topics
HIST 4615 Special Topics
HIST 4617 Special Topics
HIST 4625 Special Topics
HIST 4627 Special Topics
HIST 4665 Twentieth Century International History to 1953
HIST 4805 War and Genocide in the Twentieth Century
HIST 4815 The Third Reich
HIST 4817 The Third Reich
HIST 5006 Methods in Historical Research I
HIST 5007 Methods in Historical Research II
HIST 5106 Canadian History
HIST 5107 Canadian History
HIST 5116 Canadian History
HIST 5206 European History
HIST 5207 European History
HIST 5216 European History
HIST 5306 International History
HIST 5307 International History
HIST 5316 International History
HIST 5406 Gender History
HIST 5407 Gender History
HIST 5416 Gender History
HIST 5506 Directed Studies
HIST 5995 Major Research Paper
KINE 5006 Research Methods in Kinesiology
KINE 5007 Statistics in Kinesiology
KINE 5016 Sensory-Movement Behaviour
KINE 5017 Biomechanics and Ergonomics
KINE 5026 Sport, Exercise, and Performance Psychology
KINE 5027 Health Promotion
KINE 5036 Behavioural Medicine
KINE 5037 Advanced Cardiovascular and Environmental Exercise Physiology
KINE 5046 Independent Research Project in Selected Topics
KINE 5047 Directed Readings in Kinesiology
KINE 5106 Special Topics in Kinesiology
KINE 5206 Integrative Seminar in Kinesiology
KINE 5453 Research Thesis
INTD 1005 Introduction to Disciplinary Studies
INTD 2005 Introduction to Interdisciplinary Analysis
INTD 3005 Applied Interdisciplinarity: Solving Wicked Problems

MKTG 1126 Marketing Concepts
MKTG 2127 Marketing for Managers
MKTG 2417 Communication - Selling and Sales Management
MKTG 3126 Consumer Behaviour
MKTG 3206 Sport Marketing
MKTG 3316 Communications - Public Relations
MKTG 3416 Communications - Advertising And Promotion
MKTG 3417 International Marketing
MKTG 3436 Social Marketing
MKTG 3437 Product and Brand Management
MKTG 4406 Applied Marketing Management
MKTG 4426 Services Marketing Management
MKTG 4427 Business-To-Business Marketing
MKTG 4436 Innovative Approaches in Marketing
MATH 1036 Calculus I
MATH 1037 Calculus II
MATH 1046 Introductory Linear Algebra
MATH 1056 Discrete Mathematics I
MATH 1070 Fundamental Concepts of Mathematics for Teachers
MATH 1257 Technical Statistics
MATH 1911 Finite Mathematics
MATH 1912 Elementary Calculus
MATH 1922 Mathematics of Data Management
MATH 2036 Advanced Calculus I
MATH 2037 Advanced Calculus II
MATH 2046 Advanced Linear Algebra I
MATH 2056 Discrete Mathematics II
MATH 2076 Probability & Statistics I
MATH 2116 Geometry
MATH 2216 Introduction to Computational Geometry
MATH 2306 History of Mathematics
MATH 2386 Problem Solving
MATH 3126 Number Theory
MATH 3127 Combinatorics & Graph Theory
MATH 3136 Real Analysis I
MATH 3137 Real Analysis II
MATH 3146 Complex Analysis I
MATH 3156 Algebra I
MATH 3157 Algebra II
MATH 3166 Topology
MATH 3226 Introduction to Stochastic Processes
MATH 3256 Operations Research
MATH 3266 Differential Equations I
MATH 3267 Differential Equations II
MATH 3276 Probability and Statistics II
MATH 3286 Mathematics of Finance
MATH 3296 Mathematical Modeling
MATH 3396 Selected Topics I
MATH 3397 Selected Topics II

MATH 4016 Numerical Methods II
MATH 4036 Measure Theory
MATH 4046 Advanced Applications of Probability and Statistics
MATH 4086 Functional Analysis
MATH 4246 Optimization
MATH 4496 Senior Research Project I
MATH 4497 Senior Research Project II
MATH 5036 Measure Theory
MATH 5056 Algebra
MATH 5066 General Topology
MATH 5067 Introduction to Algebraic Topology
MATH 5086 Functional Analysis
MATH 5236 Advanced Numerical Methods
MATH 5237 Computational Topology
MATH 5246 Optimization
MATH 5247 Cryptography and Coding Theory
MATH 5256 Graph Theory
MATH 6001 Major Research Paper Mathematics
MATH 6100 Thesis in Mathematics
MATH 6101 Selected Topics in Pure Mathematics
MATH 6201 Selected Topics in Computational Mathematics
NATI 1005 Madjitang, in the Beginning...An Intro. to Native Studies
NATI 1306 Anishinaabemowin Ojibwe 1
NATI 1307 Anishinaabemowin Ojibwe 2
NATI 2005 Native Kinships with Environment
NATI 2025 Native Creativity and the Arts
NATI 2905 Native Philosophy
NATI 3005 Native Spirituality and Religions
NATI 3406 Colonialism in First Nations' Communities
NATI 3407 Social Development in First Nations' Communities
NATI 3567 Ethnobotany
NATI 3606 Special Topics in Native Studies - I
NATI 3607 Special Topics in Native Studies - II
NURS 1006 Professional Self-Awareness
NURS 1016 Nursing and Health
NURS 1017 Aging and Health
NURS 1026 Clinical Practicum - Nursing Healthy Individuals
NURS 1027 Clinical Practicum - Nursing Older Adults
NURS 1037 Health Assessment
NURS 1176 Generativity and Life Inquiry
NURS 1187 Generativity and Life Reflection
NURS 1195 Generativity and Life Transformative Practicum
NURS 1276 Functionality of Mind, Body and Spirit I
NURS 1287 Functionality of Mind, Body, and Spirit Reflection
NURS 1295 Functionality of Mind, Body and Spirit Transformative Practicum
NURS 2007 Concepts in Mental Health Nursing
NURS 2016 Health Challenges
NURS 2017 Concepts in Maternity and Pediatric Nursing
NURS 2026 Clinical Practicum - Nursing in the Acute Care Setting

NURS 2028 Clinical Practicum: Nursing in Specialized Settings: Mental Health
NURS 2029 Clinical Practicum: Nursing in Specialized Settings: Women and Children
NURS 2037 Pharmacology
NURS 2047 Professional Foundations in Nursing
NURS 2106 Clinical Practicum - RPN to BScN
NURS 2107 Reflective Practice -RPN to BScN
NURS 2376 Hope and Possibility Inquiry
NURS 2387 Hope and Possibility Reflection
NURS 2395 Hope and Possibility Transformative Practicum
NURS 2476 Experiential Integration Inquiry
NURS 2487 Experiential Integrative Reflection
NURS 2495 Experiential Integration Transformative Practicum
NURS 2526 Pathophysiology
NURS 3006 Nursing Theories
NURS 3007 Community Health Nursing
NURS 3016 Family Nursing
NURS 3026 Clinical Practicum - Family Nursing in Diverse Settings
NURS 3027 Clinical Practicum - Nursing Communities and Populations
NURS 3036 Transcultural Nursing
NURS 3576 Retooling and Redesign Inquiry
NURS 3587 Retooling and Redesign Reflection
NURS 3595 Retooling and Redesign Transformative Practicum
NURS 3676 Challenging the System Inquiry
NURS 3687 Challenging the System Reflection
NURS 3695 Challenging the System Transformative Practicum
NURS 4006 Nursing Informatics
NURS 4007 Leadership & Management in Nursing
NURS 4016 Research in Nursing and Health
NURS 4017 Current Issues in Nursing
NURS 4026 Clinical Practicum - Advanced Nursing Practice
NURS 4027 Clinical Practicum - Preceptorship
NURS 4036 Complex Health Challenges
NURS 4057 Special Topics in Nursing
NURS 4426 Transitions: Introduction to Canadian Healthcare
NURS 4446 Concepts and Strategies in Gerontological Nursing
NURS 4447 Concepts and Strategies in Pediatric Nursing
NSGD 2007 Concepts in Mental Health Nursing
NSGD 2016 Health Challenges
NSGD 2017 Concepts in Maternity and Pediatric Nursing
NSGD 2028 Clinical Practicum: Nursing in Specialized Settings: Mental Health
NSGD 2029 Clinical Practicum: Nursing in Specialized Settings: Women and Children
NSGD 2047 Professional Foundations in Nursing
NSGD 2106 Clinical Practicum - RPN to BScN
NSGD 2107 Reflective Practice - RPN to BScN
NSGD 3006 Nursing Theories
NSGD 3007 Community Health Nursing
NSGD 3016 Family Nursing
NSGD 3026 Clinical Practicum - Family Nursing in Diverse Settings
NSGD 3027 Clinical Practicum - Nursing Communities and Populations

NSGD 3036 Transcultural Nursing
NSGD 4006 Nursing Informatics
NSGD 4007 Leadership & Management in Nursing
NSGD 4016 Research in Nursing and Health
NSGD 4017 Current Issues in Nursing
NSGD 4026 Clinical Practicum - Advanced Nursing Practice
NSGD 4027 Clinical Practicum - Preceptorship
NSGD 4036 Complex Health Challenges
ORGS 1136 Introduction to Organizational Behaviour
ORGS 1137 Management of Human Resources
ORGS 2006 Recruitment and Selection
ORGS 2007 Business & Government Relations in Canada
ORGS 2117 Industrial Relations
ORGS 3006 Management Practices for Sustainable Business
ORGS 3007 Strategic Corporate Social Responsibility
ORGS 3016 The Evolution of Business: Comparative Perspectives
ORGS 3146 Compensation and Rewards
ORGS 3147 Occupational Health and Safety
ORGS 3246 Human Resources Research and Information Systems
ORGS 3247 Human Resources Planning
ORGS 3307 Gender and Diversity in Organizations
ORGS 3836 Training and Development
ORGS 4706 Organization Structure and Design
ORGS 4837 Organization Development and Change
PHIL 1115 Introduction to Philosophy
PHIL 2305 Origins of Western Philosophy
PHIL 2505 Reasoning and Logical Argument
PHIL 2525 Contemporary Moral Issues
PHIL 2706 Ethical Theory: Moral and Ethical Perspectives
PHIL 2716 Bio-Ethics
PHIL 2717 Environmental Ethics
PHIL 3205 Philosophy of Sex and Love
PHIL 3335 History of Modern Philosophy
PHIL 3476 Existentialism I
PHIL 3616 Philosophy of Religion
PHIL 3706 Eastern Philosophy I: Confucianism, Taoism, and Zen
PHIL 3707 Eastern Philosophy II: Classical Indian Philosophy
PHIL 3756 Special Topics Social and Political Philosophy
PHIL 3757 Special Topics in Social and Political Philosophy
PHIL 4105 Directed Studies
PHIL 4206 Seminar in Philosophy
PHIL 4207 Seminar in Philosophy
PHIL 4216 Seminar in Philosophy
PHIL 4217 Seminar in Philosophy
PHIL 4305 Twentieth-Century Continental Philosophy
PHED 1007 Socio-Cultural Dimensions of Sport And Physical Activity
PHED 1016 Motor Development
PHED 1017 Health Concepts in Physical Education
PHED 1203 Aquatics I

PHED 1204 Soccer I
PHED 1206 Systemic Approach to Functional Human Anatomy I
PHED 1207 Systemic Approach to Functional Human Anatomy II
PHED 1213 Volleyball I
PHED 1223 Fundamental Movement Skills
PHED 1224 Dance I
PHED 1233 Basketball I
PHED 1243 Special Practical I
PHED 2016 Motor Learning and Control
PHED 2017 Teaching and Learning in Physical Education
PHED 2026 Sport and Exercise Psychology
PHED 2027 Technology in Physical Education And Sports
PHED 2036 Biomechanics I
PHED 2037 Physical Activity and Sport Leadership
PHED 2204 Core Strength
PHED 2213 Gymnastics
PHED 2214 Canoeing
PHED 2217 Systemic Approach to Integrated Human Physiology
PHED 2223 Lacrosse
PHED 2224 Nordic Skiing
PHED 2233 Racquets I
PHED 2244 Special Practical II
PHED 2406 Research Methods in Physical Activity
PHED 3006 Exercise Physiology I
PHED 3016 Coaching
PHED 3017 Contemporary Health Issues
PHED 3037 Gerontology
PHED 3046 Physical Fitness Principles, Prescription & Assessment
PHED 3056 Injury Prevention and Care
PHED 3066 Ergonomics
PHED 3076 Health Promotion
PHED 3086 Group Dynamics in Sport and Physical Activity
PHED 3106 Community Leadership Placement I
PHED 3126 Neural-Motor Control of Movement
PHED 3136 Adapted Physical Activity
PHED 3146 Issues in Education and Physical Activity
PHED 3156 Physical Activity and Cancer
PHED 3203 Aquatics II
PHED 3204 Soccer II
PHED 3213 Volleyball II
PHED 3214 Football
PHED 3223 Ultimate
PHED 3224 Dance II
PHED 3233 Yoga
PHED 3234 Weightlifting I
PHED 3243 Winter Camping
PHED 3244 Hockey I
PHED 3253 Striking/Fielding Games
PHED 3254 Special Practical III

PHED 3263 Games of Low Organization
PHED 3264 Basketball II
PHED 3306 Statistics in Physical Activity
PHED 3946 History of Sport in Canada
PHED 4006 Exercise Physiology II
PHED 4007 Health and Exercise Psychology
PHED 4026 Biomechanics II
PHED 4046 Contemporary Issues in Sport and Physical Activity
PHED 4056 Advanced Injury Prevention and Care
PHED 4066 Motor Behaviour
PHED 4076 Applied Sport and Performance Psychology
PHED 4086 Musculoskeletal Assessment and Exercise Prescription
PHED 4106 Community Leadership Placement II
PHED 4136 Exercise Management for Persons With Chronic Diseases
PHED 4203 Rugby
PHED 4204 Curling
PHED 4213 Golf
PHED 4214 Track & Field
PHED 4223 Combatives
PHED 4224 Outdoor Initiatives
PHED 4227 Nutrition and Physical Activity
PHED 4233 Inclusive Games
PHED 4234 Weightlifting II
PHED 4243 Racquets II
PHED 4244 Hockey II
PHED 4253 Skiing/Snowboarding
PHED 4254 Special Practical IV
PHED 4263 Group Fitness
PHED 4906 Special Topics in Sport and Physical Activity
PHED 4986 Directed Study
PHED 4995 Research Project
PHYS 1006 General Physics I: Mechanics
PHYS 1007 General Physics II: Mechanical Wave, Fluid Mechanics and Thermodynamics
PHYS 1912 Understanding Concepts of Classical Physics
PHYS 2006 General Physics III: Electromagnetism
PHYS 2007 General Physics IV: Optics and Introduction to Modern Physics
PHYS 3006 Introduction to Quantum Physics
PHYS 3007 Computational Physics
POLI 1006 Politics, Power and the Common Good
POLI 1007 Globalization and Global Citizenship
POLI 2106 Great Political Questions I
POLI 2107 Great Political Questions II
POLI 2206 Introduction to Comparative Politics
POLI 2207 Democracy and Development
POLI 2306 The Origins of International Relations
POLI 2307 The Cold War & After
POLI 2316 Negotiating International Agreements
POLI 2606 Government in Action: Public Admin.
POLI 2607 On Conflict Resolution

POLI 2706 Canadian Politics
POLI 2707 Canada and the World
POLI 2906 The Ideal State of Democracy: Local Government in Canada.
POLI 3046 Strange Bedfellows: Politics and Healthcare
POLI 3106 Great Political Questions III
POLI 3116 How Political Ideas Changed the World
POLI 3206 Conflict and Unity: Political Culture in the 21st Century
POLI 3207 Power of Political Institutions
POLI 3306 Selected Topics I
POLI 3307 Selected Topics II
POLI 3506 Religions and Politics
POLI 3607 Public Policy
POLI 4105 Directed Studies
POLI 4205 Honours Seminar
POLI 4306 Concepts of Leadership
PSYC 1036 Applied Developmental Psychology
PSYC 1106 Introduction to Psychology I
PSYC 1107 Introduction to Psychology II
PSYC 2006 Childhood Development
PSYC 2007 Adult Development
PSYC 2020 Developmental Psychology for Educators
PSYC 2026 Methods in Behavioural & Social Sciences
PSYC 2126 Scientific Method and Analysis I
PSYC 2127 Scientific Method and Analysis II
PSYC 2206 Learning I
PSYC 2257 Psychology of Art I
PSYC 2267 Psychology of Art II
PSYC 2306 Psychology of Industry and Work I
PSYC 2307 Psychology of Industry and Work II
PSYC 2506 Health Psychology
PSYC 2605 Behavioural Neuroscience
PSYC 2616 Theories of Personality
PSYC 2715 Biological Psychology
PSYC 2716 Emotion
PSYC 2806 Sports Psychology
PSYC 2807 Introduction to Social Psychology
PSYC 2906 Sensation
PSYC 2907 Perception
PSYC 3036 Ethics and Professional Standards
PSYC 3116 Literacy in Psychology
PSYC 3117 Autism Spectrum Disorders
PSYC 3127 Fetal Alcohol Spectrum Disorder
PSYC 3136 ABA I: Introduction to Applied Behaviour Analysis
PSYC 3137 ABA II: Advanced Topics in Applied Behaviour Analysis
PSYC 3216 Psychological Measurement I: Measuring Achievement
PSYC 3217 Psychological Measurement II: Measuring Attitude, Personality, Interest, Intelligence, and Other Psychological Constructs
PSYC 3356 Design and Analysis I
PSYC 3357 Design and Analysis II

PSYC 3405 Psychology of Education
PSYC 3506 Neuropharmacology
PSYC 3606 Psychopathology I
PSYC 3607 Psychopathology II
PSYC 3616 Personality and Adjustment
PSYC 3626 Psychological Disorders in Children
PSYC 3636 Psychology of Corrections
PSYC 3705 Cognitive Psychology
PSYC 3716 Motivation
PSYC 3807 Applied Social Psychology
PSYC 3906 Special Topics in Psychology I
PSYC 3916 Advanced Readings in Psychology
PSYC 3917 Special Projects Course
PSYC 4005 Systems and Theories in Psychology
PSYC 4016 Program Evaluation and Outcomes Management
PSYC 4017 Practicum: Applied Research & Evaluation
PSYC 4105 Senior Empirical Thesis
PSYC 4106 Assessment and Intervention Planning
PSYC 4206 Clinical Psychology I: Introduction to Counselling
PSYC 4207 Clinical Psychology II: Introduction to Assessment
PSYC 4215 Senior Research Seminar
PSYC 4216 Applied Developmental Neuropsychology
PSYC 4225 Practicum in ABA-Lifespan
PSYC 4235 Practicum in EIBI-ASD
PSYC 4257 Multivariate Statistics
PSYC 4306 Special Topics: Human Development & Learning
PSYC 4316 Fieldwork on ABA
PSYC 4616 Neural Bases of Consciousness
PSYC 4637 Psychology of Crime and Victimization
PSYC 4706 Advanced Neuroanatomy
RLCT 1206 What Does It All Mean? Religious Perspectives
RLCT 1207 Selected Topics in Religions and Cultures
RLCT 2016 Practicing Religion: Rituals, Ceremonies And Celebrations
RLCT 2017 Death and Immortality
RLCT 2025 Themes in Religion
RLCT 2026 The Roots of Evil
RLCT 2036 History of Christian Thought I
RLCT 2037 History of Christian Thought II
RLCT 2046 Global Spiritualities: Eastern Traditions in the Contemporary World
RLCT 2056 Religion and Violence
RLCT 2057 Peace and Non-Violence
RLCT 2066 Death, Dying and Spirituality
RLCT 2067 Special Topics in Religions and Cultures
RLCT 2076 Conflict and Conversion
RLCT 2116 Health Healing and Religion
RLCT 2117 Cults and New Religious Movements
RLCT 2126 Religious Themes in Literature
RLCT 2127 The Bible As Cultural Text
RLCT 2136 Examining the Paranormal

RLCT 2146 From Gurus to Shamans and Beyond
RLCT 2147 From G-d to Allah and Beyond
RLCT 2205 Sacred Cinema: Film and the Search for Meaning
RLCT 3026 Women and World Religions
RLCT 3046 Science vs. Religion?
RLCT 3056 Special Topics in Religions and Cultures
RLCT 3105 Special Topics in Religions And Cultures
RLCT 3116 The Curse of the Fallen Woman: Women and Western Religions
RLCT 3117 Gender, Sex, and the Bible
RLCT 3205 Philosophy of Sex and Love
RLCT 3206 The Religious Animal
RLCT 3216 Is God Dead? Faith in the Modern World
RLCT 3226 Fanaticism
RLCT 3306 Holy Women: Mystics, Saints & Visionaries
RLCT 3307 Spiritual Journeys
RLCT 3506 Religions and Politics
RLCT 3507 Greening Religion: Nature, Spirituality And Activism
RLCT 4005 Guided Readings in Religions and Culture
RLCT 4006 Advanced Studies in Religion
RLCT 4016 Advanced Studies in Religion
RLCT 4205 Honours Seminar in Religions & Cultures
RUSS 1005 Introductory Russian
STEC 3997 Practicum I
STEC 4997 Practicum II SWLF 1006 Introduction to Social Welfare And Social Development
SWLF 2006 Ideology and Social Welfare
SWLF 2007 Poverty and Social Policy in Canada
SWLF 2995 Community Service Learning for Social Development
SWLF 3006 Social and Economic Justice
SWLF 3007 History of Social Welfare
SWLF 3116 Health Care and Health Policy
SWLF 3146 Work
SWLF 3166 Housing and Homelessness
SWLF 3266 Religion and Social Welfare
SWLF 3296 Globalization and the Welfare State
SWLF 3307 Social Development in the Third World
SWLF 3406 Colonialism in First Nations' Communities
SWLF 3407 Social Development in First Nations' Communities
SWLF 3446 Women and Social Welfare
SWLF 3506 Social Change for Social Justice
SWLF 3706 Crime, Wealth and Poverty
SWLF 3806 Family Violence
SWLF 3807 Social and Political Violence
SWLF 3826 Addictions
SWLF 3916 Selected Topics in Social Welfare and Social Development
SWLF 3917 Selected Topics in Social Welfare and Social Development
SWLF 4005 Research Essay
SWLF 4006 Social Development
SWLF 4007 Honours Seminar

SWRK 1006 Foundations of Social Work
SWRK 3007 Social Change & Social Action
SWRK 3106 Social Work as Transformative Practice
SWRK 3107 Violence Against Women & Children
SWRK 3206 Communication, Theory, and Practice
SWRK 3207 Social Work Practices in Mental Health & Addictions
SWRK 3306 Individual Practice Across the Lifespan
SWRK 3307 Social Work: Selected Topics
SWRK 3406 Aboriginal Communities and the Métis Nation
SWRK 3506 Anti-Oppression Theorizing
SWRK 3606 Aboriginal Child Welfare
SWRK 3706 Working with Children and Families
SWRK 3806 Community Practice in Northern and Rural Communities
SWRK 4106 Social Work Practice with Groups
SWRK 4206 Social Work Research
SWRK 4306 Aboriginal Wellness
SWRK 4406 Field Integration Seminar
SWRK 4505 Field Practicum
SWRK 4515 Field Practicum
SOCI 1016 Introduction to Sociology
SOCI 2006 The Child and Society
SOCI 2007 The Adolescent and Society
SOCI 2016 Classical Sociological Theory
SOCI 2017 Contemporary Sociological Theory
SOCI 2027 Sociology of Nursing
SOCI 2036 Introduction to Social Gerontology
SOCI 2037 Sociology of Family and Household Relationships
SOCI 2046 Minority Groups in Canada
SOCI 2066 Social Stratification
SOCI 2076 Deviance and Conformity
SOCI 2091 Sociology for Educators I: Social Theory and Education
SOCI 2092 Sociology for Educators II: Social Issues in Education
SOCI 2126 Introduction to Sociological Research Methods
SOCI 2127 Quantitative Research Methods
SOCI 2196 Sociology of Medicine
SOCI 2236 Sociology of Human Sexual Behaviour I: Love, Sex and Intimacy
SOCI 2237 Sociology of Human Sexual Behaviour II: Varieties of Human Sexual Behaviour
SOCI 3006 The Sociology of Collective Behaviour
SOCI 3007 Sociology of Consumer Culture
SOCI 3016 Critical Perspectives on Sociological Theory
SOCI 3026 Sociology of Work (formerly SOCI 2026)
SOCI 3036 Qualitative Research Methods
SOCI 3057 Demography: Introduction to Population Studies
SOCI 3076 Mass Culture and Mass Media I: Journalism and Mass Communication
SOCI 3077 Mass Culture and Mass Media II: Mass Culture in Modern Societies
SOCI 3156 Women and Age
SOCI 3166 Social Epidemiology: the Social Determinants of Health
SOCI 3176 Age, Health, and Work I
SOCI 3177 Age, Health, and Work II

SOCI 3186 Health and the Family
SOCI 3226 Survey Research (formerly SOCI 4126)
SOCI 3256 Globalization and Development
SOCI 3506 Social Problems (formerly SOCI 2506)
SOCI 4006 Independent Studies
SOCI 4007 Independent Studies II
SOCI 4016 Advanced Sociological Theory
SOCI 4096 Honours Thesis I
SOCI 4097 Honours Thesis II
SOCI 4127 Advanced Social Data Analysis
SOCI 4137 Selected Topics in Aging
SOCI 4206 Determinants of Population Change
SOCI 4227 Sociology of Science, Technology and Environment
SOCI 4546 Honours Seminar
SOCI 4547 Honours Seminar
SOCI 4556 Honours Seminar
SOCI 4557 Honours Seminar
SOCI 4576 Honours Seminar in Professional Development
ESPA 1005 Introductory Spanish
ESPA 2005 Intermediate Spanish
ESPA 2215 Spanish/Latin American Film
ESPA 2705 Introduction to Hispanic Culture & Civilization
ESPA 3006 Hispanic Literary Studies I
ESPA 3007 Hispanic Literary Studies II
TMGT 1107 Introduction to Innovation, Technology And Sustainability
TMGT 2106 Systems Analysis and Design
TMGT 3006 Technology, Business & Society
TMGT 3017 Programming for Business
TMGT 3236 Networking in a Business Environment
TMGT 3807 Project Management
TMGT 3856 Information Systems
TMGT 4006 Management of Innovation and Technology
TMGT 4126 E-Business
TMGT 4417 Current Trends in Technology Management
UNIV 1011 Academic Success: Theory and Practice
UNIV 2011 Introduction to Community Service Learning
UNIV 3006 Experiential Learning for Arts and Science Students

**Report of the
PLANNING AND PRIORITIES COMMITTEE**

Friday, October 28, 2016

The first meeting of the Planning and Priorities Committee was held on Friday, October 28, 2016. The following members were in attendance:

COMMITTEE MEMBERS:

Harley d'Entremont (Chair)	Jamie Graham	Katrina Srigley
Jim McAuliffe	Chris Hachkowski	Corey Tremblay
Carole Richardson	Blaine Hatt	Roxana Vernescu (teleconference)
Murat Tuncali	April James	Anne Wagner
Anahit Armenakyan	Sydney Lamorea	
Jordan Dempster	Reehan Mirza	

Regrets: Nancy Black, Rick Vanderlee, Dan Walters, Janet Zimbalatti

Guests: Heather Brown

Recording Secretary: S. Landriault

PPC membership, cycling and length of term were discussed. Annual elections should take place at Faculty Council meetings for a two year term with membership staggered where possible.

The Provost advised that the IQAP templates provided by Brock University have been revised. All references to Brock have been removed. The templates will streamline the process.

Dr. Blaine Hatt was elected as the Vice-Chair of PPC.

Members reviewed the responses of the Quality Council Audit. The Report on the Quality Assurance Audit and the Summary of the Principal Findings of the Quality Assurance Audit of Nipissing University (February 2016), as well as the Desk Audit Report on Nipissing University's Response to the Causes for Concern (July 2016) were discussed and responses to the recommendations were made.

The Provost provided a report of international student costing which detailed the revenue and expenses of bringing in 100 students (30-40 per year). Three to four geographical areas would be targeted. This is a good opportunity to diversify our student base. A suggestion was made to include graduate programs.

Respectfully submitted,

Harley d'Entremont, PhD
Chair, Planning and Priorities Committee

Motion 1: That the Report of the Planning and Priorities Committee dated October 28, 2016, be received.

Transfer Agreement between Toronto Film School and Nipissing University

Preamble:

Like many Ontario universities, Nipissing University is faced with declining student demographics. To mitigate the declining enrollments, Nipissing University has been pursuing a number of pathway initiatives to provide opportunities for mature students to obtain university education. According to the recent reports from the Canadian University Survey Consortium (CUCSC) and Nipissing's Common Universities Data Ontario (CUDO), mature and transfer students constitute approximately 25-30% of the entire student population at Nipissing.

The proposed transfer agreement between Toronto Film School and Nipissing University is a standard, block-credit granting agreement that Nipissing University has with other community colleges. While course-for-course equivalencies may be considered on a case-by-case basis, this agreement is in alignment with other Nipissing University college transfer agreements that acknowledge college students' advanced standing in a block-credit, not course-for-course, grant.

Other transfer agreements between Nipissing University and private colleges include a block-credit transfer agreement between Nipissing and Tyndale College. In September 2016, Laurier University signed an agreement with Vancouver Film School to provide students with an opportunity to pursue a diploma in applied film skills and a Bachelor of Arts Honours degree in film studies. Nipissing University's partnership with Toronto Film School mirrors Laurier's initiative, but also encourages college-university pathways that are particularly appealing to mature and non-traditional students.

Background: Toronto Film School (TFS) was founded in 2001. TFS is privately funded. It is accredited by the Ministry of Education and is subject to the Program Quality Assurance Process review. In 2015, QS Top Universities recognized TFS for its quality programs, ranking as "one of the top film schools in Canada," along with Carleton University's Studies in Art and Culture; Concordia University's Mel Hoppenheim School of Cinema; Simon Fraser University's School for Contemporary Arts; and UBC's Department of Theatre and Film. TFS offers programs to both domestic and international students.

Toronto Film School offers onsite and online diploma programs in the following areas:

- Film Production
- **Acting for Film, TV & the Theatre***
- Writing for Film and TV
- Fashion Design
- Marketing for Fashion and Entertainment
- **Interior Decorating***
- **Video Game Design and Development***

- **Video Game Design and Animation***
- Graphic Design and Interactive Media

These programs are delivered in an accelerated 12- to 18-month format.

***Note:** The current transfer agreement does not include Acting for Film, TV, and the Theatre; Interior Decorating; Video Game Design and Animation; and Video Game Design Development. The inclusion of these programs in the transfer agreement between TFS and NU may be considered in the future.

Below is a list of programs pertinent to the transfer agreement:

1. The program in **Film Production** offers an 18-month, condensed/accelerated diploma, preparing students for careers in film, digital filmmaking, and post-production. It combines theory with practical, creative, and technical skills. Students learn how to move from a film concept stage to a complete film production stage. The program is divided into 6 terms. Courses include film history, editing, cinematography, camera and set procedure, producing and production management, marketing and promotional media, documentaries, motion graphics, editing, and production design. For further details, please see Appendix.
2. The program in **Writing for Film and TV** offers an 18-month, condensed/accelerated diploma. Students learn how to craft and develop scripts for film and TV. The program is divided into 6 terms. The courses in Writing for Film and TV cover a variety of genres from sitcom, one-hour drama, TV series, feature film, new media, documentary, broadcast news, commercials, and entertainment. Topics include screenwriting, documentary writing, broadcast writing, story editing, comedy writing, drama writing, feature writing, film copyright, distribution marketing, emerging media, and many more. For further details, please see Appendix.
3. The program in **Fashion Design** offers an 18-month, condensed/accelerated diploma. The program is divided into 6 terms. Students study fashion design and gain a blend of creative, technical, and entrepreneurial skills, including drawing, patternmaking, and computer illustration. Courses include elements of design, computer applications, digital design, fashion terminology, sketching, history of fashion, studio practices, merchandizing practices etc. For further details, please see Appendix.
4. The program in **Marketing for Fashion and Entertainment** offers an 18-month, condensed/accelerated diploma. The program is divided into 6 terms. Students learn about the fundamentals of fashion marketing, brand management, and merchandizing. Courses include consumer behavior, business law, advertising, private brand development, public relations, entrepreneurship, business in a global economy, digital marketing, and many others. For further details, please see Appendix.

5. The program in **Graphic Design and Interactive Media** offers a 12-month, condensed/accelerated diploma. The program is divided into 4 terms. This interdisciplinary program provides students with critical communications and visual skills, preparing them for careers in communications, motion graphics, and visual media. Courses include website design, art direction, identity design, introduction to photography, motion graphics, marketing and social media, digital drawing and imaging, page layout etc. For further details, please see Appendix.

Rationale:

TFS programs provide students with an expertise ranging from film production and screenwriting, fashion and graphic design, to marketing for fashion and entertainment. These programs cover a broad area of practical skills that can be further complemented by pursuing a university degree in English, Fine Arts, GESJ, or Computer Science, for example. Given the increasing emphasis on interdisciplinary nature of university programs, the transfer agreement between TFS and NU encourages TFS students to proceed to the next level of study by acknowledging the work they completed at TFS while also providing them with an opportunity to complete a degree-based program in a small-class environment at Nipissing. According to the TFS Director of Education, Paula Shneer, TFS students find Nipissing University's focus on undergraduate studies and small class-sizes particularly appealing as such an approach is in alignment with their learning style and will allow them to complement their applied education.

Over the past few years, North Bay has become an important hub for the Canadian film industry, supporting multimedia projects that include TV series like *Hard Rock Medical* (2016; 3 seasons); *Hellmington* (2016); and *Country Crush* (2015), to name a few. Unlike Nipissing, Canadore College has already tapped into this growing market through their three-year program in Digital Cinematography. The transfer agreement with Toronto Film School provides Nipissing with a valuable opportunity to attract new students who can benefit from a range of interesting undergraduate programs at Nipissing not only in the Arts and Sciences, but also Applied and Professional Studies.

APPENDIX

List of Courses

1. FILM PRODUCTION

TERM 1 | COURSE DESCRIPTIONS

FPD101 | FILM HISTORY

Film History introduces and explores the history of moving pictures from the humble beginnings of film through present day. This course specifically focuses on the birth of film, the innovators, milestones, art, and technology as well as how the social and political environment directly impacted the world of cinema. Upon completion of this course the students will possess an understanding of cinematic history, the various genres and the various aspects of cinematic language. Students will also learn to read, track and predict trends within the current climate. This is a lecture based course, augmented with visual teaching aids.

FPD102 | AUDIO 1

Audio 1 introduces students to the importance of capturing audio and also how it can enhance visual storytelling. There will be both a theoretical and practical approach used in this course. Students will be introduced to the concepts surrounding audio. There will be a focus on equipment usage, capturing location sound vs. studio sound, various microphones and mixers and audio department's role in preproduction/location scouting, production and post production. Location sound and capture are the forefront of this course as recording and capturing techniques may need to be adjusted according to the various locations. There is also a focus on data management as well as an introduction to the post audio process.

FPD103 | EDITING 1

Editing 1 introduces the student to the basic concepts of visual storytelling, technical skills and artistry. Students are introduced to theoretical concepts as well as become familiar with the editing stations, the workflow, and the software and its various tools. Students will be introduced to themes, how to build tension and elicit an emotional response through relevant assignments and various editing techniques.

FPD104 | CINEMATOGRAPHY 1

Cinematography is the art of telling a story through the use of lighting techniques and camera capture. In this course, students are introduced to the various elements of the set and studio

etiquette as it pertains to lighting. Students will learn how to safely manipulate, run cable and distribute electricity, handle fixtures and hardware and wrap in a safe and efficient manner. Students will be guided through the process of setting up and tearing down multiple sophisticated lighting set ups. This course combines theory and a hands-on studio approach.

FPD105 | PRODUCTION 1

Production 1 is an introduction to the basic concepts of production and basic directing techniques. Students will be introduced to terminology, roles, basic shooting techniques, mastershots, interpreting the written word, as well gain an understanding the three stages involved filmmaking- preproduction, production and post-production. There is also a lab/workshop component where students will put the theory taught in class to use and explore first hand the concepts introduced while rotating weekly through various roles.

FPD106 | CAMERA AND SET PROCEDURE

The Camera and Set Procedure course is designed to introduce and familiarize the student with the basic operations and functionality of various cameras. As well students will be trained with an eye to maintaining proper set etiquette and the proper assembly and packing away of equipment all while demonstrating personnel safety standards. During the course, students will prepare the camera for tests and will be shown how to operate cameras effectively. Once students have demonstrated a solid understanding of how to operate the equipment successfully and safely, they will have the ability to sign out cameras.

TERM 2 | COURSE DESCRIPTIONS

FPD122 | AUDIO 2

Audio 2 will further introduce and build on the post production skills and theories within the audio process. Students will be introduced to the critical role of dialogue in relation to motion picture. Using past and present examples the differences and various uses of dialogue replacement (ADR), voiceover (v/o) and narration are explored. Students will learn to edit, correct, enhance and effectively place the existing dialogue captured during production. As well students will use the onsite recording booth and learn Pro Tools techniques.

FPD123 | EDITING 2

Editing 2 advances the techniques introduced in Editing 1 as well as introduces new concepts. The course focuses on intermediate editing techniques with a focus on storytelling, style, gloss and presentation. Students experiment and dissect not only their own work but the work of others and receive continuous feedback on how to more effectively edit and create a coherent storyline.

Students study the interplay between music and the image and how to produce the desired pacing and rhythm, marrying the two disciplines.

FPD124 | CINEMATOGRAPHY 2

Cinematography 2 builds on the fundamentals introduced in Cinematography 1, with a focus on understanding and operating various cameras, including the 16 mm film camera. Students will discuss colour temperatures, gain a working knowledge of light meters and various lenses, as well as continue to experiment with complex lighting setups and the safe distribution of power.

FPD125 | PRODUCING AND PRODUCTION MANAGEMENT

Producing and Production Management introduces students to the business and management side of filmmaking. With an emphasis on producing and production management this course offers lecture and hands on demonstrations on various paperwork, permits, location agreements, crew agreements, call sheets and so on. There is an introduction to the various unions and guilds and their roles. With an emphasis on preproduction, there is both a lecture and hands on component.

FPD126 | SCRIPTS 1

Scripts 1 introduces students to the basic concepts and formatting of the screenplay – characters are explored, as well as dialogue, scene structure, and sequences. Students create complex, layered characters with an emphasis on dialogue without story exposition. Students write a scene that imparts information and reveals character through subtext – guiding the audience through the use of actions – as subtly and naturally as possible. Story conflict within a scene is stressed, as is the protagonist/antagonist relationship, and culminating in the ultimate scene resolution. Students also write a second scene in sequence, discussing audience expectations, and the possibility of going against these expectations to build interest and create a more compelling narrative.

FPD127 | MARKETING AND PROMOTIONAL MEDIA

Marketing and Promotional Media builds on the skills gained in Term 1 and students are treated as professionals and put into production companies therefore are now challenged to deliver quality product on time. They are introduced to the concept of various filmed projects with a marketing or promotional aspect applied. They are introduced to how to work with clients, and accomplish the client's needs. Working in groups, students will deliver a testimonial video, a broadcast ready television commercial, a broadcast ready public service announcement (PSA) and through a pitching session, pitch and deliver either a music video, corporate video, training video or a live event. This course has a theoretical portion, production meetings and lab/workshop component. By the conclusion of this course students will have expanded their

production knowledge and gained the skills and confidence needed to work with clients and meet rigorous deadlines.

TERM 3 | COURSE DESCRIPTIONS

FPD131 | ADVANCED DIRECTING TECHNIQUES

Advanced directing techniques builds on the foundations gained in Production 1. Students will delve deeper into the creative process and technical decisions made by the Director. There is a focus on preproduction and production. Student will learn how to work with performers and understand how to effectively communicate their ideas and vision with their crew. They will be exposed to multiple setups, movement, theories and gain a further understanding of the tools required to successfully direct any project.

FPD132 | AUDIO 3

Audio 3 deals with music in relationship to the moving image and score vs. soundtrack. Students will look at historical and present day compositions and composers. They will learn the importance of the law as it pertains to syncing music with film and music licensing. They will gain a working knowledge of audio terminology with a focus on film music terms. Students will learn how to music edit and understand editing techniques like zero crossing, fades and print tracks. Students will understand how to support a movie storyline with the use of music.

FPD133 | EDITING 3

Students are introduced to more advanced concepts and editing techniques. Including psychological play and conscious vs. subconscious theories. Students will also be assisted and guided through the process of editing and completing previously shot projects including work on their documentary as well as relevant assignments.

FPD134 | CINEMATOGRAPHY 3

In Cinematography 3 students will continue to gain proficiency with the use of various cameras. Students will also be introduced to the 35mm camera which they will learn to assemble and disassemble. Students will explore new concepts and techniques such as focus pulling, depth of field, latitudes, jib arms and dolly maintenance and movement. Students will learn to work with colour gels and contrast ratios to make colour corrections for sharp and vibrant imagery. Students will be introduced to camera filters and continue to advance their understanding of lighting techniques.

FPD136 | SCRIPTS 2

Scripts 2 focuses on the three act structure and story arc; Students learn to create and highlight fundamental plot points. With this structural knowledge students learn to create a “beat sheet” for a short film. Using this beat sheet students are guided through the next process of creating a treatment, which includes detailed information and subtext. Finally students write the first draft of their script with a focus on rising action, tension and creating a compelling story. Students will continue to tweak this script, as this is generally the screenplay submitted in their pitch/package for consideration for the Thesis projects/short films.

FPD137 | DOCUMENTARIES

Students are provided an introduction to the various documentary techniques and styles and discuss the various approaches to storytelling within the documentary structure. Working in groups, students will be tasked to produce and deliver a short documentary ready for festival inclusion. They will achieve this through relevant assignments and scheduling their own shoot dates. There is a lecture/classroom and lab/studio component.

FPD138 | MOTION GRAPHICS AND VISUAL FX

The Motion Graphics and Visual FX course introduces the students to the Adobe After Effects software and the concepts and design techniques surrounding motion graphics and visual effects. Motion Graphics centers on animated graphic design, title sequences, lower thirds etc. And the visual effects components combines existing footage with computer generated imagery that is commonly used when creating environmental effects such as adding snow, smoke, lightening, rain or manipulating the sky or used in logo removal. Students learn to create and manipulate after effects and use them accordingly. Students learn how to use the interface and how to create compositions, layer basics and layer transformation properties, as well as create and view masks and use multiple masks. Other properties and techniques of After Effects are explored.

TERM 4 | COURSE DESCRIPTIONS

FPD202 | AUDIO 4

Audio 4 takes a comprehensive look into the complicated yet important relationship sound effects and foley has with both dialogue and the visual components of storytelling. Students will learn terms associated with sound effects and foley, ambience and recording. Students will use onsite recording and learn how to use stock effects as well as create effects to enhance the overall feel and sound of the motion picture.

FPD203 | EDITING 4

Editing 4 continues to build on the techniques, strategies and theories of the previous editing courses. It focuses on the philosophies of storytelling, what it means to tell a story, what it means to manipulate people's emotions and what it means to be an artist/filmmaker from an editing perspective. Students develop the skills required to adjust their footage and make it look consistent and polished.

FPD204 | STORYBOARDS AND VISUAL STORYTELLING

In Storyboards and Visual Storytelling students will gain a further understanding of the visual storytelling process. Through the use of various techniques students will create storyboards, illustrate the narrative, plan shots that will successfully demonstrate action and continuity. They will understand layout and composition, and learn to effectively communicate the emotion, subtext and storyline.

FPD205 | PRODUCTION DESIGN

Production Design introduces the student to the art, craft and science of professional film and television art direction. The focus is to create the physical look of the story and its environment whether that be a period piece, contemporary, or futuristic sci-fi. Students will learn design concepts and techniques and the various roles involved in the art department. This course provides students with the knowledge to create a cohesive design that will weave through the film and advance the director's vision in creating a unique look for the film.

FPD206 | FACTUAL ENTERTAINMENT

In Factual Entertainment students will be introduced to one of television broadcasts strongest markets. Students will be introduced to the concepts and theories behind this form of genre. The students focus on developing and pitching an original Factual Entertainment concept. Students will be guided through the process of creating the story, episode structure, casting the central personalities, how to budget the production and packaging the overall proposal. The central project in this course will be the production of a "sizzle reel" to present to producers and broadcasters.

FPD207 | PACKAGE AND PROPOSAL DEVELOPMENT

The building and presentation of packages is a valuable technique and art form used industry wide to effectively present your proposal. Students learn how to package and present a concise plan detailing their idea, screenplay, look, feel, and course of action that they plan to undertake to complete a compelling and engaging short film. These packages represent their team's ability to execute and deliver a polished final project. These packages will be submitted to the TFS

selection committee for consideration for the 5th term Thesis project. Those considered will then be invited to attend a pitch presentation for further consideration.

FPD208 | BUDGET & SCHEDULING

In this course students will gain a comprehensive knowledge and learn the skills associated with creating an accurate budget projection and forecast. As well as learning the details involved in budgeting and maintaining a tight schedule. Students will create a realistic shooting budget and shooting schedule. Students will be introduced to various software to assist them in the creation of these tasks. They will learn how to accurately breakdown, create long budgets, stripboards and navigate the variables associated with scheduling. Students will gain an understanding of the process carried out by line producers, unit production managers and directors. Students will be introduced to the concepts of above the line and below the line production costs. This course contains a lab component where students will create a project budget and schedule reflective of their projected Thesis project.

TERM 5 | COURSE DESCRIPTIONS

FPD221 | CANADIAN FILM STUDIES

Canada has had a long and storied, revered and decorated history in the motion picture industry. From its earliest pioneering days all the way to box office dominance and Oscar success, student will learn to recognize and navigate the industry from a Canadian perspective. Students will study the innovations, contributions and the who's who- the writers, the producers, the directors, the actors, and the distributors. And learn how Canadian films play a dominant role in the international marketplace.

FPD222 | FILM CONTRACT/COPYRIGHT

Film Contract & Copyright focuses on the contracts associated with and pertaining to copyright infringement and clearances. Students will be guided through the essential provisions of copyright law focusing on its terms, coverages, exclusive rights, ownerships and payments. Canada is continually adjusting its copyright laws with respect to the ever changing Global and technological climate. Students will discuss clearances concerning writing, music, intellectual property and brands. Students will learn when to engage legal counsel and when it is not necessary. With these provisions in mind completed projects would be successfully prepared for distribution.

FPD223 | FINANCE FOR FILM AND TV

Students are introduced to the business, techniques and language involved in securing available funding options from various agencies. Students become familiar with the different types of funding applicable, at different levels of the government as well as private institutions including tax incentives, and the various grants. They will also become familiar with the different stipulations and approaches required by each, in order to access these funds. Students explore the different avenues and methods for raising their own capital as well as the different strategies of financing a project.

FPD224 | PREPRODUCTION/SHORT FILM

In Preproduction/Short Film students will be guided and mentored through the various aspects that arise during the preproduction phase of any project. Using the previously selected Thesis projects, the production teams will meet with each other and with their faculty member to discuss the various unique components to their project. Discussions will range in everything from crewing, casting, location scouting, permits and insurances as well as shots lists, equipment needs and all the various other requirements that arise during the preproduction period. Students will target with their faculty member a production date and execute a successful shoot. At the conclusion students will submit a detailed production package. These packages typically are sent along with completed projects to the distributors.

TERM 6 | COURSE DESCRIPTIONS

FPD231 | EMERGING MEDIA FOR FILMMAKERS

Emerging Media for Filmmakers is designed to focus on all new aspects and forms that relate to the visual storytelling medium. Technology, laws and distribution are rapidly evolving- students will gain a perspective historically and learn the skills required to project trends and successfully navigate relevant media. This course relies heavily on the use of industry professional guest speakers to bring the latest developments to our students.

FPD232 | POST PRODUCTION AND WORKFLOW

Post Production and Workflow deals with the requirements involved with the final output and delivery of any project. Students will work on their Thesis projects or other projects as assigned by the post production supervisor, who will schedule various delivery dates such as rough cuts, fine cuts, audio needs, output and delivery dates. Students will combine all the previous knowledge gained in the editing courses, motion graphics and vfx and audio courses.

FPD233 | PORTFOLIO/CAREER DEVELOPMENT

The Portfolio/ Career Development course will strengthen career seeking strategies, hone students' pitch skills and introduce interview strategies and industry expectations. Students develop the ability to promote themselves and their work. Further study of the nature of unions, guilds and associations will be presented, as well as agents and what they have to offer. Students learn the steps necessary to form production companies.

FPD234 | INTERNATIONAL FILM STUDIES

International Film Studies is designed as an overview of the cinema, outside of North America and western filmmaking sensibilities. Students will be introduced to some of the great masters of World Cinema and their contributions to the cinematic art form abroad as well as their various influences on Global filmmaking. Students will be exposed to master works and cinematic achievements- imperative with today's expanding Global marketplace.

FPD235 | DISTRIBUTION AND MARKETING

Distribution and Marketing will familiarize the student with the business of a film and television distribution and marketing. Students will formulate production and distribution choices dealing with projects and business partners. The student will develop an understanding of the TV sales process and the global marketplace in which they will be entering. Students will learn the language of broadcast and film sales, create effective "one/sell" sheets, develop a sales forecast, and a marketing and promotional plan. Students will learn to identify accessible and profitable markets, gain a greater understanding of the domestic and international film and television landscape, and familiarize themselves with the techniques involved with mobile, web and video on demand as well as other emerging markets.

2. WRITING FOR FILM AND TV

TERM 1 | COURSE DESCRIPTIONS

FPD101 | FILM HISTORY

Film History introduces and explores the history of moving pictures from the humble beginnings of film through present day. This course specifically focuses on the birth of film, the innovators, milestones, art, and technology, as well as how the social and political environment directly impacts the world of cinema. Upon completion of this course students will possess an understanding of cinematic history, various genres and have a grounding in cinematic language. Students will also learn to read, track and predict trends within the current climate. This is a lecture-based course, augmented with visual teaching aids.

FPD126 | SCRIPTS 1

Scripts 1 introduces students to the basic concepts and formatting of the screenplay – characters are explored, as well as dialogue, scene structure, and sequences. Students create complex, layered characters with an emphasis on dialogue without story exposition. Students write a scene that imparts information and reveals character through subtext – guiding the audience through the use of actions, as subtly and naturally as possible. Story conflict within a scene is stressed, as is the protagonist/antagonist relationship, culminating in the ultimate scene resolution. Students also write a second scene in sequence, discussing audience expectations, and the possibility of going against these expectations to build interest and create a more compelling narrative.

FPT140 | PRODUCTION 1

Production 1 is an introduction to the basic concepts of production and basic directing techniques. Students will be introduced to terminology, roles, shooting fundamentals, and interpreting the written word, as they explore the three stages of filmmaking- preproduction, production and post-production. There is also a lab/workshop component where students will put the theory taught in class to use, rotating weekly through various roles.

WRC100 | WRITING WORKSHOP

This course is offered in a collaborative setting to allow students to work together as they explore their own creative expression and the writing process. Discussions will be based on student papers from their other writing classes, and will include various formats and genres.

WRT110 | DOCUMENTARY WRITING

This course provides practical writing skills that will benefit any student considering a career in the field of television and film documentary production. Subject areas include television writing as a collaborative process, working with researchers, executives, directors and editors, knowing and understanding your (or the broadcaster's) audience, writing outlines and treatments, writing the pitch and pitching your idea, research, the art of the interview, understanding tone, writing in different voices, editing and dealing with feedback.

WRT120 | BROADCAST WRITING 1

This course will introduce students to the various formats, styles, and approaches associated with writing for studio broadcast, with a focus on news reporting. Students will be familiarized with broadcast terminology, and will be re-trained to 'write for the ear'. Subject areas will include preparation and research, interviewing and composing scripts. Specific broadcast formats for

news reports, commentaries, and mini-features will be examined, and students will learn the basics do's and don'ts for the writing of each.

WRT130 | STORY EDITING 1

In this fundamental course students will learn the role of the Story Editor in the creative process, namely how to critically analyze the scripts and development materials of others. This in turn will give them an all new perspective on their own writing. The course will focus on the collaborative process of writing and the role of notes from story editors, executives, producers, directors and even actors. Students will be taught the 'correct' way to give notes both in meetings and in private, so as to make their point and get the best result from the writer. Introductory story analysis and the importance of creative brainstorming will be stressed, as students endeavor to improve one another's work in a professional, true-to-life manner.

TERM 2 | COURSE DESCRIPTIONS

FPD103 | EDITING 1

Editing 1 introduces the student to the basic principals of visual storytelling, technical skills and artistry. Students are exposed to theoretical concepts as they become familiar with editing stations, workflow, the software and its various tools. Focus will be on themes, and how to build tension and elicit an emotional response through various editing techniques.

FPD127 | MARKETING AND PROMOTIONAL MEDIA

Marketing and Promotional Media builds on the skills gained in Production 1. Students are treated as professionals as they are put into 'production companies' and challenged to deliver quality product on time. They are introduced to the fundamental marketing/promotional formats, with a focus on how to deal with clients and meet their needs. Working in groups, students will deliver a testimonial video, a broadcast ready television commercial, a broadcast ready public service announcement (PSA), and pitch and deliver either a music video, corporate video, training video, or cover a live event.

FPD234 | INTERNATIONAL FILM STUDIES

International Film Studies is designed as an overview of the cinema outside of North America and western filmmaking sensibilities. Students will be introduced to some of the great masters of World Cinema, studying their contributions to the cinematic art form and influences on global filmmaking. Students will be exposed to master works and cinematic achievements – imperative in today's expanding global marketplace.

FPD131 | ADVANCED DIRECTING TECHNIQUES

Advanced directing techniques builds on the foundations gained in Production 1. Students will delve deeper into the creative process, and technical decisions made by the Director – with a focus on preproduction and production. Student will learn how to work with performers, and how to effectively communicate their ideas and vision to their crew. They will be exposed to a variety of setups, movements, and theories, as they gain a deeper understanding of the tools required to successfully direct any project.

FPD136 | SCRIPTS 2

Scripts 2 focuses on three act structure and story arcs, as students learn to create and highlight fundamental plot points. With this structural knowledge students venture a ‘beat sheet’ for a short film. Using their beat sheets students are guided through the process of creating a treatment, which includes detailed story information and subtext. Finally students write the first draft of their script with a focus on rising action, tension and creating a compelling narrative.

WRC200 | WRITING WORKSHOP

This course is offered in a collaborative setting to allow students to work together as they explore their own creative expression and the writing process. Discussions will be based on student papers from their other writing classes, and will include various formats and genres.

WRT220 | BROADCAST WRITING 2

Building on the knowledge base established in Broadcast Writing I, this course will focus on story development, and broadcast scripts that grab and hold an audience. Students will be taught the fundamental considerations in the production of advertisements, promos, and corporate videos, as they examine and analyze current trends. Throughout the course, students will build an introductory portfolio of corporate video scripts, commercials, promos, and PSA’s (public service announcements) for their professional use later on.

WRT230 | STORY EDITING 2

This course will focus on reader coverage, and specific considerations when story editing projects in various formats. Following on Story Editing I, the instructor will expand on the tools needed to analyze the premise, story, characters and controlling idea of a script, and how to present concerns to the writer in the most effective way.

TERM 3 | COURSE DESCRIPTIONS

FPD206 | FACTUAL ENTERTAINMENT

In Factual Entertainment students will be introduced to one of television broadcast's strongest markets, its trends and theories. Students will focus on developing and pitching an original Factual Entertainment concept, as the instructor guides them through the process of creating the story and episode structure, casting the central personalities, and outlines how to budget the production and package the overall proposal. The central project in this course will be the production of a 'sizzle reel' to present to producers and broadcasters.

FPD222 | FILM CONTRACT/COPYRIGHT

Film Contract & Copyright focuses on the primary contracts associated with film production, as well as copyright infringement and clearances. Students will be guided through the essential elements of copyright law including what constitutes a violation, ownership and payments, and how Canada is continually adjusting its copyright laws to the ever-changing global and technological climate. Through the course, students will also discuss music rights, the various types of intellectual property, and brands. With these considerations in mind students will be able to safely and effectively prepare their projects for distribution.

WRC300 | WRITING WORKSHOP

This course is offered in a collaborative setting to allow students to work together as they explore their own creative expression and the writing process. Discussions will be based on student papers from their other writing classes, and will include various formats and genres.

WRT310 | COMEDY WRITING

This course will introduce students to the fundamentals of sketch, talk-show, and sitcom writing, and to the required elements of a sitcom script. The notion of A, B & C plots will be examined, as will the traditional 'Tease-2 Acts-Tag' structure. Students will be familiarized with the language and process of television comedy writing and rewriting, as they analyze the various formats for television comedy, and study current sitcoms (animated and live-action), talk and sketch shows. Students will be encouraged to develop their own comic voice and point-of-view, while preparing a series of monologues, desk jokes, sketches and a spec script of an existing sitcom, for their portfolio. Three hours a week will be spent table reading and work-shopping student scripts.

WRT320 | FEATURE WRITING 1

This course will build on the base established in Scripts 1 & 2, as it introduces students to the unique considerations of writing for the big screen. Students will delve further into the creative process, looking at how words translate into images, and how filmic elements create a visual narrative. Focus will be on continued examination the concepts of conflict, theme, subtext, tone,

dialogue and genre, as students are introduced to the traditional three act story structure for film. Portions of classic and modern films will be screened and analyzed, to reinforce the theory learned. The importance of researching and/or knowing your characters and world will be stressed, as students come up with their own concept proposals (log line & synopsis), which will be taken to beat sheet and then treatment by the end of the course. Three hours a week will be spent table-reading and work-shopping student materials.

WRT330 | DRAMA WRITING

In this course, students will be introduced to the unique style and structure of dramatic television series, with a focus on storyline and story development. Plot structure, narrative unity, characterization, dialogue, exposition and setting will all be studied in depth, as students analyze various dramatic series currently on the air. The traditional four-act structure for hour-long series will be introduced, as students examine the ‘rules’ in some of their favourite series, and the regimented way in which each functions. Through the course, students will write a spec script for an existing dramatic series from proposal to draft, to be used as a portfolio piece after graduation. Three hours a week will be spent table reading and work-shopping student scripts.

TERM 4 | COURSE DESCRIPTIONS

FPD223 | FINANCE FOR FILM AND TV

Students are introduced to the business techniques and language involved in securing available funding from various agencies. Students become familiar with several types of funding at different levels of government and through private institutions, including various grants and tax incentives. They also become familiar with the different stipulations and approaches required by each, in order to access these funds. Students explore the different avenues and methods for raising capital as well as the different strategies for financing a project.

FPD235 | DISTRIBUTION/MARKETING

This course will familiarize students with the business of film and television distribution and marketing. Students will make simulated production and distribution choices dealing with realistic projects and business partners. They will develop an understanding of the TV sales process, and the global marketplace they will be entering. Students will learn the language of broadcast and film sales, create effective ‘one/sell’ sheets, and develop both a sales forecast and a marketing and promotion plan for a project. Students will learn to identify accessible and profitable markets, gain a greater understanding of the domestic and international film and television landscape, and familiarize themselves with emerging markets including mobile, web and video on demand.

WRC400 | WRITING WORKSHOP

This course is offered in a collaborative setting to allow students to work together as they explore their own creative expression and the writing process. Discussions will be based on student papers from their other writing classes, and will include various formats and genres.

WRT410 | SITCOM WRITING 1

Building on the base established in Comedy Writing, this course will analyze the structure, scripting and pacing of the sitcom in greater depth. Single-camera and multi-camera shows will be examined, compared, and contrasted, as students consider the ‘trajectory’ of the sitcom in recent years. The importance of likeable, well defined characters (and knowing their ‘clowns’) and a compelling, comfortable world (with consistent rules) will be stressed as students write an original sitcom pilot from proposal through outline to draft. Three hours a week will be spent table reading and work-shopping student scripts.

WRT420 | FEATURE WRITING 2

Building on the base established in Feature Writing I, this course will focus on story structure, as students learn to construct and deconstruct story in various ways. More complex structures will be examined, to give students a solid foundation in the language of feature film story. Scene structure will also be examined in greater depth. Students continue to work on the feature outlines written in part I, and begin writing a first draft of their script. Standard industry formats for the various development documents will be reviewed, as students also revise their pitch documents from part I (log lines, synopses, etc.) for future use. Three hours a week will be spent table reading and work-shopping student materials.

WRT430 | ONE-HOUR DRAMA WRITING 1

Building on the base established in Drama Writing, this course will move students from theory to practice in its focus on the writing of one-hour dramatic television. Students will conceive of their own ideas for an original pilot, contemplating how they’d like their series to function and the ‘rules’ of their world – en route to an outline, then a draft of a pilot script. The market-driven nature of dramatic television will be stressed, as students learn that writing drama demands flexibility, accommodation of external influences, understanding audience, and most recently extending story to digital platforms. Three hours a week will be spent table reading and work-shopping student scripts.

TERM 5 | COURSE DESCRIPTIONS

WRT510 | SITCOM WRITING 2

This course will look at the structure of real-world story departments, and what can be done to put oneself in the best position possible to be hired in a staff position. Using the original pilot drafts written in Sitcom Writing 1, students will also get a chance to see what it's like to run a writing room, as they act as Showrunner for their pilots. Students will be divided into small groups that act as pseudo-writing rooms, with each taking a turn as Showrunner, using their team members to rework and enhance their scripts. Through this workshop course, instructors will guide students as they go through the process of brainstorming, story editing, and 'punching up' each other's scripts in real-world writing room style. Students will receive invaluable experience as they are forced to decide which of their writers' ideas to leave and to take, often in the face of tremendous peer pressure, all while trying to stay true to the voice of their show.

WRT530 | WRITING 2 ONE-HOUR DRAMA

In this course, students will learn the ins and outs of the dramatic story department, and the skills necessary to be hired in a staff position. Using the original pilot drafts written in One-Hour Drama Writing 1, students will break into small groups that function as pseudo-writing rooms, with each student taking a turn being Showrunner with their own script. Instructors will consult with the groups on a regular basis, giving producer/network style notes for each Showrunner to follow. Students will learn the advantages and disadvantages of having additional 'brains' on their project, as they collaborate, rework, rewrite, and do their best to keep a consistent style and tone in their pilots. Instructors will guide the process, but it will ultimately be up to each student to decide which of their peers' ideas to take, and how to best use the resources available to them to improve their script.

WRT520 | FEATURE WRITING 3

In the next installment in this area, students will workshop their first drafts from Feature Writing II, rethinking and rewriting as they receive feedback from instructors and their peers. Focus will be on the increasingly collaborative nature of feature writing today, and how to make the most of the criticism of others. The logistics of writing a commercially saleable script will be examined, as will the art of producing a compelling feature adaptation from a novel or other medium. Modern story structures for current saleable genres will be studied, including romantic comedies and thrillers. Students will finalize pitch materials from parts I & II (log lines, synopses, etc.) so that along with a polished script, they'll have the short documents needed to get people interested enough to read. Three hours a week will be spent table-reading and work-shopping student materials.

WRT531 | TV MOVIE WRITING

With a solid basis in Feature Writing, this course will introduce students to the always-prevalent (especially in Canada) area of TV Movie or MOW (movie-of-the-week) writing. The unique

structure (typically 8 acts, with an act 4 ‘twist’) and production concerns for these films will be examined, as will their atypical plot development and characterization. Subject areas will include ripped-from-the-headlines adaptations, and how far the writer can/should stray from the truth to make their story as compelling as possible. Finding a story that will be saleable in today’s MOW market will be stressed, as students choose a TV Movie concept, which is eventually taken through to beat sheet.

FPD231 | EMERGING MEDIA FOR FILMMAKERS

Emerging Media for Filmmakers is designed to focus on all new aspects and forms that relate to the visual storytelling medium. With technology, law and distribution trends rapidly evolving, focus will be on gaining an historical perspective and learning the skills needed to project trends and successfully navigate relevant media. This course relies heavily on the use of industry-professional guest speakers to bring the latest developments to students.

WRC500 | WRITING WORKSHOP

This course is offered in a collaborative setting to allow students to work together as they explore their own creative expression and the writing process. Discussions will be based on student papers from their other writing classes, and will include various formats and genres.

TERM 6 | COURSE DESCRIPTIONS

WRT640 | SITCOM SHOWRUNNING & SHORT FILM PRODUCTION – (NEW COURSE)

In Sitcom Showrunning & Short Film Production students will be guided and mentored through the various issues that arise during the preproduction and production phases of any project. There are two streams of opportunity in this course. At the end of the previous term, students interested in making a short film will submit scripts to be considered for production, a number of which will be selected by a panel, based on specific criteria. Students whose scripts were selected for production will take on the role of director/producer on their films. Students not directing/producing a short film will use their pilot script from Sitcom Writing 2 as they go through the process of casting then shooting a scene from their original sitcom, as showrunner. Topics discussed will include set etiquette, casting, location scouting, location agreements, permits, shots lists, equipment needs and the various other requirements that arise during the preproduction period. Along with their faculty member, students will target a production date and endeavour to execute a successful shoot. At the conclusion of the course students will submit a detailed production package, similar to those used in the industry and sent to distributors along with completed projects.

WRT630 | ONE-HOUR DRAMA SHOWRUNNING

As in Sitcom Showrunning, students will have the opportunity to collaborate with their peers from the acting school as they mock showrun the production of a scene from their original pilot. Students will go through the process of casting then shooting their original scene, in this true-to-life, real-world-style exercise. Though full production will not occur (a standing camera will be used to capture each take), students will have the opportunity to guide their vision from the page to the screen, as they manage actors and tweak story on the spot. Students will also once again have the opportunity to use the writers from their One-Hour Drama Writing 2 class either as additional eyes on-set, or as writing support.

WRT620 | FEATURE WRITING 4

This final Feature Writing course will allow students to use the materials created in Feature Writing I -III to experience the challenges faced by the auteur, writer-director filmmaker. The course is heavily weighted to the practical. As in the final term Showrunning courses, students will collaborate with students from the acting school to audition, cast, and then run a complete table-read of their feature script. It will be each student's responsibility to direct their actors during the read, as they watch their words brought to life from the page. Students will gain invaluable experience from this true-to-life, real-world style exercise.

WRB610 | CAREER DEVELOPMENT FOR WRITERS

This course will focus on building a career in the film & television industry, both from a business standpoint and a creative one. On the business side, how to obtain and/or deal with agents, lawyers and managers will be examined, as will the role of these people in the industry and one's career. On the creative side, the type of portfolio needed for various goals will be focused on, as will the benefit of having both original and spec scripts, and the appropriate balance. Formats for pitch documents will be reviewed, including log lines, synopses, treatments, bibles, and pilot scripts. Students will learn pitch techniques, and have the opportunity to create submission packages to be used after graduation.

WRC600 | WRITING WORKSHOP

This course is offered in a collaborative setting to allow students to work together as they explore their own creative expression and the writing process. Discussions will be based on student papers from their other writing classes, and will include various formats and genres.

3. FASHION DESIGN

TERM 1 | COURSE DESCRIPTIONS

FDD110 | CLOTHING CONSTRUCTION 1

This is an introductory class to the construction of garments employing technical sewing skills as used by manufacturers in the fashion industry.

FDD111 | PATTERN DRAFTING 1

An introductory course with emphasis on precision pattern making for the lower body (skirt and pant), development of blocks, measuring techniques to record body and dress form measurements and basic design manipulations.

FAB1100 | INTRODUCTION TO FASHION

This course will comprehensively show the student the exciting world of fashion and its enormous potential in the job market now and in the future.

FAB1140 | TEXTILES

Students will explore fibre types, yarn types, and fabric construction methods. They will become familiar with textile terminology. Natural, manufactured and high tech fabrics will be studied. Students will look at the role fabric plays in clothing design.

FDD122 | SKETCHING 1

To learn basic drawing fundamentals and proportions of the fashion figure as well as technical sketches.

FAV1100 | ELEMENTS OF DESIGN

The elements and principles of design are the building blocks of all designers. The topic will be explored, through multimedia lectures and discussion, utilizing design throughout history and with an eye to contemporary fashion in specific, as examples. The student will have the opportunity to practice and display what they have learned through basic exercises and creative projects.

FAT1151 | COMPUTER APPLICATIONS

This course provides the student with a foundation in the use of computers for the work place. Topics include system access, networking, the Internet, and related software.

TERM 2 | COURSE DESCRIPTIONS

FDD120 | CLOTHING CONSTRUCTION 2

In Construction 2, students will develop advanced skills in garment construction. They will increase their sewing accuracy and speed in this course.

FDD121 | PATTERN DRAFTING 2

This is a level 2 drafting course with emphasis on the upper body, including sleeves, collars, and closures. Development of the basic upper body slopers, correct body measurements and design manipulations will be explored in detail.

FAV1110 | COLOUR THEORY

This course will introduce the Elements and Principles of colour theory. Student will develop an appreciation for the contributions of Itten, Munsell, and others, and gain knowledge of colour relationships and their psychological effects, as explored through lectures, colour chart development, colour mixture, problems of sensation, analysis and colour relationships.

FDD123 | DRAPING 1

This is an introductory draping course that will cover basic fundamentals, which will include blocks and basic styles. The student will create their final garment applying skills learned throughout the term.

FAI1220 | FASHION TERMINOLOGY

This course will introduce the student to the language of fashion through specific terminology, styling sheets, line lists and look books. The students will also be introduced to apparel classifications and merchandising mixes, including specialty sizes. Different lectures will demonstrate the use of textiles and trims along with the design trends. These learning segments will be reinforced through guest speakers and field trips.

FDD125 | DIGITAL DESIGN

This course will introduce the student to various digital drawing techniques needed for product and promotional creations.

TERM 3 | COURSE DESCRIPTIONS

FDD130 | CLOTHING CONSTRUCTION 3

This is an advanced level of sewing focusing on modern methods of tailoring as it applies to the pantsuit.

FDD131 | PATTERN DRAFTING 3

This is an advanced apparel pattern drafting class. Emphasis is on block development and styled patterns relating to dresses, women's and men's tailored jackets, as well as coats.

FDD132 | SKETCHING 2

Fashion sketching 2 will guide the student through a detailed approach to illustration and technical drawing, allowing the student the freedom and creativity to develop their own style.

FDD133 | DRAPING 2

This is a level 2 draping class that expands the fundamentals taught in draping 1. Focus will be on the bias draping, cut and sew separates and the use of wovens and jersey mixes.

FDD134 | KNITWEAR 1

This class concentrates on the development & design of knit garments through the cut and sew method.

FAI301 | HISTORY OF FASHION

This course will trace the development of fashion and costume throughout history and its influence on 20 and 21 century fashion.

TERM 4 | COURSE DESCRIPTIONS

FDD240 | COLLECTION 1

This is an advanced design class. Students will incorporate skills taught in fundamental design classes to create a graduate collection.

FDD241 | STUDIO PRACTICES

This is a pattern development and construction class that prepares the students to work in a manufacturing workroom. Focus is on procedure of manufacturing garments from sketch to final product utilizing drafting and sewing skills previously covered.

FDD243 | DRAPING 3

This is an advanced level of draping. This draping course will move through a series of advanced subjects, challenging each student during the execution of each garment. The student will also be encouraged to push boundaries creatively.

FD244 | KNITWEAR 2

This second level of knitwear will further explore the design and development of the cut and sew method of knitwear.

FAI2500 | FASHION AND FILM

This course will trace the social, cultural and technological influences on fashion from the 1940's to present day. The close link between film/television and fashion will be examined.

TERM 5 | COURSE DESCRIPTIONS

FDD250 | COLLECTION 2

This is an advanced drafting sewing class where students will utilize skills taught in the past 4 terms to create the original graduate collections designed in Collection 1 design class. Students will have the opportunity to develop their collections using the instructor as a consultant and mentor throughout the process.

FDD251 | GERBER I

This is an introductory class to the Gerber Pattern Drafting System. The student will be walked through the basic operation of the system and apply basic pattern drafting skills learned in terms 1 and 2.

FDD252 | PRODUCT DEVELOPMENT

This course will cover the technical aspects of the product development process. The instructor will teach skills relevant to the job of technical designer. The course will cover private label | development, spec packages and an overview of the production process.

FDD253 | PATTERN GRADING

The student will learn to increase and decrease proportionately a variety of sample size patterns to achieve full size ranges.

TERM 6 | COURSE DESCRIPTIONS

FDD260 | COLLECTION 3

In this class the student will continue development of their collection. Outerwear, specialty fabrics and individual developmental problems will be covered. Students are encouraged to expand their skills and experiment new skills normally not considered for production designed clothing.

FDD261 | PORTFOLIO PRESENTATION

The student will create a portfolio showcasing a body of work created/learned over the course of the program.

FDD262 | GERBER 2

This is an advanced CAD class expanding on the functions taught in Gerber I. During the second half of the term the student will navigate through system management, grading and marker making.

FDD263 | DESIGNER DEVELOPMENT

The student will explore the job market through resume preparation, job search, interview techniques and career planning. The student will gain an understanding of becoming an entrepreneur through exposure to business structures and marketing initiatives.

FDD264 | DESIGN IN A GLOBAL ECONOMY

The student will explore the role of fashion in a global economy through the introduction of global sourcing and exporting goods.

FDD265 | MERCHANDISING PRACTICES

The student will be taught how to develop and review their line from a merchandising perspective with industry critiques.

4. MARKETING FOR FASHION AND ENTERTAINMENT

TERM 1 | COURSE DESCRIPTIONS

FAB1100 | INTRODUCTION TO FASHION

Introduction to Fashion introduces you to the facets of the world of fashion and it's enormous potential in the job market now and in the future. The course explores how apparel producers merchandise and market their products within the industry and to the ultimate consumer.

MFE1110 | VISUAL MERCHANDISING

Visual Merchandising introduces you to visual merchandising concepts and theory. Basic hands-on display methods used in visual merchandising and an understanding of two- and three-dimensional design practices and materials are explored.

MFE1130 | PRESENTATION TECHNIQUES

Presentations techniques examines how to structure and communicate a well-defined message, guide you in preparing and delivering speeches effectively from a written text, and provide valuable pointers on how to handle questions from the floor. You will experience preparing creative presentations in both informal and formal settings- using speaker- support materials including props, handouts and visual tools.

FAB1140 | TEXTILES

Textiles explore fibre types, yarn types and fabric construction methods. You will become familiar with textile terminology. Natural, manufactured and high tech fabrics will be studied. You will look at the role fabric plays in clothing design.

FAB1001 | PROFESSIONAL COMMUNICATION

Professional Communication is essential to any successful business. Through lectures and in-class work, this course will help students develop competent writing skills. Working with the basics of grammar, sentence structure, word choice, strategic composition and tone, they will learn to write clear and concise business correspondence that will get results.

FAT1151 | COMPUTER APPLICATIONS

Computer Applications provides you with the foundation in the use of computers for the workplace. Topics include system access, excel, word and power point.

FAT1152 | DIGITAL DESIGN 1

Digital Design 1 introduces you to Adobe's vector imaging software as it applies to the marketing, merchandising and promotion industry. Through demonstrations, in-class exercises and assignments you will become familiar with the unique capabilities of the software.

MFE1000 | RESEARCH & DEVELOPMENT WORKSHOP 1

Research and Development 1 provides a collaborative setting for students to research and develop ongoing individual, team, and collaborative projects allowing for individual instruction with faculty.

TERM 2 | COURSE DESCRIPTIONS

MFE1200 | MARKETING 1

Marketing 1 introduces you to the key marketing concept. You will be able to relate marketing activities and principles to business operations and to society as a whole.

FAI1220 | FASHION TERMINOLOGY

Fashion Terminology introduces you to the language of apparel as it applies to fashion and costume; through specific terminology, styling sheets, and look books. Students will be introduced to apparel classifications, merchandising mixes and specialty sizes. Textiles, trims and design trims will be examined.

MFE1240 | TREND FORECASTING

Trend Forecasting provides the student with the opportunity to research and discuss emerging cultural trends and the importance they play in the world of fashion and entertainment.

MFE1230 | MERCHANDISING CALCULATIONS 1

Merchandising Calculations 1 introduces the student to the mathematical concepts and calculations of retail buying.

MFE1260 | FASHION COMMUNICATIONS

Communications covers the skills needed for a journalism career in fashion and related fields. This course covers the basics of focusing story ideas, research, writing and interviewing techniques as they pertain to visual reporting.

FAT1153 | DIGITAL DESIGN 2

Digital Design 2 is a continuation of the capabilities of Adobe's vector imaging software. The use of Photoshop is further explored as it applies to the marketing, merchandising and promotion.

FAI1200 | HISTORY OF FASHION

History of Fashion will trace the development of Fashion and Costume throughout history and its influence on 20th and 21st Century Fashion.

MFE2000 | RESEARCH & DEVELOPMENT WORKSHOP 2

Research and Development 2 provides a collaborative setting for students to research and develop ongoing individual, team, and collaborative projects allowing for individual instruction with faculty.

TERM 3 | COURSE DESCRIPTIONS

MFE1320 | MERCHANDISING CALCULATIONS 2

Merchandising Calculations 2 introduces you to the concepts of buying, valuating, inventory, dollar planning and control. Additional mathematical skills will be developed including complex concepts and calculations of buying.

MFE1310 | MARKETING 2

Marketing 2 develops a deeper understanding of marketing concepts with a focus on building effective marketing strategies through an in depth analysis of product, price, distribution and promotion decisions.

MFE1330 | MAGAZINE EDITORIAL

Magazine Editorial is a practical step-by-step introduction to magazines. It focuses on the anatomy and purpose of the magazine. Topics include: planning the content of a magazine, developing strong story ideas, the importance of covers, budgets and advertising.

MFE1340 | MAGAZINE PRODUCTION

Magazine Production introduces the student to the design of the printed page. Utilizing design fundamentals the student will be introduced to various desktop publishing techniques needed for product and promotional creation. You will be creating a magazine from design concept to completion.

MFE1350 | STYLING

This course provides is an introduction to Styling. Topics include the stylist's role in print and film and videos. The actual work and responsibilities of the assistant stylist and stylist, from shopping and prepping merchandise to working with models and layouts, are covered.

MFE1360 | PHOTOGRAPHY

This course introduces the student to basic photography techniques. Topics include selecting and posing models, scouting locations, selecting props, lighting fabrics and people, developing stylistic themes and using color and compositional elements.

MFE3000 | RESEARCH & DEVELOPMENT WORKSHOP 3

Research and Development 3 provides a collaborative setting for students to research and develop ongoing individual, team, and collaborative projects allowing for individual instruction with faculty.

TERM 4 | COURSE DESCRIPTIONS

MFE2420 | FASHION BUYING

In this course students learn financial and merchandise assortment planning. The course defines the buyer's duties within a retail organization and teaches students how to develop a financial plan.

MFE2440 | IN-STORE MERCHANDISING

In Store Merchandising will introduce a variety of merchandising techniques to use to enhance the presentation of a store and its merchandise.

MFE2480 | INTRODUCTION TO SOCIAL MEDIA

Introduction to Social Media will provide the foundation for Social Media implementation at an introductory level. This course will explore a range of technologies and applications, and learn how to get your message noticed. Course material will focus on basic concepts, first tier implementation and simple strategies.

MFE2460 | CONSUMER BEHAVIOUR

Consumer Behaviour introduces the student to the concepts of consumer behaviour utilizing the theories of psychology and marketing. Understanding the behaviour of the consumer helps marketers be responsive to their needs and desires.

MFE2470 | BUSINESS LAW

Business Law will introduce the student to the nature and importance of law as it pertains to all areas of business including contracts and intellectual property.

MFE2490 | ADVERTISING

Advertising provides a comprehensive overview of advertising and promotion from an integrated marketing communications perspective (IMC). This course looks at the function of advertising within the marketing mix, communications mix and society.

MFE2430 | PRIVATE BRAND DEVELOPMENT

Branding will explore the importance of a brand to the consumer. Students will develop an understanding of the importance of Private Brand and Private Label Development. In this course students will oversee the research, development, and presentation of a private brand line. Through understanding of the target market, in the line assortment will be emphasized.

MFE4000 | RESEARCH & DEVELOPMENT WORKSHOP 4

Research and Development 4 provides a collaborative setting for students to research and develop ongoing individual, team, and collaborative projects allowing for individual instruction with faculty.

TERM 5 | COURSE DESCRIPTIONS

FAI2500 | FASHION AND FILM

This course will trace the social, cultural and technological influences on fashion from the 1940's to present day. The close link between film/television and fashion will be examined.

MFE2510 | PUBLIC RELATIONS

Public Relations will introduce you to the key elements for today's highly sophisticated Public Relations practice. Students will explore the various functions of public relations. Particular emphasis will be placed on writing an effective press release, a media kit and networking skills.

MFE2520 | FINANCIAL MANAGEMENT

Financial Management will introduce the student to the importance of financial management with regards to business. Students will understand the role of financial management in solving financial problems. Students will learn how to analyze financial statements and develop fundamental skills for financial control and planning.

MFE2530 | ENTREPRENEURSHIP

Entrepreneurship will introduce the student to the personal, financial and legal requirements necessary to establish an independent business in Canada. Students will develop the knowledge and skills necessary to complete a business plan.

MFE2540 | BUSINESS IN A GLOBAL ECONOMY

The student will develop an overall understanding of business in a global economy, specifically as it pertains to retailing in Canada.

MFE2550 | DIGITAL MARKETING

This course will cover aspects of Internet marketing such as: Search engine optimization (SEO) as well as various aspects of paid online advertising. Students will have a working knowledge of Pay-Per-Click, Email marketing, Gmail marketing, YouTube ads. We will also cover Content marketing, affiliate marketing. We will also learn development and marketing of mobile apps.

MFE2560 | PROFESSIONAL SELLING

The student will develop a personal selling philosophy while practicing and improving essential selling skills focusing on business to business.

MFE4000 | RESEARCH & DEVELOPMENT WORKSHOP 5

Research and Development 5 provides a collaborative setting for students to research and develop ongoing individual, team, and collaborative projects allowing for individual instruction with faculty.

TERM 6 | COURSE DESCRIPTIONS

MFE2650 | PORTFOLIO PRESENTATION

Portfolio Presentation identifies strategies for effective, memorable self-promotion and guides you through to the completion of your portfolio in both print and online formats. The studio format of this class allows you one-on-one mentorship and guidance to build your unique portfolio, geared to your career goals.

MFE2630 | BUSINESS ARTS

Business Arts offers you with expert guidance as you get ready to graduate. You will receive help with your resume preparation, techniques on applying for jobs and the interview process.

MFE2610 | ORGANIZATIONAL BEHAVIOUR

Organizational Behaviour will further develop the students understanding of the role of management within the organization to effectively achieve corporate objectives.

MFE1000 | CAPSTONE PROJECT

The capstone course is a culmination of skills and knowledge acquired throughout the six-term

program. Students complete an industry-based project with a final presentation to the client.

MFE2660 | WEB PAGE DESIGN

Webpage Design will provide the student with an overview of the Internet and World Wide Web. Students will learn techniques to create a simple website, allowing them to relate to web developers and designers in future work relationships. Students can create an online portfolio.

MFB2640 | EVENT PLANNING

This course will introduce the student to the role of event planning, coordination and management techniques necessary to plan a successful event. Students will be able to apply the skills and knowledge from the event-planning course to fashion show production, product launches, openings and corporate events.

MFE6000 | RESEARCH & DEVELOPMENT WORKSHOP 6

Research and Development 6 provides a collaborative setting for students to research and develop ongoing individual, team, and collaborative projects allowing for individual instruction with faculty.

5. GRAPHIC DESIGN AND INTERACTIVE MEDIA

TERM 1 | COURSE DESCRIPTIONS

IDM111 | A HISTORY OF DESIGN

History of Design is the history of visual communication and its' impact on cultural development. Through lectures, hands-on exercises and research you will learn to identify the social, technological, and political changes that have shaped communication arts.

IDM112 | ELEMENTS OF DESIGN

Elements of Design is an exploration of the relationship between visual form and content. You will be exposed to the building blocks of design, and tasked with utilizing these concepts as you develop analog designs.

IDM114 | DIGITAL DRAWING 1

Digital Drawing I introduces you to Adobe’s vector imaging software. Through demonstrations, in-classes exercises and assignments you will become familiar with the unique capabilities of the software as it relates the creation and manipulation of vector graphics for both print and new media destinations.

IDM115 | DIGITAL IMAGING 1

Digital Imaging I introduces you to Adobe’s raster imaging software. Through demonstrations, in-class exercises and assignments you will become familiar with the unique capabilities of the software as it relates to the creation, editing and manipulation of imagery for both print and new media destinations.

IDM116 | PAGE LAYOUT 1

Page Layout introduces you to the design of the printed page. Utilizing design fundamentals you will be creating projects from design concept to completion. With an examination of printing materials, you will experience the printing process, technology and materials used by designers. Through demonstrations, in-classes exercises and assignments you will also become familiar with the unique capabilities of Adobe InDesign, as it relates to the design and production of single- and multi-page layouts.

IDM117 | MULTIMEDIA 1

Multimedia I explores different techniques for finding and developing ideas, and applying them in true-to-life project and professional situations. Tasked with real-world multimedia design challenges, you will bring together the lessons from your other classes to design creative solutions. Through supportive and constructive feedback you can focus, polish and deepen your design work within a lab/studio environment.

IDM201 | TYPOGRAPHY 1

Typography I is an introduction to communication through visual language. You will explore the fundamentals of typographic design and letterform in conceptual and analog practical projects.

TERM 2 | COURSE DESCRIPTIONS

IDM301 | TYPOGRAPHY 2

Typography II is an advanced exploration of typographic design. You will develop a deeper understanding of the design choices for comprehension and content as you explore the usage and creation of digital letterforms.

IDM113 | WEBSITE DESIGN 1

Website Design introduces you to web communications. This exploration begins with critical analysis of user navigation and user experience, focusing on the organization and visual display of communication and digital layout. You will learn to program HTML and CSS in order to bring your designs to life on the internet.

IDM202 | EDITORIAL DESIGN

Editorial Design offers you an in-depth study of the theory and practical structures fundamental to publication design. Through demonstrations, case studies and exercises you are introduced to best practices and the creativity of editorial, news and publication design.

IDM203 | DIGITAL DRAWING 2

Digital Drawing II introduces you to the diverse arena of packaging; exploring the technical aspects of construction as well as creative problem-solving. Through demonstrations, in-classes exercises and assignments you will learn to create increasingly complex vector graphics for use in both print and new media within Adobe Illustrator.

IDM204 | DIGITAL IMAGING 2

Digital Imaging II explores Adobe's raster imaging software further. Through demonstrations, in-class exercises and assignments you will learn intermediate techniques for the creation and manipulation of raster images for use in both print and new media.

IDM206 | MULTIMEDIA 2

Multimedia II builds on the techniques from Multimedia I, challenging you to strengthen your creative ideation and problem solving through more complex projects. Tasked with real-world design challenges, you will bring together the lessons from your other classes to design creative solutions. Through supportive and constructive feedback you can focus, polish and deepen your design work within a lab/studio environment.

TERM 3 | COURSE DESCRIPTIONS

IDM205 | WEBSITE DESIGN 2

Website Design II broadens your knowledge of website design by introducing design software as a development tool. Based on your knowledge of HTML and CSS, you will be able to execute more complex designs using industry-standard software. Your technology is deepened through the exploration of client-side web development and JavaScript event-driven development.

IDM302 | ART DIRECTION

Art Direction explores the definition of, and the role played by the AD; through the wide range of disciplines and environments in which they operate. You will explore communication problem-solving as it relates to the creative process; while studying visual structure and how they are used by designers in order to facilitate communication.

IDM303 | INTERACTIVE DESIGN 1

Interactive Design I takes you through the study of shaping digital processes for people's use. By beginning with a study of the how humans interact with each other and their environment, you will explore the practice of designing interactive experiences, environments and products.

IDM304 | IDENTITY DESIGN

Identity Design introduces you to the field of branding; from developing a foundation to the execution of a visual identity program. Through lecture and assignments you will understand the role of brand identity, and experience the creation of that visual voice.

IDM305 | INTRODUCTION TO PHOTOGRAPHY

Photography introduces you to both the technical as well as the creative aspects of this visual art form. The practical component of this course includes you shooting a variety of locations and subjects while learning to use light, shape, framing and depth of field as tools to create imagery, mood and message.

IDM307 | MOTION GRAPHICS 1

Motion Graphics I introduces you into the world of video editing and animation. You will learn the creative principles and technical skills required to bring moving graphics into video.

IDM401 | MARKETING + SOCIAL MEDIA

Marketing + Social Media introduces you to the essential marketing tools, strategies and principles. You will learn the basics of the marketing mix, and how to integrate these marketing tools into communications across platforms, audiences and industries. This course covers not only the fundamentals of social media marketing, but also the basics of integrating them into an online presence. You will develop an understanding of social media strategy both as part of client-focused online presence and for the development of your own personal self-promotional plan.

TERM 4 | COURSE DESCRIPTIONS

IDM306 | WEBSITE DESIGN 3

Website Design III is an advanced exploration of internet focused UX + UI design. You will be tasked with the designing of creative solutions to real-world online communication challenges and goals: while learning how to collaborate with developers.

IDM402 | MOTION GRAPHICS 2

Motion Graphics II is a masterclass in the manipulation of imagery, graphics, typography and video. You will be experimenting with increasingly sophisticated tools and techniques in the creation of motion graphics.

IDM403 | INTERACTIVE DESIGN 2

Interactive Design II extends you knowledge of UI + UX design, focusing on mobile technology. The class is an advanced exploration of interactive practices through the design of your own application from concept to prototype.

IDM404 | PORTFOLIO

Portfolio identifies strategies for effective, memorable self-promotion and guides you through to the completion of your portfolio in both print and online formats. The studio format of this class allows you one-on-one mentorship and guidance to build your unique portfolio, geared to your career goals.

IDM405 | CAPSTONE PROJECT

Thesis is a studio-based class, offering you a unique opportunity. Through a mixture of lecture, specialized instruction and one-on-one design mentorship you receive real-world experience as you work through a major topical project.

IDM406 | CAREER DEVELOPMENT

Career Development offers you with expert guidance as you get ready to graduate. You will receive help with your resume preparation, techniques on applying for jobs and the interview process. Important feedback is provided by hiring professionals to help you launch your career successfully.

Nipissing University

Report of the By-Laws and Elections Subcommittee

October 26, 2016

There was a meeting of the By-Laws and Elections Subcommittee on Wednesday, October 26, 2016 at 1:00 p.m. in F307.

Present: B. Hatt, H. d'Entremont, D. Davis, J. McIntosh, D. Tabachnick, R. Vernescu, S. Landriault (Recording Secretary, n-v)

Regrets: J. Dempster

The By-Laws and Elections Subcommittee Report dated September 28, 2016 was reviewed and approved. As some members of the By-Laws and Elections Subcommittee are not Senators, a request was made that the report be sent to all members by e-mail.

The By-Laws and Elections Subcommittee Agenda dated October 26, 2016 was approved.

The Notices of Motion from the By-Laws and Elections Subcommittee Report dated September 28, 2016, including the amendments to the Ex-officio membership and the removal of all references to the Associate Vice President Academic Studies and Vice President Administration were included in the October 21, 2016 Senate Agenda.

The Senate Regulations and Policies document is being updated and should be available for approval at the November 3 Senate Executive meeting.

The Senior Academic Hiring Policy and the announcement of the names of the members on hiring committees was discussed at the September 28, 2016 Senate By-Laws meeting. The Senate Speaker consulted with the Chair of Senate and this item will be discussed at a future Board meeting.

Quorum, Senate composition for the 2017-18 Senate Academic year and terms of service will be discussed under the review of suggested revisions from the October 13, 2016 meeting between the Senate Speaker and the Provost.

R. Vernescu and D. Tabachnick reported on their research of other Ontario universities regarding the inclusion of Chairs as Senate members. It was determined that the practice at many Ontario universities was the inclusion of Chairs in the Senate membership. It was noted that the CA does not currently mandate that the duties of a Chair include Senate membership. It was agreed that further research on this subject was required and further discussion will take place at the next meeting.

Suggested revisions from the October 13, 2016 meeting between the Senate Speaker and the Provost were discussed. Revisions to the membership of the Research Council were discussed and the following Notice of Motion was approved. Further discussion of the remaining suggested revisions will take place at the next meeting.

MOTION 1: Moved by J. McIntosh, seconded by D. Tabachnick that Article 10.2 Research Council of the Senate By-Laws be amended as outlined below:

The current article reads:

10.2 Research Council (RC)

(a) Membership:

Voting Members:

- (i) the Dean of each Faculty;
- (ii) Six (6) Faculty members, elected by Senate for a minimum two (2) year term, to include: one (1) faculty member from each Faculty representing the Tri-Council disciplines as follows: 1 CIHR, 1 NSERC and 1 SSHRC, and two (2) remaining faculty; and
- (iii) One (1) student representative from a Graduate program

Non-voting Members

- (iv) Provost and Vice-President Academic and Research;
- (v) Assistant Vice-President Research and Graduate Studies; and
- (vi) Executive Director of Library Services, or delegate.

Resource Persons:

Persons who may be invited to provide information or participate in a meeting at the request of the Research Council:

- (i) Chair of the Research Ethics Board
- (ii) Chair of the Animal Care Committee
- (iii) Vice-President, Operations or his/her delegate responsible for Technology services research support
- (iv) Executive Director of External Relations and Advancement or his/her delegate, preferably the Manager of Integrated Marketing Communication
- (v) Executive Director of the Office of Aboriginal Initiatives or his/her delegate
- (vi) Technology Transfer & Business Innovation (research partnerships)
- (vii) Manager, Environmental Health and Safety

*Revised Article reads (**changes in bold**):*

10.2 Research Council (RC)

(a) Membership:

Voting Members

- (i) the **Academic** Deans of each Faculty; including **The Dean of Graduate Studies and Research who shall be chair**
- (ii) Six (6) Faculty members, elected by Senate for a minimum two (2) year term, to include: one (1) faculty member from each Faculty representing the Tri-Council disciplines as follows: 1 CIHR, 1 NSERC and 1 SSHRC, and two (2) remaining faculty; and **one (1) Canada Research Chair**
- (iii) One (1) student representative from a Graduate program

Non-voting Members

- (iv) Provost and Vice-President Academic and Research;
- (v) ~~Assistant Vice President Research and Graduate Studies~~; and
- (vi) Executive Director of Library Services, or delegate.

Resource Persons:

Persons who may be invited to provide information or participate in a meeting at the request of the Research Council:

- ~~(i) Chair of the Research Ethics Board~~
- ~~(ii) Chair of the Animal Care Committee~~
- ~~(iii) Vice-President, Operations or his/her delegate responsible for Technology services research support~~
- ~~(iv) Executive Director of External Relations and Advancement or his/her delegate, preferably the Manager of Integrated Marketing Communication~~
- ~~(v) Executive Director of the Office of Aboriginal Initiatives or his/her delegate~~
- ~~(vi) Technology Transfer & Business Innovation (research partnerships)~~
- ~~(vii) Manager, Environmental Health and Safety~~

Rationale:

Membership (Page 26):

The RC terms of reference (TOR) includes one (1) Research Chair which is absent from the Bylaw. The Dean of Graduate Studies and Research position has been created to replace the Assistant Vice-President Research and Graduate Studies position.

Resource Persons (Page 26 of By-Laws):

These positions no longer exist:

- Vice-President, Operations or his/her delegate
- Executive Director of External Relations and Advancement or his/her delegate
- the Manager of Integrated Marketing Communication
- Executive Director of the Office of Aboriginal Initiatives or his/her delegate
- Technology Transfer & Business Innovation (research partnerships)

The list of resource persons should be struck from the article. A new list of relevant resource persons can be included in the updated terms of reference document. Such a list is not included in any other membership article of the bylaws.

The next meeting of the By-Laws and Elections Subcommittee will be held on November 23 at 1:00 p.m. in meeting room F307.

Nipissing University
Minutes of the Academic Senate Meeting

October 21, 2016

2:30 p.m. – Room F210

MEMBERS PRESENT:

M. DeGagné (Chair), J. Graham, R. Vanderlee

A. Armenakyan, L. Chen, K. McCullough, R. Vernescu

S. Arnocky, R. Breton, A. Karassev, N. Kozuskanich, G. McCann, P. Nosko, M. Owens, T. Parkes, G. Phillips, S. Renshaw, T. Smith, K. Srigley, S. Srigley, D. Tabachnick, T. Vassilev, D. Walters, A. Weeks

B. Hatt, D. Hay, T. Horton, D. Jarvis, W. Richardson, J. Scott, G. Sharpe

C. Cho

O. Pokorny, L. Rossi

N. Allaire

M. Berube, K. Barnes

S. Feretycki

J. Andrews, J. Dempster, M. Hawco, S. Lamorea, C. Tremblay

ABSENT WITH REGRETS:

H. d'Entremont, C. Richardson, M. Tuncali, J. McAuliffe, N. Black

J. Dech

L. Frost, M. Parr, G. Rickwood, T. Sibbald

B. Kent, D. Ratcliffe

APPROVAL OF THE AGENDA OF THE SENATE MEETING OF: October 21, 2016

MOTION 1: Moved by R. Breton, seconded by J. Dempster that the agenda of the meeting of the Academic Senate dated October 21, 2016 be approved.
CARRIED

ADOPTION OF THE MINUTES OF THE SENATE MEETING OF: September 9, 2016

MOTION 2: Moved by G. McCann, seconded by G. Phillips that the minutes of the regular meeting of the Academic Senate dated September 9, 2016 be adopted.
CARRIED

BUSINESS ARISING FROM THE MINUTES

Motions from the Report of the Undergraduate Studies Committee, dated June 2, 2016, that were inadvertently left off the September 9, 2016 Senate Agenda:

FACULTY OF APPLIED & PROFESSIONAL STUDIES**School of Business**

MOTION 3: Moved by R. Vanderlee, seconded by A. Armenakyan that Senate approve that the statement requiring students to achieve a minimum of 60% in each course be removed from the requirements for the Certificate in Human Resources Management.
CARRIED

SCHULICH SCHOOL OF EDUCATION**Bachelor of Physical and Health Education**

MOTION 4: Moved by D. Hay, seconded by J. Dempster that Senate approve that PHED 1206 Systemic Approach to Functional Human Anatomy I be offered with 3 hours of lecture and 1 hour of lab.
CARRIED

MOTION 5: Moved by D. Hay, seconded by J. Dempster that Senate approve that PHED 2217 Systematic Approach to Integrated Human Physiology be offered with 3 hours of lecture and 1 hour of lab.
CARRIED

Non-Substantive Change for Information Only:

That “This course will be delivered in French” be added to the course description of EDUC 4702 Teaching in French Immersion.

ADVANCED STANDING POLICY**Child & Youth Care Diploma Graduates**

MOTION 6: Moved by J. Graham, seconded by J. Dempster that Senate approve that the Advanced Standing Credit Change for Child & Youth Care Diploma Graduates be approved.
CARRIED

QUESTION PERIOD

Senator Horton read out a question addressed to the Provost regarding the use of an on-line student opinion survey (SOS). As the Provost was not available, the question will be forwarded by e-mail to the Senate Secretary for response at the November Senate meeting.

Senator Tabachnick directed a question to the members of the Reappointment Committee for the President and Vice-Chancellor regarding an extension of the deadline for comments to be received.

The Board Chair advised that as the request had just been received the evening prior to the Senate meeting that she would consult with the members of the Reappointment Committee and respond. A member of the Reappointment Committee advised that the three faculty members on the Committee were in support of Dr. Tabachnick's request. Several Senators also expressed their support.

REPORTS OF STANDING COMMITTEES AND FACULTY OR UNIVERSITY COUNCILS

SENATE EXECUTIVE COMMITTEE

MOTION 7: Moved by J. Dempster, seconded by K. Srigley that Senate receive the Report of the Senate Executive Committee dated October 13, 2016, 2016.
CARRIED

OTHER BUSINESS

The Senate Speaker acknowledged the request made by faculty to change the date of the October 14 Senate meeting to October 21 due to reading week. He thanked Senate Exec for facilitating the arrangements.

Senator Dempster gave a presentation on the status of the Nipissing University Student Union. He advised that the land has been surveyed and cleared. Mitchell Architects will be overseeing the project. The building will have a modern design similar to the Library. The estimated construction cost is \$10.8 M with a total project budget of \$14 M. The building will include space for study, offices, retail, food services and recreation. The expected opening is to be in the summer of 2018. Senator Allaire complimented the beautiful design of the building and suggested that as a reflection of the territory that the University sits on, that consideration be made for an area that First Nation students can identify as a gathering place. The display of Native art in the new building was also suggested.

AMENDMENT OF BY-LAWS

- **Notice of Motion (Article 2.1 (a) *Ex Officio* Senators)**

The By-Laws and Elections Subcommittee reviewed the Ex Officio members of Senate. Due to positions that no longer exist and the creation of a new position, revisions were necessary.

Current article reads:

2.1 Ex Officio Senators

- (a) The following shall be ex officio voting members of Senate:
 - (i) the President;
 - (ii) the Provost Vice President Academic and Research;
 - (iii) the Associate Vice President Academic Studies;
 - (iv) the Dean of each Faculty;
 - (v) the Registrar;
 - (vi) the Executive Director, Library Services; and

Revised article reads (changes in bold):

2.1 Ex Officio Senators

- (a) The following shall be ex officio voting members of Senate:

- (i) the President;
- (ii) the Provost Vice President Academic and Research;
- ~~(iii) the Associate Vice President Academic Studies;~~
- (iii) the Vice President responsible for Finance and Administration**
- (iv) the **Academic Deans of each Faculty**;
- (v) the Registrar;
- (vi) the Executive Director, Library Services; **and**

Rationale: Clarifies the Ex Officio Senator membership. The Vice President responsible for Finance and Administration position was added as a voting member of Senate as there is often a budgetary element to many Senate meetings. As well, if the Provost is unavailable, the Vice President Finance and Administration could speak on his behalf.

- **Notice of Motion that all references to the Associate Vice President Academic Studies and Vice President Administration be removed from the Senate By-Laws.**

Rationale: The positions of Associate Vice President Academic Studies and Vice President Administration no longer exist.

ELECTIONS

- **Notice of Motion** for elections to take place at the Arts and Science Faculty Council and the Applied and Professional Studies Faculty Council to fill two vacant positions on the Senate Executive Committee. Elections should take place for one Arts and Science Senator and one Applied and Professional Studies Senator. To be discussed further at the November Senate meeting.

REPORTS FROM OTHER BODIES

Board of Governors

Senator Berube advised that the first Board meeting and the Board Retreat were held September 30 and October 1 at the Ecology Centre. Future Board meetings will be held at the University. She advised that she is looking forward to the upcoming year.

Alumni Advisory Board

Senator Feretycki advised that the Alumni Advisory Annual Retreat was taking place the following day and further updates will be available at the November Senate meeting.

Council of Ontario Universities (Academic Colleague)

Senator McCann provided a report from the COU Academic Colleagues meeting that she recently attended. The main topic for discussion was metrics. Exit exams were also discussed.

NEW BUSINESS

- MOTION 8: Moved by J. Graham, seconded by A. Weeks that Senate consider receipt of the Report of Grad Applicants dated October 13, 2016.
CARRIED

MOTION 9: Moved by J. Graham, seconded by L. Chen that Senate receive the Report of Grad Applicants dated October 13, 2016.
CARRIED

MOTION 10: Moved by J. Graham, seconded by S. Feretycki that Senate grant approval to graduate the students listed in the Report of Grad Applicants dated October 13, 2016.
CARRIED

MOTION 11: Moved by J. Graham, seconded by A. Armenakyan that Senate consider receipt of the Report of the Undergraduate Studies Committee dated September 27, 2016.
CARRIED

MOTION 12: Moved by S. Srigley, seconded by T. Parkes that Senate receive the Report of the Undergraduate Studies Committee dated September 27, 2016.
CARRIED

MOTION 13: Moved by J. Dempster, seconded by M. Hawco that Senate approve the basis of admission and advanced standing assessments that are included within the Toronto Film School Articulation Agreement.
DEFERRED
Moved by D. Hay, seconded by S. Srigley that the motion be deferred to the November Senate meeting. Further information will be provided.
CARRIED

ANNOUNCEMENTS

President DeGagné presented the annual Tenure and Promotion Report for 2015-16. The Report will also be presented at the November Board of Governors meeting.

Senator Andrews announced that NUSU is hosting two concerts as part of an ongoing partnership with the Capitol Centre. A field trip has also been planned to attend the Haunted House at Canada’s Wonderland. He also advised of the NUSUCares initiative. The first event to be hosted is a concert in partnership with Rob Nash in which the audience will be educated about mental health.

Senator Tabachnick reported that the Special Governance Commission work is nearly complete. The deadline for the report is October 31. He advised that there were some very positive developments and the report should be made public soon.

ADJOURNMENT

Senate was adjourned at: 4:05 p.m.

Original signed by:

.....
M. DeGagné (Chair)

.....
S. Landriault (Senate Secretary)

President's Annual Tenure and Promotion Report

2015-16

September 21, 2016

In accordance with the Tenure and Promotion Procedures of Nipissing University, I am forwarding this report to the October meeting of Senate and the next meeting of our Board of Governors for information.

Article 25.25 (a) of the Collective Agreement states that, "Every year by May 20, the President of the University will prepare a Report on Tenure and Promotion which will be appended to the September Senate agenda and submitted to the Board around the same time". Article 25.25 (b) defines the dimensions of the report as follows:

TENURE				
Applications	Granted	Denied	Deferred	Withdrawn
7	5	*	1	0
Applicants Awarded Tenure (Tenure & Promotion Process):				
D. Borman		D. Campbell		
L. Hoehn		J. Muterera		
G. Rickwood				

PROMOTION TO ASSOCIATE PROFESSOR				
Applications	Granted	Denied	Withdrawn	URAC
8	8	0	0	0
Applicants Awarded Promotion to Associate Professor:				
D. Borman		D. Campbell		
N. Colborne		L. Hoehn		
N. Brown		P. Millar		
J. Muterera		G. Rickwood		

.../2

PROMOTION TO PROFESSOR			
Applications	Granted	Denied	Withdrawn
8	5	3	0
Applicants Awarded Promotion to Professor (T&P Process):			
A. Erfani		M. Jha	
M. Cantalini-Williams		K. Clausen	
M. McCabe			

No. of Applications heard by the University Review Appeals Committee	4
No. of Grievances heard by the University Review Appeals Board	1

No. of Job Candidates awarded Tenure upon appointment	0
No. of Job Candidates awarded Promotion to Associate Professor or Professor upon appointment	0

*One case still pending

Collegial Governance at Nipissing University: Shared Challenges and Responsibilities

A Report of the Special Governance Commission (SGC)

Jordan Andrews
David Borman
Tom Curry
Steve Portelli
David Tabachnick

Chaired by
The Honourable John C. Murray

October 27, 2016
Nipissing University

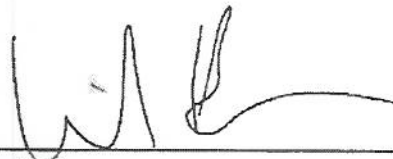
North Bay, Ontario, Canada

Signature Page



Jordan Andrews

October 27, 2016
Date




David Borman

October 27, 2016
Date




Tom Curry

October 27, 2016
Date



Steve Portelli

October 27, 2016
Date



David Tabachnick

October 27, 2016
Date

1. INTRODUCTION

This report contains the recommendations of the Special Governance Commission (“SGC”) established under a Memorandum of Agreement (“the MOA”) dated November 25, 2015 between the Nipissing University Faculty Association (“NUFA”) and Nipissing University. Five individuals representing the Board, Senate and Student Union were named to the SGC. An independent Chair, The Honourable John C. Murray, was appointed by agreement of the members of the SGC.

The SGC was established for the purpose of assessing the collegial structures through consultation with all relevant stakeholders within the Nipissing University community.

The primary goal was to determine whether Nipissing University’s joint governance structures, practices and procedures reflect the best practices within the higher education sector in Canada. This required an understanding of how governance is meant to work at Nipissing as well as how it has operated in practice. The secondary goal of the Commission is to help improve governance and the culture of collegiality at Nipissing in the hopes of resolving some of the internal conflicts that have characterized recent years and to avoid future problems.

Broadly, the term “best practices” indicates activities that elicit the most effective performance relative to the mission of an institution. The *Nipissing University Act* (“the Act”) clarifies that: “The objects of the University are the pursuit of learning through scholarship, teaching and research within a spirit of free enquiry and expression” (I.3). This language appears in the charter legislation for many Canadian universities.

Over the past nine months, the SGC spent considerable time discussing and analyzing current Governance practices and opportunities to improve those practices to better align with the Act. It is hoped that the promotion of best practices will improve relationships between the governing bodies and individual members of the University community.

The report is the result of the frank exchange of information between the members of the SGC, responses to questionnaires,¹ and discussion with interested stakeholders. This report is presented with the unanimous agreement and consensus of all members and represents the final recommendations of all Committee members.

The SGC: History and Mandate

In 1967, Nipissing University College was established and operated until the passage of *The Nipissing University Act* (hereafter the Act) in 1992.² Under the Act, Nipissing was given the

¹ A questionnaire was distributed to all stakeholders via email on 8 August 8 2016, including faculty, staff, Board members, current and former student union executives; see Appendix C for the full questionnaire employed.

² See Appendix B for the full text of the Act.

“special mission... to be a teaching-oriented institution that offers programs in education and in liberal arts and science and programs that specifically address the needs of northern Ontario” (I.4). In 2001, the Act was amended to give the university “the power and authority to grant any and all degrees, honorary degrees and diplomas in all branches of learning” (I.6).

In the fifteen years since this amendment, the University has undergone substantial change. Partly a result of the “double cohort” as well as increased funding for and interest in post-secondary education in the province, Nipissing experienced a major expansion, introducing new programs, including a number of graduate degrees, the creation of the Faculty of Applied and Professional Studies and a corresponding hiring of many new faculty.

Reductions in financial support from the Province of Ontario, notably in the area of funding for teacher education, have put significant financial pressure on Nipissing.

The cumulative result of the financial challenges has been a series of projected budget shortfalls that resulted in layoffs among non-teaching staff and contract faculty, the loss of permanent faculty and the closure of two satellite campuses.

In 2015, the University and full-time faculty attempted to reach a collective agreement. Negotiations failed and a strike by faculty followed.

During the ensuing labour negotiations, it was agreed that issues could be addressed and tensions alleviated, at least in part, by exploring ways to improve the practice and structure of governance at the University through the SGC. Although the SGC was created in the context of the labour negotiations, the members of the SGC did not represent the faculty association or the administration of the University and this report should not be interpreted as a commentary on the positions of either side of the labour negotiations.

2. CIVILITY AND COLLEGIALITY AT NIPISSING

The circumstances leading up to and including the faculty strike reflect a worrisome decline in the atmosphere and culture of collegiality at Nipissing. A culture of collegiality and civility, even in the face of disagreement, is a fragile but vital thing for an institution characterized by shared governance. The specific recommendations that follow are all offered with this aim in mind. Though it is in one way an abstract good, an atmosphere of collegiality and community makes an enormous and concrete difference to the working lives of everyone at the institution as well as to the experience of our students who are at the centre of our work.

3. STATEMENT REGARDING ADVICE OF SENATE AND MEETINGS OF SENATE AND THE BOARD

The SGC affirms that the advice of Senate must be obtained and considered, in good faith, as a factor in decision making in those areas as required pursuant to the Act and that responsibility for the financial stewardship of Nipissing University is with the Board of Governors.

Insofar as these recommendations are directed to those bodies that share the governance of the university – the Academic Senate and the Board of Governors – the members of each are particularly urged to appreciate their role and responsibilities in created and maintaining a culture of collegiality and civil cooperation.

The SGC affirms as a premise of all that follows: that collegiality and civility on the part of all persons in the conduct of the business of the University, as reflected particularly in Senate Bylaws 7.4 on Debate and Decorum and 6.3(c) related to the function of question period as well as the General Rules of Procedure that govern decorum at Board Meetings, is of paramount importance.

4. RECOMMENDATIONS

A number of the recommendations that follow concern the improvement of practices of communication and consultation between the Senate, Administration, and Board. It is in the nature of shared governance that there will sometimes be disagreement regarding decisions that affect both the financial and academic circumstances of the university. It is the view of the SGC that what is required for collegiality is a tolerance for some measure of respectful disagreement, and mutual respect for the roles of the Senate, Administration and Board as set out in the Act; it is furthermore the view of the SGC that such tolerance and respect can only result when decision making processes in all governing bodies are as transparent as possible so that the rationale for decisions made is clear to all affected. Accordingly:

- 3.1 The SGC recommends that Senate create a Budget Advisory Committee to consider and make recommendations to the Board through the President on the*

allocation of resources for academic purposes, in conformity with the Nipissing University Act [22.2 (i)].

- 3.2 *That the Board of Governors, through the President, advise the Senate Budget Advisory Committee as to the schedule for the preparation of the annual budget indicating deadlines for submissions of recommendations and provide a draft budget, prior to approval by the Board, to the Senate Budget Advisory Committee to permit recommendations to be made to the President, as the representative of the Board, in accordance with the established schedule.*
- 3.3 *The SGC recommends to the Board a modification of its policies on the hiring of Non-Academic Vice-Presidents, as follows: to require the President to solicit the advice of Senate [24(3)], through Senate participation in a joint Board-Senate hiring committee, for the hiring of any official, academic and non-academic, for which the approval of the Board is sought.*
- 3.4 *The SGC recommends to Senate the amendment of its bylaws to include Senate participation in joint Board-Senate hiring committees for the hiring of any official, academic and non-academic, for which the approval of the Board is sought.*
- 3.5 *The SGC recommends that Senate and the Board adopt and maintain unified and consistent policies and bylaws regarding such joint Board-Senate hiring committees.*
- 3.6 *In acknowledgement of the shared interest in collegial governance structures, which encompass the respective roles of the Senate and the Board of Governors, the SGC recommends the creation of a Standing Joint Committee of the Board and Senate on Governance. The mandate of the committee would be to review on an at least an annual basis the governance structures and practices of the University to foster bicameral communication and collegiality. This committee should consist of equal membership of Senate and the Board: three members elected by each, and a single representative of the Student Union. It is the expectation that the standing committee would operate on a consensus basis. If and when necessary, the services of an independent Chair may be sought.*
- 3.8 *The SGC recommends that the abovementioned committee establish a procedure for providing a joint orientation to new members of the Senate and Board as a means of promoting the effective governance of the university.*
- 3.9 *The SGC recommends that the Standing Committee generate a statement on the importance of collegial governance at Nipissing, to be endorsed in the policies and bylaws of each of Senate and the Board. It is further recommended that any issues that may arise concerning a lack of civility and decorum in the conduct of the business of the Senate or Board and which cannot be satisfactorily addresses under the existing policies and bylaws of each, be considered by the Standing*

Committee which may make such recommendations for amendments to by-laws, practices or policies as may be advisable.

4. IMPLEMENTATION

4.1 The SGC recommends that the Standing Joint Committee of the Board and Senate on Governance be struck as soon as practicable and that it assist in the implementation of any recommendations of the SGC adopted by the Board and Senate. It is further recommended that any of the recommendations of the SGC adopted by the Board and Senate be implemented by September, 2017.

5. CONCLUSION

The SGC is hopeful that this report will assist in maintaining an environment open to the ongoing discussion of governance and best practices at Nipissing University and will promote a renewal of relationships and engagement between the Board, Senate, administration, students and the wider community at Nipissing University.

6. APPENDICES

A. Memorandum of Agreement

NOVEMBER 25, 2015 – 12:30 P.M.

NOTE: This Memorandum of Agreement is outside of, and will not be included in or as part of, the renewal collective agreement.

Memorandum of Agreement

Between:

Nipissing University Faculty Association (“NUFA”)

And

Nipissing University (the “Employer”)

WHEREAS the Parties acknowledge that they have a shared interest in effective collegial governance structures, which encompass the respective roles of the Senate and the Board of Governors, as defined in the *Nipissing University Act 1992*, as amended;

NOW THEREFORE the Parties agree as follows:

1. Within thirty (30) working days of the ratification of a renewal agreement by the Parties, the Board of Governors (the “Board”) will establish a Special Governance Commission (the “SGC”).
2. The purpose of the SGC shall be to assess the collegial structures through consultation with all relevant stakeholders within the Nipissing University community.
3. The SGC will consist of five (5) members as follows: two (2) members who are external members of the Board to be appointed by the Board; two (2) faculty members who are appointed by Senate; and one (1) student to be elected by the Nipissing University Student Union.
4. The SGC will establish its own procedures, but at a minimum, the following provisions shall apply:
 - The SGC will obtain a comprehensive package of collegial governance documents from Senate and the Board. This package will include, at a minimum, copies of the *Nipissing University Act*, all relevant by-laws and operating procedures of the Senate and the Board, and rules of order.
 - The SGC may invite any member of the Nipissing University community to make a submission but will, at a minimum, solicit input and recommendation from members of the Board and the Senate.
5. In its deliberations, the SGC will seek input from the Nipissing University community and other relevant experts and bodies on the following:
 - Whether current collegial governance structures, practices and procedures are reflective of best practices within the higher education sector in Canada, and consistent with all relevant acts, statutes, contracts and collective agreements.
6. The SGC will make its report to the Board within six (6) months³ of its appointment. The report will be made available to all members of the University community.

From the Memorandum of Settlement, November 26, 2015

³ This has been amended to (9) months.

B. Nipissing University Act, 1992

Preamble

Nipissing College has applied for private legislation providing for the incorporation and administration of Nipissing University as a degree-granting institution and the dissolution of Nipissing College. The applicant represents that it has provided post-secondary education in affiliation with Laurentian University since 1967.

It is appropriate to grant the application.

Therefore, Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:

1. Definitions

In this Act, "alumni" means persons who have been granted degrees from Laurentian University with the designation Nipissing University College and persons who have been granted degrees from Nipissing University;

"Board" means the Board of Governors of the University;

"faculty" means professors, associate professors, assistant professors, lecturers and instructors, employed full-time by the University to teach or give instruction or to do research;

"officers" means all persons employed by the University other than teaching staff and support staff;

"President" means the President of the University;

"property" includes real and personal property;

"Senate" means the Senate of the University;

"teaching staff" means faculty and all others employed by the University to teach or give instruction to do research;

"University" means Nipissing University.

PART I

ESTABLISHMENT

2. University incorporated

(1) Nipissing University is constituted as a corporation without share capital and shall be composed of the Chancellor and President of the University and such other persons who may hereafter become members of the Board.

Nipissing College dissolved

(2) Nipissing College is dissolved on the day this Act comes into force.

3. Objects

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

4. Special mission

The University's special mission is to be a teaching-oriented institution that offers programs in education and in liberal arts and science and programs that specifically address the needs of northern Ontario.

5. Powers

The University has all powers necessary and incidental to its objects.

6. Powers to grant degrees

The University has the power and authority to grant any and all degrees, honorary degrees and diplomas in all branches of learning.

7. Power to affiliate

The University may affiliate or federate with other universities, colleges and institutions of learning on such terms and for such periods of time as the Board may determine.

PART II

STRUCTURE - BOARD OF GOVERNORS

10. Seven persons appointed, in the first instance by the Lieutenant Governor in Council and thereafter by the Board, to represent a broad spectrum of the public.

8. Board

(1) There shall be a Board of Governors of the University consisting of not more than twenty-six members as follows:

1. The Chancellor and President of the University, who shall be members by virtue of their offices.
2. The Mayor of North Bay, who shall be a member by virtue of his or her office.
3. Six persons appointed by the Lieutenant Governor in Council.
4. Two persons elected by the Senate from among the faculty members on the Senate.
5. Two persons elected by the faculty, from among the faculty members not on the Senate.
6. Two students of the University elected by the students of the University.
7. Two full-time non-teaching employees of the University elected by the full-time non-teaching employees of the University.
8. One person, who is neither a student nor a faculty member or officer of the University, appointed by the University Alumni Association from among the alumni.
9. One person appointed by the Aboriginal Council on Education established by the University from among its members.
10. Seven persons appointed, in the first instance by the Lieutenant Governor in Council and thereafter by the Board, to represent a broad spectrum of the public.

(2) Election of members

The Board shall by by-law determine the manner and procedure for the election of the members described in paragraphs 5, 6 and 7 of subsection (1).

(3) Same

The Senate shall by by-law determine the manner and procedure for the election of the members described in paragraph 4.

(4) Members appointed to represent the public

No person appointed under paragraph 10 of subsection (1) shall be a student, faculty member or officer of the University or any federated or affiliated college, or a member of the faculty, staff, student body, governing body or Senate of any other institution of higher learning.

(5) Mayor's designate

The Mayor of North Bay may designate a member of the City Council to be a member of the Board, by virtue of his or her office, in the Mayor's place.

(6) Citizenship status

No person is eligible to be a member of the Board unless he or she is a Canadian citizen or a permanent resident of Canada.

(7) Remuneration to employees and officers

The persons elected or appointed to the Board under paragraphs 1, 4, 5 and 7 of subsection (1) shall be entitled to remuneration from the University for their services as employees or officers of the University, despite their membership on the Board.

9. Term of office

(1) The term of office for each member of the Board shall be three years.

Limitation

(2) A member of the Board, other than a member described in paragraph 1 or 2 of subsection 8(1), shall not serve for more than six consecutive years but shall be eligible again for appointment or election to the Board after one year's absence from the Board.

Saving

(3) Service on the Board for the remainder of a vacating member's term of office pursuant to section 13, whether that service was before or after the Nipissing University Act, 2001 receives Royal Assent, shall not be included in the calculation of six consecutive years under subsection (2).

10. Chair and Vice-Chair

(1) The Board shall elect annually a Chair and a Vice-Chair from among its members appointed under paragraphs 3 and 10 of subsection 8(1).

(2) Same

The Chair shall preside over the Board's meetings and, if the Chair is unable to act for any reason or in the event of a temporary vacancy in that office, the Vice-Chair shall act in the Chair's place and, if both the Chair and Vice-Chair are unable to act for any reason, the Board may appoint one of its members to act temporarily in their place.

11. Quorum

A majority of the members of the Board constitutes a quorum.

12. Membership vacated

(1) The membership of a member of the Board is vacated when he or she resigns or, except for a student member who graduates during his or her term, ceases to be eligible for appointment or election to the Board.

Same, unable to act

(2) If a member of the Board is otherwise incapable of continuing to act as a member, the Board shall by resolution declare the membership vacant.

Same, non-attendance at meetings

(3) The Board may by resolution declare a membership of the Board, except a membership by virtue of an office, vacant for failure to attend a sufficient number of meetings, as provided in the by-laws.

Proof

(4) A resolution declaring a vacancy that is entered in the minutes of the Board is proof of the vacancy, in the absence of evidence to the contrary.

13. Filling vacancies

(1) The vacancy of an appointed member of the Board shall be filled by appointment in the same manner as the membership that was vacated was appointed.

Same

(2) The Board in its sole discretion shall decide whether the vacancy of an elected member of the Board shall be filled and, if so, the manner and procedure for doing so.

Term of office

(3) A member appointed or elected to fill a vacancy on the Board shall hold office for the remainder of the vacating member's term of office.

14. Conflict of interest

(1) A member of the Board or of a committee created by it who has any interest in a matter in which the University is concerned shall declare his or her interest as soon as possible and no later than at any meeting at which the matter is to be considered and shall not take part in the discussion or vote on the matter and may be required by the Board to withdraw from the meeting during the discussion.

Same

(2) Despite subsection (1), every member of the Board who is an employee of the University may take part in discussions and vote on matters related to the financial operation of the University, other than on matters related to the remuneration, benefits or working conditions of a class or group of employees of the University, and the President may also take part in discussions and vote on matters related to the remuneration, benefits or working conditions of a class or group of employees of the University.

Conflict determined by Board

(3) Where the Board is of the opinion that a conflict of interest exists but has not been declared as required by subsection (1), the Board may by resolution declare, as provided by the by-laws, that a conflict of interest exists and the member found to be in conflict shall withdraw from discussion and refrain from voting on the matter giving rise to the conflict.

15. Duties of the Board

The government of the University, the control of its property and revenues and the conduct of its business and affairs, except for those matters assigned by this Act to the Senate, are vested in the Board.

16. Powers of the Board

The Board may exercise such powers as are necessary to carry out its duties and, without limiting the generality of the foregoing, the Board may,

- (a) appoint and remove the President, in consultation with the Senate;
- (b) appoint, promote, suspend, grant leave to and remove the teaching staff, the Deans of all the faculties, and all other officers and employees of the University;
- (c) grant tenure to a member of faculty and terminate such tenure;
- (d) fix the duties and salaries and other benefits of the officers and employees of the University;
- (e) appoint and discharge committees but, if it delegates to a committee the power and authority to act for the Board, a majority of the members of the committee shall be members of the Board;
- (f) plan and implement the physical development of the University;
- (g) establish and collect fees and charges for academic tuition and for services of any kind that may be offered by the University and collect other fees and charges, as approved by the Board, on behalf of any entity, organization or element of the University;
- (h) regulate the conduct of the members of faculty, students, officers and employees of the University and of all other persons coming upon and using the University's property or deny any person access to the University's property;
- (i) establish and enforce rules and regulations with regard to the use and occupancy of the University's buildings, grounds and facilities;
- (j) make by-laws and regulations for the conduct of its affairs.

17. Jurisdiction disputes

Where there is a question as to the proper body within the University to exercise jurisdiction in a discipline matter, the Board shall determine which body has jurisdiction and the decision of the Board is final.

SENATE

18. Senate

(1) There shall be a Senate of the University composed of members appointed by virtue of their office under subsection (2) and members appointed or elected under subsection (3).

Appointed members

(2) The members appointed by virtue of their office shall be the following:

1. The President.
2. The Deans of all faculties.
3. The Registrar.
4. The Executive Director of Library Services.
5. Such other officers as the senate may by by-law designate.

Other members

(3) The other members of the Senate shall be,

- (a) two members of the Board appointed by the Board;
- (b) three students elected by the students;
- (c) that number of faculty members as is set out in the by-laws of the Senate, but at least more than twice the total number of all other members of the Senate;
- (d) such other members as the Senate may by by-law designate.

Same

(4) The members described in clauses (3) (b), (c) and (d) shall be elected or appointed in the manner set out in the by-laws of the Senate.

Eligibility for Senate

(5) No person is eligible for appointment or election to the Senate who is a member of the faculty, staff, student body, governing body or Senate of any degree-granting university, college or other institution of higher learning, other than the University and its federated or affiliated colleges, unless such person is also a member of the University's faculty.

Speaker, Secretary

(6) The Senate shall elect a Speaker and a Secretary annually from among its members.

19. Term of office

The term of office for each member of the Senate appointed or elected under subsection 18 (3) shall be three years.

20. Vacancies

A vacancy on the Senate shall be filled in the same manner as the membership that is vacant was appointed or elected, as the case may be, and a member so appointed or elected shall hold office for the remainder of the term off office of the member whose membership is vacant.

21. Meetings

(1) The Senate shall meet at least four times a year, at the times determined by the Senate and at the places designated by the President.

Same

(2) Meetings of the Senate may also be convened by the President.

Quorum

(3) A majority of the members of the Senate constitutes a quorum unless otherwise determined in the Senate's by-laws.

Chair

(4) The President shall chair the meetings of the Senate and if the president is unable to act for any reason or in the event of a temporary vacancy in that office, the meetings shall be chaired as provided in the by-laws of the Senate.

Duties of Chair, Secretary, Speaker

(5) The duties of the Chair and of the Secretary and Speaker of the Senate shall be as set out in the by-laws of the Senate.

22. Duties of the Senate

(1) The Senate shall establish the educational policies of the University and may make recommendations to the Board with respect to any matter of academic concern to the University.

Powers of the Senate

(2) Without limiting the generality of subsection (1), the Senate may,

(a) make recommendations to the Board respecting the establishment, maintenance, modification or termination of organizational structures such as faculties, schools, institutes, departments or chairs within the University;

(b) establish, maintain, modify or remove curricula of all courses of instruction, including extension courses, subject to the approval of the Board in so far as the expenditure of funds is concerned;

(c) determine procedures for and policies concerning the qualifications of members of faculty within the University with respect to appointments, promotions and the granting and termination of tenure;

(d) determine standards of admission of students to the University;

(e) consider and determine the conduct and results of examinations in all faculties;

(f) hear and determine appeals from the decisions of the faculty councils on examinations and on applications for admission;

(g) grant degrees, honorary degrees, diplomas, certificates or other awards for the University and its federated or affiliated colleges;

(h) consider and co-ordinate long-range academic planning;

(i) consider and recommend to the Board policies concerning the allocation or use of University resources for academic purposes;

(j) create councils and committees and delegate to them the power and authority to act for it on any matter; and

(k) make by-laws and regulations for the conduct of its affairs.

CHANCELLOR

23. Chancellor

(1) There shall be a Chancellor of the University who shall be appointed by the Board. Term of office

(2) The term of office of the Chancellor shall be four years and he or she may be appointed for a maximum of two consecutive terms.

Role of Chancellor

(3) The Chancellor is the titular head of the University and shall confer all degrees, honorary degrees, diplomas and certificates but, in the absence of the Chancellor or where there is a vacancy in that office, the President shall act in the Chancellor's place and, if the President is absent or unable to act, another person designated by the Board shall act in their place.

PRESIDENT

24. President

(1) There shall be a President of the University who shall be appointed by the Board in such manner and for such term as the board determines, following advice from the Senate.

Role of President

(2) The President is the Chief Executive Officer of the University and has supervision over and direction of the academic and general administration of the University, the members of faculty, officers, employees and students, and such other powers and duties as may be conferred upon or assigned to him or her by the Board.

Vice-Presidents and other officers

(3) The Board may, on the recommendation of the President acting on advice from the Senate, appoint one or more Vice-Presidents and other officers who shall have such powers and duties as may be conferred on them by the Board.

JUDICIAL RECTOR

25. Judicial Rector

(1) The Lieutenant Governor of Ontario or a person appointed by him or her shall be the Judicial Rector of the University.

Duties

(2) Upon the request of the Board, the Senate or the President, the Judicial Rector shall investigate and report to the Board, the Senate and the President on serious problems affecting the operation of the University.

Term of office

(3) If the Judicial Rector is appointed by the Lieutenant Governor of Ontario, his or her term of office shall be three years and he or she may be appointed for a maximum of two consecutive terms.

MEETINGS AND BY-LAWS

26. Meetings open to public

(1) Meetings of the Board and the Senate, including committee meetings, are open to the public and prior notice of such meetings shall be given to the members and to the public as provided by the by-laws of the Board or the Senate, as the case may be.

Exception, confidential matters

(2) The Board or Senate may exclude members of the public from the part of a meeting during which a matter confidential to the University is considered;

Exception, personal matters

(3) The Board or Senate shall exclude members of the public from the part of a meeting during which a matter of personal nature concerning an individual is considered unless the individual requests that the public be admitted.

Removal for conduct

(4) The Board or Senate may remove from a meeting a person who, in the opinion of the board or senate, engages in conduct that could interfere with the proceedings;

27. By-laws available to public

(1) The by-laws of the Board and of the Senate shall be open to examination by members of the University community and by the public during normal business hours.

Publication of by-laws

(2) The Board and the Senate shall publish their by-laws from time to time in such manner as they may respectively consider proper.

PART III

PROPERTY

28. Property and liabilities assumed

(1) The property of Nipissing College is vested in the University, and the liabilities of Nipissing College, together with the benefits and burdens of all contracts and covenants of Nipissing College, are assumed by the University.

Vesting of property

(2) All property granted, conveyed, devised or bequeathed to Nipissing College, before or after this Act comes into force, and all property held in trust by Nipissing College, before or after this Act comes into force, is vested in the University, subject to any trusts or conditions affecting the property.

29. Tax exemption

The real property vested in the University and any lands and premises leased to and occupied by the University shall be exempt from taxes for provincial, municipal and school purposes so long as the same are actually used and occupied for the purposes of the University.

30. Property may not be expropriated

Real property vested in the University is not liable to be entered upon, used or taken by any corporation, except a municipal corporation, and no power to expropriate real property conferred after this Act comes into force shall extend to such property unless the statute conferring such power expressly provides otherwise.

31. Limitation periods

For the purposes of the Limitation Act, all property vested in the University shall be deemed to have been and to be real property vested in the Crown for the public uses of Ontario.

32. Application of property

(1) The property and the income and profits of all property of the University shall be applied solely to achieving the objects and purposes of the University.

Non-application, Charities Accounting Act

(2) Section 8 of the Charities Accounting Act does not apply to the University.

33. Investment of funds

The funds of the University not immediately required for its purposes and the proceeds of all property that come into the hands of the Board, subject to any trusts or conditions affecting them, may be invested and reinvested in such investments as the Board in its absolute discretion considers appropriate.

34. Borrowing power

The University, if authorized by the by-laws of the Board, may, on such terms and in such amounts as the Board may approve,

- (a) borrow money and give security on money borrowed; and
- (b) issue or give bonds, debentures and obligations as security.

PART IV

AUDITS AND REPORTS

35. Audit

The Board shall appoint one or more public accountants licensed under the Public Accountancy Act to audit the accounts and trust funds of the University and the transactions of the Board at least once a year.

36. Annual report

(1) The Board shall make a financial report annually to the Minister of Colleges and Universities in such form and containing such information as the Minister may require.

Same

(2) The Minister shall submit the annual report to the Lieutenant Governor in Council and shall then lay the report before the Assembly if it is in session or, if not, at the next session.

Other reports

(3) The Board shall submit to the Minister such reports, other than the annual report, as the Minister may require.

PART V

TRANSITION

37. Credits and marks recognized

(1) The University shall grant to all its students and former students full recognition for all credits and marks awarded by Nipissing College in affiliation with Laurentian University before the coming into force of this Act.

Election to retain prior rights

(2) A student enrolled in Nipissing College immediately before the coming into force of this Act may elect on or before the 30th day of June, 1994 to retain the rights and privileges he or she had as a student at an affiliate of Laurentian University.

38. First Board and Senate

(1) Despite anything in this Act, the Board of Governors and the Senate of Nipissing College, as they exist immediately before the coming into force of this Act, shall be the first Board and Senate, respectively, of the University for the purpose of,

(a) appointing and electing the Board and Senate as provided in this Act; and

(b) carrying out all the functions of the Board and Senate as provided in this Act until they are constituted under this Act.

Terms of office

(2) Despite sections 9 and 19, the term of office of the members of the first Board shall be one year, two years or three years, as determined by the Board and the term of office of the members of the first Senate shall be two years or three years, as determined by the Senate.

39. By-laws, orders, regulations continued

The by-laws, orders and regulations made by Nipissing College shall, in so far as they are not inconsistent with this Act and are capable of being applied, implemented or complied with in the administration of the University, shall remain in force until re-enacted, amended or repealed under this Act.

40. Transfer of employment contracts

(1) On and after the day this Act comes into force, the employment contracts, including employee benefits, of every employee of Nipissing College are obligations of the University, and all appointments and tenure held by the employees of Nipissing College shall be deemed to have been granted by the University.

Pension plans

(2) The University shall institute a pension plan or plans for its employees that are equivalent to the pension plan provided by Nipissing College as of the day this Act comes into force such that no University employee employed by Nipissing College immediately before the coming into force of this Act shall receive any less benefit than that to which he or she would have been entitled had his or her employment not been transferred under subsection (1).

PART VI

COMMENCEMENT AND SHORT TITLE

41. Commencement

This Act comes into force on the day it receives Royal Assent.

42. Short title

The short title of this Act is the Nipissing University Act, 1992.

Amendment

Sections 6, 9, 19. December 13, 2001. Bill Pr 25, Nipissing University Act, 2001.

C. Questionnaire Concerning Governance at Nipissing

As you may know, a Joint Special Commission on Governance was struck through a Memorandum of Agreement (signed November 25, 2015) between Nipissing University and Nipissing University Faculty Association during the most recent round of collective bargaining. The task of this commission is to assess collegial governance structures through consultation with all relevant stakeholders within the Nipissing University community. The commission has been asked to report to the Board of Governors whether current governance structures, practices and procedures reflect best practices within the higher education sector in Canada, and consistent with the legislation and collective agreements applicable to Nipissing.

To that end, you will find below a short, qualitative questionnaire concerning governance at Nipissing.

Please provide a concise response to the following questions about governance structures at Nipissing:

- (a) What is working well?
- (b) What is not working well?
- (c) Do you have suggestions to improve current governance structures, practices and processes?

Please submit your responses electronically to sgc.nipissing@gmail.com. All responses will be kept confidential by Members of the Special Governance Commission; no identifying information will be attached to any responses included, in full or in part, in the completed report of the Commission. Please submit your responses no later than 12pm on September 1, 2016.

Thank you for your participation.

Membership of the Special Governance Commission:

Jordan Andrews, NUSU President
Tom Curry, Board of Governors
Steve Portelli, Board of Governors
David Tabachnick, Faculty
David Borman, Faculty