ARTS FACULTY COUNCIL
WEDNESDAY, OCTOBER 9, 2013
306 TIER
2:30 PM TO 4:30 PM

SPECIAL PRESENTATION ON THE NEW
"RESPONSIBLE CONDUCT OF RESEARCH" PROCEDURES
BY DR. GARY GLAVIN
(ASSOCIATE VICE PRESIDENT – RESEARCH & INTERNATIONAL)

AGENDA

1. Adoption of the agenda [for approval]

2. Minutes of the April 11, 2013 meeting [for approval]

3. Business Arising from the Minutes

   There is no business arising from the minutes

4. New Business

   4.1 Report of the Course and Program Approval Ctte (program modifications) [for information]
   4.2 Report of the Arts Academic Regulations Policy Ctte (new Arts policies) [for approval]
   4.3 Award in Internationalization Ctte and Teaching Excellence Ctte terms of reference [for approval]
   4.4 Report of the Nominating Committee [for approval]
   4.5 Update on Arts Strategic Plan [for information]

5. Dean and Associate Deans’ Reports

   5.1 Dean’s Report
   5.2 Associate Deans’ Reports

6. Information Items

7. Question Period Questions should be submitted by 10:00 a.m. October 8, 2013

8. Adjournment

Please forward REGRETS ONLY to Janice Gripp, Secretary to Arts Faculty Council, by phone at 8439 or email at Janice.gripp@umanitoba.ca
Faculty of Arts Council  
April 11, 2013  
306 Fletcher Argue Building  

Minutes

J. Gripp (recording secretary)


1. Adoption of the Agenda

MOTION: That the agenda be adopted as circulated. (R. O’Kell)  

CARRIED

2. Minutes from the Previous Meeting

MOTION: That the minutes of December 10, 2012 be approved as circulated. (T. Mondor)  

CARRIED

3. Business arising from the minutes

There was no business arising from the minutes

4. Committee Reports

Dean Taylor noted the all the reports were for information purposes only. He asked if there were any questions or comments regarding any of the reports. There were none.

5. New Business

5.1 Equity, Diversity & Human Rights Committee change to terms of reference

Adele Perry spoke to the report and noted the change is to include a CUPE member as part of the composition. There were no questions.

MOTION: That the changes to the terms of reference be approved as submitted (A. Perry)  

CARRIED

5.2 Faculty of Arts Strategic Plan

Dean Taylor went through a power point presentation that outlined the strategic plan. He noted there are four themes in the strategic plan 1) Undergraduate and Graduate Education 2) Research
and Scholarship 3) Workplace and Governance 4) Community Engagement. He briefly went through the initiatives in each of the themes. He explained that the Arts Strategic Plan Committee spent the summer months compiling information and then held conversations with the various constituencies within the faculty. Following the development of the draft, the committee presented it at several town halls. The document included in the agenda is the final version.

The next step, following approval of the plan, will be to develop operational plans. The original committee will oversee the development of the operational plan through existing or ad hoc committees.

*MOTION: That the Arts Strategic Plan be approved as submitted (A. Young) CARRIED with three abstentions*

5.3 Strategic Resource Plan

Dean Taylor updated council on the status of the faculty’s submission. He briefly reviewed the process and showed a few highlights from the power point presentation made to the University executive team. He reviewed different statistics that outlined the size and diversity of the Faculty of Arts including staffing, student numbers, teaching hours, gender breakdowns, research funding and various others. He also outlined the new initiatives that were put forward which include more student advisors, a research compliance accountant and two academic appointments. He outlined several other initiatives that the Faculty has taken on to show where we are spending our money. He also noted that he was asked to budget for a possible 3% reduction and a possible 5% reduction. He noted that the promised government funding of 5% will probably not come to fruition which may prompt cuts. He explained the steps that would be necessary within the faculty if we are faced with either a 3% or 5% cut. He noted the only discretionary money available is the funding for our sessionals. He noted our non-base money would be able to absorb the cost of the sessionals for the upcoming year, but after that our sessional hours would have to be cut.

S. Jaeger asked whether an increase in student advisors would allow the advisors to become more specialized in specific areas. Dean Taylor explained that the operational team for this area would be involved in the decisions and improvements to our student advising area. Lori noted that the University is looking at “intrusive” advising, but that would mean the Faculty increasing its advising staff substantially.

5.4 Report of the Nominating Committee

Esa Diaz-Leon, chair of the Nominating Committee, noted that all the vacancies have been filled. Dean Taylor called for any further nominations from the floor. There were none.

*MOTION: To approve the report of the Nominating Committee as submitted. (E. Diaz-Leon) CARRIED*

5.6 Duff Roblin Professorship in Government –

Dean Taylor explained that the terms that Faculty Council had earlier approved were returned to the Faculty by the Office of the University Secretary with a request for changes. The changes include changing the “name of the professorship” to “proposed name of the professorship as well as including more detail regarding the method by which the professorship will be funded, the academic qualifications of the candidates and the appointment and reappointment process.
MOTION: to recommend to Senate the approval of the terms of the Professorship in Government (Tammy Ivanco)

R. Desai asked what the details are regarding the appointment process. Dean Taylor explained that the original terms of the funding outline the committee structure. R. Desai asked that a requirement to ensure the process is public be added to the terms of reference. Dean Taylor noted that the terms already indicate that a committee would be struck and there would be a public call for nominations. As with any UMFA appointment, it is up to the committee to determine what the process will be, whether there will be a public presentation, etc. M. Gabbert asked that the process be more transparent and that the faculty be allowed to know who the candidates are.

R. Desai suggested amending section F of the agreement by adding the following to the end of the first sentence “and an open and public process of appointment including publically available CV’s for all candidates and public presentations by shortlisted candidates.”

R. Desai also queried whether it was normal to have the re-appointment process based upon the approval of the department head and dean. Dean Taylor said he thought so.

Faculty Council directed the Dean to amend the terms of the professorship to include public presentations by the short listed candidates and an opportunity for public input to the process. Dean Taylor agreed.

6. Report of the Dean and Associate Deans

Dean Taylor provided a verbal report. He noted the academic hiring was nearing completion, with all but two appointments complete. He added that the faculty will have ten new members beginning 1 July. He thanked all who participated in the search process for their service.

Dean Taylor also noted that he would be establishing a 4th Associate Dean position. This position will assume responsibility for several items in Lori Wilkinson’s portfolio as she is working on a number of other university wide projects. He added that he would also be filling an executive position within the Dean’s Office.

Dean Taylor also clarified an email that had been previously sent out regarding an internal audit of the Faculty. The Faculty was chosen by Audit Services and the audit reviewed our compliance in a number of areas. One of the areas reviewed was grant management. The auditors reminded the Faculty that there is a joint responsibility in the procedures between the grant holder, the administrative assistant, the Dean/Department Head and Financial Services. The procedures state that the administrative assistant is responsible for the monthly reconciliation of the grant. The Auditors noted that monthly reconciliations were not being done in all cases in the Faculty.

7. Information items – there were none.

8. Question period – no questions were received.

9. Adjourned at 3:30 p.m.
DATE: August 16, 2013

TO: Janice Gripp, Secretary, Arts Executive Committee and Arts Faculty Council

FROM: G. Smith, Chair, Course and Program Approvals Committee, Faculty of Arts

SUBJECT: Report of the Faculty of Arts Course and Program Approval Committee
[C.P.A.C. Motions - August 8, 2013]

The motions listed below were approved by the Course and Program Approvals Committee at its meeting of Thursday, August 8th, 2013. Would you arrange to have them placed on the agenda for consideration at the next meeting of the Arts Executive. “New” courses have been underscored.

C.P.A.C. Ref. DEPARTMENT/PROGRAM

MOTION

3a-13 Economics (Graduate Courses/Programs)

That the proposal to modify:
- Economics Ph.D. Program - by eliminating the oral examination from the Ph.D. candidacy examinations.

for a net change in credit hours of ± 0 hours, be approved.

3b-13 English, Film, and Theatre (Graduate Courses/Programs)

That the proposal to modify:
- English M.A. Program - correcting a contradiction about the amount of overlap allowable between the readings lists of the two candidacy exams; adding of the option of a Candidacy Examination (period examination) on Film; adding information on the content, submission and approval of the thesis proposal.
for a net change in credit hours of + 0 hours, be approved.

3c-13 Political Studies (Graduate Courses/Programs)

That the proposal to modify:
Political Studies M.A. Program - revising supplementary regulation as it pertains to the review of M.A. thesis proposals. The revised supplementary regulation creates a Thesis Advisory Committee to review and approve thesis proposals.

Joint M.P.A. Program - revising supplementary regulations to include changes or clarification to the following:
- updated information on program streams
- thesis and comprehensive exams
- admissions
- the Co-op Program
- Program progress

for a net change in credit hours of + 0 hours, be approved.

4a-13 Anthropology (Undergraduate Courses/Programs)

That the proposal to introduce:
Double Advanced Major Program - new 42 credit hour program which mirrors the 48 credit hour Single Advanced Program. Program hours are reduced to 42 by reducing the Anthropology course electives.

and to modify:
ANTH 4760 Practicum in Archaeology Cr.Hrs. 3

for a net change in credit hours of + 0 hours, be approved.

4b-13 Asian Studies (Undergraduate Courses/Programs)

That the proposal to delete:
ASIA 2660 Modern Chinese Literature in Translation Cr.Hrs. 6

and to introduce:
ASIA 2610 Modern Chinese Literature in Translation Cr.Hrs. 3
ASIA 2662 Chinese Diaspora Literature Cr.Hrs. 3
ASIA 3520 The Japanese Theatre Cr.Hrs. 3
ASIA 3750 Advanced Korean Cr.Hrs. 6

and to modify:
List A Courses Acceptable for Asian Studies Credit - to include:
ASIA 2610 Modern Chinese Literature in Translation (3)
ASIA 2662 Chinese Diaspora Literature (3)
ASIA 3520 The Japanese Theatre (3)
ASIA 3750 Advanced Korean (6)
and to flag as no longer offered:
ASIA 2660 Modern Chinese Literature in Translation (6)

for a net change in credit hours of +9 hours, be approved.

4c-13 Catholic Studies (Undergraduate Courses/Programs)

That the proposal to introduce:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr.Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATH 2200</td>
<td>Catholicism and Human Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>CATH 3900</td>
<td>Catholic Social Teaching</td>
<td>3</td>
</tr>
</tbody>
</table>

and to modify:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr.Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATH 2010</td>
<td>Literature and Catholic Culture 1</td>
<td>3</td>
</tr>
<tr>
<td>CATH 2020</td>
<td>Literature and Catholic Culture 2</td>
<td>3</td>
</tr>
</tbody>
</table>

Minor (Concentration) Program - Year 2/3 RLGN 3870 requirement being replaced by CATH 3900.

List of Approved Courses in Catholic Studies - to include:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr.Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATH 2200</td>
<td>Catholicism and Human Sexuality (3)</td>
<td></td>
</tr>
<tr>
<td>CATH 3900</td>
<td>Catholic Social Teaching (3)</td>
<td></td>
</tr>
</tbody>
</table>

for a net change in credit hours of +6 hours, be approved.

4d-13 Classics (Undergraduate Courses/Programs)

That the proposal to introduce:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr.Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAS 3682</td>
<td>Greek and Roman Epic</td>
<td>3</td>
</tr>
<tr>
<td>CLAS 3684</td>
<td>Greek and Roman Tragedy</td>
<td>3</td>
</tr>
</tbody>
</table>

and to modify:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr.Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAS 3250</td>
<td>Aegean and Italian Prehistory</td>
<td>3</td>
</tr>
<tr>
<td>CLAS 3260</td>
<td>Hellenistic Civilization: History and Archaeology</td>
<td>3</td>
</tr>
<tr>
<td>CLAS 3264</td>
<td>Pompeii and Herculaneum</td>
<td>3</td>
</tr>
<tr>
<td>CLAS 3270</td>
<td>The World of Late Antiquity: History and Archaeology</td>
<td>3</td>
</tr>
<tr>
<td>CLAS 3650</td>
<td>Religion in Ancient Greece</td>
<td>3</td>
</tr>
<tr>
<td>CLAS 3660</td>
<td>Religion in Ancient Rome</td>
<td>3</td>
</tr>
<tr>
<td>CLAS 3710</td>
<td>Aspects of Classical Culture 1</td>
<td>3</td>
</tr>
</tbody>
</table>

for a net change in credit hours of +6 hours, be approved.

4e-13 Economics (Undergraduate Courses/Programs)

That the proposal to modify:

General Major Program - Year 2/3 requirements to include: ECON 2450 and ECON 2470;
and an additional 18 credit hours in Economics, of which at least 6 hours must be from courses numbered at the 3000 level.

for a net change in credit hours of + 0 hours, be approved.

4f-13 English, Film, and Theatre (Undergraduate Courses/Programs)

That the proposal to delete:

ENGL 1310 Literary Topics 1

and to introduce:

ENGL 1400 Thematic Approaches to the Study of Literature

and to modify:

ENGL 2070 Literature of the Sixteenth Century
ENGL 2080 Medieval Literature
ENGL 2090 Literature of the Seventeenth Century
ENGL 2120 Literature of the Restoration and Eighteenth Century
ENGL 2130 Literature of the Romantic Period
ENGL 2140 Literature of the Victorian Period
ENGL 2160 British Literature since 1900
ENGL 2170 American Literature since 1900
ENGL 2180 American Literature to 1900
ENGL 2190 Special Topics
ENGL 2270 Canadian Literature
ENGL 2490 Literature in Translation
ENGL 2550 Critical Practise
ENGL 2570 The Novel
ENGL 2600 Writing and Gender
ENGL 2640 History of Critical Theory: From Plato to the Present
ENGL 2760 Introductory Creative Writing
ENGL 2830 Literature of Africa and/or the Caribbean
ENGL 2900 Genre
ENGL 2940 Short Fiction I
ENGL 2960 Drama 1
ENGL 2980 Poetry 1

English General Major, Single Advanced Major, Double Advanced Major, Minor (Concentration), Single Honours and Double Honours Programs - Year 1 requirements to include: ENGL 1200 or ENGL 1300 (or the former 004.126) or both ENGL 1400 (or the former ENGL 1310) and ENGL 1340.

Theatre Single Advanced Major Program - Year 1 requirements to include: THTR 1220; ENGL 1200 or ENGL 1300 (or the former 004.126) or both ENGL 1400 (or the former ENGL 1310) and ENGL 1340.

for a net change in credit hours of + 0 hours, be approved.
4g-13 French, Spanish and Italian (Undergraduate Courses/Programs)

That the proposal to delete:

FREN 1150 Introductory French  
Cr.Hrs. 6

and to introduce:

FREN 1152 Introductory French 1  
Cr.Hrs. 3
FREN 1154 Introductory French 2  
Cr.Hrs. 3
FREN 2780 Idéologie et oppression dans le roman français contemporain (B)  
Cr.Hrs. 3

French Double Advanced Major - new 42 credit hour program which mirrors the 48 credit hour Single Advanced Program. Program hours are reduced to 42 by reducing the credit hour requirement in French courses at the 2000 and 3000 levels.

and to modify:

FREN 1200 French 1  
Cr.Hrs. 6
FREN 1252 Français oral 1  
Cr.Hrs. 3
SPAN 1180 Introductory Spanish  
Cr.Hrs. 6
SPAN 1190 Introductory Spanish 2  
Cr.Hrs. 3
SPAN 1262 Intermediate Spanish Grammar and Conversation 1  
Cr.Hrs. 3
SPAN 1272 Intermediate Spanish Grammar and Conversation 2  
Cr.Hrs. 3
SPAN 1280 Spanish for Native Speakers  
Cr.Hrs. 3
SPAN 1290 Accelerated Intermediate Spanish  
Cr.Hrs. 6
SPAN 2200 Spanish American Culture and Civilization  
Cr.Hrs. 3
SPAN 2210 Voices and Images of Latin America  
Cr.Hrs. 3
SPAN 2510 Survey of Spanish Civilization  
Cr.Hrs. 3
SPAN 2520 Introduction to Spanish Literature  
Cr.Hrs. 3
SPAN 2550 Advanced Spanish Composition  
Cr.Hrs. 3
SPAN 2560 Advanced Spanish Conversation  
Cr.Hrs. 3
SPAN 2580 Contemporary Spanish Female Playwrights  
Cr.Hrs. 3

for a net change in credit hours of + 3 hours, be approved.

4h-13 German and Slavic Studies (Undergraduate Courses/Programs)

That the proposal to introduce:

GRMN 3232 Introduction to German Translation  
Cr.Hrs. 3

for a net change in credit hours of + 3 hours, be approved.

4i-13 History (Undergraduate Courses/Programs)

That the proposal to introduce:

HIST 3212 Global Sweatshops, Global Struggles (M)  
Cr.Hrs. 3
HIST 3750 Indigenous Peoples in Modern Latin America (A)  
Cr.Hrs. 3
for a net change in credit hours of + 6 hours, be approved.

4j-13 Labour Studies (Undergraduate Courses/Programs)

That the proposal to modify:
LABR 3220 Global Sweatshops, Global Struggles Cr.Hrs. 3

List of Electives - to include:
HIST 3212 Global Sweatshops, Global Struggles (M) (3)

for a net change in credit hours of + 0 hours, be approved.

4k-13 Latin American Studies (Undergraduate Courses/Programs)

That the proposal to modify:
Minor (Concentration) Program - list of acceptable courses to include:
HIST 3750 Indigenous Peoples in Modern Latin America (A) (3)

for a net change in credit hours of + 0 hours, be approved.

4l-13 Linguistics (Undergraduate Courses/Programs)

That the proposal to delete:
LING 2860 Language Acquisition Cr.Hrs. 3

and to introduce:
LING 3860 Language Acquisition Cr.Hrs. 3

Double Advanced Major Program - new 42 credit hour program which mirrors the 48 credit hour Single Advanced Program. Program hours are reduced to 42 by reducing the Linguistics course electives.

and to modify:
Single Advanced Major Program - Year 2/3/4 requirement for 6 credit hours chosen from the core courses numbered at the 3000 level revised to indicate that courses taken must include either LING 3120 or LING 3140.

for a net change in credit hours of + 0 hours, be approved.

4m-13 Native Studies (Undergraduate Courses/Program)

That the proposal to introduce:
NATV 3170 Aboriginal Peoples and Racism in Canada Cr.Hrs. 3

and to modify:
Single Advanced Major - Aboriginal Governance Stream with Required Minor in Business
for a net change in credit hours of + 3  hours, be approved.

4n-13  Philosophy (Undergraduate Courses/Programs)

That the proposal to introduce:

PHIL 2190  Philosophy and Sexuality

for a net change in credit hours of + 3  hours, be approved.

4o-13  Political Studies (Undergraduate Courses/Programs)

That the proposal to modify:

POLS 3880  Comparative Foreign Policy
POLS 4530  Regionalism in International Relations

for a net change in credit hours of + 0  hours, be approved.

4p-13  Psychology (Undergraduate Courses/Programs)

That the proposal to delete:

PSYC 2310  Adolescent Development
PSYC 2370  Developmental Psychology from Adolescence to Old Age
PSYC 2450  Behaviour Modification Applications
PSYC 2460  Dyadic Relations
PSYC 2860  Language Acquisition
PSYC 3450  Psychology of Personality
PSYC 3460  Abnormal Psychology

and to introduce:

PSYC 2490  Abnormal Psychology
PSYC 2530  Psychology of Personality
PSYC 3070  Adult Development
PSYC 3150  Behaviour Modification Applications
PSYC 3310  Adolescent Development
PSYC 3470  Dyadic Relations
PSYC 3860  Language Acquisition

and to modify:

PSYC 3130  Introduction to Health Psychology
PSYC 3160  Perception and Attention
PSYC 3170  Research in Cognitive Psychology
PSYC 3200  Thinking Critically About Psychological Research
PSYC 3340  Design and Analysis for Psychological Experiments
PSYC 3350  Behavioural Neuroscience
PSYC 3390  Thinking  Cr.Hrs. 3
PSYC 3430  Sensory Processes  Cr.Hrs. 3
PSYC 3530  Contemporary Issues 1  Cr.Hrs. 3
PSYC 3540  Contemporary Issues 2  Cr.Hrs. 3
PSYC 3580  Language and Thought  Cr.Hrs. 3
PSYC 3610  Memory  Cr.Hrs. 3
PSYC 3630  Psychological Measurement and Assessment  Cr.Hrs. 3
PSYC 3650  Introduction to Clinical Psychology  Cr.Hrs. 3
PSYC 4520  Honours Research Seminar  Cr.Hrs. 6

Program Notes (Lettered menu categories) - to include:
Category A: Personality/Social: PSYC 2410, PSYC 2420, PSYC 2490,
               PSYC 2530
Category B: Developmental PSYC 2290
Category C: Learning PSYC 2440, PSYC 2470
Category D: Cognitive PSYC 2480
Category E: Biological PSYC 2360

General Major Program - Year 2 requirements to include: PSYC 2250 and PSYC 2260; and
6 additional credit hours in Psychology courses numbered at the 2000 level (3 hours from
each of two different lettered menu categories). Year 3 requirements to include: 12 credit
hours in Psychology courses numbered at the 2000 or 3000 level (3 hours from each of two
different lettered menu courses not taken in Year 2).

Single Advanced Major - Year 2 requirements to include: PSYC 2250 and PSYC 2260; and
6 additional credit hours in Psychology courses numbered at the 2000 level (3 hours from
each of two different lettered menu categories). Year 3 requirements to include: 12 credit
hours in Psychology courses numbered at the 2000 or 3000 level (3 hours from each of two
different lettered menu courses not taken in Year 2). Year 3 requirements to include: 18
credit hours in Psychology courses numbered at the 2000 or 3000 level (3 hours from any
remaining lettered menu category).

Single Honours and Double Honours Programs - program requirements revised as a result
of changes to the courses satisfying the Lettered menu categories.

for a net change in credit hours of +0 hours, be approved.

4q-13 Sociology (Undergraduate Courses/Programs)

That the proposal to introduce:
SOC 2240  Sociology of Globalization  Cr.Hrs. 3

and to modify:
Sociology Singled Advanced Major Program - Year 2/3 requirements to include: SOC 2220
and SOC 2290; and 6 credit hours from SOC 3310, SOC 3330, SOC 3350, SOC 3360,
SOC 3380, SOC 3390, SOC 3700; and 9 credit hours in Sociology courses numbered at the
2000 or 3000 level.
for a net change in credit hours of + 3 hours, be approved.

4r-13 Women's and Gender Studies (Undergraduate Courses/Programs)

That the proposal to delete:

WOMN 3510    International Feminisms

and to introduce:

WOMN 3520    Transnational Feminisms

Double Advanced Major Program - new 42 credit hour program which mirrors the 48 credit hour Single Advanced Program. Program hours are reduced to 42 by reducing the Women's and Gender Studies/List A course electives.

for a net change in credit hours of + 0 hours, be approved.

GS/vw

c.c. V. Warkentin, Secretary, CPAC
DATE: August 1, 2013
TO: J. Taylor, Dean, Faculty of Arts
FROM: A. Osborne, Chair, Faculty of Arts Academic Regulations Policy Committee
SUBJECT: Report of the Faculty of Arts Academic Regulations Policy Committee

PREAMBLE

The terms of reference of the above Committee stipulate that it shall recommend to Faculty Council, through the Arts Executive Committee, with respect to undergraduate regulations relating to admission, General, Advanced and Honours degree programs, examinations, grading system, required performance levels and all requirements for receiving degrees. At its meeting of May 24, 2013, the Committee discussed the following matters.

1. Proposal from the Dean’s Office to Establish a Faculty of Arts Policy on Awarding of Degrees Posthumously.

Background:

The current University of Manitoba policy on awarding of degrees posthumously is as follows:

*The awarding of posthumous degrees, diplomas and certificates is made only on the recommendation of a Faculty or School Council and when the requirements for the degree, diploma or certificate are substantially satisfied.*

When requests are received in the Dean’s Office from the student’s family the current practice to grant a degree posthumously, is to have the matter considered by the Faculty of Arts Academic Regulations Appeals Committee (ARAC).

There have been three cases considered and granted by the ARA Committee over the years. The first was in 1984 and the student was deficient 12 credit hours for the degree. The second was considered in 2002 and the student was deficient 3 credit hours. Our most recent case was in Fall 2007 and involved a Canadian soldier who was killed by a roadside bomb in Afghanistan. That student had completed 66 credit hours towards his 90 credit hour Bachelor of Arts General Degree. The 24 credit hour deficiency included a) courses toward the minor (needed 9 more credit hours towards the 18 credit hour History minor), b) the 4th and 5th subject areas and c) a three credit hour math requirement.
**Observation:**

A web search showed that many postsecondary institutions do not have specific guidelines governing the granting of degrees posthumously but have a general policy statement similar to the current policy for the University of Manitoba. Those Canadian and American institutions that have detailed criteria require that the student be entering his or her final/senior year or have at least 75% of the degree requirements completed. Since the Faculty of Arts does not have its own policy, it was thought it might be helpful to have a clear policy or a set of guidelines for the staff in the Dean’s Office and/or ARA Committee for future consideration. The Dean’s Office had initially recommended the student must have completed at least 75% of his/her program. However, the ARA Committee believed the requirement for completion of 75% of the student’s program was too rigorous and is therefore recommending the requirement be only 66%.

**It was RECOMMENDED that:**

The following criteria be approved with respect to the granting of an undergraduate degree posthumously:

The student must have:

1. Died within 12 months of the last registration.
2. Been in good academic standing.
3. Have completed at least 66% of her/his program.

2. **Proposal from the Dean’s Office to #1 Modify Honours Program regulations with respect to the number of credit hours required in a Single Honours and Double Honours Program and #2 Establish a policy with respect to the number of honours courses required in an honours degree program.**

**Background:**

The current honours regulations for the Faculty of Arts were approved in 1996 and have had few modifications since then. In December 2010, Barry Ferguson, Associate Dean to Arts and Co-Chair of the Faculty of Arts Ad Hoc OARS Committee, sent a memo to Heads of Arts Departments which offer an Honours Program requesting they complete a survey regarding Honours regulations. The purpose of the survey was to gather information or inefficiencies and/or redundancies in Arts regulations and processes.

The results of the survey were compiled and in addition data was gathered on the number of honours courses required in each of the Honours programs, specifically the number of 4000 level courses and the number of honours courses at the 2000 to 4000 levels. See Appendix I.

The Dean’s Office also did a comparison of General, Advanced and Honours degree requirements at various Canadian institutions. See Appendix II.
Observations:

Upon reviewing the data, the Dean’s Office was particularly interested in the fact that most Honours degree programs at other Canadian institutions consist of a minimum of 120 credit hours. While a comparison of American institutions was not conducted, the Dean’s Office is also aware that most American institutions only offer four-year degrees i.e., a minimum of 120 credit hours. In the Faculty of Arts, the Single Honours programs in Anthropology, English, Psychology, and Sociology are the only ones that are currently 120 credit hours. All other Single Honours programs range from 108 to 114 credit hours. All Double Honours programs are 108 credit hours except for Sociology, which is 111 credit hours.

Many students ask why some of our Honours programs have fewer credit hours than our Advanced degree programs, which are all 120 credit hours. For some graduates of our honours program, their degree has not been recognized as a four-year degree because it required less than the national standard of 120 credit hours. In fact, two graduates of our honours degrees have appealed to the Dean’s Office for confirmation that their degree was an honours degree despite it not being 120 credit hours. One of the students was denied admission to a graduate program because the degree was not 120 credit hours and therefore it was not considered a four-year degree. The other student’s pay scale was affected because the Department of Education did not consider the degree to be a four-year degree.

The Dean’s Office believed there was also a need to establish criteria for an honours program that would distinguish an Honours degree from an Advanced degree. Specifically, there should be a specified number of 4000 level courses and/or courses designated honours courses within every honours program in the Faculty of Arts. As no regulation exists, the Dean’s Office would like to codify some minimum course level requirements for future honours programs.

It was unanimously RECOMMENDED that:

1) Effective September 2015 a Single Honours Program in the Faculty of Arts shall be a minimum of 120 credit hours.

2) Each department/program offering a Single Honours Program be required to modify their program by May 1, 2014 to include 120 credit hours.

3) Effective September 15, 2015 a Double Honours Program in the Faculty of Arts shall be 120 credit hours and since most Double Honours Programs are 108 credit hours, the additional 12 credit hours will be made up by including 6 hours of free options in year 3 and in year 4 of the program.

4) Effective September 1, 2014 any new Single Honours Program must have a minimum of 9 credit hours of 4000 level courses and/or courses designated honours courses.

5) Effective September 1, 2014 all new Double Honours Programs must have a minimum of 6 credit hours of 4000 level courses and/or courses designated honours courses.

6) That the Faculty of Arts Honours Regulations as well as current Dean’s Office practices be amended to reflect the above changes where appropriate. See Appendix III.
3. Proposal from the Dean’s Office to modify Faculty of Arts Regulations for the Academic Evaluation of Undergraduate Student Course Work with respect to the release of students’ grades.

**Background:**

On March 6, 2013 Senate approved changes to the University of Manitoba Procedures on Final Grades. The procedures now include the following statement regarding the release of grades.

> To protect the confidentiality of students’ personal and private information neither faculties, schools, academic units, or instructors may share or post lists of student grades electronically, nor may paper lists of grades be physically posted in any location. Marks may only be shared with students on an individual basis.

**Observations:**

The practice of posting student grades in identifiable form, by name or by student number, is an unreasonable invasion of privacy and not appropriate under the Freedom of Information and Protection of Privacy Act. Student names, student numbers and grades fall under the definition of personal information in the Act. Confidentiality is very important to many students and any method of posting grades in which students can be identifiable or where there is a possibility that grades can be linked to a student violates rights to privacy. Therefore, it was necessary to incorporate the Senate’s policy on release of grades in the Faculty of Arts Regulations for the Academic Evaluation of Undergraduate Student Course Work, which contained language that was no longer appropriate.

**It was unanimously RECOMMENDED that:**

The Faculty of Arts Regulations for the Academic Evaluation of Undergraduate Student Course Work PART E IV 11, be amended as follows to reflect the University’s policy or the posting of grades.

An examiner’s proposed final grades are not to be released to students until the grades have been reviewed and approved by the Final Grades Review Committee (where such is required by Faculty Council or Department Council regulations). To protect the confidentiality of students’ personal and private information an instructor may not share or post lists of student grades (i.e., grades for assignments, tests or final examinations) electronically, nor may paper lists of grades be physically posted in any location. Marks may only be shared with students on an individual basis. The Department is responsible for seeing that all final grades are posted as soon as they are submitted to the Student Records Office. In conformity with the immediately foregoing and the Senate regulation that confidentiality regarding student names shall be maintained, the Department Councils may determine how to release final grades prior to official release by the Student Records. Departments must make clear to students that final grades released by the examiner before release by the Student Records Registrar’s Office are not official and are subject to change.
4. Proposal to update Faculty of Arts Regulations for the Academic Evaluation of Undergraduate Student Course Work

Background:

The proposed changes to Faculty of Arts Regulations for the Academic Evaluation of Undergraduate Student Course Work are essentially editorial as a result of the following:

1. Coding changes as a result of the implementation of AURORA Student and changes to coding;
2. Name change from Student Records Office to Registrar’s Office;
3. Changes to the various Senate approved regulations;
4. Introduction of the Bachelor of Arts – Integrated Studies Degree Program.

There are two proposed changes worth noting.

1. In March 2013, Senate approved changes to the examination procedures governing applications for deferred examinations. Currently a student must submit an application for a deferral within 7 days following the exam period. The change effective September 2013 is that a student who misses his or her scheduled final examination must submit the request for a deferred examination within 48 hours of the scheduled examination. See Part E III 2.

2. With the implementation of AURORA Student the course classification code of ‘CW’ (compulsory withdrawal) was replaced with ‘RW’ (required withdrawal). Accordingly, the Arts procedures governing debarment of a student from a class required changes to reflect current terminology. See Part E II 11.

It was unanimously RECOMMENDED that:

The proposed editorial changes to Faculty of Arts Regulations for the Academic Evaluation of Undergraduate Student Course Work be approved as presented. See Appendix IV.

**************************************************

I ask that this report be transmitted to the meeting of Arts Executive on Wednesday, September 11, 2013. I will be happy to present the report at this meeting upon your invitation.
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“New” Honours Program Regulations

I. “New” Honours Program Regulations

In September 1997 the Faculty of Arts implemented changes to the “new” Honours program which allows a student to complete the program on a part-time basis.

Prior to 1997 the full-time Honours program (“old” program) is described in II. The “Old” Honours Program Regulations did not normally allow for part-time study and was referred to as the “Old Honours Program. The “old” Honours program was offered for the last time for the 1997-98 Regular Session. Students admitted to the “old” program for September 1997 were permitted to complete their Honors program in accordance with those regulations as described under II “Old” Honours Program Regulations.

NOTE: ALL REGULATIONS HIGHLIGHTED IN BOLD ITALIC AND SHADED PRINT ARE FOR INTERNAL USE ONLY.

Definitions:

The first thirty hours of credit is designated as year I; the next thirty hours of credit is designated as Year IIH. The succeeding years are designated as Year IIIH and Year IVH.

All courses taken beyond the first 30 hours of credit in Departments other than the Honours department(s) are designated as ancillaries. Unless the ancillaries are clearly obvious, the student’s program approving authority must designate them.

A student electing an Honours program will normally begin Honours work after successful completion of the first 30 credit hours providing they have met the entrance requirement as set out below.

Students are permitted to complete a B.A. (Hons.) Degree on either a full-time or part-time basis and at each point of assessment must meet the minimum performance requirement.

The total number of credit hours required of a candidate in single Honours may not be less than 108 and not more than 120 credit hours with this total to include a minimum of 24 credit hours in ancillary subjects beyond the first 30 hours of credit. The total number of credit hours required of a candidate in double Honours may not be less than 108 120. The normal distribution will be 30 credit hours in each of Year I, and Year IIIH IIIH, and 24 credit hours in Year IIIH and IVH. However, a student may, with the agreement of the departments concerned, take up to 30 credit hours in each of Years IIIH and IVH, the distribution of which is to be agreed upon by both Departments.

Residency Requirement

A student seeking the Honours degree must take and successfully complete the hours of course work offered by the University of Manitoba as noted below:
in Honours programs requiring 108 credit hours, 48 hours of credit must be from acceptable courses offered by the University of Manitoba.

- in Honours programs requiring 114 credit hours, 54 hours of credit must be from acceptable courses offered by the University of Manitoba.

- in Honours programs requiring 120 credit hours, 60 hours of credit must be from acceptable courses offered by the University of Manitoba.

In order to satisfy the residency requirement cited above, students transferring from St. Boniface College to the Main Campus who enter an Honours program will be expected to complete the following number of credit hours in the English language.

a. 24 credit hours in an Honours program requiring a total of 108 credit hours.

b. 24 credit hours in an Honours program requiring a total of 114 credit hours

c. 30 credit hours in an Honours program requiring a total of 120 credit hours.

Entrance to Honours

To enter an Honours program, a student must hold a minimum of 6 hours of credit in each of four different subject fields. In addition, a grade of "B" or 3.0 (3.25 or better in Psychology course(s)) or better is required in the intended Honours subject or subjects, with a cumulative grade point average of 3.0 or better (3.25 or better for entry into Psychology) in all courses acceptable for credit in Arts. [Effective September 1999, students in Honours Psychology must have a minimum cumulative grade point average of 3.25 on all courses acceptable for credit in Arts and a grade point average of 3.25 on all Psychology courses. Prior to September 1999, these averages were 3.0]

Military students are required to comply with existing regulations regarding admission to and continuation in Honours. In determining admission to Honours, neither grades awarded for military course work nor the credit hours granted for rank will be used. Admission will require a minimum of 24 credit hours of university level course work. Once admitted, the credit granted for military course work (not rank) may be used as part of the Honours program.

Double honours programs are available as specified under the department headings.

Application forms for entry into Honours are available from the General Office of the Faculty. The deadline date to apply for Honours is the end of the registration revision period in 1st term.

Continuation in Honours

To continue in Honours, a student must maintain a degree cumulative grade point average of 3.0 or better at each point of assessment (3.25 for Psychology) and must meet any additional departmental
requirements there may be. [Effective September 1999 and thereafter, the continuation requirements changed for those students who entered the Psychology Honours Program. Such students must maintain a degree cumulative grade point average of 3.25 at each point of assessment. However, in the student’s graduating year, the Psychology Honours student will be required to have a cumulative grade point average of 3.00. Prior to September 1999, these averages were 3.0.]

Departments may designate courses within the Honours program in which students are required to obtain specified minimum grades. (Departments are required to designate in the department section in the Undergraduate Calendar any or all course(s) which require minimum grades. It is the Department’s responsibility to check if a student has met this requirement and is eligible to continue.)

All students entering an Honours program will be required to fulfill the humanities/social science/science requirement during the course of their degree program.

Including among the courses presented for graduation there is to be a least 1 full-course equivalent from each of 5 different subject fields. A subject field may also satisfy the requirement for a humanity or social science or science.

By the time they complete ten full-course equivalents (i.e., 60 hours of credit), all students must have successfully completed a minimum of a course of at least 3 credit hours, with significant content in written English (see Section 8 below of courses marked with a "W" in the departments/areas of Asian Studies, Classics, English, German & Slavic Studies, Linguistics, Native Studies, Philosophy, Political Studies, Psychology, Women's Studies) and a minimum of a course of at least 3 credit hours with significant content in mathematics, chosen from any course offered by the departments of Statistics, Applied Mathematics & Mathematics & Astronomy (with the exception of astronomy courses) or other designated mathematics courses marked with an "M" in the Faculty of Science section of this Calendar or Psychology courses 17.226 or 17.230 or Sociology 77.229. This requirement must be satisfied by all students admitted to the Faculty commencing the 1997-98 Regular Session.

Honours students choosing to revert to the General program must fulfill all academic requirements for the General degree.

Honours students who are required to withdraw from Honours will be automatically placed in the General program and will have the following assessment recorded on their transcripts – required to withdraw from the Honours program.

All registrations in Honours programs are subject to review and approval by the Dean’s Office to ensure the regulations are being applied.

First Class Honours

Students graduating with a B.A. Honours will have their degree granted with “First Class Honours” if they have a minimum degree cumulative grade point average of 3.80 on all courses taken at the
University of Manitoba which are acceptable for credit in the Faculty of Arts. This distinction will be noted on the parchment and on the student’s transcript. (In order to be eligible, students must have completed a minimum of 78 hours of credit of acceptable course work at the University of Manitoba in a 108 credit hours honours program; 84 hours of credit of acceptable course work at the University of Manitoba in a 114 credit hour honours program; 90 hours of credit acceptable course work at the University of Manitoba in a 120 credit hour honours program.)

Course Work in Excess if a Normal Load

A Department may approve a program which exceeds the full course load as defined by the Department.

Where a student is granted permission by a Department to take up to a maximum of 6 credit hours of course work in excess of a normal load (unless the Department indicates that the course in question is not be considered part of the Honours program) the student will be expected to maintain a 3.0 cumulative grade point average (3.25 in Psychology). Where an extra course is not to be part of the Honours program, the Department must clearly indicate and identify the course on the Honours form (or by written notification to the Dean’s office). In such cases the student will be required to take the course as a Special Student and will not be permitted to subsequently use the course for credit towards the Honours degree.

Transfer Credits & Permission to Take Courses Elsewhere

a) Entrance to Honours

If a student seeks admission to an Honours program on the basis of advanced standing from work done at other institutions, all grades earned at the other institution will be used to determine eligibility to enter Honours except for a military course work (see Entrance to Honours, page 2)

b) Continuation in Honours

A student is expected to do all Honours course work at the University of Manitoba. In exceptional cases, students may request to take courses at another institution. Prior to making such a request to the Dean’s Office, the student must present a written recommendation from the student’s Honours department(s).

Students who are granted a Letter of Permission will have the grades earned (or attempts) recorded on the U of M record and used in determining the degree cumulative grade point average for continuation in Honours.

Second Degree (Honours)

1) A student will be allowed between 0 and 60 credit hours of transfer credit from his/her first degree.
Courses taken in a qualifying program for entry to the first degree will be considered as part of the first degree. Students will also be allowed to select for transfer credit between 0 and ‘N’ credit hours with regard to those courses which are extra to the first degree, so long as they are acceptable for credit in Arts and do not exceed the 10 year limitation (external second degree only).

2) All students must meet all requirements as specified by the Department.


Significantly revised by the Academic Regulations Policy Committee – December 13, 1996.

Approved by Arts Executive Committee – December 18, 1996.

Approved by Arts Faculty Council – [Report sent to AFC on January 22, 1997. As there was no quorum, the approval by Arts Executive on December 18, 1996 stands.]

Report also submitted to Senate Secretariat who advised it did not require Senate approval. [Attached are the 1997-98 Calendar entries which describes the transition process regulations.]

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1 The effect on second degree (honours) arises from a general policy regarding second degrees effective September 2002 as approved by the Academic Regulations Policy Committee on May 2, 2001 and by Arts Faculty Council on November 13, 2001.
**THE UNIVERSITY OF MANITOBA**

Faculty of Arts Regulations
for the Academic Evaluation of Undergraduate Student Course Work
(including all revisions as of February 2009)

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**ATTACHMENTS:**

First Attachment:

UNIVERSITY GOVERNING DOCUMENT: "EXAMINATION REGULATIONS" FINAL EXAMINATIONS PROCEDURES

Second Attachment:
Deferred and Supplemental Examination Procedures

Third Attachment:
Final Grades Procedures

2.2 University Regulations

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| 2.6.2: Prompt Return of Results of Term Tests and Grades | 9 |
| 2.6.3: Student Access to Final Examinations | 9 |

Fourth Second Attachment:

UNIVERSITY GOVERNING DOCUMENT: "RESPONSIBILITIES OF ACADEMIC STAFF WITH REGARD TO STUDENTS"
THE UNIVERSITY OF MANITOBA

Faculty of Arts Regulations for the Academic Evaluation
of Undergraduate Student Course Work

PART A: INTRODUCTION (On the different responsibilities of the whole Faculty
and the individual Departments):

The regulations for the academic evaluation of undergraduate student course work which
follow are based on four general considerations. One is that the making of a substantial
number of such regulations is best done by Department Councils. In this way, the
regulations can reflect the differences in subject matter, programs, and supporting
pedagogic methods characteristic of the different Departments in Arts. The second is
that the determination of the nature of the academic evaluation of student course work
and the criteria and standards of evaluation to be used is, in the main, a jurisdiction and
responsibility of the Department Council. The responsibility of instructors and
examiners is to teach and evaluate student course work within the framework determined
by their Department Councils. Instructors and examiners do, nonetheless, have certain
significant rights that Department Heads and Department Councils must observe. The
third consideration is that experimental pedagogy should be encouraged by Department
Councils, but care must be taken to ensure that students do not suffer from poorly
conceived experiments. This consideration, like the first, points towards keeping
faculty-level regulations on the academic evaluation of student course work to a
minimum. The last consideration is that standardization of certain matters pertaining to
the academic evaluation of student course work across Departments is necessary if
students are not to be confused and are to be treated properly and equitably.

PART B: DEFINITIONS

The Final Examination Period: As specified annually in the University Calendar.
(There are three such periods each year - during December, April and early May, and the
summer months.)

The Last Day of Classes: For a fall term course, the last official day of classes in the fall
term as specified in the University Calendar; for a spring term or full course, the last
official day of classes in the spring term as specified in the University Calendar; and for
courses in the Summer Session, the last official meeting of the course as specified in the
Summer Session Calendar.

Term Test: Test or examination given on or before the last day of classes.

Final Examination: Test or examination scheduled to be either written or (in the case of
take-home final examinations) handed in during the final examination period that
follows the last day of classes.

Class: A single-sectioned course or a section of a multi-sectioned course.
Course Work: All the work required of students in a class, including, possibly, essays and other written work, oral work, term tests, laboratory work, and a final examination.

Term Work: Course work other than the final examination.

Final Grades: The eight letter grades: A+, A, B+, B, C+, C, D, and F, plus the three procedural grades: 'I' (for "incomplete term work") accompanied by a letter grade; 'NP' (for "no final examination paper received") accompanied by a letter grade; and 'I & NP' (for "incomplete term work and no final examination paper received") accompanied by a letter grade, reported by the Department to the Dean's and Student Records Office at the end of the examination period.

The Instructor: The person, not necessarily a full-time faculty member, officially designated by the Department Head to teach a class. If a number of persons are so designated for a given class, the instructor shall be the group of such persons.

Review and Approve Proposed Final Grades: Ascertain on what basis the proposed final grades were computed, and judge the proposed final grades and the bases on which they were computed to be consistent with the relevant Senate, Faculty Council of Arts, and Department Council regulations and not clearly improper or in error.

The Examiner: The person, not necessarily the instructor, officially designated by the Department Head to determine, set, and grade the required course work for a class and propose final grades for the class. If a number of persons are designated to perform some or all of these functions for a given class, the examiner shall be the group of such persons.

The Last Meeting of the Class: The last officially scheduled meeting of the class, not necessarily taking place on the last day of classes.

Faculty Council: The Faculty Council of Arts.

The Dean, the Dean's Office, etc.: The Dean of Arts, the Office of the Dean of Arts, etc.

Debarment: Compulsory withdrawal from a course (including classes, the use of laboratory, and the final examination).
PART C: PREAMBLE

1. The regulations of Parts D and E below are supplementary to regulations on the academic evaluation of student course work passed from time to time by the Senate for the whole University. The current Senate regulations are appended hereto. Some, but not all, of the content of the current Senate regulations have been incorporated into the regulations of Parts D and E below. The various sets of regulations must be consulted by instructors, examiners, and students.

2. The regulations of Parts D and E below apply to the academic evaluation of student course work in undergraduate courses, general or honours, and including distance education courses, of the Faculty of Arts given for degree credit in Regular or Summer Session. The regulations do not apply to the academic evaluation of student course work in courses in the Faculty of Graduate Studies.

PART D: GENERAL

1. In conformity with current Senate and Faculty Council regulations pertaining to the academic evaluation of student course work, each Department Council may approve additional regulations pertaining to the same matter for the courses and sections of courses offered by the Department in Regular (Fall/Winter Terms) and Summer Sessions, subject to the following constraints which must be observed by Department Heads and Department Councils:

   (a) The instructor of a class, if a full-time or part-time faculty member of the Faculty of Arts, may, if desired, be the sole examiner of the class. In particular, such an instructor may opt out of committee marking whereby others grade the final examination of the students in class, in which case the instructor must grade the final examinations of the students.

   (b) Except for sections of a multi-sectioned course that have different examiners for at least some of the sections, the examiner of a class, if a full-time or part-time faculty member of the Faculty of Arts, may determine whether or not there shall be a final examination, and what weight, compatible with current Senate and Faculty Council regulations on the Academic evaluation of student course work, it shall have.

   (c) Except for sections of a multi-sectioned course that have different examiners for at least some of the sections, the examiner of a class, if a full-time or part-time member of the Faculty of Arts, may choose, compatible with current Senate, Faculty Council, and Department Council regulations on the academic evaluation of student course work, what items of term work permitted by the Department Council to require of the class and what weights to assign to the items chosen.

2. Provided that D.1. above is not contravened, each Department Council may, in conformity with current Senate and Faculty Council regulations pertaining to the academic evaluation of student course work, determine by regulations or otherwise what methods of student evaluation may be used in the courses and sections of courses offered by the Department, including whether or not final exams are required, what kinds of final examinations are permitted, what kinds of term work
are permitted, what kinds of term work are mandatory and under what circumstances, how much of the final grade may be determined by final exams of given kind and by various kinds of permitted term work, and in general, any other related matters for which there should be, in the opinion of the Department Council, Department Council approval.

3. Provided that D.1. above is not contravened, each Department Council must take whatever steps it deems appropriate to ensure that grading criteria and standards, as well as the total work-load required of students, are comparable in similar courses and in the sections of a multi-sectioned course.

4. Provided that D.1. above is not contravened, each Department Council must approve whatever policy relating to plagiarism and penalties therefore it deems appropriate.

(a.) All Faculty of Arts course outlines must include at minimum a standard sentence approved by the Dean of Arts referring to the Faculty's website which will provide detailed information on the issues and possible range of penalties for Academic Dishonesty.

5. Each Department Council shall strike a standing committee, to be called the Final Grades Review Committee, consisting, at the discretion of the Department Council, of either the Head alone or the head ex officio and one or more other faculty members of the Department, the number to be determined by the Department Council, elected by the Department Council, that shall have the power to both review and approve all proposed final grades connected with undergraduate courses offered by the Department before they are sent to Student Records or the Dean's Office released electronically via Aurora Self-Serve. Such power shall include reviewing and approving the proposed changing of already posted procedural final grades as well as reviewing and approving the proposed changing of erroneous final grades already posted, but shall not include review or approving the changing of final grades as decided by the Appeals Committee of the Department Council. (See #6 below.) The Final Grades Review Committee must review and approve all proposed final grades (including procedural final grades) connected with any multi-sectioned undergraduate course having different examiners for at least some of the sections. At the discretion of the Department Council, proposed final grades connected with other undergraduate courses offered by the Department may be required to be reviewed and approved by the Final Grades Review Committee. If the Final Grades Review Committee believes that proposed final grades should be changed, it must, if possible, discuss the matter with the examiner. The Committee may change an examiner's proposed final grades if the examiner consents. An examiner's proposed final grades may be changed at the department level without the examiner's consent by the Department Council at a duly called meeting. Such changes may be made by the Department Council only if an examiner's proposed final grades are deemed to be contrary to current regulations of the Senate, the Faculty Council or the Department Council or clearly improper or in error. For purposes of changing an examiner's final grades without the examiner's consent, the Head of the Department shall be empowered to call meetings of the Department Council on twenty-four hours notice. Compatible with current Senate and Faculty Council regulations on the academic evaluation of student course work, the Department Council may lay down additional regulations to govern the work of the Final Grades Review Committee.
6. Each Department Council shall set up a standing committee to be called the Appeals Committee, which shall consist of the Head ex officio and one or more other members of the Department Council, the number to be determined by the Department Council, elected by the Department Council. The committee shall receive and arrange for the hearing, investigating, considering, and deciding of student appeals against final grades, grades received on term work, and such other matters as the Department Council shall determine. Appeals against final grades must be initiated by the student as prescribed in Senate Regulations, and the appeal must be handled by the committee in conformity with those regulations. Compatible with current Senate and Faculty Council regulations on the academic evaluation of student course work, the Department Council may lay down additional regulations to govern the work of the Appeals Committee.

7. Senate, Faculty Council, and Department Council regulations on the academic evaluation of student course work shall be observed by all instructors and examiners of Arts undergraduate classes. The responsibility for ensuring conformity with the regulations and taking appropriate action should there be a violation of the regulations shall rest with the Head of the Department and the Dean. The Head of the Department and the Dean shall have the responsibility for ensuring that Department Councils conform with Senate and Faculty Council regulations on the academic evaluation of student course work. The Head and the Dean have the general supervisory responsibility of ensuring that the instruction and the academic evaluation of student course work in the undergraduate classes of the Department are properly conducted by the instructors and examiners of the Department.

PART E: SPECIFIC

The following specific regulations of the Faculty Council shall be observed by all instructors and examiners of undergraduate classes in Arts and may not be altered by Department Councils.

1. Method of Student Evaluation

1. In the first week of class [first five working days], the instructor shall, in conformity with current Senate, Faculty Council, and Department Council regulations, specify in class the required course work for the class with the approximate weights each item shall have in determining the final grade. The instructor must conform to the specification once given, but may alter it, in conformity with the other Senate, Faculty Council, and Department Council regulations, with the consent of the Department Head. The instructor must inform the students as soon as possible of the altered method of evaluation.

   (a.) Information regarding the breakdown of grades assigned to a student in a given course [i.e., grades assigned for term work, class participation, final examinations, etc.] must be retained by the instructor and/or the respective department for three years following the end of term in which the course was taken.

2. No single evaluation based on work★ given and tested during a single class period (e.g., term tests) may count for more than 40% of the final grade.
This term is to be used in its broadest context to include such activities as participation, attendance, punctuality, etc.

3. No evaluation based on work given and tested during the final examination period may count for more than 60% of the final grade.

4. Normally no single evaluation based on work accomplished outside of class or the final examination (e.g., take-home tests, term papers, individual research and field work) may count for more than 80% of the final grade. That is, there must normally be at least two term papers or one term paper and a test or one term paper and a separate field evaluation, etc. Exceptions to the foregoing regulation must have the written approval of the Head. The Head may delegate this authority to a standing committee of the Department.

5. No evaluation which has an aggregate value of more than 20% of the total value of the course may be scheduled to take place (a) during the (14) calendar days ending with the last day of class in either term during the regular academic session as defined in the University Calendar, (b) during the last two classes for Summer Evening Session, or (c) during the last three classes for Intersession and Summer Day Session. No project or assignment may be announced during the last two weeks of classes.

Any test or tests which have an aggregate value of more than 20% of the total value of the course may not be scheduled to take place during the last two classes for Summer Evening and the last three classes for Intersession and Summer Day Session.

6. The instructor or the examiner of a class shall personally grade at least 50% of the required course work that is not objective in character (i.e., that requires judgment on the part of the grader). The examiner of a class is responsible for all the grading done in the class, whether done by the examiner or others.

7. Term Work

(a) All term work submitted on time shall be evaluated and the results made available to the student as soon as possible, bearing in mind that students need this information to make appropriate decisions.

(b) Procedures for a student to appeal a grade given for term work

A student who wishes to appeal a grade given for a piece of term work is normally allowed 10 working days (starting with the day on which the grade was communicated or made available to the student, and ending with the day on which the completed application form is submitted to the relevant Department) to make such an appeal, which is to be done in accordance with the following procedures.

(1) The student is expected to discuss matters relating to the grade with the instructor prior to submitting a formal, i.e., written appeal.
(2) Having decided to submit a formal appeal, the student is to obtain the necessary 'Application for Appealing a Grade Given for Term Work' form from the General Office of the Department that offers the course, complete the relevant section of that form, and take it to The University of Manitoba Comptroller's Office and pay the required fee.

(3) Having paid this fee, the student is to return to the General Office of the Department offering the course, and submit both this completed application form and the original term work (where applicable). The Department is to date and sign this form as having been submitted, and give the student a copy of the signed form.

(c) Procedures for a Department to hear an appeal and report its decision

(1) A Department is normally allowed 15 working days (starting from the day on which the completed application form was submitted to the Department by the student) to arrive at its decision and forward the results to the student. (In the case of term work returned to the student very late in the course, the Department is urged to handle the appeal more quickly).

(2) The appeal is to be considered by the Department's Appeals Committee (as provided for above, in Section 6 of Part D). When the Committee has reached its decision, the requisite section on the application form is to be filled in, with the required signatures. A copy of this is to be mailed to the student, with the instructor also being sent a copy; the original is to stay in the Departmental files.

(d) In the case of a student appealing a final grade in a course in accordance with University of Manitoba Examination Regulations (Policy 1305); 1.5.5 Final Grades Procedures no term work on which the grade had already been appealed under the provisions of the present Faculty of Arts policy could form part of that appeal against the final grade in such a way as to require this term work to be re-assessed.

8. On final examination papers (as on term test papers) the weight of each question and the name of the instructor or the examiner of the class must be clearly indicated. In addition, on every take-home final examination paper the deadline for return, as well as the name(s) and office location(s) of the person(s) to whom the examination is to be returned, must be clearly indicated.

9. No student will be permitted to submit term work for assessment to the instructor (and term work should not be returned to students) by any means which allows unrestricted and unauthorized public access to the term work. For example, term paper, term tests or other written assignments should not be received or returned from a box outside the instructor's office door, but a student could provide a self-addressed stamped envelope for return of the work.
10. Unreturned term work must be kept in a secure and confidential department area for a minimum of four (4) months following the end of the course and until destroyed by confidential measures. The final day of the University's Final Examination period each term is considered as the last day of the term. Instructors shall include on their course outlines a statement to the effect that unreturned term work will become the property of the Faculty of Arts and will be subject to confidential destruction.

11. Debarment from a course, student discipline, and appeals thereof, shall be in accordance with the University's current policy on Student Discipline. Debarment from a course shall mean expulsion from the course, and in particular, if debarred from a course, a student may not attend lectures, seminars, or laboratories associated with the course and may not submit course work or sit for any test or examination associated with the course.

A student may be debarred from a course on grounds which include (but are not exhausted by) the following: academic dishonesty, disrupting the class for which the student is registered, unexcused absence from the class for which the student is registered exceeding a number of class meetings announced through a class handout in the first two weeks of class by the instructor, and unexcused failure to fulfill the term work requirements of the class for which the student is registered.

Debarments from a course given by exactly one Department shall be authorized by the Department Head of the department offering the course after consultation with the Dean of Arts. Debarments from a course not given by exactly one department shall be authorized by the Dean of Arts.

After consultation with the Dean of Arts, Department Heads shall authorize debarment from a course by sending a registered letter to the student stating that as of a specified effective date (the date of the student behaviour that prompted consideration of debarment) the student is debarred from the course. (A copy must be sent by the Department Head to the Dean of Arts who will notify the student's Dean and after the waiting period for appeals has elapsed, will officially notify the Director of Student Records if action is to be taken against the student.)

A student shall not be permitted to voluntarily withdraw on or after the effective date of debarment specified in the registered letter of debarment sent to the student unless permission to do so is granted by the Dean of Arts, or the student has successfully appealed the decision and the deadline for voluntary withdrawal for the course has not passed. Debarment shall be recorded on student histories as 'CW' RW (for 'compulsory required withdrawal'). Debarment from a course shall not be associated with any final grade or loss of a course attempt provided debarment took place on or before the last day for voluntary withdrawal from the course. Debarment from a course after the last day of voluntary withdrawal from the course may, at the discretion of the instructor and the Dean of Arts, be

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accompanied by a result in a final letter grade of 'F' and shall then show on student histories as both "CW" and "F" with a 'DISC' (disciplinary) comment.

Normally students debarred from a course shall not for that reason be denied re-registration when the course is next offered.

II. Scheduling and Administering Term Tests and Final Examinations

1. Term tests must be given in regular class hours (except for those given in the December examination period) except when permission to the contrary is first given by the Department Head. If a term test is to be given out of regular class hours, it must be scheduled so that it does not conflict with already scheduled classes that any student in the class is expected to attend or with already scheduled term tests or examinations that any student in the class is expected to write.

2. Tests or examinations may not be scheduled between the last day of classes and the beginning of the final examination period that follows the last day of classes, except with the permission of the Dean.

3. Except for take-home final examinations and honours courses, all final examinations for classes exceeding twenty students must be scheduled by the Student-Records Registrar's Office. At the discretion of the examiner and the Head, final examinations for general program classes exceeding twenty students may be administered by the Student-Records Registrar's Office or the Department. (But see 5, 8 and 9 below.)

4. At the discretion of the examiner and the Head, final examinations for honours classes and general program classes of twenty or fewer students may be scheduled and administered by the Student-Records Registrar's Office, scheduled by the Student-Records Registrar's Office and Administered by the Department, or scheduled and administered by the Department. (But see 5 - 9 below.)

5. When a final examination is to be administered by a Department, the Department is responsible for ensuring that appropriate physical space and facilities are available and reserved. When a final examination is to be administered by a Department, the instructor of the class or someone authorized by the Department Head shall invigilate the examination.

6. Departments scheduling final examinations must ensure that the examinations so scheduled do not create conflicts for any students with the final examinations that have or will be scheduled by the Student-Records Registrar's Office or with tests or examinations that have been scheduled by other Faculties, Schools, Departments, or academic units of the University.

7. Final examinations may be at most three hours in duration. Final examinations administered by the Student-Records Registrar's Office must be one, two or three hours in duration.
8. When a final examination is to be administered by a department, an attendance signature roll must be taken by the invigilator, filed in the Department Office, and retained for twelve months.

9. A week before the end of classes in each term and in Summer Session and on a form provided by the Dean's Office, the Department Head or any Department that is itself scheduling or administering final examinations must report the relevant particulars (date, time, room location, length of the final examination, instructor's name, etc.) for each such examination to the Dean's Office for purposes of answering enquiries, directing students, and determining whether or not students are eligible for a deferred final examination.

III. Lates and Absences Pertaining to Final Examinations and Term Tests; Deferred Final Examinations

1. Students who are late for a final examination administered by the Student Records Registrar's Office and are not allowed to enter the room should report immediately to his/her Office of the Dean to discuss possible alternatives, the Student Records Office. If they so report during the writing of the examination, the Director of Student Records at his/her discretion may arrange for the student to write the examination at the time of reporting. Students who are late for a final examination administered by a Department and not allowed to enter the examination room should report immediately to the Department Office. If they so report during the writing of the examination and if the Department Office is open, the Department Head at his/her discretion may arrange for the student to write the examination at the time of reporting. In this either of the above cases, if permission to write the final examination at the time of reporting was granted, the student's final examination will be treated as if the student had written the final examination when originally scheduled provided that the examiner so rules. If the Student Records Registrar's Office or Department Head refuses to allow the student to write the examination at the time of reporting, or the Department Office is not open or not staffed when the student reports, the student may apply for deferred final examination status, and regulations E III, 2, 3 and 4 below shall apply.

2. If a student fails to write or hand in the required final examination for a class for which he/she is registered and if the student believes he/she has an acceptable excuse, he/she should immediately contact the Office of his/her Dean or Director and apply for deferred final examination status in the course; in any event, application for deferred final examination status in a course must normally be made not later than seven days after the final examination period in question filed within 48 hours of the scheduled date of the missed examination or in the case where more than one examination was missed, 48 hours of the scheduled date of the last examination missed. In making application for deferred final examination status in a course the student must present either a medical statement signed by a doctor or some other appropriate signed statement attesting to the student's inability to write or hand in the final examination when scheduled, and if possible, indicating the likely duration of any continuing disability. Based on the evidence presented, the student's Dean or Director shall decide whether or not to approve the application.
3. Unless a longer period of time is specified on the University deferred examination form by the student's Dean or Director, the term of deferred final examination status for a course arising from a given final examination period shall expire at the end of the corresponding final examination period the following year. If a student fails to write or hand in a deferred final examination when scheduled and if he/she believes he/she has an acceptable excuse, he/she may, in accordance with all the provisions of E III 2, 3 and 4, apply a second time to his/her Dean or Director for deferred final examination status in the course. Normally not more than two applications for deferred final examination status in any course (whether repeated or not) will be approved by the Dean of Arts. Deans and Directors of other faculties and schools will be asked to apply the same rule in the case of those of their students applying for a deferred final examination status in undergraduate Arts courses. If the student fails to write or hand in the second deferred final examination when scheduled, he/she will be given the student may request a voluntary withdrawal status for the course provided that such status is requested from the Dean of Arts within three weeks of the scheduled date of writing or handing in the deferred final examination and provided that he/she has an acceptable excuse for failing to write or hand in the examination when scheduled; otherwise, the student shall be viewed as having failed the final examination.

4. Students who fail to write or hand in a final examination when scheduled because they misread or misremembered their final examination timetable should contact the office of their Dean or Director as soon as their error has been discovered and in any event not later than seven days after 48 hours of the scheduled date of the final examination period, and make application for deferred final examination status in the course. The student's Dean or Director, at his/her discretion, may accept the excuse offered and approve the application. The Dean of Arts will not approve an application for deferred final examination status in a course based on the excuse of misreading or misremembering the final examination timetable more than once for any student registered in Arts. Deans and Directors of other faculties and schools will be asked to apply the same rule in the case of those of their students applying for deferred final examination status in undergraduate Arts courses.

5. Whenever a student is granted deferred final examination status in a course, the final grade(s) subsequently posted recorded by the Department shall include the credit received for term work submitted on time during classes (or during the allowed maximum extension period for incompletes if an incomplete was also granted).

6. Students who are late for or fail to write a term test and who in the opinion of the instructor have an acceptable excuse may be excused from the test, or allowed to write a make-up test, without penalty.

7. Students who, because of religious obligations, are unable to write a term test shall be excused from the test, or allowed to write a make-up test, without penalty. In the case of a scheduled term test, such students are required to give reasonable notice to the instructor prior to the term test. In the case of unscheduled term tests, the student must contact the instructor as soon as he/she is able to resume classes.
IV. Final Grades

1. Grades must be reported on final grade registers electronically via AURORA Self-Serve by means of either of the following two ways:

(a) simply assigning one of the eight letter grades: A+, A, B+, B, C+, C, D, or F only; or

(b) assigning one of the three procedural grades accompanied by a letter grade: 'I' (for 'incomplete term work') accompanied by a letter grade; 'NP' (for 'no final examination paper received') accompanied by a letter grade; or 'I & NP' (for 'incomplete term work and no final examination paper received') accompanied by a letter grade.

2. The letter 'I' must be used if, and only if, the student has failed to hand in all (or a sufficient portion as judged by the examiner) of the required term work on time, has requested on or before the last day of classes that he/she be considered for an incomplete, and has been granted an extension to complete the work. The letters 'NP' must be used if, and only if, a final examination was required but the examiner did not receive the student's final examination paper.

3. The letter grade accompanying 'I' or 'NP' or 'I & NP' must express the grade the student would receive for the course if he/she were, without excuse, to fail to complete or make up any of the unfinished course work.

4. When the student is assigned an 'I' but not an 'NP'

(a) The student who was unable to complete the term work prescribed in the course may apply through his/her instructor prior to the end of classes for an extension to complete the term work. If the instructor agrees, the usual form for this purpose should be forwarded to the Department Head and the Dean of Arts, requesting that this extension be granted; it should give the reason(s) for consideration being given, a description of the outstanding term work, and the date by which that work must be submitted. The following maximum extensions are allowed:

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<th>Course End</th>
<th>Deadline</th>
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<tr>
<td>April</td>
<td>August 1</td>
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<tr>
<td>August</td>
<td>December 1</td>
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<tr>
<td>December</td>
<td>April 1</td>
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When special circumstances warrant, the Dean of Arts may extend the date by which an Incomplete must be cleared. Instructors must formally request such an extension prior to the elapse of the maximum deadline date. In addition, the Student-Records Registrar's Office must be notified of the extension.

(b) If this extension is approved, then the instructor shall calculate the temporary grade, taking into account the results of the final examination (if one was required) and the value of the completed term work, while assuming a zero for the uncompleted term work. This letter grade, followed by the letter 'I', shall be recorded on the usual grade sheets for the whole class. (If, however, the request for an extension is not approved, this same letter grade should be recorded submitted, but without being accompanied by an 'I'.)
Within two weeks after the deadline for submitting the uncompleted term work the instructor shall submit through the Department the student's final letter grade (with no 'I' accompanying it even if the student did not actually turn in the uncompleted term work). In no case will either the completion, or the non-completion, of the term work result in the grade being lowered.

5. When the student is assigned an 'NP' but not an 'I'

(a) A student who (after completing the term work, or after not applying for—or not being granted—an extension to complete term work) does not hand in a required final examination paper will receive (on the regular grade sheet for the whole class) an 'NP' following the grade that would have been awarded if the student had written the final examination but had received a zero on it.

(b) If such a student does not apply for a deferred examination, or if he/she does apply but the student's Dean or Director does not approve the application, the grade originally submitted will automatically become the final grade, and the 'NP' will remain permanently on the student's record.

(c) If, however, such a student does apply for and is granted a deferred examination, the Department Head, in consultation with the instructor, may either grant the student standing in the course without a final examination, in which case the student's final grade in the course must be a letter grade not lower than the grade previously accompanying the 'NP', or require a final examination, in which case the Head, in consultation with the instructor, must schedule the deferred examination during the term of the student's deferred final examination status in the course. If the student writes and hands in the deferred final examination when scheduled, a letter grade, based on the term work handed in on time and the result of the final examination, and in no case lower than the grade originally handed in accompanied by the 'NP' shall be reported through the Department within two weeks after the deadline for holding the deferred examination. If, however, the student does not in fact write and hand in the deferred examination when scheduled, the grade originally submitted will become the final grade, and the 'NP' will be reported again through the Department and shall remain permanently on the student record.

6. When a student is assigned both an 'I' and an 'NP'

(a) A student who is granted an extension to complete term work (by the procedure mentioned above), and then does not write and hand in a required final examination, will be given (on the regular sheet for the whole class) an 'I' and an 'NP' following the grade that he/she would have been awarded had a zero been received on the uncompleted term work and the final examination.

(b) If such a student does not apply for a deferred final examination, or does apply but the application is not approved, then within two weeks after the deadline for submitting the uncompleted term work the instructor shall submit through the Department the student's final letter grade accompanied by an 'NP' but not accompanied by an 'I' (even if the student did not actually turn in the
uncompleted term work). In no case will either the completion, or the non-completion, of the term work, or not being granted a deferred examination, result in the grade being lowered.

(c) If, however, such a student applies for and receives permission for a deferred final examination, then no additional grade should be submitted by the instructor until after both deadlines, (for the submission of uncompleted term work and for taking the deferred final examination), have passed. Then within two weeks after the passing of the later of these two deadlines, the instructor shall submit through the Department the student’s final letter grade, taking into account both the results on the uncompleted term work (if in fact it was submitted) and the results on the deferred examination (if in fact it was written and handed in). If the student did not in fact write and hand in the deferred final examination, the instructor shall submit a final letter grade including an ‘NP’ (to indicate the deferred examination was not written). In no case will the final letter grade be lower than that submitted originally.

7. Final grades required by Faculty Council or Department Council regulations to be reviewed and approved by the Final Grades Review Committee (see part D, #5 above) must be submitted to the Committee in accordance with deadlines determined by the Department Head and before being released via AURORA Self-Serve entered on final grade registers.

8. If an examiner either refuses or fails to submit proposed final grades to the Final Grades Review Committee as required by Faculty Council or Department Council regulations and in accordance with the deadlines for submission to the Committee determined by the Department Head or refuses or fails to submit final grades to the Student Records or Dean’s Offices-Registrar’s Office via AURORA Self-Serve in accordance with the deadlines for submission determined by the Student Records Office, the Department Head may take whatever action deemed appropriate to rectify the situation. To take action to rectify such a situation, the Department Head may call a meeting of the Department Council on twenty-four hours notice.

9. After an examiner’s proposed final grades have been reviewed and approved by the Final Grades Review Committee (where such is required by either Faculty Council or Department Council regulations), the examiner shall enter on the final grade(s) register his/her final letter grades for each student, plus a procedural final grade as appropriate will be released via AURORA Self-Serve. The examiner’s proposed final grade registers with all copies attached (and the procedural final grade forms for incompletes, if not submitted earlier, with all copies attached) must then be sent to the submitted via AURORA Self-Serve to the Department Head in accordance with deadlines specified by the Head. The Department Head must sign each procedural final grade form for incompletes; his/her signature, however, indicates merely information received, not approval. The Department Head must then distribute the copies of the final grade registers, and procedural final grade forms for incompletes, as directed thereon.

10. To report changes in final grades already reported, except when the student has appealed the final grade, the appropriate form for reporting changes in final grades already reported must be used. If the change is made by the examiner, the form must be filled in and signed by the examiner and sent to the Department Head who shall decide whether or not to approve the change. If the change is proposed by the
Department Council or Appeals Committee, the form shall be filled out by the chair thereof and signed and sent to the Head who must sign the form, indicating thereby merely information received, not approval. All student appeals of final grades must be initiated through the Student-Records-Registrar's Office. Changes in procedural final grades resulting from a student appeal of a final grade must be reported on the Appeal of Assigned Final Grade Form available from Student-Records-Registrar's Office.

11. An examiner's proposed final grades are not to be released to students until the grades have been reviewed and approved by the Final Grades Review Committee (where such is required by Faculty Council or Department Council regulations). To protect the confidentiality of students' personal and private information an instructor may not share or post lists of student grades (i.e., grades for assignments, tests or final examinations) electronically, nor may paper lists of grades be physically posted in any location. Marks may only be shared with students on an individual basis. The Department is responsible for seeing that all final grades are posted as soon as they are submitted to the Student Records Office. In conformity with the immediately foregoing and the Senate regulation that confidentiality regarding student names shall be maintained, the Department Councils may determine how to release final grades prior to official release by the Student Records. Departments must make clear to students that final grades released by the examiner before release by the Student Records Registrar's Office are not official and could be subject to change.

12. The letter grade component of procedural final grades may be used in the calculation of the GPA appearing on student histories, and the credit hours for courses for which procedural final grades have been reported may be used in the calculation of credit hour totals, appearing on student histories. A student with procedural final grades on his/her student history may graduate with a General, Advanced, or Honors or BAIS degree provided that the letter grades accompanying such procedural final grades and the rest of his/her academic record satisfy the requirements for graduation. Students with procedural final grades on their student histories are eligible for inclusion on the Dean's Honor List and for student awards administered by the Faculty of Arts. The Dean's Honor List for a given academic-year term will be revised as procedural final grades are converted to letter grades.
First approved by:
Arts Faculty Council, April 8, 1974.

Senate Committee on the Academic Evaluation of Students, July 1974.

Revised version approved by:
Arts Academic Regulations Policy Committee: March 17, 1993
Senate Committee on the Academic Evaluation of Students: June 30, 1993
(Editorial changes made in August, 1998)

Revised version approved by:
Arts Academic Regulations Policy Committee: October 22, 1999
Senate: December 6, 2000.

Revised version approved by:
Arts Academic Regulations Policy Committee: December 5, 2008
Arts Faculty Council: February 24, 2009
May 28, 2013

TO: Chair, Faculty Council, Faculty of Arts

FROM: Lori Wilkinson, Associate Dean, Faculty of Arts

SUBJECT: Changes to Terms of Reference for Two Arts Awards

I have attached modified versions of the Terms of Reference for both the Award in Internationalization and the Teaching Excellence Awards for your review and approval.

The change that was made to each was in the Composition section (2.) – we are proposing that the staggered terms of office for academic faculty members be for two years instead of for three. This will make the terms of reference for these two committees consistent with all other Faculty Council committees.

Thank you.
Teaching Excellence Committee  
Faculty of Arts  
Terms of Reference

AUTHORITY:

Established by Arts Faculty Council as a standing committee of Faculty Council.

PURPOSE:

The committee shall adjudicate the annual Graduate Student Teaching Excellence Awards and the annual Faculty of Arts Teaching Awards (sessional faculty, new faculty and established faculty). The Committee also reviews Arts nominations for the annual UMSU/UTS Students’ Teacher Recognition Reception and selects the Arts graduating student(s) who will represent the Faculty at this event.

TERMS OF REFERENCE:

1) The Teaching Excellence Committee shall promote:
- the institutional recognition of excellence in teaching;
- mechanisms to support and improve teaching techniques;
- formative evaluation profiles of teaching; and
- the dissemination of research on post-secondary instruction.

2) The committee shall select its own chair.

3) The committee shall review applications and select recipients for the Graduate Student Teaching Excellence Awards and the Faculty of Arts Teaching Awards (sessional faculty, new faculty and established faculty).

4) The committee shall also undertake special projects related to the functions outlined above when necessary.

COMPOSITION:

1. The Dean of Arts (or designate, normally the Associate Dean, Undergraduate) – ex officio and non-voting as chairperson.

2. Five academic faculty members elected by and from the members of Faculty Council for three-year terms. Members shall have staggered terms of office to provide continuity from one year to the next.

3. One undergraduate student currently enrolled in the Faculty of Arts, appointed by the Senior Stick of the Arts Student Body Council.

Established and approved by Faculty Council (June 25, 1996)
Revisions approved by Faculty Council April, 2012
Award in Internationalization Selection Committee
Faculty of Arts
Terms of Reference

AUTHORITY:

Established by Arts Faculty Council as a standing committee of Faculty Council.

PURPOSE:

The committee shall adjudicate the annual Award in Internationalization.

TERMS OF REFERENCE:

1) The Award in Internationalization, worth $1,000.00, will normally be given to a faculty member annually. The money will be used for research, travel, or activities related to professional development.

2) The chair shall be the Dean of Arts, or designate, normally the Associate Dean in charge of international education.

3) It shall be given to a faculty member who promotes an increase in students' awareness of international culture, perspectives, and issues. Some initiatives might include courses integrating international experience, teaching materials based on research in other countries, and facilitation of international student exchanges, this list is not inclusive.

4) Nominations for the award can be made by Heads of departments, colleagues, or students*. Self-nominations are also encouraged. Applicants should provide four (4) copies of the application/nomination. Each application, including the nomination of the candidate should not be more than three pages. Supporting documents can be appended.

*Students include both undergraduate students registered in the Faculty of Arts or graduate students registered in the Faculty of Graduate Studies, not completing their degrees in a department or program in the Faculty of Arts.

5) The deadline for application is April 30, and announcement of the award recipient will be made in September.

COMPOSITION:

1. The Dean of Arts (or designate, normally the Associate Dean in charge of international education) — ex officio, and non-voting

2. Two academic faculty members elected by and from the members of Faculty Council for two year terms. Membership shall have staggered terms of office to provide continuity from one year to the next.

3. One undergraduate student currently enrolled in the Faculty of Arts appointed by the Senior Stick.

Established and approved by Faculty Council (December 8, 1999)
Revisions approved by Faculty Council (September 2003, September 2010)

1 All ex officio members of standing committees have voting rights unless otherwise stipulated
TO: Dean Jeffrey Taylor, Chair, Arts Faculty Council

FROM: David Watt, Chair (Acting), Nominating Committee, Faculty of Arts

SUBJECT: REPORT OF THE NOMINATING COMMITTEE

The nominating committee has asked Dr. Jarvis Brownlie to act as a leave replacement on the Research Committee for Jessica Cameron, who is going on leave in November. Dr. Brownlie has agreed to serve in this capacity.