

# A. Course Regulations

All academic decisions affecting a student's work in course shall be made by the individual faculty member teaching that course, subject to the concurrence of the Vice-President (Academic).

The following general regulations apply with regard to class attendance, withdrawal from course, dismissal from course, and repeating a course.

## **Class Attendance and Class Cancellation**

### *1. Class Attendance*

Regular attendance is expected of students at all classes. The responsibility for meeting this obligation rests with the student. It is the responsibility of students to notify their instructors when they expect to be, or have been, absent from class for any justifiable reason. Students should consult the written course outline provided by the instructor at the beginning of each course for the specific details of the attendance requirements in the course. It is the prerogative of the instructor to determine when a student's scholastic standing in any course is being affected adversely by repeated absences. The Registrar's Office may, in exceptional circumstances, issue a notice to instructors on behalf of a student if that office is informed by the student, student's parent, physician, counsellor or someone with knowledge of the student's health or emotional status that the student's attendance and/or ability to focus on academic work has been compromised. In such cases the appropriate documentation is held at the Registrar's Office.

Students may use laptops and related electronic note takers responsibly within the classroom for taking notes. Laptops and other electronic devices are not to be used in class for activities unrelated to the class.

Students whose use of electronic devices distracts other students and/or the instructor may be required by the instructor to discontinue use of those devices.

### *2. Class Cancellation*

Courses at St. Thomas University are scheduled to provide students with approximately 150 minutes of instructional time per week. Instructional time includes, but is not limited to, the following: lectures, discussions, seminars, tutorials, laboratory sessions, library instruction, field trips, audiovisual and multimedia presentations, computer-assisted learning, and any other organized learning activity with the instructor available.

As students have a right to expect that full instructional time will be provided, scheduled class meetings will be maintained throughout the academic year. Class cancellations or shortened classroom periods should only result from legitimate personal or professional reasons.

The decision to cancel classes for inclement weather will be made by the University. The University administration will undertake to notify faculty and students of this decision.

If a class must be cancelled because of an unexpected occurrence such as the illness of the instructor, the instructor will notify the Vice-President (Academic)'s secretary who will attempt to notify the students by posting the class cancellation on [www.stu.ca](http://www.stu.ca). The instructor will also notify the Department Chair.

If an instructor may reasonably foresee his or her absence from a scheduled class, the prior approval of the Vice-President (Academic) is required. These requests will be in writing, with

a copy to the Department Chair, and should include the dates of the instructor's planned absence, the reasons for the instructor's absence, the alternative activities which will take place during the absence or, if a class or classes are to be cancelled, the make-up activities which have been planned for the students. It is the instructor's responsibility to inform the students of these class cancellations and the alternative and/or make-up instructional activities which have been planned.

In the event that the sum of all class cancellations for a particular course exceeds five hours in one semester, it is expected that the Department Chair will meet with the instructor involved to review the situation and to plan alternative and/or make up instructional activities for the students enrolled in the course.

### 3. *Written Assignments*

Written assignments that have not been returned during regular class periods will normally be kept by the professor for one semester following the completion of a course. Students who wish to pick up their written work should arrange to come for it during a professor's regular office hours.

### **Exit from Aquinas Program**

Students who wish to exit from the Aquinas program at Christmas may petition the instructors to have credit awarded for the work done in Semester 1. The petition must be received by December 21.

The instructors will make a decision to award 0, 3, 6, or 9 credit hours for the work performed to that point. The decision shall be communicated to the student by the first day of classes in Semester 2.

In the case of 3 credit-hour courses, students will receive credit for any courses passed and a final grade will be assigned by the instructor. In the case of 6 credit-hour courses, any credits conferred shall appear on the transcript either as general credit in the designated discipline (with no grade) or as "unassigned arts" credit (with no grade).

A student who wishes to appeal a decision as to the number of credit hours to be awarded shall lodge that appeal with the Vice-President (Academic) by March 1. The appeal will be heard by the Aquinas program Committee.

### **Withdrawal from Course**

A student may withdraw from a course, with no academic penalty, by withdrawing before the deadline as outlined by the Registrar's Office. In order to withdraw from a first or second-semester course without academic penalty, such withdrawal must be completed within eight weeks after the first day of lectures in each semester. In order to withdraw from a full-year course without academic penalty, such withdrawal must be completed within two weeks of the beginning of second semester courses.

The academic penalty for withdrawal after these dates, except for substantial medical or compassionate reasons, will be to have WF (valued at 0 grade points) recorded on the student's transcript of marks.

### **Dismissal from Course**

A student may be required to withdraw from a course for repeated absences. No action to dismiss may be taken without due warning. A letter of warning is to be issued by the instructor with a copy to the Registrar's Office.

No final decision to dismiss may be taken without consultation with the Vice-President (Academic). Notice of dismissal from a course must be in writing.

### **Repeating Courses**

Students require the permission of the Department Chair in order to register for a course already taken. Where the first course was completed with a passing grade, no further credit toward the student's program is granted upon successful completion of the repeated course. The new grade does not replace the old grade on the student's transcript of marks.

There may be circumstances where the student will be denied permission to retake a course. The student's appeal of this decision is to the Senate Committee on Admissions and Academic Standing (see H. Appeal Procedures).

## B. Evaluation and Grading

The method of evaluation of students in a course and the actual grading of a student's performance are essentially the responsibility of the course instructor, subject to the following regulations.

### **Evaluation of Students' Performance**

#### *1. Method of Evaluation*

For every course offered at St. Thomas the professor is to provide to the students at the beginning of the course the following written information: (1) method of evaluation; 2) course requirements and value towards the final grade. Because competent, sensitive, and accurate use of language has always been, and continues to be, the hallmark of an educated person, it is St. Thomas University's policy that in the evaluation of any piece of writing, submitted in any course in the University, form as well as content (insofar as they can be separated) will be considered. Students should expect to do a substantial amount of writing in any course, and expect as well to have papers which are clearly below acceptable levels of literacy returned for revision.

#### *2. Scheduling Essays and Class Tests*

A minimum notice of six weeks on the part of the professor is required for any major essay or term paper. No class test or examination (oral, written or "take-home") is to be held during the last fifteen days prior to the first day of regular examinations without the permission of the Registrar's Office. The petition for any such test shall be given in writing to the Registrar.

#### *3. Final Examinations*

The value assigned to the final examination will normally not exceed sixty percent of the final grade. A professor may change this percentage for a given course with the approval of the Chair of the Department.

#### *4. Scheduling Final Examinations*

Examinations are held each year in December and April. The examination schedule is determined by formula and announced in advance of the start of classes. In December, Christmas examinations are held in six-credit hour courses, and final examinations are held in first-semester, 3 credit-hour courses. In April, final examinations are held in 6 credit hour courses and second-semester, 3 credit hour courses. No student is required to write more than two examinations in a twenty-four hour period. The student may request that an examination be moved to a date set aside for those make-up examinations after the established examination period. Such requests shall be directed to the Registrar's Office. The Registrar's Office will de-