

of a close relative) in which the instructor has agreed to allow late work to be submitted by the student. In these approved cases, the instructor will submit a temporary notation of INC in place of a final grade.

In all cases where the temporary notation of INC has been submitted, the incomplete or late work must be completed by the student by the following deadlines:

First semester courses	February 1
Second semester and full courses	June 1
Intersession (May-June) courses	August 1
Summer School (July-August)	October 1
Special schedule courses	No later than one month after the completion of the course

Within one month of the above dates, the instructor must submit a final grade in place of the temporary notation of INC. Unless the final grade is submitted by these deadlines, the Registrar's Office will record a grade of F in place of the INC. This F will have a 0 grade point and will be used in computing the student's G.P.A. Beyond these deadlines, the Registrar's Office will not accept or record any grade changes (other than those due to appeals or errors).

If there are exceptional circumstances, the student may petition for an exemption by following the procedures outlined in the calendar under Section G. Appeal Procedures.

Electronic devices such as laptops, cell phones and blackberries shall not be taken into examination rooms except in special cases with the prior permission of the instructor. Instructors who invigilate examinations shall ensure that all unused examination booklets are removed from examination rooms and securely stored.

## C. Academic Standing

The annual grade point average (GPA) of students determines their academic standing. There are four types of academic standing: good standing, academic probation, deferred dismissal and academic dismissal.

### 1. *Good Academic Standing*

In order to maintain good academic standing full-time students must earn a minimum annual GPA of 2.0 in each year of their program. Part-time students must earn a minimum GPA of 2.0 on each block of 30 credit hours attempted.

### 2. *Academic Probation*

Academic probation follows upon notice of unsatisfactory academic performance and is a warning to the student that improvement is required in order to avoid academic dismissal. Students placed on academic probation shall have their participation in extracurricular university activities restricted in such a manner as the Registrar may determine. A student whose annual GPA falls below 2.0 but above 1.5 is placed on academic probation. A student who has been placed on academic probation and whose annual GPA in any subsequent year falls below 2.0 will be required to withdraw from the University.

### 3. *Deferred Dismissal Policy*

#### i. Categories of Students to Whom Deferred Dismissal Applies

1. Students in good academic standing in the previous academic year who have attempted between 18-30 credit hours, and whose current annual grade point aver-

age is 1.0 through 1.5 inclusive, will be placed on deferred dismissal.

2. Students on academic probation during the current academic year who have attempted between 18-30 credit hours, and whose annual grade point average is 1.8 or 1.9, will be placed on deferred dismissal.

ii. Requirements for Deferred Dismissal

1. Course load in the first semester will be limited to a maximum of 12 credit hours.
2. A remedial course, University Studies 1010 (UNST 1010), will be required in the first semester. Students will be graded on a Pass/Fail basis. The course will not be counted toward the 120 credit-hour requirement for the Bachelor of Arts degree. Attendance in this course will be mandatory.

iii. Requirements to Proceed into Second Semester

1. Students who have achieved a grade point average of 2.5 or above in their first-semester courses, and a Pass in UNST 1010, will not be required to take the second-semester remedial course, UNST 1020. Instead, they may take a maximum of 15ch in the second semester.
2. Students who have achieved a grade point average of 2.0-2.4 inclusive in their first-semester courses, and a Pass in UNST 1010, will be permitted to continue to second semester. Course load will be limited to 12 credit hours. Students will also be required to take the second-semester remedial course, UNST 1020. Students will be graded on a Pass/Fail basis. The course will not be counted toward the 120 credit-hour requirement for the Bachelor of Arts degree. Attendance in this course will be mandatory.
3. Students who have achieved a grade point average of less than 2.0 in their first-semester courses, or who have received a Fail in UNST 1010, will be required to withdraw from the University for a period of 12 months.

iv. Requirements for Proceeding to the Bachelor of Arts Program

Students who have achieved an annual grade point average of 2.0 or above and who have received a Pass in UNST 1020 may proceed to the Bachelor of Arts Program.

Deferred Dismissal is a one-time opportunity. Students whose annual grade point average falls below 1.6 in any subsequent year will be required to withdraw from the University for a period of 12 months.

4. *Academic Dismissal*

There are two circumstances in which students may be required to withdraw from the University because of unsatisfactory academic performance:

- a. A student whose annual GPA falls below 1.0 in any year will be required to withdraw from the University.
- b. A student who has been placed on academic probation and whose annual GPA in any subsequent year falls below 2.0 will be required to withdraw from the University. A student who is required to withdraw from the University is eligible to apply for readmission subject to the regulations below.

5. *Application for Readmission*

Students required to withdraw from the University as a result of obtaining an annual GPA of less than 1.0 will be required to spend at least one year away from the University before

being eligible to apply for readmission. Students who had been on academic probation and were required to withdraw from the University as a result of their annual GPA falling below 2.0 in a subsequent year, will normally be required to spend at least one year away from the University before being eligible to apply for readmission. Any student who has been required to withdraw a second time will normally be required to spend at least two years away from the University before being eligible to apply for readmission.

Students who seek readmission after having been asked to withdraw must apply in writing to the Admissions Office. Such applications are subject to the guidelines of the Senate Admissions and Academic Standing Committee. In cases of readmission, special conditions for entry, course load and GPA performance may be required. Students who have been required to withdraw from the University will not be granted credit for any courses taken while required to be away from the University.

## D. Codes of Student Conduct (Academic Misconduct - Excerpt)

### *Preamble*

St. Thomas University has two Codes of Student Conduct — one covers academic affairs and the other non-academic issues. You can find the policy on non-academic misconduct at [www.stu.ca/student\\_policies](http://www.stu.ca/student_policies). The purpose of these Codes is to express community standards of honesty, respect for persons and property, and responsible use of freedom. The Codes reflect the University's mission and identity, and exist to guide conduct, safeguarding, and promoting the University's educational activity. Each student is responsible for reading and reviewing both Codes of Student Conduct, and for understanding the responsibilities they assumed by enrolling in the University.

St. Thomas University students are held responsible for their conduct at all times. Any student who engages in *academic* or *non-academic* misconduct shall be subject to disciplinary action by appropriate officers of the University.

The following considerations constitute the foundation of the University's justification for establishing expectations of student conduct, codifying those expectations, and adopting equitable processes for assessing student conduct.

1. The University's mission establishes its identity as an independent academic community with a distinctive history and culture.
2. The University's standards of conduct and the procedures for determining responsibility for academic and non-academic misconduct reflect its particular mission and history. These standards and procedures do not attempt to duplicate civil and criminal legal processes, nor do they attempt to substitute for them. As an institution structured to accomplish its stated educational mission, the University has an independent interest in upholding standards of academic and non-academic conduct, and these expectations may differ from those found in society at large. The University is committed to the fundamental principles of natural justice in its student conduct procedures.
3. By registering at St. Thomas University, students voluntarily enter an educational and