



UNIVERSITY
of Prince Edward
ISLAND

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Satisfactory Academic Progress (SAP) Policy

The Academic – SAP (Satisfactory Academic Progress) details the academic regulations of the University of Prince Edward Island that applies to our student population, including requirements for a degree; time limit to complete degrees; year of study; enrolment status; academic standing; and academic appeals. (*Page 1*)

The Financial Aid – SAP (Satisfactory Academic Progress) is a separate policy based on the principles of basic satisfactory academic progress as defined by the U.S. Department of Education for U.S. students applying for financial aid. It addresses the requirements for students to receive Title IV aid; students can be dismissed from Financial Aid – SAP while still meeting the Academic – SAP, and therefore can still be in attendance without financial aid support. (*Page 16*)

Academic SAP:

These academic regulations as well as the full university academic calendar can be found online:
<http://www.upei.ca/studentlife/registrar/academic-calendar>

General Academic Regulations

The following regulations pertain to all undergraduate-level programs of study at UPEI. Most programs have additional, specific academic regulations that must also be followed and course requirements that must be met (see the relevant Department in the Academic Programs section of the Calendar for details). Students are responsible for learning which regulations and requirements apply, and for abiding by them throughout their course of study. Students are encouraged to discuss course and degree requirements with Academic Advisors in Student Services, the academic department Chair, and/or the Dean of the Faculty concerned. Normally, the regulations in effect at the time of a student's first entry to UPEI will govern the student's academic requirements until graduation.

Note: The University reserves the right to add to, alter, delete, or amend these regulations at any time.

1. Requirements for a Degree

a) Bachelor of Arts and Bachelor of Science degrees—120 semester-hours of credit with a major subject in which at least 42 semester-hours of credit are taken. This figure is higher in some departments. Another 42 semester-hours of credit may be required in other subjects. UPEI Academic Calendar January 2015 99

University of Prince Edward Island USDL Information updated Summer 2015; adapted from sources including:
UPEI Academic Calendar - <http://files.upei.ca/calendar.pdf>

Federal Student Aid – Basics of Satisfactory Academic Progress: David Bartnicki and Amy Wilson, Dec 2014. US Dept of Education, 2014 FAS Training Conference for Financial Aid Professionals.

Federal Student Aid – Foreign Schools Handbook: <http://www.ifap.ed.gov/ForeignSchoolInfo/ForeignSchoolsHandbook.html>
Holland College - US Student Financial Aid: <http://www.hollandcollege.com/u-s-student-financial-aid/>

- b) Beginning with first-year students in 1993–94, in order to graduate with a major, a student must pass at least 30 semester-hours of credit of the 42 defined in 1(a) in the major subject with grades of at least 60%.
- c) Maximum Number of Introductory-Level Courses—No more than 48 semester-hours of credit may be taken at the introductory level in any degree or diploma program, except in a Bachelor of Music program, in which 49 semester-hours of credit at the introductory level may be taken.
- d) Students may declare to the Registrar's Office their major area of study at any time up to the end of their second year (after completing 48 to 60 semester-hours of course work). Forms are available from the Registrar's Office. However, in the Faculty of Science, students are required to declare a major by the beginning of their second year (after completing 21 to 45 semester hours of course work). Students can change their major at any time by submitting the appropriate form to the Registrar's Office, but they are encouraged to speak to an academic advisor in the appropriate department before doing so.
- e) A candidate for a degree must complete at least one-half of the required course work at UPEI; normally, these will be the final 60 semester-hours of the degree. Exceptions will be made only with the permission of the Dean.
- f) In the last 60 semester-hours of work toward a UPEI degree, students will receive credit for no more than 12 semester-hours of study completed at another university; exceptions may be made only with the permission of the Dean.
- g) Beginning September 2013, all students working toward an undergraduate degree or diploma will be required to take one of the following three courses, recommended to be taken within the first three semesters of registration, to fulfill graduation requirements:
UPEI 101 – Writing Studies: Engaging Writing, Rhetoric, and Communication;
UPEI 102 – Inquiry Studies: Engaging Ideas and Cultural Contexts; or
UPEI 103 - University Studies: Engaging University Contexts and Experience;
AND One Writing Intensive Course
- h) Special regulations apply to Honours degrees (not available in all program areas). See the relevant academic department section of the Calendar for details.
- i) Second Undergraduate Degree Regulations—Students who have earned a first Bachelor-level degree may pursue a second Bachelor-level degree as long as no more than 18 semester-hours of study in the subject area of interest have been completed in the first degree, and as long as at least 60 semester-hours of credit will be completed toward the second degree at UPEI. All program requirements for the second degree must be met within these 60 semester-hours of study, the program for which will be approved by the Dean. Exceptions will be made only with the permission of the Dean.

2. Time Limit to Complete Degrees

Students are strongly urged to complete their degree requirements within 10 years from the date of their first registration. (See also Nursing and Radiography Sections.) Students who have not completed their degree(s) within a 10-year period from the time they begin their university studies will have transcripts re-evaluated, and are cautioned that some courses over 10 years old may be deemed inappropriate by the Dean of the program to which the student has applied and may require substitution.

3. Year of Study

For purposes of registration and statistical analysis of the student body, all full-time students are categorized as First-, Second-, Third-, or Fourth-Year students. The categories are based on completed semester-hours of study, as follows:

First Year: 0-18

Second Year: 21-48

Third Year: 51-78

Fourth Year: 81+

This designation does not mean that all degree requirements for a given year of a program have necessarily been met; nor does it refer to the number of years a student has studied at UPEI.

4. Enrolment Status

To qualify as a full-time undergraduate student in any given semester, one must be registered:

- a) in nine or more semester-hours of study (usually three courses taken for credit);
- b) as a full-time English Academic Preparation (EAP) program student; or
- c) as a co-op, internship, or practicum student on a full-time work placement (equivalent to 15 semester-hours of study).

5. Course Load

Fall/Winter semesters: except for DVM & Engineering students, the full course load for a full-time student is five courses (15 semester-hours) in each semester. An overload of three semester-hours is automatically approved for students with an average of at least 70% on five or more courses taken in the previous semester. The minimum course load for full-time student status is three courses (nine semester-hours) per semester.

Spring/Summer semesters: except for DVM & Engineering students, the full course load for a full-time student is three courses (nine semester-hours) in each semester. The minimum course load for full-time student status in these semesters is two courses (six semester-hours).

6. Course Registration

- a) The registration process consists of two steps:
 - i) preregistration or course selection, available from the dates specified in the calendar; and
 - ii) payment of fees by the published deadline.
- b) Double-scheduling: students are not permitted to register in two courses that are offered during the same time period or during time periods that overlap.
- c) Course changes: students may make changes to their course selections as follows:
 - (i) adding: changes are made online, up to the “last day to register”; after this date, or at any time for classes that are “closed” by the Registrar’s Office, permission of the instructor and Chair (Arts and Science) or instructor and Dean (Professional programs) is required;
 - (ii) dropping: changes are made online, up to the “last day to register”; after this date, and up to the deadline for discontinuation as published in the Calendar, changes must be made in person at the Registrar’s Office;
 - (iii) non-credit status: changes from “for credit” registration to “audit” status are made in person until the final day for 100% refund. Note: courses taken as non- credit audits may not be changed to “for credit” status at any point in the semester; and
 - (iv) “audit” status: registration as an auditor requires the permission of the instructor and Chair or Dean, as appropriate.

7. De-registration

Students who have not paid course tuition and other fees by the published deadline may be de-registered and will not be permitted to write final examinations or to register in any subsequent semester. Reinstatement of registration on appeal will be made for exceptional cases only, at the discretion of the Registrar in consultation with the Manager of Accounting.

8. Letters of Permission

Students enrolled at UPEI and wishing to take courses at other institutions for credit towards their UPEI degree or diploma are advised that a “Letter of Permission” must be obtained from the Registrar’s Office in advance. The Registrar’s Office is responsible for assessing the equivalency of the courses for which permission to register is sought, in consultation with the department and/or Dean as appropriate, and will provide the necessary documentation to the host institution. Students are responsible for requesting transcripts from the host institution to be sent directly to the Registrar’s Office at UPEI on completion of their course(s).

Note: As per Academic Regulation #17 - Letters of Permission will not be given to students on academic probation.

9. Directed Studies

- a) A student may credit up to 18 semester-hours of Directed Studies towards a degree.
- b) Any student in Third or Fourth Year may apply to take Directed Studies.

- c) A student must have at least 12 hours of credit in a department as a prerequisite to Directed Studies courses.
- d) A student may take up to six semester-hours of Directed Studies in any one semester.
- e) A student may take up to 12 semester-hours of Directed Studies in one department.
- f) For each Directed Studies course, a proposal approved by the instructor, the Department Chair, and the appropriate Dean will be sent to the Registrar no later than the last day for course change for the semester. The proposal must include a course title, a description of the content and of the method of evaluation, the names of the instructor and the student(s), the semester and year the course is offered.
- g) At the conclusion of the course, if there have been substantial changes from the original proposal, the instructor will submit a report to the Department Chair, the appropriate Dean, and the Registrar.

10. Grading

Each course taken for academic credit is assigned a final grade at the end of the semester*. The final grade for each course will be indicated by a percentage grade, and a grade point on the student's transcript. A Grade Point (GP) is a method of expressing a student's academic performance in an individual course.

Note: Courses taken over two semesters will be assigned a final grade at the end of the second semester. *The letter grade of 'P', Pass, is not assigned a numerical value and is not used in calculating the grade point average.

Grade Point: Grade Point (GP) is a method of expressing a student's academic performance as a numerical value. Each letter grade is assigned a numerical equivalent, which is then multiplied by the credit hour value assigned to the course to produce the grade point.

Semester Grade Point Average: Semester Grade Point Average (SGPA) is computed by dividing the total number of grade points earned by the total number of credit hours taken in a semester. See Academic Regulation 10(f) Course Repetition for the treatment of repeated courses in GPA calculations.

Cumulative Grade Point Average: The UPEI Cumulative Grade Point Average (CGPA) expresses performance as a numerical average for all UPEI courses for all semesters completed. The CGPA is calculated by dividing the total number of grade points earned to date by the total number of credit hours undertaken to date. See Academic Regulation 10(f) (Course Repetition) for the treatment of repeated courses in GPA calculations. The CGPA provides the numerical value used to determine academic standing.

Sample calculation of Grade Point

1. Subj 1	74% (B)	3.0	3 credit hours x 3.0 = 9.00
2. Subj 2	72% (B-)	2.7	3 credit hours x 2.7 = 8.10
3. Subj 3	67% (C+)	2.3	3 credit hours x 2.3 = 6.90
4. Subj 4	93% (A+)	4.3	3 credit hours x 4.3 = 12.90
5. Subj 5	DISC		
TOTAL			12 credit hours = 36.90

Semester GPA: $36.9/12 = 3.08$

Grade	GP %	Range	Verbal descriptor	Comments
A+	4.3	91-100	Exceptional	
A	4.0	85-90	Excellent	
A-	3.7	80-84	Extremely good	
B+	3.3	77-79	Very good	
B	3.0	74-76	Good	
B-	2.7	70-73	Fairly good	
C+	2.3	67-69	More than adequate	
				Transfer credits: for core courses, must be minimum of C- to count as requirement
C	2.0	64- 66	Adequate	
C-	1.7	60- 63	Minimum for good Academic standing	
D+	1.3	57-59	Below good standing	
D	1.0	54-56	Minimally acceptable	
D-	0.7	50-53	Barely acceptable	
F	0.0	0-49	Below university requirements	

a) Course outlines/syllabi: These are distributed by instructors to the class during the first week of each semester, and must include details regarding methods to be used in evaluating student work and the value as well as timing of each assessment as a percentage of the final course grade respecting any existing restrictions . (See Academic Regulation #13).

b) Attendance: Instructors may count student attendance/participation in calculating final standing in a course, if noted in the course outline. Professional programs may require 100% attendance. See Departmental Regulations in the relevant section of the Calendar.

c) Passing grade: The minimum final grade required to earn course credit is 50%. Note: Professional programs and some other departments have exam-, course-, and program-specific minimum grade requirements, which supersede this minimum. See Departmental Regulations in the relevant section of the Calendar.

d) Some labs, tutorials, field placements, and professional-program courses are graded as Pass or Fail and, as such, are not included in any academic-standing, academic-award, or Deans' Honours calculations. See Departmental Regulations in the relevant section of the Calendar.

e) Incomplete courses: under exceptional circumstances, students may request temporary "Incomplete" standing in a course for which they have not completed all requirements. If the instructor approves the request, the Department Chair must notify the Registrar that an Incomplete (INC) will be submitted as an interim final grade, and the student will be given up to three months to complete the course work (some program requirements, such as DVM, would dictate shorter extension periods). A request for an extension of up to six months must be approved by the Dean. "Incompletes" automatically become "0" at the end of the approved extension period, if the work is not completed and a grade submitted. The Registrar will advise the Department Chair that the grade of "0" requires a percentage grade for posting on the student transcript. Requests for Incomplete Standing are subject to appeal.

f) Course repetition:

- (i) While University policy permits passed courses to be repeated, students should be aware that marks obtained in such instances shall not be used in the determination of awards or scholarships administered by the University; and, where enrolment restrictions apply, preference will be given to those taking the course for the first time. Both grades are recorded on the transcript, and the higher grade of either attempt will be calculated into the GPA. In the case of more than one failed attempt, the result of the later attempt will be calculated into the GPA. Students considering repeating a passed course are advised to consult first with the Chair of the department concerned.
- ii) No course, once taken, passed, and applied for credit towards a degree or diploma may, if retaken, be applied for credit towards any other degree or diploma earned at the University;
- (iii) Except as otherwise stated in program regulations, no student will be allowed to take the same course more than three times unless by permission of the Dean of the Faculty or School in which the course is offered.

Note: Professional program regulations on academic performance will supersede this regulation.

g) Access to Examinations and Papers:

- (i) A copy of all written assignments and examinations not returned to students must be retained by the instructor for a minimum of 60 days after submission of marks;
- (ii) Final examinations and/or final submissions of course work must be retained by instructors for a minimum of 60 days after the date of the final examination, unless the work is returned to the students;
- (iii) Professors must make available to students, at least temporarily, all papers and examinations with grades affixed to them. See the Disclosure of Student Information Policy.

11. Transcript Abbreviations

AUD—audit
 CGPA—Cumulative Grade Point Average
 DE—Deferred Exam
 DISC—Discontinued with permission
 DIST—distinction
 DNW—Did not write
 E—Excluded course from GPA
 EAP—English Academic Preparation Program
 EP—Exceptional Performance
 F—Fail
 FNS—Fail no supplemental
 FP—Failing Performance
 GP (A) —Grade Point (Average)
 I—Included course in GPA
 INC—Incomplete (an extension has been approved)
 IP—In progress
 LECT/LAB HRS—Hours per week per semester
 MP—Marginal Performance
 NC—No credit

NGS—No grade submission
 P—Passed
 PD—Passed with Distinction
 QEH—Courses taken at Queen Elizabeth Hospital, Charlottetown
 SAT—Satisfactory
 SEM. HRS—Credit equivalent one hour per week per semester
 SGPA—Semester Grade Point Average
 SP—Satisfactory Performance
 TP—Transition Program
 TR—Transfer
 UNS—Unsatisfactory

12. Academic Appeals

a) In the application of all academic regulations, students shall have access to a fair and just hearing subject to appeal. In every case, it is the student appellant's responsibility to ascertain the time allowed for filing a notice of appeal (see below).

i) Appeals on Grades

- a) An informal appeal must first be made to the instructor within four weeks of receipt of the grade. For Professional Programs, see internal policy/procedures, which may be more specific than these general regulations, and may include different information/requirements. Professional program regulations override this academic regulation in these cases.
- b) A formal appeal must be made in writing within one week of the instructor's decision. This appeal must be submitted to the Chair, who will consult within the Department before arriving at a decision. The Department will provide the student with a copy of the internal policy/procedure on appeals on receipt of the written submission.
- c) The Department Chair's decision may be further appealed, in writing, within two weeks of the decision being rendered to the Dean of the Faculty, who shall name a committee to hear the appeal. The Dean will provide the student with a copy of the Faculty's internal policy/procedure on appeals on receipt of the written submission.
- d) Decisions on final course grades may be further appealed, in writing, within one month of being rendered, through the Registrar to the Senate Committee on Senate Academic and Student Discipline Appeals Committee.

(ii) Other Appeals

Appeals of decisions on academic matters other than grades are to be directed to the Senate Academic and Student Discipline Appeals Committee through the Registrar. All formal appeals must be made in writing, and with supporting documentation, within 15 working days of the student receiving notification of the decision in question. All decisions of the committee shall be final unless appeal is made to the Board of Governors in keeping with the terms of the University Act.

13. Examination Regulations

- a) Restrictions on Testing: No quizzes, tests or examinations of any kind are to be held during the two-week period preceding the final day of classes, nor during any reading period, without the permission of the Chair and the appropriate Dean. In-class presentations and practical laboratory examinations scheduled on the course outline are exempted.
- b) Special [final] examinations: Under exceptional circumstances [severe illness, jury duty, personal or family tragedy], students may request a “special examination” outside of the final examination period. Students must make application to the Registrar within 48 hours of a missed examination. Appropriate documentation must be submitted with the application. The Registrar will consult with the instructor, department chair, and Dean on receipt of any such application and will communicate the decision to the student [as per Senate decision, Sept 2001]. Decisions on applications for Special Examinations are subject to appeal (see Regulation #12).
- c) Quizzes, tests and examinations taking place outside of regularly scheduled classes during the teaching semester must be identified, approved by the Dean, and listed on the course outline. The course outline will inform students that they must identify any conflicts with other regularly scheduled classes, laboratory periods, or tutorials in a timely fashion so that accommodations can be made by the course instructor.
- d) Students will be required to present their valid UPEI ID card and sign a control sheet at each examination session.
- e) No articles such as books, papers, or other materials may be taken into the examination room unless provision has been made by the examiner. Specifically, without such permission, no laptops, electronic computing, data storage or communications devices may be in the possession of a student in the examination room. Calculators may be used at the discretion of the instructor. Any jackets, hats, bags, knapsacks, etc., are to left at the front or back of the examination room and may be picked up at the end of the examination. Students are discouraged from bringing any valuable to examination rooms as they may not be secure. The University is not responsible for lost or stolen items.
- f) Students who speak English as a second language may be allowed to use one bilingual dictionary (paper) to assist them in writing quizzes, tests and examinations. The use of electronic translators is not permitted under any circumstances.
- g) The only time students may leave the examination room with the intention of returning is to use the washroom. Students must sign out, and back in, on a sheet provided.
- h) No students are permitted to enter the examination room to write an examination after the first 30 minutes and no students are permitted to leave an examination room within the first 30 minutes. Students still in the examination room during the last 10 minutes of the examination must remain seated until all examination materials have been collected and accounted for.
- i) Food is not permitted in the examination room.

14. Transfer Credits

Transfer of credit from post-secondary institutions is available to students who have been admitted to the University and meet the following conditions:

a) Students shall receive credit for courses successfully completed at another recognized* Canadian university and for which credit is given at that university, under the following conditions:

(i) courses must be acceptable in the program to which transfer is being sought either as required courses or as electives; and

(ii) grades must be at least 50% or, where the passing grade for the equivalent UPEI course is different than 50%, at least that passing grade, however, students must obtain a grade of at least C- (60%) in any courses used to fulfill prerequisite requirements. Similarly, students may receive credit for courses completed at universities outside of Canada. Requests will be considered on a case-by-case basis.

b) Students may receive credit for courses successfully completed at a member institution of the Colleges and Institutes Canada (CICan) or a recognized college outside of Canada, and for which credit is given at that institution, under the following conditions:

(i) courses must be acceptable in the program to which transfer is being sought either as required courses or as electives;

(ii) grades must be at least 60% or, where the grading system is different than that of UPEI, at least at an equivalent level above the minimum passing grade;

(iii) transfer will be allowed by the Registrar only on the recommendation of the appropriate Dean.

(iv) transfer credits may be granted through existing transfer and articulation agreements established between UPEI and a partner College.

(v) UPEI and Holland College have a number of transfer and articulation agreements with defined transfer recognition. For more information visit:

<http://www.upei.ca/programsandcourses/undergraduateadmissions/transfer-arrangements>

c) Application of Certain Professional Courses—Normally, professional courses taken at UPEI or other universities may not be applied to other degree programs at UPEI. Nevertheless, within the Faculty of Science and with the approval of both the Department Chair and Dean, certain courses in the DVM program at UPEI and in accredited programs in the health professions at other universities may be accepted for credit toward the baccalaureate degree in Science. Applications for degrees under this Regulation will be considered on a case-by-case basis. Not more than 30 semester-hours of professional courses may be so credited.

d) Evaluation of Transcripts—The evaluation of transcripts shall be the responsibility of the Registrar's Office in consultation with the appropriate Department and Dean.

e) All courses transferred to UPEI will be noted as "TR" on the transcript with a grade of "P."

Notes:

1. A candidate for a degree must complete at least one-half of the required course work at UPEI (normally the final 60 semester hours of the degree).
2. Transfer credit normally will not be awarded for courses completed in excess of ten academic years prior to the date of registration at UPEI.
3. Normally, no more than 48 semester-hours of credit may be taken at the introductory level in any degree or diploma program.
4. Transfer students are subject to all other academic regulations of the University. Possession of the minimum requirements for transfer to UPEI does not in itself ensure that admission will be granted.

* A recognized Canadian degree-granting institution is an institution that is a member of the Association of Universities and Colleges of Canada (AUCC). The University of Prince Edward Island will also consider granting transfer credit from those Canadian institutions that are not AUCC members, but have been given degree-granting powers through provincial legislation within the Canadian province in which they are located.

15. Challenge for Credit

Challenge for credit by examination is available, by permission of the relevant Chair, to people who have been admitted to the University and who believe that they can meet the requirements of a course, under the following conditions:

- a) The course(s) for which credit is sought must be among those identified by the relevant academic unit as being open to challenge for credit (challenge for credit does not apply to Business Administration and Modern Languages).
- b) No challenge for credit will be accepted when any attempt has been made within the previous 10 years to earn credit in the course, or an equivalent course, whether by challenge or otherwise.
- c) Not more than 10 credits (30 semester-hours of credit) towards any degree may be earned by the challenge route.
- d) Application to the Registrar's Office must be made, and the appropriate non-refundable fee paid, for each course in which examination is sought (see section on "Fees"), at least one month before the start of the examination period or, for examinations to be held in late August or early September, by 15 July. Challenge for credit examinations normally are taken during the scheduled examination periods but, where appropriate, may be taken at a time to be scheduled during late August or early September.
- e) Challenge for credit examinations are special examinations that test the student on the content of the entire course. They are not necessarily the same as final examinations written by regular students. In certain courses, completion of laboratory/practical components may be required.
- f) A successful challenge results in a credit on the student's transcript with the notation "P." An unsuccessful challenge is not recorded on the transcript.

16. Special Credits

- a) Academic credentials obtained in settings other than credit programs in universities and CICA member colleges may be recognized in certain cases. Credentials are evaluated after admission to the University, and upon payment of the appropriate non-refundable fee (see Calendar section on “Fees”).
- b) Applicants are required to provide, during the first academic year of registration at the University, documentation which, in the applicants’ opinion, demonstrates the successful completion of academic work commensurate with the credit(s) being sought. The academic units evaluating the documentation may require detailed program and course descriptions and other information necessary to evaluate the learning acquired. At their discretion, the academic units may interview the applicant or seek supplementary information by way of an oral or written examination.
- c) Credit, if granted, is on the recommendation of the academic unit offering the equivalent UPEI course(s), with the endorsement of the Dean of the Faculty or School in which each course is offered.
- d) Recognition of special credits by other institutions does not in itself indicate that UPEI will recognize such credits.
- e) A Special Credit is recorded on a student’s transcript with the notation “P” and a notation of the source of the Special Credit.

17. Academic Standing

At the end of second academic semester, students are automatically assigned one of the following standings based on academic performance:

Good Standing
Academic Probation
Academic Suspension

Definitions:

For the purposes of this policy, "Academic Year" is defined as September 1 to August 31

Academic Standing

Academic standing is determined on the basis of a cumulative grade point average (CGPA), defined in Academic Regulation 10, that is the average of grades earned in all courses. Students are expected to meet the necessary minimum standards for performance while attending UPEI. Those who fail to meet the minimum standard will be placed on academic probation. The minimum standard is defined as an academic average on nine or more semester credit hours of UPEI course work that produces a CGPA of at least 1.70 (excludes “P” grades).

Conditions of Academic Standing

- a) Good Standing: Students are deemed to be in good academic standing if they have achieved a CGPA of 1.70 or higher.
- b) Academic Probation: Academic Probation is a warning to a student that has been below the required standard and could lead to an Academic Suspension.

Student records are reviewed for academic progress at the end of each academic session. Students' academic standing is assessed once per year when the second semester results become available. Courses completed in the previous First and Second Summer Sessions, if applicable, will be reviewed as part of a student's academic progress at the end of the second academic semester.

Students will be placed on Academic Probation if they have a UPEI cumulative grade point average of less than 1.70 at the end of the second academic semester. While on probation, students will have restrictions placed on their course loads; and, be required to enrol in an academic support program.

Students who have been placed on Academic Probation who achieve a Semester GPA (SGPA) of 1.70 or higher in subsequent semesters will be permitted to continue their studies at UPEI while on Academic Probation. Students are considered to have returned to good academic standing once their CGPA is 1.70 or higher. *Students are not permitted to graduate while on Academic Probation. Letters of Permission will not be given to students on academic probation.

*Students who entered UPEI prior to September 2013 when the GPA system was introduced, and who maintain continuous registration will be grandfathered under this clause, and not subject to the condition on graduation.

- c) Academic Suspension: Students will be placed on Academic Suspension if they fail to achieve a SGPA or a CGPA of 1.70 or higher after the completion of 30 semester credit hours while on Academic Probation. Students on Academic Suspension are not permitted to take academic courses at UPEI for a full academic year. Any postsecondary studies completed during the period of academic suspension are not eligible for credit toward a degree or other credential at UPEI.

- d) Conditions of Academic Standing will be noted on a student's academic transcript. Following an Academic Suspension, in order to apply for re-admission to the University, students must submit an Undergraduate Application Form to the Registrar's Office.

Students who are permitted to return to studies at UPEI return on academic probation, and are subject to the University's policy on academic standing. Students under Academic Suspension a second time will not normally be considered for re-admission for at least two full calendar years following the suspension.

Appeal: The conditions of academic probation and academic suspension are subject to appeal to the Senate Academic and Student Discipline Appeals Committee.

NOTE: Individual programs may have a higher standard for good academic standing and progression. Please refer to the appropriate degree requirements in the Academic Calendar.

18. Deans' Honours List

Standing for inclusion on the Deans' List is calculated annually at the end of the academic year based on a minimum of 30 semester-hours of credit or 10 courses taken between the 1 September–31 August academic year with an average of at least 80% required and no courses failed. The only exception to the semester-hour requirement is for Fourth year students who require fewer than 30 semester-hours of work to graduate, provided that they obtain a minimum of 24 semester-hours of credit during the September-April year, and that they were on the Deans' List the previous academic year. A notation will be placed on the student's transcript indicating that the student has been named to the Dean's Honours List.

19. Degree Standing

When it has been certified that a student has met all of the requirements for a degree, the degree standing is determined on the basis of academic performance in the final 60 semester hours of credit. The grades obtained in the final 60 semester-hours of credit required for the degree are averaged, with degree standing accorded as follows:

- 80% or higher: first-class standing
- 70-79.9%: second-class standing
- 50-69.9%: pass standing

After a degree has been awarded, the recipient's transcript will indicate if first-class or second-class degree standing was achieved.

20. Academic Dishonesty

As a community of scholars, the University of Prince Edward Island is committed to the principle of academic integrity among all its participants. Academic dishonesty as defined in this Regulation will not be tolerated and, within the constraints of this Regulation and Academic Regulation 12, the University supports instructors in their efforts to deal effectively with cases as they may arise from time to time.

- a) Actions which constitute academic dishonesty are considered an offence within the University and include:
- (i) plagiarism, which occurs when a student submits or presents work of another person in such a manner as to lead the reader to believe that it is the student's original work; self-plagiarism is the submission of work previously submitted for academic credit without prior approval of the professor;
 - (ii) cheating on tests or examinations, including giving false reasons for absence;
 - (iii) falsifying records or submitting false documents, including falsifying academic records, transcripts, or other University documents, or misrepresenting one's credentials;
 - (iv) other academic misconduct such as the unauthorized use of recording devices or the unauthorized acquisition of computer software or other copyright material.
- b) When there is reasonable evidence to support an allegation of academic dishonesty, the matter shall be discussed with the student at the earliest opportunity. A written record of the incident and the response of the

University will be sent to the student and to the appropriate Chairperson and Dean, and will be placed by the Dean on the student's file in the Office of the Registrar.

- c) One or more of the following sanctions may be imposed, depending on the seriousness of the offence:
- (i) the instructor, within his/her authority for assignment of course grades, may impose:
 - a) a reprimand;
 - b) assignment of a mark of zero or a percentage failure for the piece(s) of work under review;
 - c) assignment of a grade of "F" in the course in which the offence was committed; the instructor will provide the Registrar with a percentage failure grade for posting on the student transcript;
 - d) suspension of privileges in cases where the offences have involved misuse and/or abuse of the library, computer, or other University resources;
 - (ii) the Dean, in consultation with the Department where appropriate, may recommend to the President suspension or expulsion from the University;
 - (iii) the President may impose suspension or expulsion from the University;
 - (iv) the Senate may withhold or revoke a degree, diploma, or certificate.
- d) The student has the right to appeal through the provisions of Academic Regulation 12.

21. Application to Graduate

Candidates for degrees, diplomas, and certificates must make formal application to graduate by using their campus login and choosing the option "apply to graduate" which is available in August. The deadline for making such application is 31 October of the academic year in which students expect to complete their program requirements. It is the students' responsibility to monitor their program standing by reviewing their degree audit report and degree requirements/regulations on the UPEI website throughout their studies, and well in advance of submitting an application to graduate.

Financial Aid SAP:

Course Load

Students must be registered full-time (12-15 credits per semester) to maintain loan eligibility. A student may drop to a minimum half-time status (7.5 credits) and still maintain eligibility, however for **immigration purposes**, international students are expected to maintain full-time status.

Satisfactory Academic Progress (SAP) — recipients of US Direct Loan Funds

The US government regulations (Satisfactory Academic Progress for Financial Aid Eligibility, Federal Regulation – 34 CFR 668.34) stipulate that **students must maintain certain academic standards in order to remain eligible for all types of US Direct Loans.**

The Satisfactory Academic Progress Policy applies to all students receiving U.S. Direct Loans (Subsidized, Unsubsidized and Parent PLUS). Student records are reviewed for academic progress at the end of each academic session. Students' academic standing is assessed once per year when the second semester results become available. Students will be further assessed at this time to determine whether they fulfilled the SAP requirements and whether they will be eligible for US Direct Loan funds for the subsequent semester.

A student can maintain Satisfactory Academic Progress as outlined in the academic regulations of University of Prince Edward Island, while not meeting Financial Aid Satisfactory Academic Progress as outlined in the regulations of the U.S. Department of Education for financial aid qualifications. Students would be able to continue in their studies while no longer receiving financial aid.

To maintain US Direct Loans eligibility, students must fulfill these three requirements:

- **Qualitative component** – Maintain minimum overall program passing grade (varies per program), and
- **Quantitative component** – Pace of progression required to make sure the student completes within the maximum time frame. Minimum Pace of Completion is 66.7%.

$$\text{PACE} = \text{Length of Program in Weeks} / \text{Maximum Program Time Frame in Weeks}$$
 and
- **Timeframe component** – Complete your degree within 150% of the published length of your degree completion time (completion of a 1 year program within 1.5 years and completion of a 2 year program within three years).

Maximum Timeframe Eligibility

As detailed above, students who have taken more than 150% of the published length of degree completion time are not considered to have fulfilled SAP requirements and therefore, become ineligible for US Direct Loans at the University of Prince Edward Island for that program.

What happens if	Student financial aid status	What student needs to do
Overall program passing grade drops below minimum	All types of US Direct Loan denied	Raise overall program passing grade to minimum according to program requirement. A student may appeal if you have extenuating circumstances.
If you have more than 150% of the published length of time to finish your program	Ineligible for all types of US Direct Loans	No action can be taken. You must complete your studies without US Direct Loans.

The following additional information is provided for your assistance in understanding SAP at UPEI:

1) Minimum Grade Performance at the End of Second Academic Year

If a student is enrolled in an educational program of more than two academic years, at the end of the second academic year, the student must have a GPA of at least a “C” or its equivalent, or have academic standing consistent with the student’s individual program requirements for graduation.

Further details on the grading system at University of Prince Edward Island, including equivalency information for letter grade, grade point score, and percentile mark ranges, can be found on the Registrar’s Office website for Academic Regulations: <http://www.upei.ca/programsandcourses/regulation-10-grading>

2) Financial Aid Satisfactory Academic Progress Review:

Based on Academic Regulation 17, Academic Standing, student records are reviewed for academic progress at the end of each academic session. Students’ academic standing is assessed once per year when the second semester results become available. If a student is not maintaining Good Academic Standing or academic progress, the notification process is as follows:

Warning Notification

A student’s records are assessed for academic progress after each semester; if a student’s progress is not meeting the standard of good academic standing as defined by the university after the first semester, a warning notification is sent to the student from the Registrar’s Office to identify this and to provide the student with recommendations and assistance to improve on their performance for second semester.

Probation Notification (Academic Probation)

A student’s official academic standing is assessed once per year when the second semester results become available; students will be placed on Academic Probation if they have a UPEI cumulative grade point average of less than 1.70 at the end of the second academic semester. While on probation, students will have restrictions placed on their course loads; and, be required to enrol in an academic support program.

Students may continue to receive Financial Aid while on Academic Probation. Students are considered to have returned to good academic standing once their CGPA is 1.70 or higher.

*Students are not permitted to graduate while on Academic Probation. Letters of Permission will not be given to students on academic probation.

*Students who entered UPEI prior to September 2013 when the GPA system was introduced, and who maintain continuous registration will be grandfathered under this clause, and not subject to the condition on graduation.

Dismissal Notification (Academic Suspension)

Students will be placed on Academic Suspension if they fail to achieve a SGPA or a CGPA of 1.70 or higher after the completion of 30 semester credit hours while on Academic Probation. Students on Academic Suspension are not permitted to take academic courses at UPEI for a full academic year. Any post-secondary studies completed during the period of academic suspension are not eligible for credit toward a degree or other credential at UPEI. Students on Academic Suspension are not able to receive Financial Aid.

Academic Standing: <http://www.upei.ca/programsandcourses/regulation-17-academic-standing>

3) Financial Aid and Academic Appeals – Appeals/Documents/Appeal Notification

Satisfactory Academic Progress Appeals and Financial Aid Appeals can be considered for extenuating circumstances, for example but not inclusive of personal or family health concerns or other difficulties.

In the application of all academic regulations, students shall have access to a fair and just hearing subject to appeal. In every case, it is the student appellant's responsibility to ascertain the time allowed for filing a notice of appeal; further information on how to file an appeal can be found at the following:

Academic Appeals – <http://www.upei.ca/programsandcourses/regulation-12-academic-appeals>

How to File an Appeal – <http://www.upei.ca/studentlife/service/file-academic-appeal>

For further information on the Satisfactory Academic Progress review, please feel free to contact the Registrar's Office: (902) 566-04389 – registrar@upei.ca – <http://www.upei.ca/studentlife/registrars-office>

For further details on the implications of your academic progress on your ability to receive financial aid, please contact our Financial Aid Office: (902) 628-4382 – <http://www.upei.ca/studentlife/registrar/financial-aid>