

**Minutes of the Fifth Meeting of Senate**  
**Friday, February 17, 2017**  
**3:00 – 5:00 pm**  
**618 University Avenue**

- Present:** A. Abd-El-Aziz (Chair), G. Conboy, N. Etkin, R. Gilmour, K. Gottschall-Pass, L. Hammell, N. Hood, G. Irvine, G. Jiwani, G. Keefe, K. Kielly, N. Kujundzic, S. Lee, G. Lindsay, R. MacDonald, A. MacFarlane, E. MacNeill, T. Mady, D. Moses, S. Myers, J. Podger, J. Preston, J. Rix, N. Saad, J. Sentance, S. St. Hilaire, M. van den Heuvel and R. Wills
- Regrets:** R. Bissessur, L. Chilton, J. Doiron, L. Edwards, P. Foley, J. Krause, C. Murray, B. O’Keefe, C. Ryan  
and  
S. Wilfeard
- Absent:** M. Doyle, B. Jakubiec, Z. Jarvis, C. Kamunde and M. Murray
- Recorder:** D. MacLean, Administrative Assistant to Senate

President Alaa Abd-El-Aziz called the meeting to order at 3:08 p.m.

1. **Approval of Agenda**  
**MOTION (R. Bissessur/K. Gottschall-Pass) to approve the agenda as presented. CARRIED**
2. **Approval of Minutes**  
**MOTION (S. St. Hilaire/J. Sentance) to approve the minutes of January 13, 2017 as presented. CARRIED**
3. **Business Arising**  
There was no business arising.
4. **President’s Report**  
President Abd-El-Aziz informed Senators that he has received approval from MPHEC for the proposed Bachelor of Arts in Communication, Leadership and Culture. The approval is contingent on a name change to include ‘Applied’ in its name as this would better reflect the design and goals of the program. The Faculty of Arts is very pleased with the outcome as this new degree will offer a unique opportunity for students to focus on professional skills development. The new degree will be called a Bachelor of Arts in Applied Communication, Leadership and Culture. The President expressed his sincere thanks to Lisa Chilton and her team in the Faculty of Arts for all their work on this project.

The President noted that he was in Ottawa recently promoting the advancement of UPEI. These were very positive meetings and more information will become available as ideas progress. He also mentioned

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that the media have been asking about the number of storm days and whether the University had any plans for extending the semester dates. In 2015, the Senate approved additional teaching days and modified the exam schedule. The President asked the Vice-President Academic and Research, Dr. Robert Gilmour, to speak to the issue.

Dr. Gilmour proposed the following motion:

**MOTION (R. Gilmour/ R. Bissessur) that the January – April 2017 academic calendar dates be amended by extending the current semester by 6 additional teaching days, and delaying the beginning of the exam block by 11 days, with the last day of exams now falling on April 26, 2017.**

Discussions ensued and the above motion was amended to state the following:

**MOTION (R. Gilmour/R. Bissessur) that the January – April 2017 academic calendar dates be amended by extending the current semester by 3 additional teaching days, with the last day of exams now falling on April 22, 2017. CARRIED One objection: J. Rix.**

### 5. Senate Committee on Admissions and Degrees – Revision of “Terms of Reference”

Dr. Robert Gilmour informed Senators that the “Terms of Reference” have been updated to reflect that individual student appeals may be heard by the Senate Committee on Admissions and Degrees when a student is denied admission or re-admission to the University. The following motion was proposed:

**MOTION (R. Gilmour/N. Kujundzic) that the Terms of Reference for the Senate Committee on Admissions and Degrees be modified as proposed. CARRIED**

### 6. Senate Reports

- a) Academic Planning and Curriculum Report
  - i) Fourth Curriculum Report

#### Registrar’s Office

OMNIBUS Motion (R. Gilmour/J. Sentance) that motions 1-18 be approved as noted below :

- 1) **That the changes to the General Academic Regulations Preamble be approved as presented.**

#### Revised

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 and Courses section of the online 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 Affairs or Enrollment Services, with 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

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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.*

### 2) That the changes to Academic Regulation 1 – Requirements for a Degree be approved as presented.

#### Revised

##### 1. Requirements for a Degree

- a) For the 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. Some programs may require more than 120 semester hours of credit. This figure is higher in some departments. Another 42 semester hours of credit may be required in other subjects.
- ~~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%.~~
- eb) Maximum Number of Introductory 1000-Level Courses -- No more than ~~forty-eight (48)~~ semester hours of credit may be taken at the ~~introductory 1000~~ level in any degree or diploma program, ~~except in a Bachelor of Music program, in which forty-nine (49) semester hours of credit at the introductory level may be taken.~~
- dc) Students in the Faculty of Arts may declare to the Registrar's Office their major area of study at any time up to the end of their ~~2nd~~ second year (after completing 48-60 semester hours of course work). ~~Forms are available from the Registrar's Office. However, Students~~ 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.~~
- ed) 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~~ may be made only with the permission of the Dean of the respective Faculty or School.
- fe) 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 of the respective Faculty or School.
- gf) ~~Beginning September 2013, a~~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 1010 – Writing Studies: Engaging Writing, Rhetoric, and Communication;  
UPEI 1020 – Inquiry Studies: Engaging Ideas and Cultural Contexts; or  
UPEI 1030 - University Studies: Engaging University Contexts and Experience; **AND** One Writing Intensive Course
- hg) Special regulations apply to Honours degrees (not available in all program areas). See the relevant academic department section of the online calendar for details.
- ih) Second Undergraduate Degree Regulations – Students who have earned a first Bachelor-level

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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 ~~2nd~~ second degree at UPEI. ~~All program requirements for the 2nd 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 respective Dean.

- ji) Double-counting is the practice of having one course satisfy the requirements of two different and concurrent designations within one degree. The following limitations apply: In the case of a major and a minor, a maximum of six semester hours of credit can be double counted. In the case of a double major, a maximum of nine semester hours of credit can be double counted.

**Note:** Although a course may be used to meet more than one requirement within a degree, credit is only counted once.

- 3) **That the changes to Academic Regulation 2 – Time Limit to Complete Degrees be approved as presented.**

### Revised

#### **2. Time Limit to Complete Degrees**

Students are ~~strongly urged~~ **normally required** to complete their degree requirements within ten years from the date of their first registration. Completion time limits for Bachelor of Science in Nursing, Accelerated Bachelor of Science in Nursing and Bachelor of Science in Radiography VARY, see appropriate sections in the online calendar. (See also Nursing and Radiography Sections.) This is also the normal limit for specific course equivalent transfer credits. ~~Students who have not completed their degree(s) within a ten 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.~~ **Exceptions may be made by permission of the Dean of the respective Faculty or School.**

- 4) **That the changes to Academic Regulation 3 – Year of Study be approved as presented.**

### Revised

#### **3. Year of Study Standing**

~~For purposes of registration and statistical analysis of the student body, all full-time s~~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~~ 20 semester hours
- Second Year: 21-~~48~~ 50 semester hours
- Third Year: 51-~~78~~ 80 semester hours
- Fourth Year: 81+ semester hours

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.

5) That the changes to Academic Regulation 6 – Course Registration be approved as presented.

Revised

**6. Course Registration**

- a) The registration process consists of ~~two~~ three steps:
- i) ~~pre-registration or course selection, available from the dates specified in the calendar; and~~  
payment of tuition deposit.
  - ii) ~~payment of fees by the published deadline.~~ registration in courses; and
  - iii) payment of fees by the published deadline.

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.

Course changes: students may make changes to their course selections as follows:

- **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 the Chair [Arts and Science] or the instructor and the Dean [Professional programs and the School of Business] is required.
- **Course 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 ~~C~~calendar, changes must be made in person at the Registrar’s Office.
- **Non-Credit Status:** changes from “for credit” registration to “audit” status are made in person until the ~~final day for 100% refund~~ “last day to register”. Note: courses taken as non-credit audits ~~may~~ will not be changed to “for credit” status at any point in the semester beyond this date.
- **“Audit” Status:** ~~registration as an auditor~~ requires the permission of the instructor and Chair or Dean, as appropriate.

6) That the changes to Academic Regulation 7 – De-registration be approved as presented.

Revised

**7. De-registration**

Students who have not paid course tuition and other fees by the published deadline will 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~~ direction of the Registrar on consultation with the Manager of Accounting. Students will be de-registered from courses for which prerequisites have not been met.

7) That the changes to Academic Regulation 8 – Letters of Permission be approved as presented.

Revised

### **8. Letters of Permission**

Students enrolled in a program at UPEI and wishing to take courses at another institutions-for credit towards their UPEI degree or diploma are advised that a "Letter of Permission" must be obtained in advance from the Registrar's Office ~~in advance~~. The Registrar's Office is responsible for ~~assessing~~ confirming the equivalency of the courses for which permission to register is sought, in consultation with the department and/or Dean as appropriate, and if approved, 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~~ granted to students on academic probation.

### **8) That the changes to Academic Regulation 9 – Directed Studies be approved as presented.**

#### Revised

#### **9. Directed Studies**

1. A student may ~~credit~~ apply up to 18 semester hours of Directed Studies towards a degree.
2. Any student ~~in~~ with Third or Fourth Year Standing may apply to take Directed Studies. ~~A student must have at least 12 hours of credit in a department as a prerequisite to Directed Studies courses. For each Directed Studies course, a proposal approved by the instructor, the department Chair (where applicable) and the appropriate Dean will be sent to the Registrar's Office no later than the first day of 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(s) and the students(s), the semester and year the course if offered.~~
1. ~~A student may take up to 6 semester hours of Directed Studies in any one semester.~~
2. ~~A student may take up to 12 semester hours of Directed Studies in one department.~~
3. ~~Certificated teachers, completing the one year BEd program on a part time basis, are permitted to take up to 18 semester hours of Directed Studies courses with the permission of the Dean.~~
4. ~~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.~~

### **9) That the changes to Academic Regulation 10 – Grading be approved as presented.**

#### Revised

#### **10. Grading**

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| Grade | GP  | % Range | Verbal descriptor  |
|-------|-----|---------|--------------------|
| 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 used to assess 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%. (grade point of 0.7) Note: Professional programs and some other departments have exam-, course-, and

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program-specific minimum grade point 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 ~~D~~department Chair must notify the Registrar's Office that an Incomplete (INC) will be submitted as an interim final grade, and the student will be given ~~up to three months~~ until the last day of classes in the following semester 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. "Incomplete"s" automatically become "0" at the end of the approved extension period, if the work is not completed and a grade submitted. ~~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~~ All attempted grades are recorded on the transcript, and with the higher highest 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 (where applicable) or the Dean ~~of the department concerned.~~

NOTE: Repeated courses have a direct impact on the calculation of a student's GPA. Course repeats are noted as 'excluded' or 'included' on a student's transcript. Excluded courses are excluded from the GPA calculation and included courses are included in the GPA calculation. All courses attempted are considered in the determination of Academic Standing. See Academic Regulation #17.

~~(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)~~ (ii) 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:



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- (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~~ grades;
- (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 viewing access available to students, ~~at least temporarily,~~ for all papers and examinations with grades affixed to them according to the above schedule.  
~~See the Disclosure of Student Information Policy.~~

### **10) That the changes to Academic Regulation 11 – Transcript Abbreviations be approved as presented.**

#### **Revised** **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  
PP - Passing Performance  
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  
SUPP - Supplemental Examination  
TP - Transition Program  
TR – Transfer  
UNS – Unsatisfactory

**11) That the changes to Academic Regulation 13 – Examination Regulations be approved as presented.**

**Revised**

~~a)~~

~~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). Requests for special examinations are made to the instructor, in advance of the examination, and are subject to instructor approval.~~

**c) Missed Examinations**

Students must make application to the Registrar, to write a missed exam, within 48 hours after the scheduled examination. Documentation to support the unforeseen or extenuating circumstances must be submitted with the Missed Examination application form. The Registrar will consult with the instructor, department Chair (where applicable) and the Dean upon receipt of any such application to determine if the request will be approved. The decision will be communicated to the student by the Registrar. The revised date and time set for the rescheduled examination will be determined by the instructor and communicated to both the Registrar and the student.

~~f) The University is not responsible for the loss of personal belongings during an exam, and students are encouraged to leave valuables at home. No articles such as books, notes, papers, or other materials containing information pertaining to the examination, pencil cases and calculator covers should be left with other personal belongings, away from the exam writing area 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 are to be 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 valuables to examination rooms as they may not be secure. The University is not responsible for lost or stolen items.~~

~~h) 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.~~

**12) That the changes to Academic Regulation 14 – Transfer Credits be approved as presented.**

**Revised**

12. Transfer Credits

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

### 1. University Transfer

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:

- a) Courses must be acceptable in the program to which transfer is being sought either as required courses or as electives.
- b) Grades must be at least 50% (grade point 0.7) or, where the passing grade for the equivalent UPEI course is different than 50%, (grade point 0.7) at least that passing grade, however, students must obtain a grade of at least C- (60%) (grade point 1.7) 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.

### 2. College Transfer

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:

- a) Courses must be acceptable in the program to which transfer is being sought either as required courses or as electives.
- b) Grades must be at least 60% (grade point 1.7) or, where the grading system is different than that of UPEI, at least at an equivalent level above the minimum passing grade.
- c) Transfer will be allowed by the Registrar only on the recommendation of the appropriate Dean.
- d) Transfer credits may be granted through existing transfer and articulation agreements established between UPEI and a partner college.

### 3. Holland College

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/undergraduate-admissions/transferarrangements>—see the UPEI website

### 4. 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~~ Bachelor of Science degree. Applications for degrees under this Regulation will be considered on a case-by-case basis. Not more than ~~thirty~~ (30) semester hours of professional courses may be so credited.

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6. All courses transferred to UPEI will be noted as “TR”-Transfer Credits on the transcript with a grade of “P”.

### Notes:

2. Specific Course equivalent - Transfer credit is not normally ~~will not be~~ awarded for courses completed in excess of ten academic years prior to the date of first registration at UPEI.
3. Normally, no more than 48 semester hours of credit may be taken at the introductory 1000 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.~~

### 13) That the changes to Academic Regulation 15 – Challenge for Credit be approved as presented.

#### Revised

#### 15. Challenge for Credit

1. ~~Departments will hold the list of courses that are eligible to challenge for credit and will send the Registrar’s Office the list to have on file. Some departments may have a departmental policy within the department. 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 regularly scheduled final examinations. In certain courses, completion of laboratory/practical components may be required.~~
2. Only students in “Good” academic standing may challenge a course. Departments or Faculties/Schools will hold the list of courses that are eligible to challenge for credit and will send the Registrar’s Office the list to have on file. Some departments may have a departmental policy within the department.
4. Not more than ~~4 credits (12 semester hours)~~ 10 courses (30 semester hours of credit) towards any degree may be earned by the challenge ~~route~~ for credit.
5. 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 Calendar section on "Tuition and 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.~~
6. ~~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.~~
7. The grade of “Pass” or “Fail” will be recorded on the transcript. A successful challenge result will be noted as “Challenge for Credit” on the transcript with a grade of “P”. An unsuccessful challenge

is not recorded on the transcript.

**14) That the changes to Academic Regulation 16 – Special Credits be approved as presented.**

**Revised**

**16. Special Credits**

1. Academic credentials obtained in settings other than credit programs in recognized universities and Colleges and Institutes Canada (CICan) 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 "UPEI Tuition and Fees").

5. A Special Credit ~~is recorded~~ will be noted on ~~a the~~ student's transcript with ~~the notation a grade of "P" and a notation of the source of the Special Credit.~~

**15) That the changes to Academic Regulation 17 – Academic Standing be approved as presented.**

**Revised**

**17. Academic Standing**

**Academic Standing**

Academic standing is determined on the basis of a cumulative grade point average (CGPA), defined in Academic Regulation 10, that is the numerical average of grades earned in all UPEI courses for all semesters completed. 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 their CGPA has been is below the required standard for good academic standing ~~and could lead to an Academic Suspension.~~

Student records are reviewed for academic progress at the end of each academic ~~session~~ semester.

Students' academic standing is assessed ~~once per year when the second semester results become available in April, based on coursework completed over the previous 12 months. 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.~~

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Students will be placed on ~~Academic Probation~~ if they have a ~~UPEI cumulative grade point average CGPA~~ of less than 1.70 at the end of the second academic semester time of the academic assessment in April. ~~While on~~ As a condition of academic 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~~ are on Academic Probation and 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.

**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 post-secondary studies completed during the period of academic suspension are not eligible for credit toward a degree or other credential at UPEI.

### 16) That the changes to Academic Regulation 18 – Deans' Honours List be approved as presented.

#### Revised

##### 18. Deans' Honours List

Deans' Honours is a non-monetary distinction awarded to students enrolled in a degree program in the Faculties of Arts, Science, and Business and the School of Nursing. Standing for inclusion on the Deans' Honours List is calculated annually at the end of the academic year based on courses completed at UPEI between September 1 and August 31. Eligibility for this distinction is based on completion of a minimum of 30 semester hours of credit, with a grade point average of 3.7 or higher, with no courses failed. 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. Fourth year students, where eligible, will be awarded first-class degree standing. Transcript notations will state Deans' Honours List and degree standing; where applicable (see Academic Regulation 19).

~~A notation will be placed on the student's transcript indicating that the student has been named to the Dean's Honours List.~~

### 17) That the changes to Academic Regulation 19 – Degree Standing be approved as presented.

#### Revised

##### 19. Degree Standing

When it has been certified that a student has met all of the requirements for a degree, the degree

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standing is determined on the basis of academic performance in Third and Fourth Years. The grades obtained in the final 60 semester hours of credit required for the degree are averaged, with degree standing accorded as follows:

- 80% 3.7 CGPA or higher: first-class standing
- 70-79.9%: 2.7 – 3.69 CGPA second-class standing
- 50-69.9%: 0.7 – 2.69 CGPA pass standing

~~After a degree has been awarded, the recipient's transcript will indicate if first class or second class degree standing was achieved.~~ First and second-class degree standing are recorded on a student transcript.

**18) That the changes to Academic Regulation 21 – Application to Graduate be approved as presented.**

**Revised**

Candidates for degrees, diplomas, and certificates must make formal application to graduate by using their campus login and choosing the option "~~a~~Apply to ~~g~~Graduate" which is available in August of each year. The deadline for making such applications is ~~31~~October 31 of the academic year in which students expect to complete their program requirements.

**CARRIED**

**19) Motion (R. Gilmour/S. St. Hilarire) remove the admission pathway and program structure for the Transition Program.**

Concerns were raised about eliminating this program without offering something in its place. Senators agreed to table the motion until the next Senate meeting and asked that the matter be referred back for further deliberations. Specifically, Senate is asking for alternative programming so as to maintain access for those students whose academic average falls between 65%-69.9%, but below the 70% minimum average for admission to the University. Also, Senators requested statistical information regarding aggregate numbers of students admitted into the program and their success rate.

**TABLED**

**Faculty of Science**

**OMNIBUS Motion (R. Gilmour/K. Gottschall-Pass) that motions 20-32 be approved as noted below:**

**20) That Kinesiology 332 (Strength and Conditioning) be deleted.**

**21) That FN 373 (Nutrition and Aging) be deleted.**

**22) That Kinesiology 462 (Clinical Exercise Physiology and Fitness Assessment Practicum) be deleted.**

- 23) That a 2-hour weekly laboratory be added to Kinesiology 221 (Introduction to Exercise Physiology).**

**Revised**

221 INTRODUCTION TO EXERCISE PHYSIOLOGY

Three hours lecture, two hours laboratory

- 24) That the laboratory be removed from, and that Biology 131 be added as a prerequisite to, Kinesiology 443 (Advance Physiology of Exercise Adaptation and Performance).**

**Revised**

443 ADVANCED PHYSIOLOGY OF EXERCISE ADAPTION AND PERFORMANCE

PREREQUISITE: Biology 131, Kinesiology 343

Three lecture hours, ~~three hours laboratory~~

- 25) That Kinesiology 452 (Physical Activity and Aging) be revised to emphasize focus on physiological changes during aging and theories of aging, and that this course be cross-listed as Foods & Nutrition 452.**

**Revised**

452 ~~PHYSICAL ACTIVITY AND AGING:~~

~~BIOLOGICAL & LIFESTYLE PERSPECTIVES~~

~~This course is an exploration-examination of the benefits and risks of physical activity for older adults, as well as physiological changes that occur within the major organ systems (skeletal, muscular, neural, and cardiovascular) with normal human aging. The role of physical activity and nutrition to promote physiological function and quality of life as we age is emphasized a key perspective. This course includes an examination of current biological theories of aging guidelines for physical activity for older adults.~~

~~PREREQUISITE: Biology 122 and, Kinesiology 221 or Foods & Nutrition 212~~

- 26) That Kinesiology 101 be deleted and Kinesiology 221 be added to the pre-requisites for Kinesiology 312 (Introduction to Biomechanics).**

**Revised**

**312 INTRODUCTION TO BIOMECHANICS**

Cross-listed with Physics (cf. Physics 242) PREREQUISITE: Kinesiology ~~101~~221, Math 112, Physics 121, and admission to BSc Kinesiology program.

- 27) That the prerequisite for Kinesiology 411/412 (Field Placement I and II) be changed to Kinesiology 312, 343, 382 and permission of the Department Chair, and that the course description be revised to reflect the current course objectives.**



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### **Revised**

#### **411/412 FIELD PLACEMENT I/II**

These courses provide students with the opportunity to integrate theory into practice in a variety of multidisciplinary environments. Students complete a combination of supervised and independent work experience, and share their experiences in the classroom. This course provides an opportunity for students to integrate theory into practice through practical use of the knowledge and skills acquired in the classroom. Through observation, practice, and reflection, students study and write about Kinesiology and professional practice issues relevant to their field placement.

PREREQUISITES: Kinesiology 312, 343, 382 and Fourth-year standing in the Kinesiology program or permission of the Department Chair

Two lecture hours per week and 60 hours of field placement

#### **412 FIELD PLACEMENT II**

~~This course is a continuation of Kinesiology 411.~~

~~PREREQUISITES: Kinesiology 411~~

- 28) That Biology 131 (Cell and Molecular Biology) be added to the required courses for Kinesiology, and that the course title for Math 112 (Calculus for the Managerial, Social and Life Sciences) be corrected.**

### **Revised**

#### **MAJOR IN KINESIOLOGY**

#### **REQUIRED COURSES FROM OTHER DEPARTMENTS**

##### **Mathematics**

112 – Calculus for the Managerial, Social and Life Sciences Statistics

221 - Introductory Statistics I (formerly Math 221) Chemistry

##### **Biology**

121 – Human Anatomy

122 – Human Physiology

131 – Introduction to Cell and Molecular Biology

FOLLOWING IS THE USUAL SEQUENCE FOR COMPLETION OF COURSES:

##### **Year One**

Kinesiology 101 - Introduction to Kinesiology

Biology 121 - Human Anatomy

Biology 122 - Human Physiology

Chemistry 111 - General Chemistry I

Chemistry 112 - General Chemistry II One of UPEI 101, 102 or 103

Math 112 – Calculus for the Managerial, Social and Life Sciences

Psychology 101 - Introductory Psychology I Psychology 102 - Introductory Psychology II One free

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elective

### **Year Two**

Kinesiology 202 - Introduction to Sport and Exercise Psychology

Kinesiology 221 - Introduction to Exercise Physiology

Kinesiology 232 - Introduction to Motor Learning and Control

Kinesiology 241 - Human Development

Foods and Nutrition 211 - Introductory Nutrition I

Foods and Nutrition 212 - Introductory Nutrition II

Biology 131 Introduction to Cell and Molecular Biology

Statistics 221 (formerly Math 221) - Introductory Statistics I

Physics 121 Physics for Life Sciences I

~~Two~~ One free electives

- 29) That Biology 131 (Cell and Molecular Biology) be added to the required courses for Kinesiology (Honours), and that the course title for Math 112 (Calculus for the Managerial, Social and Life Sciences) be corrected.**

### **Revised**

#### REQUIREMENTS FOR HONOURS PROGRAM IN KINESIOLOGY

The following are the course requirements for the Honours program in Kinesiology.

### **Year One**

Kinesiology 101 - Introduction to Kinesiology

Biology 121 - Human Anatomy

Biology 122 - Human Physiology

Chemistry 111 - General Chemistry I

Chemistry 112 - General Chemistry II

One of UPEI 101, 102 or 103

Math 112 – Calculus for the Managerial, Social and Life Sciences

Psychology 101 - Introductory Psychology I

Psychology 102 - Introductory Psychology II

One free elective

### **Year Two**

Kinesiology 202 - Introduction to Sport and Exercise Psychology

Kinesiology 221 - Introduction to Exercise Physiology

Kinesiology 232 - Introduction to Motor Learning and Control

Kinesiology 241 - Human Development

Foods and Nutrition 211 - Introductory Nutrition I

Foods and Nutrition 212 - Introductory Nutrition II

Biology 131 – Introduction to Cell and Molecular Biology

Physics 121 Physics for Life Sciences I

Statistics 221 (formerly 221) - Introductory Statistics I

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~~Two~~ One free electives

### 30) That the Qualifications for Professional Certification be updated as described below.

#### Revised

#### QUALIFICATION FOR PROFESSIONAL CERTIFICATION

~~To be eligible to meet the required core competencies necessary for professional certification with the College of Kinesiologists of Ontario, students must complete the following courses in addition to those required for the Kinesiology major:~~

~~Kinesiology 262 – Introduction to the Sociology of Sport and Exercise~~

~~Kinesiology 421 – Ergonomics~~

~~To be eligible to meet the required core competencies to obtain professional certification with the Canadian Society for Exercise Physiology as a certified personal trainer, students must complete the following courses in addition to those required for the Kinesiology major:~~

~~For Certified Personal Trainer Designation:~~

~~Kinesiology 332 – Principals of Strength and Conditioning~~

~~To be eligible to meet the required core competencies to obtain professional certification with the Canadian Society for Exercise Physiology as a certified exercise physiologist, students must complete the following courses in addition to those required for the Kinesiology major:~~

~~For Certified Exercise Physiologist Designation:~~

~~Kinesiology 262 – Introduction to the Sociology of Sport and Exercise~~

~~Kinesiology 332 – Principles of Strength and~~

~~Kinesiology 421 – Ergonomics~~

~~Kinesiology 432 – Movement Disorders~~

~~Kinesiology 443 – Advanced Physiology of Exercise adaption and Performance~~

~~Kinesiology 462 – Clinical Exercise Physiology and~~

~~Fitness Assessment Practicum~~

Graduates of our Kinesiology program are eligible to apply for many certifications after graduation. Depending on the desired certifications, students may need to take certain elective courses beyond the core curriculum of the program. Additionally, most certifications require an entrance exam and volunteer hours prior to becoming certified. Students are encouraged to review certification requirements early in their degree so they are able to plan their education and volunteer hours accordingly. Below is a list of popular certifications, although this list is not exhaustive.

Canadian Society for Exercise Physiology (CSEP): Certified Personal Trainer (CSEP-CPT) and Certified Exercise Physiologist (CSEP-CEP)

•

College of Kinesiologists of Ontario

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Health and Fitness Federation of Canada:  
Certified Personal Trainer (HFFC-CPT) and Certified Exercise Physiologist (HFFC-CEP)

National Strength and Conditioning Association (NSCA):  
Certified Strength and Conditioning Specialist (CSCS)

- 31) That the calendar entry for the requirements for a Major in Foods & Nutrition be modified to include Business 171 as a required course, replace 9 semester hours of Family Science with 6 semester hours of Social Science, replace Foods & Nutrition 461 (Clinical Nutrition II) with a Foods & Nutrition elective, and correct the course name for Math 112 (Calculus for the Managerial, Social and Life Sciences).**

### **Revised**

#### REQUIREMENTS FOR A MAJOR IN FOODS & NUTRITION

Students following this degree program must complete 42 semester hours of required courses in Foods and Nutrition and ~~9 semester hours in Family Science.~~

#### REQUIRED COURSES FOR FOODS AND NUTRITION MAJOR

##### Foods and Nutrition

111 Introductory Foods

211 Introductory Nutrition I

212 Introductory Nutrition II

223 Determinants of Dietary Behaviour

261 Communications

302 Advanced Foods

331 Introduction to Research Methods

351 Nutritional Assessment

352 Clinical Nutrition I

382 Program Planning & Evaluation

412 Human Metabolism

434 Community Nutrition

461 Clinical Nutrition II

~~One~~ Two Foods and Nutrition electives at the 300 or 400 level

##### Family Science

~~114 Families in Contemporary Society~~

~~Two Family Science electives excluding 381, 411, and 412~~

~~In addition to the courses required for the Foods and Nutrition major, students interested in applying for either the Integrated Dietetic Internship Program or a graduate dietetic internship must take Foods and Nutrition 321 (Foodservice Systems Management), Foods and Nutrition 422 (Quantity Food Production), Foods and Nutrition 431 (Evidence-Based Practice in the Health~~

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Sciences), and ~~Foods and Nutrition 483 (Professional Practice in Dietetics)~~.

### REQUIRED COURSES FROM OTHER DEPARTMENTS

#### **Mathematics**

111 Finite Mathematics or 112 Calculus for the Managerial, Social and Life Sciences

#### **Business**

171 Organizational Behaviour

#### **Social Sciences**

Two 3 semester hour courses

### COURSE SEQUENCE

Following is the usual sequence for completion of courses:

#### **First Year**

Foods and Nutrition 111 Introductory Foods

~~Family Science 114 Families in Contemporary Society~~

Biology 122 Human Physiology

Biology 131 Introduction to Cell and Molecular Biology

Chemistry 111 General Chemistry I Chemistry 112 General Chemistry II One of UPEI 101, 102 or 103

Math 111 Finite Mathematics OR

Math 112 Calculus for the Managerial, Social and Life Sciences

Two 3 semester hours Social Science

~~Three~~One free elective

#### **Second Year**

Foods and Nutrition 211 Introductory Nutrition I

Foods and Nutrition 212 Introductory Nutrition II

Foods and Nutrition 223 Determinants of Dietary Behaviour

Foods and Nutrition 261 Communications

~~Biology 122 Human Physiology~~

Biology 206 Microbial Diversity

Chemistry 243 Organic Chemistry for the Life Sciences

Statistics 221 Introductory Statistics I

Business 171 Organizational Behaviour

~~One~~ Family Science elective

~~One~~Two free electives

#### **Third Year**

Foods and Nutrition 302 Advanced Foods

Foods and Nutrition 331 Introduction to Research Methods

Foods and Nutrition 351 Nutritional Assessment

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Foods and Nutrition 352 Clinical Nutrition I  
Foods and Nutrition 382 Program Planning & Evaluation  
Chemistry 353 Biochemistry  
~~One Family Science elective~~  
~~Three-Four~~ free electives

### **Fourth Year**

Foods and Nutrition 412 Human Metabolism  
Foods and Nutrition 434 Community Nutrition  
~~Foods and Nutrition 461 Clinical Nutrition II~~  
~~One-Two~~ Foods and Nutrition electives at the 300 or 400 level  
Six free electives

### DIETETICS OPTION

In addition to the courses required for the Foods and Nutrition major, students interested in applying for dietetic internship must take Foods and Nutrition 321 (Foodservice Systems Management), Foods and Nutrition 383 (Professional Practice in Dietetics), Foods and Nutrition 422 (Quantity Food Production), Foods and Nutrition 431 (Evidence-Based Practice in the Health Sciences), and Foods and Nutrition 461 (Clinical Nutrition II).

### COURSE SEQUENCE

Following is the usual sequence for completion of courses:

#### **First Year**

Foods and Nutrition 111 Introductory Foods  
Biology 122 Human Physiology  
Biology 131 Introduction to Cell and Molecular Biology  
Chemistry 111 General Chemistry I  
Chemistry 112 General Chemistry II  
One of UPEI 101, 102 or 103  
Math 111 Finite Mathematics OR  
Math 112 Calculus for the Managerial, Social and Life Sciences  
Two 3 semester hours Social Science  
One free elective

#### **Second Year**

Foods and Nutrition 211 Introductory Nutrition I  
Foods and Nutrition 212 Introductory Nutrition II  
Foods and Nutrition 223 Determinants of Dietary Behaviour  
Foods and Nutrition 261 Communications  
Biology 206 Microbial Diversity  
Chemistry 243 Organic Chemistry for the Life Sciences  
Statistics 221 Introductory Statistics I  
Business 171 Organizational Behaviour  
Two free electives

**Third Year**

Foods and Nutrition 302 Advanced Foods  
Foods and Nutrition 321 Foodservice Systems Management  
Foods and Nutrition 331 Introduction to Research Methods  
Foods and Nutrition 351 Nutritional Assessment  
Foods and Nutrition 352 Clinical Nutrition I  
Foods and Nutrition 382 Program Planning & Evaluation  
Foods and Nutrition 383 Professional Practice in Dietetics  
Chemistry 353 Biochemistry  
Two free electives

**Fourth Year**

Foods and Nutrition 412 Human Metabolism  
Foods and Nutrition 422 Quantity Food Production  
Foods and Nutrition 431 Evidence-Based Practice in the Health Sciences  
Foods and Nutrition 434 Community Nutrition  
Foods and Nutrition 461 Clinical Nutrition II  
Five free electives

- 32) That the calendar entry for the Foods & Nutrition (Honours) program be revised to include Business 171 as a required course, replace 9 semester hours of Family Science with 6 semester hours of Social Science, replace Foods & Nutrition 461 (Clinical Nutrition II) with a Foods & Nutrition elective, and correct the course name for Math 112 (Calculus for the Managerial, Social and Life Sciences).**

**Revised**

The Honours program differs from the major in requiring a two-semester research course with thesis report and one additional advanced Foods and Nutrition course for a total of 126 semester hours for the degree. The research component is to be completed within the BSc program and ~~would normally~~ may require one summer (four months) preceding the graduating year. Evaluation of the research data and writing of the thesis would normally be done during the fall and/or spring session in Foods and Nutrition 490: Advanced Research and Thesis. The following are the course requirements for the Honours program in Foods and Nutrition.

**First Year**

Foods and Nutrition 111 Introductory Foods  
Family Science 114 Families in Contemporary Society  
Chemistry 111-112 General Chemistry I and II  
Math 111 or 112 Finite Mathematics or Calculus for the Managerial, Social and Life Sciences  
Biology 122 Human Physiology  
Biology 131 Introduction to Cell and Molecular Biology  
One of UPEI 101, 102 or 103

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Two ~~3~~ semester hours Social Science

~~Three~~ One free electives

### **Second Year**

Foods and Nutrition 211-212 Introductory Nutrition I and II

Foods and Nutrition 223 Determinants of Dietary Behaviour

Foods and Nutrition 261 Communications

~~Biology 122 Human Physiology~~

Chemistry 243 Organic Chemistry for the Life Sciences

Biology 206 Microbial Diversity

Statistics 221 (formerly Math 221) Introductory Statistics I

Business 171 Organizational Behaviour

~~One~~ Family Science elective

Two free electives

### **Third Year**

Foods and Nutrition 302 Advanced Foods

Foods and Nutrition 331 Introduction in Research Methods

Foods and Nutrition 351 Nutritional Assessment Foods and Nutrition

352 Clinical Nutrition I Foods and Nutrition

382 Program Planning and Evaluation

Chemistry 353 Biochemistry

~~Biology 206 Microbial Diversity~~

~~One~~ Family Science elective

~~Two~~ Four free electives

### **Fourth Year**

Foods and Nutrition 412 Human Metabolism

Foods and Nutrition 434 Community Nutrition

~~Foods and Nutrition 461 Clinical Nutrition II~~

Foods and Nutrition 490 Advanced Research and Thesis

Two Foods and Nutrition electives at the 300 or 400 level

~~Three~~ Four free electives

## **7. Annual Reports**

Annual reports for both the Research Ethics Board (2015-2016) and Biosafety Committee (2015-2016) were provided to Senators for information.

At this point, Dr. Robert Gilmour left the meeting.

## **8. Update on Search – Vice President Academic and Research**

President Abd-El-Aziz informed Senators that the Search Committee has met once and has shared many e-mail exchanges. There are a number of outstanding applications and references are being reviewed. The President indicated that a “long” short list will be formulated soon and interviews will be scheduled. The



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President indicated that he expects to have a decision by mid-late April.

Dr. Robert Gilmour returned to the meeting.

9. **Other Business**

There was no further business.

10. **Adjournment**

**MOTION (J. Sentance/N. Kujundzic) that the meeting be adjourned at 4:35 p.m.**

Respectfully Submitted

Kathleen Kielly  
Secretary of Senate