Minutes of the First Meeting of Senate
Friday, September 13, 2019
3:00 – 5:00 pm
618 University Avenue

Present: A. Abd-El-Aziz (Chair), B. Acharya, K. Bonamy, A. Braithwaite, B. Campbell, D. Coll,
S. Daboo, D. Dahn, R. Dennis, L. Doiron, E. Drake, N. Etkin, A.M. Fitzgerald,
K. Gottschall-Pass, S. Grant, L. Hammell, A. Hsiao, G. Keefe, B. Linkletter, N. Krouglicof,
N. Kujundzic, T. Mady, J. MacDonald,   R. MacDonald, J. McIntyre, J. Moran, D. Moses,
C. Murray, ,S. Myers, N. Phillips, J. Podger, K. Ross, R. Raiswell, C. Ryan, K. Simon,
J. Spears, B. Waterman

Regrets: Etienne Côté, L. Heider, M. Murray

Absent: M. Buote

Recorder: D. Sutton, Secretary to Senate

President Alaa Abd-El-Aziz called the meeting to order at 3:00 p.m.

1.   **Approval of Agenda**
       MOTION (L. Doiron/R. Raiswell) to approve the agenda as presented. CARRIED

2.   **Approval of Minutes – May 3, 2019**
       MOTION (L.Doiron/N.Etkin) to approve the minutes of May 3, 2019 as presented. CARRIED

3.   **President's Report**
       a. Preliminary Enrolment Overview

       President Abd-El-Aziz reported a record enrollment of 4926 students, a 5.5% increase over the
       previous year. International enrollment is now 1428, a 29% increase over last year. The
       University now has students from 93 countries, with almost all continents represented.

       President Abd-El-Aziz reported a great start to the 2019-2020 academic year with the
       announcements of the UPEI's Canadian Centre for Climate Change and Adaptation located in St.
       Peters Bay as well as the announcement of the new residence.

       The University continues to explore options for residence.

       The President expressed the need to dedicate a Senate meeting on the topic of Strategic
       Enrollment. A showing of hands demonstrated support for such an initiative.

4. **Business Arising**

    a. **Update on the 2019 Graduating Class**
    President Abd-El-Aziz reported the following information to Senators:
    Class of 2019
    - Total number of graduates was 879
    - Undergraduate level: 752
    - Graduate level: 127

    b. **Convocation Dates**
    K. Gottschall-Pass brought forward a recommendation for the University to move to four convocations for the following years.

    Motion (K. Gottschall-Pass/T. Mady) that UPEI move to four convocation ceremonies according the schedule below. CARRIED
    May 2020
    Thursday May 7th
    Convocation – Morning (AVC/Nursing) and Afternoon (Business/Engineering)
    Friday May 8th
    Convocation – Morning (Arts/Education) and Afternoon (Science)

    May 2021
    Tuesday May 11th
    Convocation – Morning (AVC/Nursing)
    Wednesday May 12th
    Convocation – Morning (Business/Engineering)
    Thursday May 13th
    Convocation – Morning (Arts/Education)
    Friday May 14th
    Convocation – Morning (Science)

    May 2022
    Tuesday May 10th
    Convocation – Morning (AVC/Nursing)
    Wednesday May 11th
    Convocation – Morning (Business/Engineering)
    Thursday May 12th
    Convocation – Morning (Arts/Education)
    Friday May 13th
    Convocation – Morning (Science)

5. **Students Applying to Graduate before Convocation**
    The list of graduates was presented by the Vice President Academic and Research and approved unanimously by the Senate.

6. **Senate Reports**

   a. **Senate Steering and Nominating Committee Report**
      Senate Steering and Nominating Committee requires two faculty members elected by and from Senate.

      Motion (K. GottsChall-Pass/J.MacDonald) to nominate Dr. Christina Murray, Faculty of Nursing and Dr. Cathy Ryan, Faculty of Arts to the Senate Steering and Nominating Committee. CARRIED

   b. **Academic Planning and Curriculum Committee Report**
      Motion (K. Gottschall-Pass/E. Drake) to approve the piloting of a Fall reading week into 2020/21 Academic School Year. Further discussion resulted in an amended motion as noted below:

      Motion (S. Daboo/K. Ross) to approve the piloting of a Fall reading week into 2020/21 Academic Year with the exception of the Faculty of Veterinary Medicine and the Bachelor of Education. CARRIED

      i.   **First Curriculum Report**

Faculty of Business

   OMNIBUS Motion (K. Gottschall-Pass/T. Mady) that motions 1-4 be approved as noted below: CARRIED

   1) **To approve the change to pre-requisite for BUS-2540.**
      (See details on the Curriculum Report Attached – Page 2)

   2) **To approve the entrance requirements for ABBA program.**
      (See details on the Curriculum Report Attached – Page 3)

   3) **To approve changes to the ABBA program.**
      (See details on the Curriculum Report Attached – Pages 4 -6)

   4) **To clarify requirement of BUS 3330 if pursuing CPA designation.**
      (See details on the Curriculum Report Attached – Pages 7 - 8)

Faculty of Education

   5) **Motion (K. Gottschall-Pass/R. MacDonald) to update the course description for ED-6290 as noted. CARRIED**
      (See details on the Curriculum Report Attached – Page 9)

Faculty of Veterinary Medicine

OMNIBUS Motion (K. Gottschall-Pass/J. Spears) that motions 6-7 be approved as noted below: CARRIED

6) **To approve the Academic Dates for 2020-2021 for Veterinary Medicine.**
   (See details on the Curriculum Report Attached – Pages 10-11)

7) **To approve the tentative Academic Dates for 2021-2022 for Veterinary Medicine.**
   (See details on the Curriculum Report Attached – Pages 12-13)

OMNIBUS Motion (K. Gottschall-Pass/L. Hammell) that motions 8-9 be approved as noted below: CARRIED

8) **To delete VPN 8530 – Research Project (Graduate Diploma Program) CARRIED**
   (See details on the Curriculum Report Attached – Page 14)

9) **To remove the PDG program in the Department of Pathology and Microbiology from the calendar. CARRIED**
   (See details on the Curriculum Report Attached – Page 15-29)

7. **Other Business**

   MOTION (E.Drake/B. Waterman) that Senate approve the extension of the Senate meeting to 5:15 pm. CARRIED

8. **Adjournment**
   Motion (L. Doiron/B. Waterman) that the meeting be adjourned at 5:10 p.m.

   Respectfully submitted,

   Donna Sutton
   Secretary of Senate

Attachment: First Curriculum Report – September 13, 2019

UNIVERSITY of Prince Edward ISLAND

First Curriculum Report
August 27, 2019 (APCC)
September 13, 2019 (Senate)

CALENDAR & CURRICULUM CHANGE   MOTION #1

Revision is for a: **Pre-requisite Addition/Change**

Faculty/School/Department: **Business**

Department/Program(s)/Academic Regulations: **Business**

MOTION: To approve the change to pre-requisite to allow all students to register in this elective course that is no longer part of the EAP program.

Reproduction of Current Calendar Entry	Proposed revision with changes underlined and deletions indicated clearly
BUS-2540 Canadian Business Culture Students will be exposed to Canadian business culture through readings, individual and group assignments, conversations with guests, and class presentations. Students are required to complete all readings, attend all classes, and complete all oral and written assignments during this intensive classroom experience. This course is intended for international students in EAP Level 7 or recent EAP graduates, as well as for 1st and 2nd year international undergraduate Business students who wish to gain further understanding of the Canadian business context. PREREQUISITE: Permission of the instructor or EAP Coordinator. 3 hours credit	**BUS-2540 Canadian Business Culture** Students will be exposed to Canadian business culture through readings, individual and group assignments, conversations with guests, and class presentations. Students are required to complete all readings, attend all classes, and complete all oral and written assignments during this intensive classroom experience. This course is intended ~~for international students in EAP Level 7 or recent EAP graduates, as well as~~ for 1st and 2nd year ~~international~~ undergraduate Business students who wish to gain further understanding of the Canadian business context. PREREQUISITE: ~~Permission of the instructor or EAP Coordinator~~ Successful completion (a passing grade) of the English Academic Program (EAP) for those students enrolled in the EAP program. 3 hours credit

Rationale for Change: Additional elective for business students.

Effective Term: May 2020   **Implications for Other Programs:** None

Impact on Students Currently Enrolled: The changes will not impact students.

Authorization	Date:
Departmental Approval: N/A	N/A
Faculty/School Approval: Faculty of Business	June 12, 2019
Faculty Dean's Approval: Jurgen Krause	June 12, 2019
Graduate Studies Dean's Approval: N/A	N/A
Registrar's Office Approval: Darcy McCardle	August 15, 2019
APCC Meeting Date Approval	August 27, 2019

CALENDAR & CURRICULUM CHANGE   MOTION #2

Revision is for a: **Calendar Entry Change**

Faculty/School/Department: **Business**

Department/Program(s)/Academic Regulations: **Accelerated BBA Program**

MOTION: To approve the entrance requirements for the ABBA program to allow students from any two year diploma program from an approved college to apply.

Reproduction of Current Calendar Entry	Proposed revision with changes underlined and deletions indicated clearly
The Accelerated Bachelor of Business Administration program is available to students who have a two-year diploma from Holland College (or a similar college) in Retail Management, Business, or Accounting. They must satisfy general UPEI and School of Business entrance requirements. Applicants must demonstrate a minimum average of 70% in their college program.	Graduates of two year college diploma programs can gain access to the Bachelor of Business Administration degree (BBA) by way of the Accelerated Bachelor of Business Administration Program.

The Accelerated Bachelor of Business Administration program is available to students who have a two-year diploma from Holland College (or a similar college) in Retail Management, Business, or Accounting. They must satisfy general UPEI and School Faculty of Business entrance requirements. Applicants must demonstrate a minimum average of 70% in their college program. |

Rationale for Change: To allow more students to pathway into the BBA program from an approved college.

Effective Term: May 2020   **Implications for Other Programs:**

Impact on Students Currently Enrolled: The changes will not affect students in the program.

Authorization	*Date:*
Departmental Approval: N/A	N/A
Faculty/School Approval: Faculty of Business	June 12, 2019
Faculty Dean's Approval: Jurgen Krause	June 12, 2019
Graduate Studies Dean's Approval: N/A	N/A
Registrar's Office Approval: Darcy McCardle	August 15, 2019
APCC Meeting Date Approval	August 27, 2019

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CALENDAR & CURRICULUM CHANGE   MOTION #3

Revision is for a: **Calendar Entry Change**

Faculty/School/Department: **Business**

Department/Program(s)/Academic Regulations: **Accelerated BBA Program**

MOTION: To approve changes to the ABBA program to allow students from an approved two year diploma program to apply for the ABBA.

Reproduction of Current Calendar Entry	Proposed revision with changes underlined and deletions indicated clearly
REQUIRED COURSES: Required courses recommended to be taken in a student's **FIRST year** at UPEI: • Business 1410 - Marketing • Business 1710 - Organizational Behaviour • Business 2410 - Management Information Systems • Business 2880 - Research and Evidence-Based Management • Economics 1010 - Introductory Microeconomics • Economics 1020 - Introductory Macroeconomics • Math 1110- Finite Mathematics • UPEI 1010 - Writing Studies (see note 3) • Accounting 1010 - Introduction to Financial Accounting (except students whose college diploma was in Accounting; see note 1) Required courses recommended to be taken in a student's **SECOND year** at UPEI: • Business 2120 - Business Presentations and Communications • Business 2310 - Corporate Finance • Business 2510 - Introduction to Management Science • Business 2720 - Human Resource Management • Business 3010 - Business Law – Part I • Business 3430 - Integrated Cases in Marketing • English 3810 - Professional Writing • Accounting 2210 - Managerial Accounting Required courses recommended to be taken in a student's **THIRD year** at UPEI: • Business 3330 - Integrated Cases in	**REQUIRED COURSES:** Required courses recommended to be taken in a student's **FIRST year** at UPEI: • Business 1410 - Marketing • Business 1710 - Organizational Behaviour • Business 2410 - Management Information Systems • Business 2880 - Research and Evidence-Based Management • Economics 1010 - Introductory Microeconomics • Economics 1020 - Introductory Macroeconomics • Math 1110- Finite Mathematics • UPEI 1010 - Writing Studies (see note 3) • Accounting 1010 - Introduction to Financial Accounting (except students whose college diploma was in Accounting; see note 1) Required courses recommended to be taken in a student's **SECOND year** at UPEI: • Business 2120 - Business Presentations and Communications • Business 2310 - Corporate Finance • Business 2510 - Introduction to Management Science • Business 2720 - Human Resource Management • Business 3010 - Business Law – Part I • Business 3430 - Integrated Cases in Marketing • English 3810 - Professional Writing • Accounting 2210 - Managerial Accounting

CALENDAR & CURRICULUM CHANGE   **MOTION #3**

Reproduction of Current Calendar Entry	Proposed revision with changes underlined and deletions indicated clearly
Corporate Finance **OR** Business 3340 (formerly 4210) - Personal Finance • Business 3510 - Operations Management • Business 3710 - Entrepreneurship and New Ventures • Business 3910 - Strategic Management • Business 4850 - Developing Management Skills • Business 4950 - Business Research I **ELECTIVE COURSES:** For students whose **college diploma was in Accounting:** In addition to the 22 required courses, students must take 8 elective courses. At least three electives must be business courses, and at least four electives must be non-business courses. The other elective ("a free elective") may be either a business or a non-business course. For students whose **college diploma was in Business or Retail Management:** In addition to the 23 required courses, students must take 7 elective courses. At least two electives must be business courses, and at least four electives must be non-business courses. The other elective ("a free elective") may be either a business or a non-business course. Students must obtain at least 60% in at least 14 of the 18 required business courses in order to qualify for the degree of Accelerated Bachelor of Business Administration. **NOTES:** 1. Students in the Retail or Business Program will also be required to take Accounting 1010 if they have not completed the equivalent at Holland College or an equivalent community college program. Business Co-op option. 1. The completion of UPEI 1010 is a required course for the Accelerated BBA, but the course also meets the general UPEI requirement of taking UPEI 1010, 1020 or 1030.	Required courses recommended to be taken in a student's **THIRD year** at UPEI: • Business 3330 - Integrated Cases in Corporate Finance **OR** Business 3340 (formerly 4210) - Personal Finance • Business 3510 - Operations Management • Business 3710 - Entrepreneurship and New Ventures • Business 3910 - Strategic Management • Business 4850 - Developing Management Skills • Business 4950 - Business Research I **ELECTIVE COURSES:** For students whose **college diploma was in Accounting:** In addition to the 22 required courses, students must take 8 elective courses. At least three electives must be business courses, and at least four electives must be non-business courses. The other elective ("a free elective") may be either a business or a non-business course. For students whose **college diploma was ~~in Business or Retail Management~~ not in Accounting:** In addition to the 23 required courses, students must take 7 elective courses. At least two electives must be business courses, and at least four electives must be non-business courses. The other elective ("a free elective") may be either a business or a non-business course. Students must obtain at least 60% in at least 14 of the 18 required business courses in order to qualify for the ~~degree of Accelerated~~ Bachelor of Business Administration <u>degree</u>. **NOTES:** 1. ~~Students in the Retail or Business Program will also be required to take Accounting 1010 if they have not completed the equivalent at Holland College or an equivalent community college program.~~ <u>Students whose college diploma was in Accounting, will substitute a business elective for ACCT1010.</u>

CALENDAR & CURRICULUM CHANGE   MOTION #3

Reproduction of Current Calendar Entry	Proposed revision with changes underlined and deletions indicated clearly
	Business Co-op option. The completion of UPEI 1010 is a required course for the Accelerated BBA, but the course also meets the general UPEI requirement of taking UPEI 1010, 1020 or 1030.

Rationale for Change: To allow more students to pathway into the BBA program from an approved college.

Effective Term: May 2020

Implications for Other Programs:

Impact on Students Currently Enrolled: No impact on current students.

Authorization	*Date:*
Departmental Approval: N/A	N/A
Faculty/School Approval: Faculty of Business	June 12, 2019
Faculty Dean's Approval: Jurgen Krause	June 12, 2019
Graduate Studies Dean's Approval: N/A	N/A
Registrar's Office Approval: Darcy McCardle	August 15, 2019
APCC Meeting Date Approval	August 27, 2019

CALENDAR & CURRICULUM CHANGE   MOTION #4

Revision is for a: **Calendar Entry Change**

Faculty/School/Department: **Business**

Department/Program(s)/Academic Regulations: **BBA Accounting Specialization**

MOTION: To clarify the requirement that students must complete BUS 3330 if pursuing CPA designation.

Reproduction of Current Calendar Entry	Proposed revision with changes underlined and deletions indicated clearly
In addition to the core courses required to fulfill the BBA requirements, the following additional courses will be required to obtain the specialization: • Accounting 2020 (Introductory Financial Accounting – Part II) • Accounting 3010 (Intermediate Accounting – Part I) • Accounting 3020 (Intermediate Accounting – Part II) • Accounting 3120 (Cost Accounting) • Accounting 4010 (Advanced Financial Accounting – Part I) • Accounting 4020 (Advanced Financial Accounting – Part II) • Accounting 4150 (Auditing) • Accounting 4160 (Auditing, Accounting and Society) • Accounting 4310 (Income Taxation) In addition, it is recommended that students planning to pursue their CPA designation take Business 333 (Integrated Cases in Corporate Finance), as it is a required course for entry into the CPA program.	In addition to the core courses required to fulfill the BBA requirements, the following additional courses will be required to obtain the specialization: • Accounting 2020 (Introductory Financial Accounting – Part II) • Accounting 3010 (Intermediate Accounting – Part I) • Accounting 3020 (Intermediate Accounting – Part II) • Accounting 3120 (Cost Accounting) • Accounting 4010 (Advanced Financial Accounting – Part I) • Accounting 4020 (Advanced Financial Accounting – Part II) • Accounting 4150 (Auditing) • Accounting 4160 (Auditing, Accounting and Society) • Accounting 4310 (Income Taxation) In addition, ~~it is recommended that~~ students planning to pursue their CPA designation <u>must</u> take Business <u>3330</u> (Integrated Cases in Corporate Finance), as it is a required course for entry into the CPA program.

Rationale for Change: To ensure students complete the required courses for the Accounting specialization and to pursue the CPA designation.

Effective Term: May 2020

CALENDAR & CURRICULUM CHANGE　　　　　　　　**MOTION #4**

Implications for Other Programs: None

Impact on Students Currently Enrolled:　　No impact to students

Authorization	Date:
Departmental Approval: N/A	N/A
Faculty/School Approval: Faculty of Business	June 12, 2019
Faculty Dean's Approval: Jurgen Krause	June 12, 2019
Graduate Studies Dean's Approval: N/A	N/A
Registrar's Office Approval: Darcy McCardle	August 15, 2019
APCC Meeting Date Approval	August 27, 2019

Form Version: September/2019

UNIVERSITY *of Prince Edward* **ISLAND**

CALENDAR & CURRICULUM CHANGE   MOTION #5

Revision is for a: **Course Description Change**

Faculty/School/Department: **Education**

Department/Program(s)/Academic Regulations: **MEd**

MOTION: That the course description for ED-6290 Program Evaluation be updated as submitted

Reproduction of Current Calendar Entry	Proposed revision with changes underlined and deletions indicated clearly
ED-6290 Program Evaluation In this course, students study the various concepts and issues in program evaluation. Students research the literature on program evaluation to understand the tools and knowledge necessary for conducting an evaluation assessment.	ED-6290 Program Evaluation In this course, students study the various concepts and issues in program evaluation. Students research examine the literature on program evaluation to understand the tools and knowledge methods and theory necessary for required to conducting an evaluation assessment.

<u>Rationale for Change</u>: The new course description better reflects the content of the course.

<u>Effective Term</u>: FALL 2019

<u>Implications for Other Programs</u>: N/A

<u>Impact on Students Currently Enrolled</u>:   N/A

Authorization	*Date:*
Departmental Approval: Graduate Studies Committee	June 18, 2019
Faculty/School Approval: Faculty of Education Council	June 21, 2019
Faculty Dean's Approval: Dr. Ron MacDonald, Dean	June 21, 2019
Graduate Studies Dean's Approval: Dr. L. Hammell	August 27, 2019
Registrar's Office Approval: Darcy McCardle	August 8, 2019
APCC Meeting Date Approval	August 27, 2019

Form Version: September/2019

CALENDAR & CURRICULUM CHANGE   MOTION #6

Revision is for a: **Calendar Entry Change**

Faculty/School/Department: **A V C**

Department/Program(s)/Academic Regulations: **Veterinary Medicine**

MOTION: To approve the Academic Dates for 2020-2021 for Veterinary Medicine Program

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1st Academic Semester (May-December 2020)
(67 Teaching Days)

May 2020
4 Monday	First day of Fourth Year Rotations - Summer Semester
18 Monday	Victoria Day - no classes

August 2020
17 Monday	First day of Fourth Year Rotations - Fall Semester
12 Wednesday	Clinical Conference begins
28 Friday	First Year Orientation
31 Monday	Pre-Clinical Classes begin

September 2020
7 Monday	Labour Day - no classes

October 2020
12 Monday	Thanksgiving Day - no classes
31 Saturday	Final date to apply to graduate

November 2020
11 Wednesday	Remembrance Day - No classes

December 2020
4 Friday	Final Day of Fall Semester Classes
5-19(Sat-Sat)	Final Examinations
22 Tuesday	End of First Semester. Course grades to be submitted to the Registrar's Office by noon on this date.

NOTE: The North American Veterinary Licensing Examination (NAVLE®) is available during a four week testing window in November-December. For further information, please refer to www.icva.net/navle

2nd Academic Semester (January-May 2021)
(70 Teaching Days)

January
4 Monday	First day of Fourth Year Rotations - Winter Semester
	Pre-Clinical Classes begin - Winter Semester

February 2021
11-12 (Thurs-Fri)	Mid-semester break (except 4th year rotations)
15 Monday	Islander Day. No classes.

CALENDAR & CURRICULUM CHANGE   MOTION #6

April
2 Friday	Good Friday. No classes
5 Monday	Easter Monday. No classes
17-May 1 (Sat-Sat)	Final Exams
18 Sunday	Final day of fourth year rotations
23 Friday	End of second semester. Course grades for 4th year students to be submitted to Registrar's office by noon
28 Wednesday date.	Course grades for 1st, 2nd, and 3rd year students to be submitted to Registrar's Office by noon on this

May 2021
3 Monday	First day of Fourth Year Rotation – Summer Semester
7 Friday	Convocation

NOTE: The North American Veterinary Licensing Examination (NAVLE®) dates are in April. Please refer to www.icva.net/navle

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Rationale for Change: To define future academic calendar dates.

Effective Date: September 2020

Implications for Other Programs: N/A

Impact on Students Currently Enrolled: N/A

Authorization	Date:
Departmental Approval: N/A	N/A
Faculty/School Approval: Veterinary Medicine	June 28, 2019
Dean's Approval: Leigh Lamont, Associate Dean	June 28, 2019
Registrar's Office Approval: Darcy McCardle	August 27, 2019
APCC Meeting Date Approval	August 27, 2019

CALENDAR & CURRICULUM CHANGE   MOTION #7

Revision is for a: **Calendar Entry Change**

Faculty/School/Department: **Veterinary Medicine**

Department/Program(s)/Academic Regulations: **Veterinary Medicine**

MOTION: To approve the tentative Academic Dates for 2021-2022 for Veterinary Medicine

Doctor of Veterinary Medicine
1st Academic Semester (May - December 2021)
(67 Teaching Days)

May 2021
3 Monday   First day of Fourth Year Rotations - Summer Semester
24 Monday   Victoria Day - no classes

August 2021
11 Wednesday   Clinical Conference begins
16 Monday   First day of Fourth Year Rotations - Fall Semester
27 Friday   First Year Orientation
30 Monday   Pre-Clinical Classes begin

September 2021
6 Monday   Labour Day - no classes

October 2021
11 Monday   Thanksgiving Day - no classes
31 Sunday   Final date to apply to graduate

November 2021
11 Thursday   Remembrance Day - No classes

December 2021
3 Friday   Final Day of Fall Semester Classes
4-18(Sat-Sat)   Final Examinations
21 Tuesday   End of First Semester. Course grades to be submitted to the Registrar's Office by noon on this date.

NOTE: The North American Veterinary Licensing Examination (NAVLE®) is available during a four week testing window in November-December. For further information, please refer to www.icva.net/navle

Doctor of Veterinary Medicine
2nd Academic Semester (Jan-May 2022)
(70 Teaching Days)

January 2022
4 Tuesday   First day of Fourth Year Rotations - Winter Semester
                  Pre-Clinical Classes begin - Winter Semester
February 2022
17-18 (Thurs-Fri) Mid-semester break (except 4th year rotations)

21 Monday   Islander Day. No classes.

CALENDAR & CURRICULUM CHANGE   MOTION #7

April 2022
14 Thursday   Final day of winter semester classes
15 Friday   Good Friday. No classes
16-30 (Sat-Sat) Final Exams
17 Sunday   Final day of fourth year rotations
18 Monday   Easter Monday. No classes
27 Wednesday   End of second semester. Course grades for 4th year students to be submitted to Registrar's office by noon

May 2022
2 Monday   Course grades for 1st, 2nd, and 3rd year students submitted to Registrar's Office by noon on this date.
                 First day of Fourth Year Rotation – Summer Semester
6 Friday   Convocation

NOTE: The North American Veterinary Licensing Examination (NAVLE®) dates are in April. Please refer to www.icva.net/navle

Rationale for Change: To define future academic calendar dates.

Effective Date: September 2021   **Implications for Other Programs:** N/A

Impact on Students Currently Enrolled: N/A

Authorization	*Date:*
Departmental Approval: N/A	N/A
Faculty/School Approval: Veterinary Medicine	June 28, 2019
Dean's Approval: Leigh Lamont, Associate Dean	June 28, 2019
Registrar's Office Approval: Darcy McCardle	August 15, 2019
APCC Meeting Date Approval	August 27, 2019

CALENDAR & CURRICULUM CHANGE   MOTION #8

Revision is for a: **Course Deletion**

Faculty/School/Department: **Veterinary Medicine**

Department/Program(s)/Academic Regulations: **Pathology & Microbiology**

MOTION: To delete VPM 8530 – Research Project (Graduate Diploma Program)

Reproduction of Current Calendar Entry	Proposed revision with changes underlined and deletions indicated clearly
VPM-8530 Research Project (graduate Diploma Program) Each student in the Diploma program is required, under the supervision of a graduate faculty committee, to complete satisfactorily a small research project. The project may be based on either a laboratory investigation or a special topic such as a prospective or retrospective case study in the student's principal area of interest. HOURS OF CREDIT: 3 LAB/SEMINARS: 6 hours Restriction: DVM or equivalent degree, and permission of the instructor. 3 hours credit	~~VPM-8530 Research Project (graduate Diploma Program)~~ ~~Each student in the Diploma program is required, under the supervision of a graduate faculty committee, to complete satisfactorily a small research project. The project may be based on either a laboratory investigation or a special topic such as a prospective or retrospective case study in the student's principal area of interest. HOURS OF CREDIT: 3 LAB/SEMINARS: 6 hours Restriction: DVM or equivalent degree, and permission of the instructor.~~ ~~3 hours credit~~

Rationale for Change: Course and diploma program are no longer offered

Effective Term: FALL 2019

Implications for Other Programs: None

Impact on Students Currently Enrolled: None

Authorization	*Date:*
Departmental Approval: Pathology/Microbiology	June 25, 2019
Faculty/School Approval: AVC	August 27, 2019
Faculty Dean's Approval: Greg Keefe	August 27, 2019
Graduate Studies Dean's Approval: Dr. Larry Hammell	August 27, 2019
Registrar's Office Approval: Darcy McCardle	August 27, 2019
APCC Meeting Date Approval	August 27, 2019

CALENDAR & CURRICULUM CHANGE   MOTION #9

Revision is for a: **Calendar Entry Change**

Faculty/School/Department: **Veterinary Medicine**

Department/Program(s)/Academic Regulations: **Graduate Studies**

MOTION: That the "PGD program in the Department of Pathology and Microbiology be removed from the calendar as well as any reference to the PGD program in the calendar.

Reproduction of Current Calendar Entry	Proposed revision with changes underlined and deletions indicated clearly
Diploma in Pathology or Microbiology (PGDip) Postgraduate Diploma in Pathology or Microbiology Program (PGDPath or PGDMicro) **GRADUATE ADMISSION REQUIREMENTS Master of Science (MSc), Master of Veterinary Science (MVSc), Doctor of Philosophy (PhD), and Postgraduate Diploma in Pathology or Microbiology (PGDip)** Admission to the doctoral program normally requires at least second-class standing as well as a recognized Master's degree. Admission to the PGD and MVSc programs is normally limited to holders of a Doctor of Veterinary Medicine degree, or equivalent. **PROGRAM REGULATIONS – GRADUATE PROGRAMS Master of Science, Master of Veterinary Science, Master of Arts, Doctor of Philosophy, and Postgraduate Diploma in Pathology or Microbiology** **1. GLOSSARY OF TERMS** a. Faculties: Faculty of Veterinary Medicine, Faculty of Arts, and Faculty of Science. b. Master of Arts (MA): degree granted for	~~Diploma in Pathology or Microbiology (PGDip)~~ ~~Postgraduate Diploma in Pathology or Microbiology Program (PGDPath or PGDMicro)~~ **GRADUATE ADMISSION REQUIREMENTS Master of Science (MSc), Master of Veterinary Science (MVSc), <u>and</u> Doctor of Philosophy (PhD)~~, and Postgraduate Diploma in Pathology or Microbiology (PGDip)~~.** Admission to the doctoral program normally requires at least second-class standing as well as a recognized Master's degree. Admission to the ~~PGD and~~ MVSc programs is normally limited to holders of a Doctor of Veterinary Medicine degree, or equivalent. **PROGRAM REGULATIONS – GRADUATE PROGRAMS Master of Science, Master of Veterinary Science, Master of Arts, Doctor of Philosophy, ~~and Postgraduate Diploma in Pathology or Microbiology~~** **1. GLOSSARY OF TERMS** a. Faculties: Faculty of Veterinary Medicine, Faculty of Arts, and Faculty of Science. b. Master of Arts (MA): degree granted for

CALENDAR & CURRICULUM CHANGE   **MOTION #9**

successful completion of the requirements for the Master of Arts degree as listed in the regulations. c. Master of Science (MSc): degree granted for successful completion of the requirements for the Master of Science degree as listed in the regulations. d. Postgraduate Diploma (PGD): diploma granted for successful completion of the requirements for the Postgraduate Diploma as listed in the regulations.	successful completion of the requirements for the Master of Arts degree as listed in the regulations. c. Master of Science (MSc): degree granted for successful completion of the requirements for the Master of Science degree as listed in the regulations. d.~~Postgraduate Diploma (PGD): diploma granted for successful completion of the requirements for the Postgraduate Diploma as listed in the regulations.~~
2. DESCRIPTION OF GRADUATE STUDENTS **Special Student:** A student who is not enrolled in a degree or diploma program at this university is recorded as a Special Student. Normally such students register for not more than one or two graduate courses with the permission of the instructor; in unusual circumstances, a special student may participate in research, but only with the permission of the Program Administrator. Graduate courses taken by special students may subsequently be considered for credit towards a graduate degree only on recommendation of the academic unit in which the student is registered and with the approval of the Graduate Studies Committee. Approval must be obtained within 12 months of the completion of the special studies course. A student who wishes to register as a special student should contact the Office of the Program Administrator before applying for admission.	**2. DESCRIPTION OF GRADUATE STUDENTS** **Special Student:** A student who is not enrolled in a degree ~~or diploma~~ program at this university is recorded as a Special Student. Normally such students register for not more than one or two graduate courses with the permission of the instructor; in unusual circumstances, a special student may participate in research, but only with the permission of the Program Administrator. Graduate courses taken by special students may subsequently be considered for credit towards a graduate degree only on recommendation of the academic unit in which the student is registered and with the approval of the Graduate Studies Committee. Approval must be obtained within 12 months of the completion of the special studies course. A student who wishes to register as a special student should contact the Office of the Program Administrator before applying for admission.

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4. SUPERVISION	**4. SUPERVISION**
Supervisory Committee In all cases, except the PGD program, the program of a graduate student is established and supervised by the Supervisory Committee, all of whom must be graduate faculty. Once the Supervisory Committee has been approved, no changes may be made in its membership without the written approval of the Graduate Studies Committee.	**Supervisory Committee** In all cases, ~~except the PGD program,~~ the program of a graduate student is established and supervised by the Supervisory Committee, all of whom must be graduate faculty. Once the Supervisory Committee has been approved, no changes may be made in its membership without the written approval of the Graduate Studies Committee.
6. THE THESIS	**6. THE THESIS**
Circulation & Copying of Thesis or Project Report	**Circulation & Copying of Thesis or Project Report**
The candidate, in consultation with the Supervisor and the Department Chair, shall have the right to request that circulation and/or copying of the thesis or project report in any form be withheld for up to one year.In normal circumstances, as a condition of engaging in graduate study in the University, the author of a thesis or project report grants certain licences and waivers in respect of the circulation and copying of the thesis or project report:	The candidate, in consultation with the Supervisor and the Department Chair, shall have the right to request that circulation and/or copying of the thesis or project report in any form be withheld for up to one year.In normal circumstances, as a condition of engaging in graduate study in the University, the author of a thesis or project report grants certain licences and waivers in respect of the circulation and copying of the thesis or project report:
1. to the University Librarian—a waiver permitting the circulation of the thesis or project report as part of the Library collection; 2. to the University—a licence to make single copies of the thesis or project report under carefully specified conditions; 3. to Library and Archives Canada—a licence to microfilm the thesis or project report under carefully specified	1. to the University Librarian—a waiver permitting the circulation of the thesis or project report as part of the Library collection; 2. to the University—a licence to make single copies of the thesis or project report under carefully specified conditions; 3. to Library and Archives Canada—a licence to microfilm the thesis or project report under carefully specified

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conditions.

Copyright

Copies of the thesis or project report shall have on the title page the words "In partial fulfilment of requirements for the degree of Master of Science" or "In partial fulfilment of requirements for the degree of Master of Arts" or "In partial fulfilment of the requirements for the degree of Master of Veterinary Science" or "In partial fulfilment of the postgraduate diploma in Pathology or Microbiology" or "In partial fulfilment of the requirements for the degree of Doctor of Philosophy." The International copyright notice, which consists of three elements in the same line—(a) the letter "C" enclosed in a circle, (b) the name of the copyright owner (the student), and (c) the year—should appear as a bottom line on the title page of the thesis or project report.

23 Graduate Programs and Courses

Post Graduate Diploma in Pathology or Microbiology

Structure of the Program

The Post Graduate Diploma of the University of Prince Edward Island is a one-year, non-thesis (professional) program for veterinarians working in industry, government or private diagnostic laboratories and who have been away from university for some time. Also included are veterinarians who wish to broaden

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their knowledge at the graduate level on subjects specific to their professional interests. The objective is to provide advanced practical training in a field of veterinary pathology or microbiology. The program emphasizes "hands-on" and course-based applied training in diagnostic veterinary bacteriology, immunology, parasitology, pathology or virology. A successful student may transfer to the MVSc or MSc programs at the University of Prince Edward Island, depending on grades and funding. Success in the program is attested by the achieving of satisfactory standings in the minimum number of graduate courses required, the completion of a small research project, and the writing of a project report.

The graduate students will register in the **Department of Pathology and Microbiology** and in one of the designated areas of specialization:

Anatomic Pathology
Parasitology
Virology
Bacteriology
Public Health
Immunology
Fish Health

In addition to the "General Regulations for Graduate Programs," described above, the following regulations apply specifically to the PGD program:

Residency Requirements

Normally, at least two semesters of full-time study in residence at the University must be devoted to the diploma program if the student is

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admitted as a regular student. For a regular student admitted to a part-time study program, the residency period is based on the equivalence of three part-time semesters to one full-time semester. A student, admitted as a provisional student requiring two semesters in that category, must spend at least one additional semester as a regular full-time student to meet the residency requirement. Upon completion of the residency requirement the student is then eligible to become a candidate for the PGD qualification.

Normally, the project report must be formally submitted or the program be otherwise complete within 24 months of the completion of the residency requirement. All requirements must be completed within a five-year time period for part-time students. Departure from these normal requirements requires approval from the Graduate Studies Committee.

Courses

Prescribed Studies
The minimum number of courses and/or general examinations is outlined below. For graduate credit, the courses selected must be acceptable to the department and the Graduate Studies Committee. The candidate must maintain an average grade of at least a B standing (see Grades in General Regulations section) in the substantive courses outlined below in order to maintain registration in the program. Substantive courses are graduate level courses assigned a minimum of two credit hours.

Students are required to complete courses

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totaling a minimum of 16 credit hours. Within this course complement there must be at least four substantive courses and the appropriate departmental Seminar course (one credit).

The department may require examinations (oral and/or written), from time to time, to evaluate the student's progress in his/her overall program.

Additional Courses

In addition to these prescribed studies, the candidate may undertake to achieve satisfactory standings in courses supportive of the special discipline. These courses may be at either the undergraduate or the graduate level. The standings obtained in them will not affect the average grade of the prescribed studies. When a student is required to register in a seminar or colloquium course in more than one semester, the record will show a grade or a designation of "In Progress" for semesters prior to completion of the course and "Pass" or "Fail" for the final semester. With the consent of the Supervisor, and the instructor, and the Department Chair concerned, a student may register for, and audit, all or part of a course. It is understood that the student will attend lectures as prescribed, but will not write any examination or receive any grade. Such a course may be recorded as an additional course, identified by AUD.

The Research Project

Research

Normally, the equivalent of at least three credit hours must be devoted to a small research project in fulfilment of the degree requirement.

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The project may be based on either a laboratory investigation or a special topic such as a prospective or retrospective case study. Summers during which research work is actively conducted may be counted as research semester equivalents, even though other courses may not be offered at that time. In order to avoid undue prolongation of the time required to complete the degree, the research topic should be identified early and approved by the Supervisory Committee. Research involving the use of animals must follow the Guidelines of the Canadian Council on Animal Care.

Project Report

Each candidate for the graduate diploma qualification is required to submit a project report (in place of a thesis) based upon the research conducted under supervision as described above. The report should make some contribution to the body of knowledge in the candidate's field but it may or may not be submitted for publication in a refereed journal.

General specifications as to paper, format, order and binding are available from the Office of the Program Administrator.

Procedures

The project report may be handed in at any time of the year, but candidates must bear in mind the desirability of having the final examination as much in advance of the deadline date for report submission as possible. Candidates are advised to inform themselves of the deadlines schedule, a copy of which may be obtained in the Office of the Program Administrator. It is desirable that each candidate initiate discussion about examination dates with the Supervisor

~~The project may be based on either a laboratory investigation or a special topic such as a prospective or retrospective case study. Summers during which research work is actively conducted may be counted as research semester equivalents, even though other courses may not be offered at that time. In order to avoid undue prolongation of the time required to complete the degree, the research topic should be identified early and approved by the Supervisory Committee. Research involving the use of animals must follow the Guidelines of the Canadian Council on Animal Care.~~

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early in the final semester.	~~early in the final semester.~~
The candidate should keep in close touch with the Supervisor throughout the preparation of the project report. The final draft of the report, after it has been reviewed by the Supervisor, is sent when ready for examination, to the members of the PGD Examination Committee (see below).	~~The candidate should keep in close touch with the Supervisor throughout the preparation of the project report. The final draft of the report, after it has been reviewed by the Supervisor, is sent when ready for examination, to the members of the PGD Examination Committee (see below).~~
Following the Examination, the candidate, if successful, arranges for the preparation of the project in final form, and for its submission to the Program Administrator (see below). The report in final form must include any minor corrections or revisions indicated during the Examination. A manuscript suitable for publication in a refereed journal may also be prepared in the final form. Approval of the report takes the form of a Certificate of Approval, signed by the Examination Committee.	~~Following the Examination, the candidate, if successful, arranges for the preparation of the project in final form, and for its submission to the Program Administrator (see below). The report in final form must include any minor corrections or revisions indicated during the Examination. A manuscript suitable for publication in a refereed journal may also be prepared in the final form. Approval of the report takes the form of a Certificate of Approval, signed by the Examination Committee.~~
The Postgraduate Diploma Examination The final oral examination is based on overall assessment of the candidate's knowledge and competence in his/her field of study, including the project report. It is a departmental examination identified as the PGD Examination and carried out by the PGD Examination Committee normally consisting of three members as follows:	~~**The Postgraduate Diploma Examination** The final oral examination is based on overall assessment of the candidate's knowledge and competence in his/her field of study, including the project report. It is a departmental examination identified as the PGD Examination and carried out by the PGD Examination Committee normally consisting of three members as follows:~~
• two graduate faculty of the Department, who are not members of the Supervisory Committee (if applicable), and one of whom is appointed by the Department Chair to act as chair of the PGD Examination and to make the	• ~~two graduate faculty of the Department, who are not members of the Supervisory Committee (if applicable), and one of whom is appointed by the Department Chair to act as chair of the PGD Examination and to make the~~

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arrangements therefore; and

- the Supervisor of the candidate's program. The Department Chair selects the Examination Committee at the request of the Supervisor and is responsible for notifying the Program Administrator of its composition.

The Examination is normally open to the public; however, members of the audience may question the candidate only upon invitation of the Chair of the Committee.

The Examination is passed and the project report approved if there is no more than one negative vote, an abstention being regarded as a negative vote. The report, from the Department Chair to the Program Administrator, records the result as "unsatisfactory," or "satisfactory." If the result is "unsatisfactory," the candidate may be given the opportunity by the PGD Examination Committee of a second attempt. A second "unsatisfactory" result will terminate candidacy at this university.

9 Degrees, Diplomas, and Certificates

Certificates, Diplomas and Specializations

Accounting Certificate

Business Certificate

Certificate in Adult Education

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9 Degrees, Diplomas, and Certificates

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Certificate in Educational Leadership in Nunavut	Certificate in Educational Leadership in Nunavut
Business Specializations	*Business Specializations*
Accounting	Accounting
Entrepreneurship	Entrepreneurship
Finance	Finance
International Business	International Business
Marketing	Marketing
Organizational Management	Organizational Management
Tourism and Hospitality	Tourism and Hospitality
Education Specializations	*Education Specializations*
International Education	International Education
Indigenous Education	Indigenous Education
Adult Education	Adult Education
Postgraduate Diploma in Pathology or Microbiology	~~Postgraduate Diploma in Pathology or Microbiology~~
Public Administration Certificate/Diploma	Public Administration Certificate/Diploma
21 Graduate Program Regulations	**21 Graduate Program Regulations**
Academic Regulations – Graduate Programs	**Academic Regulations – Graduate Programs**

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1. APPLICATION FOR DEGREES, DIPLOMAS, AND CERTIFICATES

Degree, Diploma, and Certificate candidates should make formal application for graduation not later than 31 October of the academic year in which they expect to complete the requirements for their programs. This option is accessible through your UPEI Student Number and PIN number from mid-July to 31 October.

4. LETTERS OF PERMISSION

a. Courses: Graduate 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, approved by the student's Supervisor, Dean or Program Coordinator, and Registrar must be obtained in advance. Letters of Permission are issued to the host institution by the Office of the Registrar, along with a copy of the student's UPEI transcript, and are a student's guarantee that credits earned elsewhere will be transferable to his/her academic program at UPEI subject to program requirements.

b. Research: Students visiting another university to undertake research activities must have the written permission of both UPEI and the host university.

6. ACADEMIC DISHONESTY

As a community of scholars, the University of Prince Edward Island is committed to the

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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 9, 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:

1. 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;
2. cheating on tests or examinations, including giving false reasons for absence;
3. falsifying records or submitting false documents, including falsifying academic records, transcripts, or other University documents, or misrepresenting one's credentials; and
4. 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

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appropriate Chairperson and Dean, and will be placed by the Dean on the student's file in the Office of the Registrar.	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:	c. One or more of the following sanctions may be imposed, depending on the seriousness of the offence:
1. the instructor, within his/her authority for assignment of course grades, may impose:	1. the instructor, within his/her authority for assignment of course grades, may impose:
i. a reprimand;	i. a reprimand;
ii. assignment of a mark of zero or a failure for the piece(s) of work under review;	ii. assignment of a mark of zero or a failure for the piece(s) of work under review;
iii. assignment of a grade of "F" in the course in which the offence was committed;	iii. assignment of a grade of "F" in the course in which the offence was committed;
iv. suspension of privileges in cases where the offences have involved misuse and/or abuse of the library, computer, or other University resources;	iv. suspension of privileges in cases where the offences have involved misuse and/or abuse of the library, computer, or other University resources;
2. the Dean, in consultation with the Department where appropriate, may recommend to the President suspension or expulsion from the University;	2. the Dean, in consultation with the Department where appropriate, may recommend to the President suspension or expulsion from the University;
3. the President may impose suspension or expulsion from the University; or	3. the President may impose suspension or expulsion from the University; or
4. the Senate may withhold or revoke a degree, diploma, or certificate.	4. 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 9.	d. The student has the right to appeal through the provisions of Academic Regulation 9.

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Rationale for Change: Program is no longer offered (only ever had 1 student register)

Effective Date: September 2019

Implications for Other Programs: None

Impact on Students Currently Enrolled: No students currently enrolled

Authorization	*Date:*
Departmental Approval: Pathology/Microbiology	June 25, 2019
Faculty/School Approval: A V C	August 27, 2019
Faculty Dean's Approval: G r e g K e e f e	August 27, 2019
Graduate Studies Dean's Approval: Dr. Larry Hammell	August 27, 2019
Registrar's Office Approval: Darcy McCardle	August 27, 2019
APCC Meeting Date Approval	August 27, 2019