

Academic Policy and Regulations

Authority of the Calendar

Curriculum and course requirements and descriptions, academic regulations, and other matters, are established, modified, and approved by the Senate of Acadia University or in some cases by the Board of Governors, and are recorded in the calendar or its addenda. Through registering in any course or program described herein a student agrees to abide by the pertinent sections of the current calendar.

Disclaimer

This calendar is printed some months before the academic year for which it is operative. Its contents are subject to continuing review and revision without notice other than through the regular processes of Acadia University. Students admitted to the University are required to pay deposits on tuition fees, as confirmation of their acceptance of the offer of admission. These fees may not be refundable in either part or whole. By acceptance of the offer of admission a student is deemed to have agreed to abide by any change.

The University also reserves the right to limit enrolment in any course, course section, or program, but will make every reasonable effort to offer courses required for specific programs and give priority in course registration to students in that program. It does not guarantee enrolment in any course or course section not required for a student's program.

Some departments, schools, or faculties provide students with documents descriptive of their individual offerings or requirements. In case of inconsistency, the regulations contained in this calendar prevail. Interpretation of regulations or requirements is made by a dean, or the Registrar, and is open to written appeal to the Admissions and Academic Standing Appeals Committee.

Acadia University does not accept any responsibility for loss or damage suffered or incurred by any person, group or organization as a result of suspension or termination of services, courses or classes caused by reason of strikes, work stoppages, labour disagreements, slowdowns, lockouts, disputes, riots, weather, damage to university property or for any other cause.

Responsibility of students

It is expected that each student who registers at Acadia University will be familiar with the contents of the calendar and has accepted responsibility for meeting curriculum requirements, completing registration and related forms accurately, and complying with published dates and deadlines.

Time limits of curriculum

Students may fulfill the curriculum for the degree or diploma requirements stated either in the calendar current when they were accepted to their program or those stated in the calendar of the year of graduation, except (1) those readmitted following academic dismissal who must fulfill the requirements of the calendar of the year of readmission or of graduation, and (2) those taking more than seven years to fulfill requirements must fulfill those of the year of graduation, and (3) in those programs whose requirements must comply with criteria established by external bodies such as Departments of Education, CDA, etc.

Interpretations and appeals

In the case of an inconsistency, the general academic regulations contained in this calendar prevail over the regulations of faculties, schools, and departments, and regulations of the faculties over those of departments. Interpretation of the regulations will be provided by a dean or by the Registrar. Written appeals against the application of regulations may be made to the Admissions and Academic Standing Appeals Committee.

Admissions policy

In keeping with the form and intent of the original Act of Incorporation, Acadia University admits academically qualified students of any age, sex, race, religion, creed, colour or ethnic or national origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the University. It does not discriminate on the basis of age, colour, religion, creed, sex, sexual orientation, physical or mental disability, an irrational fear of contracting an illness or disease, ethnic, national or aboriginal origin, family status, marital status, source of income, political belief, affiliation or activity in administration of its educational policies, scholarship and loan programs and athletic and other university administered programs.

Definitions

The following words which appear throughout the calendar are defined to facilitate understanding of the provisions contained in the calendar.

Academic Year	The eight month period from September to April. The Fall and Winter terms.
Admissions Office	The office responsible for responding to inquiries on the university's programs and admission requirements. The admissions office determines acceptances to university programs and provides information on admissions procedures.
Anti-requisite courses	Courses that are considered so similar in content that a student may not receive credit for more than one of them.
Audit student	Any person permitted to attend a lecture-type course but who may not write papers or examinations, have access to equipment or supplies, or receive course credit. No record is kept of audits.
Dismissed student	Any person required to withdraw from studies for want of sufficient academic progress. The words "may not register" appear on the official transcripts of such students.
Continuing fee	Students are required to pay this fee in order to maintain enrolment in a graduate program. This does not apply to MEd students.
Continuing graduate student	Any person who, subsequent to completing the maximum two or three years of a graduate program, or its equivalent, registers annually to maintain eligibility to complete degree requirements, or any part-time graduate student who in a twelve-month May-April period takes no graduate level courses, but registers in order to maintain eligibility to complete degree requirements.
Co-operative Education	An academic program that formally integrates academic studies with discipline specific, paid work experience.
Co-requisite course	A course which must be taken concurrently with another course.
Course	Unit of academic instruction for which 0-6h of credit is awarded.
Credit hour	The standard unit by which the course work offered by universities is normally measured. One credit hour (1h) is assigned to a class that meets fifty minutes per week in class instruction, exclusive of

laboratory, tutorial, and examination requirements, over a period of one term, or for equivalent class hours at intersession.

Department	A division of a faculty under the direction of a head. Each department offers one or more major programs of study.
Exchange student	Any student attending Acadia University through a formal agreement of exchange with an educational institution in another country.
Faculty	A grouping of associated subject areas under the direction of a dean. There are four faculties at Acadia: Arts, Pure and Applied Science, Professional Studies, and Theology.
Full-time undergraduate student	<ul style="list-style-type: none">• Any person registered for nine hours (9h) of instruction in either the fall term or the winter term is a full-time student for that term.• Any person registered for a total of eighteen hours (18h) of instruction in the fall and winter terms may be defined as full-time for the period September-April.• Any person registered for six hours (6h) of instruction over a six-week period during intersession is a full-time student for that period.
Full-time graduate student	Any person with a baccalaureate degree registered in the first or second year of a program of studies leading to a masters degree, or in the first, second or third year of a doctorate, and who makes a demand upon the university's resources by enrolling in courses or engaging in research requiring supervision.
Graduated student	Any person who has completed a program of study and received the resultant degree or diploma. The word "graduated" appears on the official transcripts of such students.
Independent student	Any person permitted to take courses for credit, but not towards any degree or diploma.
International student	Any person who has entered Canada on a study permit for the purpose of attending this or another educational institution.
Major subject	A formally recognized area of concentration within the BA, BBA or BSc program for which students must complete specific courses.
Minor subject	A secondary area of concentration consisting of 12-24h credit depending on the faculty and discipline. All BA and BSc students must have a minor.
Open Acadia	The university division responsible for organizing off-campus, distance, intersession, internet, CD Rom and correspondence courses.
Part-time graduate student	Any person registered for graduate courses that form a part of the course requirements of the graduate degree program in education, but who does not fulfill the definition of a full-time graduate student.

Part-time undergraduate student	Any student registered in undergraduate courses who does not meet a definition of a full-time student.
Prerequisite course	A course which must be completed before registering in an advanced-level course in the same or related discipline.
Seminar	A course, usually at the advanced level, where classes are normally small and where the focus is generally on independent research shared with other students through the presentation of papers.
Registered student	Any person admitted to a university program, or accepted as an independent student who has enrolled in a course, or for thesis research, by completing registration accurately and at the required time, who has had it approved as necessary, and by the Registrar, and who has paid the required fees to the Student Accounts Office.
Registrar's Office	The office responsible for overseeing the academic life of all students currently taking classes at the university. The registrar records courses and marks on transcripts, advises students, schedules exams and classes and generally provides information on academic procedures and regulations.
Returning student	Any person who has registered for courses in the previous twelve-month period, and who has neither graduated nor been dismissed. In the latter cases, students must have applied for re-admission and been accepted.
School	A division within a faculty which offers a professional program led by a director.
Sessions	The approved periods within which courses are scheduled to begin and end, and subsequent to which grade reports and transcripts are issued. Sessions include the Fall term (Sept-Dec), Winter term (Jan-April), Intersession (May-Aug) and correspondence (Apr through the following Mar).
Tutorial	Instruction given to students individually or in small groups.
Academic Transcript	A document prepared by the Registrar's Office recording a student's entire official academic history including courses taken and grades assigned.
Visiting student	Any person permitted to take courses for transfer of credit to another college or university.

Registration Procedures

Registration consists of completing the registration forms accurately either electronically or on paper, and at the required times, of having them approved by deans or their delegates where necessary, and paying the required fees to the Student Accounts Office. All students register in a program of study offered by one of the four faculties into which the university is divided. Faculties are further divided into schools and departments, each with its own director or head, who is

responsible for the academic integrity of their program, and for counselling students in academic matters. A head/director may refuse to grant permission for a student to register for a course more than twice. Official and binding statements as to which courses students must offer to qualify for graduation are issued only by the Registrar's Office and upon written application.

Course load

Fall-winter term:

The normal course load for full-time undergraduate students in the fall-winter term is thirty credit hours (30h), or fifteen hours (15h) per term. The course load for part-time undergraduate students in the fall-winter term is less than nine credit hours (9h) per term.

Academic levels

Year 1 – completed credits 0-24

Year 2 – completed credits 25-54

Year 3 – completed credits 55-84

Year 4 – completed credits 85-114

Year 5 – completed 115 or more

Overloads

Students who have achieved a sessional grade point average of 2.5 in the previous academic year may register for 33h. Those who have achieved a sessional grade point average of 3.0 or higher in the previous academic year may register for 36h. First year students may register in no more than 30h. No student may register for more than 18h in any term.

Intersession

A maximum of nine hours (9h) may be taken in each part of intersession, except in science courses with laboratories and graduate courses where the maximum is six hours (6h). Thus a maximum of eighteen hours (18h) may be taken between the winter term and the subsequent fall term.

Changes to registration

Students are responsible for maintaining the accuracy of their record. The Registrar's Office will only record course, section and program changes when a student has initiated the process by following the drop, add or program change procedures. Similarly the Registrar's Office will only record a change of name or withdrawal from the University, or place a student on the list of potential graduates when the student has completed and submitted the appropriate forms either by mail, via the university's internet registration system, or in person.

Program changes

Admission is to a specific program. Students transferring from one program to another, for example, from science to business administration or from history to English, must apply on a program change form and have it approved by the director or department head of the unit they wish to enter, and by the Registrar's Office. Normally students must have a GPA of 2.00 to enter a program and a GPA of 3.00 to enter an honours program.

Course changes

During registration and add/drop periods, most adds and drops should be made on the registration system on the internet. For purposes of registration, sections of courses are considered to be individual courses.

Adds

Two-term or fall term courses may be added to a student's registration until September 14 and winter term courses until January 16.

Drops

Two-term or fall term courses discontinued on or before September 14 and winter term courses discontinued on or before January 16 will not appear on a student's transcript. Fall term courses discontinued between September 14 and October 28, two-term courses discontinued between September 14 and January 17, and winter-term courses discontinued between January 16 and February 29 appear on the transcript as W (withdrew). Courses noted by a W are not counted in the student's GPA.

The notation F (failed) will appear on the student's official record for courses discontinued after the above dates unless permission has been granted by the dean for the course to be discontinued without academic penalty for substantial medical, psychological or compassionate reasons.

Evaluation

- At the beginning of each course, professors are required to indicate, in writing, the work load for the course, the required elements for completion, together with the appropriate tentative dates and values of tests, term papers, quizzes, and other assignments, attendance requirements, and the value of final examinations.
- No credit is given for a course unless all requirements for it have been completed.
- Tests cannot be scheduled within the last ten days of classes in each term, except for routine weekly or end-of-chapter tests or daily exercises necessary to the presentation of a course, laboratory tests, and oral examinations in the languages.
- All term papers must be due to instructors no later than the last scheduled class.
- Tests and/or examinations may not be held in the study days prior to either the fall or winter term examination periods.
- Examinations must be conducted during the examination periods established in this calendar unless an individual student is permitted to write at a later time. The circumstances that can lead to a deferred examination are outlined under the heading 'Special Examinations' beginning on page 33 of this calendar.

Grade Point Average

The grade point average is the weighted sum of the grade points earned divided by the number of courses attempted. Courses with a notation of 'W' are not included in the GPA. The sessional grade point average (SGPA) refers to a particular session; the program grade point average is calculated on courses offered towards a degree program and is used to determine a students' eligibility to graduate. It does not appear on the official transcript. The cumulative grade point average (CGPA) is calculated on all courses taken, and does appear on the official transcript. Only the most recent grade in repeated courses will be included in any GPA.

Grading System

Alpha grades	GPA value	Percentage range*	Rating
A+	4.00	94 – 100	Excellent
A	4.00	87 – 93	
A-	3.67	80 – 86	
B+	3.33	77 – 79	Good
B	3.00	73 – 76	
B-	2.67	70 – 72	
C+	2.33	67 – 69	Average
C	2.00	63 – 66	
C-	1.67	60 – 62	

D+	1.33	57 – 59	
D	1.00	53 – 56	Pass
D-	0.67	50 – 52	
F	0.00	0 – 49	Failure
W			Withdrew

S awaiting grade from Special Exams

* These percentage ranges are provided to assist other institutions in interpreting letter grades. Their only internal application is with the university scholarship committee. They are not reported elsewhere.

Examinations

December examinations are held for all first term courses, for all 1000-level courses, and may be required in any two-term course. Examinations are held in April for all second term and all two-term courses. Examination schedules are posted in September and January. The final examination may be conducted as a formal scheduled examination or as a take-home examination. In the case of a take-home examination students are allowed the whole examination period to complete them and must submit their papers no later than the day of the last scheduled examination.

Special Examinations

A student, who, because of unavoidable circumstances, was detained or rendered unfit to write a required examination, may request a Special Examination.

1. Special Examinations for medical reasons
 - a. A student who wishes to have such a request considered must within 48 hours after the end of the examination, report, or have a representative report, to the Registrar (in writing if possible) the intention to request a special examination and within one week after the end of the examination submit to the Registrar a written request for a Special Examination. This request must be accompanied by an explanation of the circumstances that made it impossible for the student to write the regular examination and a medical doctor's report.
2. Special Examinations for non-medical reasons
 - a. A student who wishes to have such a request considered must within 48 hours after the end of the examination, report, or have a representative report, to the Registrar (in writing if possible) the intention to request a Special Examination and within one week after the end of the examination submit to the Registrar a written request for a special examination. This request must be accompanied by an explanation of the circumstances that made it impossible for the student to write the regular examination and any supporting documentation.
 - b. After reviewing the written request and accompanying documentation, the Registrar will consult with the course instructor as to the legitimacy of the request.
 - c. Should the Registrar and the course instructor agree that the student be allowed to write the final examination, the procedures outlined in point 3 of this section shall be followed.
 - d. Should the Registrar and the course instructor agree that the student not be allowed to write the final examination, the Registrar shall communicate that decision to the student in writing, apprising the student of the right to appeal the joint decision.
 - e. A student who wishes to appeal the joint decision of the registrar and the course instructor must do so in writing to the Admissions and Academic Standing Committee (Appeals) through the VPA within seven days of receiving the decision.
 - f. Should the Registrar and the course instructor disagree, the matter shall be referred to the Admissions and Academic Standing Committee (Appeals).
 - g. Where the student is appealing the joint decision of the Registrar and the course instructor, the Admissions and Academic Standing Committee (Appeals) shall convene

- within a reasonable length of time of the VPA's receipt of the written appeal, based upon the circumstances.
- h. Where the Registrar and the course instructor disagree, the Admissions and Academic Standing Committee (Appeals) shall convene within a reasonable length of time of the meeting between the Registrar and the course instructor, based upon the circumstances.
 - i. The Admissions and Academic Standing Committee (Appeals) shall meet individually with the Registrar, the student, and the course instructor before rendering its decision in camera.
 - j. The decision shall be made by simple majority and it shall be binding.
 - k. The decision shall be communicated in writing to the Registrar, student, and course instructor.
 - l. Should the committee decide to allow the Special Examination, the procedures outlined in point 3 of this section shall be followed.
3. The responsibility for setting and conducting special examinations will lie with schools and departments. Special examinations should be completed as soon as possible and normally (i.e. wherever possible) by the end of the January immediately following for December exemptions and by the end of the May immediately following for April exemptions.

Re-read Procedure

Any request to re-read an examination paper (or its equivalent in a course using an alternative form of assessment) must reach the Registrar within 30 days after release of the final examination results. The request must be accompanied by a fee of \$10 which will be refunded only if the mark is raised. All requests for a re-read will be directed by the Registrar to the director or head concerned for implementation. Re-reads of examinations will be conducted by the head/director of the unit involved and a second faculty member who has expertise in the subject area, after consultation with the original instructor. In the event that the head/director is the instructor, the dean will designate a replacement to conduct the re-read.

Re-reads may be requested in any or all courses in which a student is registered without reference to class standing or the final grade assigned. A re-read of a mid-year examination will be granted only after consultation with the head of the department or director of the school concerned. A student who requests a re-read in a course forfeits the grade originally assigned.

Students have the right to review a written examination paper in the presence of the instructor.

Academic residency requirements

Students may transfer to Acadia from other accredited universities up to the first 60h required for a 120h degree program. Students also may transfer from elsewhere 6h of the last 60h required for their intended degree.

Credit for courses taken elsewhere

Courses taken at other universities

Transfer credit may be given for individual courses taken at other accredited universities or institutions which have transfer credit agreements with Acadia. All courses transferred for credit must be directly applicable to the student's program of study at Acadia University. Transfer courses reduce the total number which must be taken for a degree at Acadia. Transfer credits should be distinguished from advance standing which is placement at a certain level in a specific subject area by a school or department of the University. Credit cannot be given for non-university courses or for knowledge obtained elsewhere, however valuable it may be. Advance standing may be given for such knowledge, however. Credit is not given for courses taken elsewhere while a student is on academic dismissal from Acadia.

Letters of permission

A student enrolled at Acadia University, who wishes to take a course at another university for transfer of credit to Acadia, must obtain approval in writing and in advance for this through the Registrar. If approval is obtained, the Registrar will issue an appropriate letter of permission to the host university that the student wishes to attend. A transcript of the student's record will be sent. A fee is charged for this service. Applicants are reminded that normally the last 60h required for a degree must be taken at Acadia.

Please note: LOP students who are potential graduates must have their exams written and official transcripts sent to the Registrar's office one month prior to Spring or Fall Convocation.

Study abroad and exchange programs

Acadia University recognizes the value of carefully planned study in another country for qualified students interested in such opportunities. Opportunities exist for the direct exchange of students with Dundee University, Swansea University, Queen Margaret (Edinburgh), and Sunderland Polytechnic, University of Plymouth, in the United Kingdom, with the University of Western Sydney in Australia, with Franklin College, East Carolina University and Shenandoah University in the United States, with Groupe ICN, affiliated with the Université de Nancy in France, La Rioja in Spain and Bielefeld University, University of Freiburg in Germany, University of Southern Queensland and Université François Rabelais de Tours (France). Arrangements also exist for exchange with several New England institutions through the Nova Scotia-New England Student Exchange Program (See also departmental entry for Languages and Literatures).

Students with a minimum cumulative grade point average of 3.00, who are in their second year of study at Acadia will be considered for study abroad. Application must be made no later than **January 31**. Forms and information are available from the Registrar.

Upon their return from study abroad, students must present full and official documentation showing courses completed, results obtained, and attendance at classes, to the Registrar for evaluation and award of credit. The fourth year of their program, that is, 30h, must be completed at Acadia subsequent to study abroad.

Application to Graduate

Students must apply to graduate. Application deadlines appear on Page 6 of this calendar for Spring and Fall Convocation. Students are encouraged to complete the application to graduate form on the internet when registering for the fall-winter session. There is a \$25.00 late fee when an application is made after the published deadlines.

Second undergraduate degree requirements

A student holding one undergraduate degree from Acadia University, who wishes to obtain a second undergraduate degree from a different faculty or school, must complete a minimum of 30h subsequent to completing the requirements of the first degree. This minimum 30h must include all specific courses and grade requirements that are different from the first degree and must include a new major. Where the second degree requires a major concentration, at least 12h of the 30h must be in the discipline of that concentration.

Students holding an ordinary undergraduate degree from Acadia University who subsequently complete additional studies that fulfill honours degree requirements, but in less than an additional 30h, cannot be awarded a second degree. Rather, they will be issued a conversion certificate which indicates that they now hold the equivalent of an honours degree.

University Scholar

A candidate for a first bachelor's degree may be granted the designation "University Scholar" provided that the student has received credit for at least 90h taken from Acadia, obtained a CGPA

of at least 3.5 on all Acadia courses, and obtained no mark below B- for any university course taken at Acadia or elsewhere, excluding results from study abroad programs.

Deans' List Scholar

The Deans' List includes those full-time students (or those with 9 hours or more with a Fall or Winter co-op placement) whose average falls in the range of the top 5% of non-graduating students in their degree, by faculty or school (based on those registered in and completed 30h or more in each academic year of undergraduate study).

Academic Probation and Dismissal

Probation

All students registered in more than 15h in the fall/winter session who obtain a sessional grade point average of at least 1.00 and less than 1.50, and who have not already incurred probation, will be placed on academic probation, but are eligible to re-register.

Dismissal

- All students placed on probation and registered in more than 15h in the succeeding fall/winter session who obtain a grade point average less than 1.50 will be placed on dismissal.
- All students registered in more than 15h in the fall/winter session who obtain a sessional grade point average less than 1.00 will be placed on dismissal.
- During the twelve-month period subsequent to incurring dismissal, students may not register for any course offered by Acadia University, nor be able to receive credit for any course taken elsewhere.
- All students who incur academic probation or dismissal will be advised in writing of their academic status, appeal dates, and procedures.

Re-admission following academic dismissal

At the end of this period of academic dismissal, students may apply for re-admission and, if accepted, will be on probation.

Only a student's current academic standing appears on the official record; either Eligible to Register, May Register on Probation, Not Eligible to Register, or Graduated.

Academic Integrity

Academic integrity demands responsible use of the work of other scholars. It is compromised by academic dishonesty such as cheating and plagiarism. A student who is uncertain whether or not a course of action might constitute cheating or plagiarism should seek in advance the advice of the instructor involved.

- Cheating is copying or the use of unauthorized aids or the intentional falsification or invention of information in any academic exercise.
- Plagiarism is the act of presenting the ideas or words of another as one's own. Students are required to acknowledge and document the sources of ideas that they use in their written work.
- Self plagiarism is also a form of plagiarism. It is the presentation of the same work in more than one course without the permission of the instructors involved.
- A student who knowingly helps another to commit an act of academic dishonesty is equally guilty.
- Penalties are levied in relation to the degree of the relevant infraction. They range from requiring the student to re-do the piece of work, through failure on that piece of work, to failure in the course, and to dismissal from the university.

Procedures concerning infractions of academic integrity

- Faculty members, after informing their director/head and contacting the student involved, shall attempt to determine the personal responsibility of the student and impose penalties where appropriate.
- The student can appeal the faculty member's decision to the department director/head and, if still not satisfied, to the dean.
- The student can appeal the dean's decision to the Vice-President Academic who shall inform the student of his/her decision as to the student's personal responsibility and the penalty imposed.
- A student has the right to appeal the decision of the Vice-President Academic to the Senate Committee on Academic Discipline. Students have the right to have legal counsel when appearing before this committee.
- Technology Services and the Vaughan Memorial Library publish policies for the use of university computer facilities, both hardware and software and the use of the university library and its resources. Violation of these policies, or other abuse of university computer facilities, will be dealt with in the same manner as other forms of cheating or as a non-academic offence. For the dedicated purpose of inter-institutional loan and document delivery services, patron records may be stored on a remote database. Some violations may also lead to criminal prosecution. It is the students' responsibility to familiarize themselves with the Technology Services policies.

Procedures on complaints in other academic matters

The complainant should first attempt to resolve the matter with the instructor. If it cannot be so resolved, the complaint, preferably in writing, must be presented to the appropriate head of department or director of the school who will conduct an investigation and attempt a resolution. If the matter cannot be settled by the head/director, it shall be referred to the appropriate dean of faculty. Any complainant may at any time have the assistance of the Vice-President Academic of the Acadia Students' Union.

Discipline

The authority for Acadia University's judicial system derives from the power granted to the Board of Governors by the Province of Nova Scotia under the University's Act of Incorporation in 1891. These powers are exercised on behalf of the Board of Governors by the Senior Director Student Affairs. The system itself is fundamentally informal, and the Judicial Board is staffed by students, faculty, members of the University's administration and Acadia Students' Union, none of whom are trained legal experts. Nevertheless, care has been taken to build into it the elements of natural justice, while at the same time, providing for the relatively speedy resolution of complaints. To this end, specific time limitations and procedures have been established, the option of a pre-hearing settlement rather than going to a full hearing exists, and provision is made for appeals of decisions rendered by the Judicial Board. All sanctions are imposed either by the Student Development Coordinator, through a pre-hearing settlement, or by the Judicial Board after it has conducted a full hearing.

- Sanctions imposed will, as closely as possible; reflect the logical consequences of the student's misbehaviour. Although punitive measures may be taken, efforts will also be made to provide for sanctions which will be educative and developmental in nature.
- Students who are subject to charges placed through the RCMP may also be subject to a hearing under the University's judicial system. As well, the University reserves the right to impose sanctions.
- This statement of judicial policies and procedures does not limit the freedom of the University to press criminal charges in cases where this is deemed to be the most appropriate course of action.
- The University reserves the right to refuse application for residence accommodation, to cancel residence privileges during the year, and to reassign students to other rooms for reasons it deems appropriate.

- Not all matters have been delegated to the judicial system. Unless specifically referred to in this policy statement, matters or issues are not covered by such systems. However, the Board of Governors and the Senior Director Student Affairs have the authority to deal with any matter in a manner that is outside the limits and procedures of the student judicial system when they deem it appropriate or necessary to do so.

Judicial policies are described in considerable detail in the ASU student handbook. Material on student discipline found in the university's calendar, the ASU handbook and other University Department handbooks all constitute part of the formal contract between the University and the student. The official university judicial policy document is found on the university website under Student Life. A copy of this document can also be obtained from the Campus Programs Department. For more information call (902) 585-1308.

Release of Information about Students

1. Disclosure to students of their own records
 - a. Students have the right to inspect their academic record, except for information that is evaluative or opinion material compiled solely for the purpose of admission to an academic program, and to challenge contents, which they believe to be inaccurate. An employee of the Registrar's Office will be present during such an inspection.
 - b. Students will, on submission of a signed request and payment of the current fee, have the right to receive transcripts of their own academic record. These transcripts will be marked "Issued to Student." Such right will not apply to students in debt to the university but they will still have the right to inspect and review their records.
 - c. No partial transcripts of records will be issued.
2. Disclosure to faculty, administrative officers, and committees of the university

Information on students may be disclosed without the consent of the student to university officials or committees deemed to have a legitimate educational interest.
3. Disclosure to third parties
 - a. The following information is considered public information and may be released without restriction, unless the student has requested that it be kept confidential: name; period of registration; program of studies; certificates, diplomas, degrees awarded.
 - b. Voting lists will be supplied to the ASU in order to conduct elections.
 - c. Information will be released without student consent to persons in compliance with a judicial order or subpoena or as required by federal or provincial legislation.
 - d. Necessary information may be released without student consent in an emergency, if the knowledge of that information is required to protect the health or safety of the student or other persons. Such requests should be directed to the Registrar.
 - e. Other than in the above situations, information on students will be released to third parties only at the written request of the student, or where the student has signed an agreement with a third party, one of the conditions of which is access to their record (e.g. in financial aid).
 - f. Upon graduation, some personal information will be entered into the alumni database and becomes subject to their privacy policies. The information will be used to notify graduates of university programs and activities, including fundraising and to communicate concerning alumni initiatives, including products or services to alumni. If graduates prefer not to receive such information, they should contact the alumni office on campus in person, by telephone or by email at alumni.office@acadiau.ca

This policy is in accordance with the Nova Scotia Freedom of Information and Protection of Privacy Regulations.