



# Guide to University and Academic Policies

for Undergraduate Students in the  
Faculty of Agriculture



**DALHOUSIE  
UNIVERSITY**

*Inspiring Minds*



# INTRODUCTION

Welcome to your 2013/14 academic year at Dalhousie University. This publication is your guide to important university and academic regulations and policies. Please refer to it to assist you with various academic processes which may apply to you, and to answer questions you have about university policies. It is also strongly recommended that you review and become familiar with the 2013/14 Academic Calendar, which contains all university and academic regulations, information about important dates, resources and services, fees, awards and admission requirements.

***[www.dal.ca/academiccalendar](http://www.dal.ca/academiccalendar)***

To further support your academic journey, the Enrolment Services Centre is available to provide guidance and advice on all university and academic regulations. It is the Truro Campus satellite office of the Registrar's Office. The Enrolment Services Centre maintains your personal and academic records at the University, offers a range of essential services and support, and can answer your questions in relation to being a student at Dalhousie University.

Enrolment Services Centre staff can assist you with:

**Information about:**

Academic Calendar

Dal Cards

Academic Timetable

Admissions

Convocation

Exams

Important Dates

Money Matters

Replacement Parchment

Transfer Credits

**How to:**

Add/drop courses

Appeal a grade/regulation

Change degree programs

Check your degree requirements

Confirm your enrolment

Declare a major

Register for courses

Request a letter of permission

Request a transcript

Study at another university

**Contact Information:**

Cox Institute, Room 100, 21 Cox Road, PO Box 550, Truro, NS B2N 5E3

Telephone: 1 (888) 700-6722

Email: [registrar.dalac@dal.ca](mailto:registrar.dalac@dal.ca)

URL: [www.dal.ca/registrar-dac](http://www.dal.ca/registrar-dac)

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## CONTACT INFORMATION

### **Agricultural Campus**

Enrolment Services Centre  
Cox Institute, Room 100, 21 Cox Road  
Truro, NS B2N 5E3

Phone: 902 893-6722  
Toll Free: 1 888 700-6722  
Fax: 902 895-5529

### **Studley Campus**

Main Registrar's Office  
Room 130, 6299 South Street  
Henry Hicks Academic Administration Building  
PO Box 15000  
Halifax, NS B3H 4R2

Phone: 902 494-2450  
Toll Free: 1 866 729-4400  
Fax: 902 494-1630

### **Sexton Campus**

Student Service Centre  
1360 Barrington Street, Building B

Phone: 902 494-2450  
Toll Free: 1 866 729-4400  
Fax: 902 494-1630

## **Enrolment Services Centre**

### **General Inquiries**

[registrar.dalac@dal.ca](mailto:registrar.dalac@dal.ca)

Sandra Murphy  
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## **Admissions, Degree Audit, Transfer Credit**

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## **Bursaries, Student Aid, Scholarships, Convocation Awards, Registration**

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## **Campus Tours**

campustours.dalac@dal.ca

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## UNDERGRADUATE ACADEMIC DATES 2013/2014

Duration of Courses	Last day to Register	Last Day to Cancel and Add Courses for Registered Students	Last Day to Drop Without "W". Last Day to Change from Audit to Credit and Vice Versa	Last Day to Drop with "W"
<b>Fall Term 2013</b>				
Sept 5/13 – Apr 7/14	Sept 5/13	Sept 20/13	Nov 4/13	Feb 3/14
Sept 5 – Dec 3/13	Sept 5/13	Sept 20/13	Oct 7/13	Nov 4/13
<b>Winter Term 2014</b>				
Jan 6 – Apr 7/14	Jan 6/14	Jan 17/14	Feb 3/14	Mar 10/14
Jan 6 – Mar 14/14	Jan 6/14	Jan 17/14	Jan 27/14	Feb 14/14
<b>Summer Term 2014</b>				
May 5 – Aug 1/14	May 5/14	May 12/14	May 30/14	June 27/14
May 5 – June 20/14	May 5/14	May 12/14	May 21/14	June 6/14
May 5 – May 28/14	May 5/14	May 12/14	May 14/14	May 21/14
May 29 – Aug 22/14	May 29/14	June 19/14	July 10/14	July 31/14
June 2 – June 20/14	June 2/14	June 6/14	June 12/14	June 16/14
July 2 – Aug 20/14	July 2/14	July 11/14	July 24/14	Aug 5/14
July 2 – July 25/14	July 2/14	July 7/14	July 11/14	July 17/14
July 29 – Aug 21/14	July 25/14	July 31/14	Aug 7/14	Aug 14/14



## ***Other Academic Dates 2013/2014***

September 2013	2	Labour Day – University closed
	5	Courses begin, fall term and last day to register
October 2013	1	December exam schedule posted
	7-9	Fall Convocations
	14	Thanksgiving Day – University closed
November 2013	11	Remembrance Day – University closed
	12	Study Day (except students in a co-op clinical or internship)
	15	Last day to apply for admission to winter term
December 2013	2	Last day to apply to graduate in May
	3	Courses end, fall term
	5-16	Examination period
	9	Summer timetable available - Dal Online
January 2014	1	New Year's Day – University closed
	6	Courses begin, winter term
	29	April exam schedule posted
February 2014	17-21	Study break begins
April 2014	7	Courses end, regular session
	9-26	Examination period
	18	Good Friday – University closed
	21	Easter Monday *
May 2014	9	Convocation – Faculty of Agriculture
	19	Victoria Day – University closed
July 2014	1	Canada Day – University closed
	2	Last day to apply to graduate in October
August 2014	4	Halifax/Dartmouth Natal Day – University closed

\* for some students and employees

# DAL ONLINE

## Student Information System

As a Faculty of Agriculture student, you now have your online Dalhousie student profile through Dal Online. You are able to register for courses, access student services and manage your personal information by using Dal Online's **Web for Students**.

[www.dalonline.dal.ca](http://www.dalonline.dal.ca)

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**DAL ONLINE**

**User Login**

Please enter your NetID and password, then click Login. When you are finished, please Exit and close your browser to protect your  
Don't know your NetID? Forgot your password? Visit the [NetID & Password Assistant](#).

NetID:

Password:

[Login](#) | [Click Here for Help with Login?](#)

RELEASE: 8.5.1

**Web for Students** allows you to...

- manage your personal information - update mailing and email addresses
- access the Academic Timetable to prepare your course schedule and registration
- register for courses, audit courses, withdraw from courses and declare your major
- access your student record and final grades
- view any holds on your account
- access your student account balance
- print a confirmation of enrolment
- access the Degree Audit Reporting System (DARS)
- request transcripts

# MOODLE

Students will continue to use Moodle for courses offered by the Faculty of Agriculture for the next year. Moodle will eventually be migrated to Dalhousie's learning management system, Blackboard Learn (BbLearn). Faculty and students will have all their tools and complimentary applications, including the SafeAssign anti-plagiarism software in BbLearn.

Instructions on how to access your Moodle account for the 2013/14 academic year can be found at <https://moodle.dal.ca>. Please visit this site to find out how to login for the first time and to activate your account.

<https://moodle.dal.ca>

DAL-AC > Login to the site

**Returning to this web site?**

Login here using your username and password  
(Cookies must be enabled in your browser)

Username

Password

Some courses may allow guest access

Forgotten your username or password?

**Is this your first time here?**

**Please note:**

If you are a **registered degree/technical student** your account is initially set up as follows:

username: your Dalhousie NetID  
password: your birthdate in the format mmddyy

If you are a **non-credit student** (e.g. a Master Gardener), your account is initially set up as follows:

username: a combination of your last name and initial - this was sent to you with your acceptance letter  
password: your birthdate in the format mmddyy

Getting Started   Participating in a course   Facilitating a course   Designing a course

## COURSE OFFERINGS

### ***Advising***

You are encouraged to seek advice about your academic program from the appropriate department in the Faculty of Agriculture.

Academic Advisors in your department can help you with specific course requirements.

[www.dal.ca/advising](http://www.dal.ca/advising)



### ***Faculty of Agriculture Academic Advisors by Department:***

#### **Business and Social Sciences**

Diane Dunlop (FAFU) 893-6307 [diane.dunlop@dal.ca](mailto:diane.dunlop@dal.ca)  
*Agricultural Business*  
*Agricultural Economics*  
*CULS Exchange Program*

Steven Russell 893-6703 [stevenrussell@dal.ca](mailto:stevenrussell@dal.ca)  
*International Food Business*

## **Engineering**

Peter Havard (FAFU)	893-6713	phavard@dal.ca
Gordon Price <i>Applied Science</i>	896-2461	gprice@dal.ca
Tri Nguyen Quang	893-6711	tri.nguyen-Quang@dal.ca
Ilhami Yildiz	893-3055	iyildiz@dal.ca

## **Environmental Sciences**

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Carol Goodwin <i>Environmental Landscape Horticulture Managed Landscapes (Diploma)</i>	893-6673	carol.goodwin@dal.ca

## **Plant and Animal Sciences**

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Claude Caldwell (FAFU) <i>Plant Science</i>	893-6680	claudc.caldwell@dal.ca
Carolyn Crewe (Diploma) <i>Business Management – Equine Specialty Enterprise Management – Equine</i>	893-6698	c.crewe@dal.ca
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Nigel Firth <i>Animal Science</i>	893-6645	nfirth@dal.ca
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Kirsti Rouvinen-Watt <i>Pre-veterinary</i>	893-6646	kirsti.rouvinen-watt@dal.ca
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Chastity Spears (Diploma) <i>Veterinary Technology</i>	893-8146	cspears@dal.ca
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Tarjei Tennessen <i>Animal Science Pre-veterinary</i>	893-6652	tarjei.tennessen@dal.ca

**No Program or Open/Undeclared**

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Keltie Jones	893-6019	keltie.jones@dal.ca

## ***Degree Audit Tool***

You have access to your degree audit tool through Dal Online and this gives you a personalized and current snapshot of where you stand in meeting your degree requirements. It is used to determine your progress towards completing your degree requirements, it lists your complete and/or incomplete requirements, and in the case of an incomplete requirement, the courses required to fulfill the requirement are listed so you can add them to your Degree Audit course cart to help plan future course selections.

Students who started academic work prior to September 2013 will notice that previous work is not included in the degree audit. This tool can still be valuable to determine future credit requirements in upper years.

To begin a degree audit:

- login to Dal Online
- under Web for Students, click on Degree Audit Reporting System and follow the links (you can also find step-by-step instructions in Dal Online Help)
- if you want help interpreting your degree audit report, contact an Academic Advisor
- once you know your degree status, you are ready to choose your courses

Please visit the Advising website for more information or contact Brian Crouse (Academic Advisor and First Year Coordinator) at 902 893-6729 or [bcrouse@dal.ca](mailto:bcrouse@dal.ca).

**[www.dal.ca/advising](http://www.dal.ca/advising)**

## ***Auditing a Course***

As an auditing student, you are permitted to attend courses but are not expected to prepare assignments, write papers, tests or examinations. You will not receive credit for the course, but it will appear on your transcript with the notation "AUD".

To audit a course, you might be interested in the subject but do not have the time to do all of the work, or you might find a course that will benefit you in your job. Also, having an audited course on your transcript demonstrates a high degree of interest and commitment to studies.

If you are not already a student you will need to apply to Dalhousie before you can register. Undergraduate students may register to audit courses by using Dal Online between the first day of class and the end of the class change period.

You can change a course from audit to credit or credit to audit, but you need to do so before the last day to drop courses without a "W." To make the change, get in touch with the Enrolment Services Centre.

## ***Workload***

A regular course load for students registered in degree programs is 15 credit hours (five courses) per semester. A regular course load for students registered in a technology program is 10 – 12 credit hours (five to six courses) per semester, depending on the program.

If you wish to increase your workload to six courses per semester (degree) or seven courses per semester (technology) and have a GPA greater than 3.00, you should contact the Enrolment Services Centre. If you have a GPA of less than 3.00 you will need the permission of the faculty advisor and the Assistant Dean, Students.

**[www.dal.ca/maxworkload](http://www.dal.ca/maxworkload)**

## ***Taking Courses at Another University***

If you wish to take a course for credit towards your Dalhousie program at another institution while registered at Dalhousie, you must obtain approval in advance from the department and the Enrolment Services Centre, by submitting the Letter of Permission form.

**[www.dal.ca/lop](http://www.dal.ca/lop)**

You will be eligible to study at another institution provided you meet the following criteria:

- you are in good academic standing (students who have been academically dismissed or are on probation are not eligible)
- you have not exceeded the allowable number of transfer credits
- the course you wish to take at the other institution is acceptable for transfer to Dalhousie
- your workload will not exceed Dalhousie's limitations
- the course you wish to take is not offered at Dalhousie in the term in which you wish to take it, or you have a scheduling conflict, the course is full, or you are living outside the local area
- you will need to apply for admission to the other institution and if it is a Halifax institution, the application fee is waived

Courses taken on letter of permission from other universities will appear on your Dalhousie academic record. If it was taken at a Canadian University the grade achieved will appear on your record and will be factored into your GPA. If it was taken at an institution outside of Canada it will be recorded as PASS/FAIL.



## ***Transfer Credits***

You can transfer up to half of the required courses towards an undergraduate degree or diploma from another institution. If you have studied at a university or college that is recognized by Dalhousie, you may receive credit for course work already completed. You can view university and college work that has been assessed for transfer credit in the past on our Transfer Credit Equivalencies Table.

**[www.dal.ca/transfercredits](http://www.dal.ca/transfercredits)**

To receive credit you need:

- to have paid the \$200 admission deposit
- a final grade of 'C' or higher
- a course that is equivalent to one offered at Dalhousie
- a course that applies to your program of study
- to have completed the course within the time period to transfer to Dalhousie

## ***Changing Programs***

Dalhousie's degree programs have different entrance and degree requirements. If you would like to explore a program change, meet with an Academic Advisor to discuss your options. An advisor can help:

- explore whether a change is right for you
- review the entrance requirements for other degrees
- decide if this change is realistic
- estimate your remaining requirements (transfer credits)
- explore other options

If you decide to change your program, you need to submit a new undergraduate application form and pay the applicable fee.



## COURSE REGISTRATION

You are considered registered once you have selected your courses through Dal Online. Your registration in a course is your commitment to attend and abide by the regulations. Please note that there are financial implications to registering for courses.

### ***Add/Drop Courses***

You can add and drop courses using Dal Online. The last day to add fall term courses is September 20, 2013. Winter term courses can be added until January 17, 2014. After these dates, you must obtain permission from the instructor. If permission is granted, the instructor must sign a **Course Add/Drop Form** which you will then submit to the Enrolment Services Centre. Changes submitted on forms are effective the date they are received in the Enrolment Services Centre.

[www.dal.ca/addclass](http://www.dal.ca/addclass)

### ***Maximum Enrolment***

Due to restrictions on some courses, you may occasionally need to get approval from the instructor before you can register for a course because it is full. You should contact the instructor for a course override.



## ***Withdrawing from Courses***

You may withdraw from courses using Dal Online or by submitting a written notification to the Enrolment Services Centre. If you do not officially withdraw from a course, you are considered registered and are responsible for the associated fees. Non-attendance does not constitute withdrawal. Please refer to the academic dates section of this guide for withdraw deadlines.

## ***Waitlists***

Departments may establish waitlists for courses and are responsible for giving permission to students who are eligible to be admitted to the course.

If you are on a course waitlist and are given permission to register for that course, you will be notified that you have three days to register. You will be required to remove your name off the waitlist and register for the course using Dal Online.

## ***Repeat Courses***

Only the highest grade a student has achieved in a course will be included in the grade point average (GPA) calculation.

All attempts at a course and the grades achieved remain on the transcript. Each instance of a repeated course will have one of the following statuses to indicate how it is being considered in the GPA:

Repeat I – Repeated course included in GPA

Repeat E – Repeated course excluded from GPA

Courses that are cross listed at the same level of study or otherwise deemed equivalent are considered repeat courses under this regulation.

## ***Accommodation Policy for Students***

Dalhousie University recognizes the diversity of its students and is committed to providing a learning environment and community in which students are able to participate without discrimination. The university is committed to facilitating your access to the University's academic programs, activities, facilities and services.

The university's Advising and Access Services Centre provides guidance and expertise for student accessibility and accommodation. To review the Accommodation Policy for Students, please refer to the University Regulations of the Academic Calendar.

**[www.dal.ca/access](http://www.dal.ca/access)**

# EXAMINATIONS AND TESTS

## ***Official Examination Periods 2013-2014***

### **Exam Period**

December 5 – 16, 2013

April 9 – 26, 2014

### **Date the Schedule is Posted**

October 1, 2013

January 29, 2014

Most Faculty of Agriculture exams will be held within the first week and a half of the official exam period. Please review the detailed schedule when it is posted.

[www.dal.ca/exams](http://www.dal.ca/exams)

## ***Requests for an Alternate Final Examination Time***

If you are ill (medical certificate required) or have extenuating circumstances (outside of your control) which require you to request an alternate time for a final examination, your request will be considered and granted only in exceptional circumstances. Elective arrangements (such as travel plans) are not considered acceptable grounds for granting an alternative examination time.

The decision whether to grant your request for an alternative examination time rests with the instructor of the course, as does the responsibility for making the alternative arrangements. This policy may also be applied at the discretion of the instructor to tests and examinations other than final examinations. The request must be made before the official examination period begins and requests will not be considered after the date of your exam.

The University on occasion may be required to make changes to the examination schedule. If Senate approves an exceptional examination arrangement, a special effort will be made to accommodate difficulties the changes may cause you.

## ***Religious Holidays and the Examination Schedule***

The University acknowledges that, due to the pluralistic nature of the University community, some of you may, on religious grounds, require alternative times to write examinations and tests. If so, you should contact the Special Cohort Coordinator at 896-2463.

## ***Policy on Submission of Student Papers***

Process to be followed by professors and students:

- Professors may require your paper to be submitted in both written and electronic form (an email attachment).
- Professors may use third party originality software which does not preclude an instructor using alternate means to identify potential plagiarism. These results may be used as evidence in disciplinary action taken by Senate.
- Professors will inform you in the class syllabus (print and oral) that your written work may be submitted to a text matching software service.
- You are free to choose an alternate method of checking for plagiarism within the first two weeks of courses starting, without your grade being negatively affected.
- Professors must provide you with at least two alternatives to originality checking software including submitting copies of multiple drafts, demonstrating development of work, submitting an annotated bibliography, submitting photocopies of sources, and other possible alternatives.



# GRADES

## ***Posting Grades***

All final grades are entered by instructors which you can access through Dal Online.

If you have questions about final grades you are encouraged to discuss them first with the course instructor.

If your concerns cannot be resolved by the professor and a final course grade has been submitted to the Registrar, you should make a written request to the Registrar (there is a \$50 fee per course) to have your grade reassessed. The request must identify the grounds for the request and the specific component which you would like to have reassessed. The request can be submitted to the Enrolment Services Centre.

Such requests must be made by the following deadlines:

Fall term courses	March 1, 2014
Winter and Full Year courses	July 1, 2014
May – June courses	September 1, 2014
May – August courses	November 1, 2014
July – August courses	November 1, 2014

You will be notified of the outcome of the reassessment. If the reassessment results in the assignment of a grade that is different (higher or lower) from the original one, the new grade will replace the original one and the fee will be refunded.

[www.dalonline.dal.ca](http://www.dalonline.dal.ca)

## ***Grade Scale***

Dalhousie uses defined letter grades with associated GPA values and written definitions. In an attempt to bring consistency to the university's grading practices, common percentage equivalencies have been proposed. The following percentage scale has not, as of the time of printing, been approved by Senate. However, it can be used as a guideline until formal approval.

## GRADES:

Grade	Percentage	Grade Point Value	Definition	
A+	90-100	4.30	Excellent	Considerable evidence of original thinking; demonstrated outstanding capacity to analyze and synthesize; outstanding grasp of subject matter; evidence of extensive knowledge base.
A	85-89	4.00		
A-	80-84	3.70		
B+	77-79	3.30	Good	Evidence of grasp of subject matter, some evidence of critical capacity and analytical ability; reasonable understanding of relevant issues; evidence of familiarity with the literature.
B	73-76	3.00		
B-	70-72	2.70		
C+	65-69	2.30	Satisfactory	Evidence of some understanding of the subject matter; ability to develop solutions to simple problems; benefitting from his/her university experience.
C	60-64	2.00		
C-	55-59	1.70		
D	50-54	1.00	Marginal Pass	Evidence of minimally acceptable familiarity with subject matter, critical and analytical skills (except in programs where a minimum grade of 'C' is required).
FM		0.00	Marginal Failure	Available only for Engineering, Health Professions and Commerce.
F	0-49	0.00	Inadequate	Insufficient evidence of understanding of the subject matter; weakness in critical and analytical skills; limited or irrelevant use of the literature.
INC		0.00	Incomplete	
W		Neutral and no credit obtained	Withdrew after deadline	
ILL		Neutral and no credit obtained	Compassionate reasons, illness	
P		Neutral	Pass	
TR		Neutral	Transfer credit on admission	
Pending		Neutral	Grade not reported	

## ACADEMIC STANDING

Academic standing is a measure of achievement in your studies. It determines whether you can continue your studies at Dalhousie and affects whether or not you can graduate.

It is first assessed after you attempt 24 credit hours (degree) and 16 credit hours (technology) and is normally assessed at the end of each term.

There are three types of academic standing.

### ***Good Standing***

If you meet the required GPA of 2.00, you are considered to be in good academic standing. You need to be in good standing in order to graduate.

### ***Probation***

If you have a cumulative GPA of less than 2.00 and greater than or equal to 1.70, you will be placed on academic probation. This is a warning to you that your academic performance is unsatisfactory. If you are placed on academic probation, you will be dismissed from your program unless your performance improves by the end of the next term. Being placed on academic probation is serious, and you should meet with the assistant dean of your faculty, or an academic advisor to discuss how you can improve your academic performance.

### ***Academic Dismissal***

This is the required withdrawal from a program due to unsatisfactory academic performance. If you have a cumulative GPA of less than 1.70, you will be automatically dismissed for a twelve month period. This means you will not be allowed to register for courses, and will need to reapply to the university after twelve months, in order to return to your academic studies. As well, you must be in good standing to take a course at another institution for credit at Dalhousie, therefore a Letter of Permission will not be granted if you are on probation or have been academically dismissed.

If you are concerned about your grades or your standing, please meet with an academic advisor or the Assistant Dean, Students for help in assessing your situation.



## ***Dean's List***

If you are a full-time student, you will be assessed for eligibility for the Dean's List at the end of each academic term. If you take a minimum of nine credit hours in a term and achieve a term GPA of 3.70, you will be placed on the Dean's List.

If you are a part-time student, you will be considered once at the end of each academic year. This means that you have taken at least nine credit hours during the academic year but less than nine credit hours in any one term in the academic year. You must achieve a GPA of 3.70 in every term of the academic year.

## ***Graduation with Distinction***

A cumulative GPA of at least 3.70 is required to graduate with distinction. All courses taken while at Dalhousie, including courses taken on letter of permission, repeated courses and courses for which non-passing grades were obtained, are taken into account to determine if you will graduate with distinction. If so, your transcript will have the notation "Distinction" on it.



## STUDENT CODE OF CONDUCT

Dalhousie University is a community of faculty, staff and students, involved in teaching, research, learning and other activities. As a Dalhousie student, you are a member of the university while you are registered in an academic program and are subject to the disciplinary authority of the university during that time.

Please review the full Student Code of Conduct in the University Regulations section of the Academic Calendar, which outlines how it is applied and the types of offences and procedures that are involved.

[www.dal.ca/academiccalendar](http://www.dal.ca/academiccalendar)



## ACADEMIC FORGIVENESS POLICY

Dalhousie recognizes that some students will experience academic difficulties and then return to studies and perform very well. The Academic Forgiveness Policy allows the cumulative GPA to be reset for students in this situation. To apply for academic forgiveness you must:

- be enrolled in an undergraduate or technical level program
- have had an absence from study for at least three years
- have returned and completed at least one full year of study with a GPA of at least 2.00.

To request academic forgiveness, you must submit a letter to the Enrolment Services Centre, addressed to the Registrar outlining your request. Details of the Academic Forgiveness Policy can be found in the Academic Calendar.

**[www.dal.ca/academiccalendar](http://www.dal.ca/academiccalendar)**

## ACADEMIC INTEGRITY

The full Intellectual Honesty Policy can be found in the Academic Calendar on page 23.

Dalhousie places a large importance in the academic values of honesty, trust, respect, fairness and responsibility. Failure to meet the University's standards with respect to these values can result in an academic offence. The length of time a student has attended university, the presence of a dishonest intent and other circumstances may all be relevant to the seriousness with which the matter is viewed.

Violations of intellectual honesty are offenses to the entire academic community, not just to the individual faculty member and students in whose course an offence occurs.

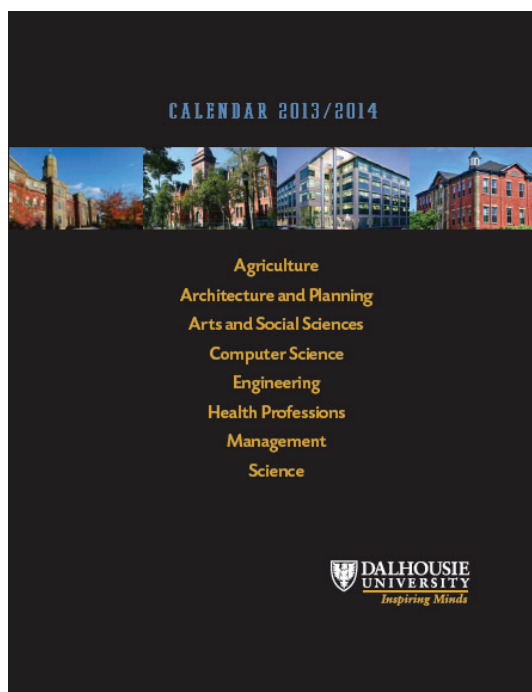
Types of academic offences include:

- plagiarism
- irregularities in the presentation of data from an experiment
- writing an examination or test for someone else
- attempting to obtain or accepting assistance from any other person during an examination or test
- having material that is not specifically approved by the instructor during a test or exam
- obtaining a copy of an examination or test, topic for an essay or paper or other work
- submitting any work for academic credit when you are not the sole author or creator
- submitting any work that has been previously accepted for academic credit in any other course in any degree, diploma or certificate program including repeated courses
- aiding another in an academic offence
- misrepresentation

These are examples of academic offences and should be used only as a guide since it is not possible to cover all situations that may be considered by the Senate Discipline Committee.

If you witness an academic offence or have been accused of an academic offence, you should contact the Academic Integrity Officer for your faculty. The Academic Integrity Officer for the Faculty of Agriculture is the Assistant Dean, Students.

[www.dal.ca/academicintegrity](http://www.dal.ca/academicintegrity)



# WAIVER OF REGULATIONS

## ***Undergraduate***

Students can make a request for a waiver of an academic or faculty regulation in writing to the Assistant Dean, Students. Forms to be used for this purpose are available on the web at [www.dal.ca/appeals](http://www.dal.ca/appeals) or at the Enrolment Services Centre.

In some situations you may find that one of the Faculty of Agriculture regulations has created undue hardship to your academic progress due to your personal situation. In these cases you can request a waiver of the regulation which needs to be approved by the Assistant Dean, Students and the Registrar. A **Waiver of an Academic Regulation form** should be completed outlining the reason for your request and submitted to the Assistant Dean, Students.

Any student who started their program prior to September 2013 who feels they would be better served under the former NSAC regulations can make this request by completing a **Waiver of an Academic Regulation form**.

[www.dal.ca/appeals](http://www.dal.ca/appeals)

# FINANCIAL ASSISTANCE

## ***Scholarships, Bursaries, Awards and Student Loans***

### **Entrance Scholarships**

There are many scholarship and awards open to current students. You will need to complete the scholarship application available through Dal Online to be considered.

### **Federal and Provincial Student Loans**

Regulations on eligibility for student loans vary by province, and federal regulations may differ from provincial regulations.

**[www.dal.ca/moneymatters](http://www.dal.ca/moneymatters)**

## DEFINITIONS

### **Academic Dismissal**

Required withdrawal from a program due to unsatisfactory academic performance (Calendar, Academic Regulations, Section 20, page 37).

### **Academic Terms**

Fall term	September - December
Winter term	January - April
Summer term	May - August
Regular term	September - April

### **Audit Student**

A student permitted to attend classes but not expected to prepare assignments, write papers, tests or examinations. Credit is not given nor is a mark awarded for courses. Courses appear on the transcript with the notation "Aud". If not already admitted to the University, audit students must apply. Students may register to audit a course only after the first day of classes.

### **Co-requisite**

Requirement which can be fulfilled concurrently with the course being considered.

### **Course**

A unit of study in a subject area. Such a course is identified by a course/subject label, number, credit value and title (eg. ENGL 1000.06: Introduction to Literature).

### **CRN (course reference number)**

Each course has a CRN attached to it and it is to be used when registering for courses.

### **Cross-listed Courses**

Courses are cross-listed based upon course content that deals with more than one subject area in a substantive way. The cross-listing recognizes the interdisciplinary nature of the course.



## **Email**

The University will assign all students an official email address. This address will remain in effect while the student remains registered and for one academic term following a student's last registration. This is the only email address that will be used for communication with students regarding all academic and administrative matters. Any redirection of email will be at the student's own risk. Each student is expected to check his/her official email address frequently in order to stay current with Dalhousie communications.

## **Exclusion**

An exclusion is when one course is sufficiently similar to another course that credit will only be given once if both are taken.

## **Full-time Students**

Those registered for 18 credit hours for UG, AC, HP level, 12 credit hours for TC level or more in the regular term, or the equivalent of nine credit hours for UG, AC, HP level, six credit hours for TC level courses or more in the Summer, Fall or Winter term.

## **Good Standing**

Students who meet the required GPA are considered to be in good academic standing (Calendar, Academic Regulations, Section 18, page 37).

## **Grade Point Average (GPA)**

- weighted sum of the grade points earned, divided by the number of credit hours enrolled
- term GPA - courses taken in a single term
- cumulative GPA - all courses taken while registered in a level of study
- in the case of a course that has been repeated, only the highest grade is included

## **Internship, Fieldwork, Clinical Practice, Externship, Practicum, Clerkship**

These terms are used in programs to describe practical professional educational experiences that are conducted in a non-university setting such as a health or social service agency.

## **Letter of Permission**

A Letter of Permission authorizes a Dalhousie student to take a course(s) at another institution for credit towards a Dalhousie qualification. Such permission must be obtained in advance of taking the course(s).

## **Level of Study**

The following are levels of study:

TC	Technology Diploma (Faculty of Agriculture)
AC	Architecture/Engineering (Years 3 and 4)
HP	Health Professions
UG	Agriculture Arts and Social Sciences Computer Science Engineering (Years 1 and 2) Management Science

## **Part-time Students**

Students registered for fewer than 18 credit hours for UG, AC, HP level, 12 credit hours for TC level or the equivalent of nine credit hours for UG, AC, HP level, six credit hours for TC level courses in the Summer, Fall or Winter term.

## **Prerequisite**

A requirement that must be fulfilled prior to registering in a specific course.

## **Probation**

This is a warning to students that their academic performance is unsatisfactory and that they will be dismissed from their program unless their performance improves by the end of the next term. Please refer to the Calendar, Academic Regulations, Section 19, page 37.

## **Special Students**

Students who are not candidates for a degree or diploma but who wish to take courses that may be allowed for credit. This is not the same as auditing a course. Special students must satisfy normal admission requirements.

## **Transcript**

A transcript is a complete history of a student's academic record at Dalhousie. Partial transcripts, a portion of a student's record pertaining to registration in a particular degree, faculty, or level of study, are not issued.

Students who started their studies prior to September 2013 will have a two part transcript which includes both work completed at the former NSAC and Dalhousie.

## **Transfer Student**

A transfer student is one who is awarded credit towards a Dalhousie degree for academic work completed at a previous university or equivalent institution of higher learning.

## Undergraduates

Students who are candidates for an undergraduate degree or diploma.

## Visiting Student

A person permitted to take courses at Dalhousie for transfer of credit to another university.

## Work Term

Career related work experience required in co-operative education programs. Work terms are usually 13-16 weeks in duration.

## Writing Intensive

Writing intensive courses are those which emphasize the process of writing, frequency of writing assignments, and weighting of those assignments in the class grades. A Writing intensive course is normally taken as a sequel to a writing requirement course, but does not satisfy the writing requirement.

## Course Codes

### Numbers

0010-0099	Pre-university preparation courses
0100-0200	Introductory technology level courses
1000 level	Introductory level courses
2000-4000	Advanced level courses
5000-9000	Graduate level courses (with some exceptions)

### Credit Hours - Examples Only

.06 credit hours = 1 full credit UG, AC, HP level

.03 credit hours = ½ credit UG, AC, HP level

.02 credit hours = ½ credit TC level

### Subject Codes

Four letter codes are used to describe the department offering a particular course as follows:

<b>ACAD</b> Academic	<b>ARBC</b> Arabic
<b>AGRI</b> Agriculture	<b>ARCH</b> Architecture
<b>AGRN</b> Agronomy	<b>ARTC</b> Applied Health Services Research
<b>ANAT</b> Anatomy & Neurobiology	<b>ARTS</b> Art
<b>ANSC</b> Animal Science	<b>ASSC</b> Arts and Social Sciences Interdisciplinary
<b>APSC</b> Applied Science	
<b>AQUA</b> Aquaculture	

<b>BCBD</b>	Community Building and Design	<b>ECMM</b>	Electronic Commerce
<b>BIOA</b>	Biology (Faculty of Agriculture)	<b>ECO A</b>	Economics (Faculty of Agriculture)
<b>BIOC</b>	Biochemistry and Molecular Biology	<b>ECON</b>	Economics
<b>BIOE</b>	Biological Engineering	<b>EDUC</b>	Education
<b>BIOL</b>	Biology	<b>EGLA</b>	English (Faculty of Agriculture)
<b>BIOT</b>	Bioethics	<b>EMSP</b>	Early Modern Studies
<b>BMNG</b>	Biomedical Engineering	<b>ENGI</b>	Engineering
<b>BUSI</b>	Business Administration	<b>ENGL</b>	English
<b>CANA</b>	Canadian Studies	<b>ENGM</b>	Engineering Math
<b>CH&amp;E</b>	Community Health & Epidemiology	<b>ENGN</b>	Engineering (Faculty of Agriculture)
<b>CHEE</b>	Chemical Engineering	<b>ENSL</b>	English Language (CE)
<b>CHEM</b>	Chemistry	<b>ENVA</b>	Environmental Sciences (Faculty of Agriculture)
<b>CHIN</b>	Chinese	<b>ENVE</b>	Environmental Engineering
<b>CHMA</b>	Chemistry (Faculty of Agriculture)	<b>ENVI</b>	Environmental Studies
<b>CIVL</b>	Civil Engineering	<b>ENVS</b>	Environmental Science
<b>CLAS</b>	Classics	<b>ERTH</b>	Earth Sciences
<b>CMMT</b>	Communications	<b>EURO</b>	European Studies
<b>CNLT</b>	Centre for Learning and Teaching	<b>EXTE</b>	Extension Education
<b>COMM</b>	Commerce	<b>FOOD</b>	Food Science (Faculty of Agriculture)
<b>CPST</b>	Complimentary Studies	<b>FOSC</b>	Food Science & Technology
<b>CRWR</b>	Creative Writing	<b>FREN</b>	French
<b>CSCA</b>	Computer Science (Faculty of Agriculture)	<b>FRNA</b>	French (Faculty of Agriculture)
<b>CSCI</b>	Computer Science	<b>GELA</b>	Geology
<b>CTMP</b>	Contemporary Studies	<b>GEOA</b>	Geography (Faculty of Agriculture)
<b>DCYT</b>	Diagnostic Cytology	<b>GEOG</b>	Geography
<b>DEHY</b>	Dental Hygiene	<b>GENE</b>	Genetics
<b>DENQ</b>	Dentistry Qualifying	<b>GERM</b>	German
<b>DENT</b>	Dentistry	<b>GWST</b>	Gender and Women's Studies
<b>DISM</b>	Disability Management	<b>HAHP</b>	Health and Human Performance
<b>DMUT</b>	Diagnostic Medical Ultrasound Technology	<b>HEED</b>	Health Education
<b>ECED</b>	Electrical and Computer Engineering	<b>HESA</b>	Health Administration
		<b>HINF</b>	Health Informatics

<b>HISA</b>	History (Faculty of Agriculture)	<b>MDLT</b>	Medical Lab Technology
<b>HIST</b>	History	<b>MECH</b>	Mechanical Engineering
<b>HLTH</b>	Health Professions	<b>MEDI</b>	Medicine
<b>HORT</b>	Horticulture	<b>MEDS</b>	Medical Science
<b>HPRO</b>	Health Promotion	<b>MGMT</b>	Management
<b>HSCE</b>	Health Sciences Education	<b>MGTA</b>	Management (Faculty of Agriculture)
<b>HSTC</b>	History of Science and Technology	<b>MICI</b>	Microbiology & Immunology
<b>HUCD</b>	Human Communication Disorders	<b>MINE</b>	Mineral Resource Engineering
<b>IAGR</b>	International Development (Faculty of Agriculture)	<b>MTHA</b>	Mathematics (Faculty of Agriculture)
<b>IDIS</b>	Interdisciplinary Studies	<b>MUSC</b>	Music
<b>IENG</b>	Industrial Engineering	<b>NESC</b>	Neuroscience
<b>INFB</b>	International Food Business	<b>NUMT</b>	Nuclear Medicine Technology
<b>INFO</b>	Information Management	<b>NURS</b>	Nursing
<b>INFX</b>	Informatics	<b>NUTR</b>	Nutrition
<b>INTA</b>	Internship (Faculty of Agriculture)	<b>OCCU</b>	Occupational Therapy
<b>INTD</b>	International Development Studies	<b>OCEA</b>	Oceanography
<b>INTE</b>	Interdisciplinary Studies (Graduate)	<b>ORAL</b>	Oral & Maxillofacial Surgery
<b>INWK</b>	Engineering Internetworking	<b>PATH</b>	Pathology
<b>IPHE</b>	Interprofessional Health Professions	<b>PEAS</b>	Process Engineering and Applied Science
<b>ITAL</b>	Italian	<b>PERI</b>	Periodontics
<b>JOUR</b>	Journalism	<b>PETR</b>	Petroleum Engineering
<b>KINE</b>	Kinesiology	<b>PGMD</b>	Post-Graduate Medicine
<b>KING</b>	King's Foundation Year Programme	<b>PGPH</b>	Post-Graduate Pharmacy
<b>LAWS</b>	Law	<b>PHAC</b>	Pharmacology
<b>LEIS</b>	Leisure Studies	<b>PHAR</b>	Pharmacy
<b>MARA</b>	Marine Affairs	<b>PHAS</b>	Pharmaceutical Sciences
<b>MARI</b>	Marine Biology	<b>PHDP</b>	PHD Program
<b>MATH</b>	Mathematics	<b>PHIL</b>	Philosophy
<b>MATL</b>	Materials Engineering	<b>PHLA</b>	Philosophy (Faculty of Agriculture)
<b>MCRA</b>	Microbiology (Faculty of Agriculture)	<b>PHYC</b>	Physics and Atmospheric Science
		<b>PHYL</b>	Physiology
		<b>PHYS</b>	Physics (Faculty of Agriculture)
		<b>PHYT</b>	Physiotherapy

<b>PLAN</b>	Planning	<b>SLWK</b>	Social Work
<b>PLSC</b>	Plant Science	<b>SOCI</b>	Sociology (Faculty of Agriculture)
<b>POLI</b>	Political Science	<b>SOIL</b>	Soils
<b>POLS</b>	Political Science (Faculty of Agriculture)	<b>SOSA</b>	Sociology and Social Anthropology
<b>PORT</b>	Portuguese Studies	<b>SPAN</b>	Spanish
<b>PROS</b>	Prosthodontics	<b>SPEC</b>	Special Topics
<b>PSYC</b>	Psychology (Faculty of Agriculture)	<b>SPNA</b>	Spanish (Faculty of Agriculture)
<b>PSYO</b>	Psychology	<b>STAA</b>	Statistics (Faculty of Agriculture)
<b>PUAD</b>	Public Administration	<b>STAT</b>	Statistics
<b>RADT</b>	Radiological Technology	<b>SUST</b>	Sustainability
<b>REGN</b>	Registration Course - Graduate	<b>THEA</b>	Theatre
<b>RELS</b>	Religious Studies	<b>TYPR</b>	Transition Year Program
<b>RESM</b>	Research Methods/Project Seminars	<b>VISC</b>	Vision Science
<b>RSCH</b>	Research Class for PDF's	<b>VTEC</b>	Veterinary Technology
<b>RSPT</b>	Respiratory Therapy		
<b>RURS</b>	Rural Studies		
<b>RUSN</b>	Russian Studies		
<b>SCIE</b>	Science		







**Registrar's Office**

Room 130, 6299 South Street, Henry Hicks Administration Building  
PO Box 15000, Halifax, Nova Scotia, Canada B3H 4R2

**Dalhousie Agricultural Campus  
Enrolment Services Centre**

Cox Institute, Room 100, 21 Cox Road, Truro NS B2N 5E3