

SCHOOL OF HEALTH AND HUMAN PERFORMANCE

Regulations and Grading Scale 2013/2014

COURSE OUTLINES: Students will be responsible for keeping copies of their course outlines from all courses taken throughout their degree. This is for future use when applying to other institutions that may require an outline of the course you are requesting transfer credit for.

IMPORTANT: It is the sole responsibility of each student to read the following information regarding:

- Bereavement
- Accommodation policy for students
- Procedure regarding students with learning disabilities
- Policy on submission of student papers
- Statement on academic integrity
- Exam dates and regulations
- Course outlines

A more detailed description on **student regulations and procedures regarding academic integrity, intellectual honesty, discipline, and student code of conduct** can be found [here](#).

Bereavement

Who is entitled to bereavement leave?

When an immediate family member dies, the student is entitled to up to seven consecutive calendar days away from the School. **Immediate family** is defined as the student's spouse or common-law partner; the student's father and mother and the spouse or common-law partner of the father or mother; the student's child(ren) and the child(ren) of the student's spouse or common-law partner; the student's grandchild(ren); the student's brothers and sisters; the grandfather and grandmother of the student; the father and mother of the spouse or common-law partner of the student and the spouse or common-law partner of the father or mother; and any relative of the student who resides permanently with him/her or with whom the student permanently resides.

"Common-law partner": means a person who has been cohabiting with an individual in a conjugal relationship for at least one year, or who had been so cohabiting with the individual for at least one year immediately before the individual's death.

Non-family member funeral leave: Students may take one to three days off to attend the funeral of a close, non-family member.

Verification: Students should contact the **Student Services Advisor (SSA), Stairs House, 6230 South Street** (494-3809, htb@dal.ca) as soon as possible to allow him/her to contact necessary course instructors. Students will be required to provide evidence of the death of the family member to the Student Services Administrator. If the leave is to extend beyond 7 consecutive calendar days, the student should once again contact the SSA to determine whether arrangements can be made to miss additional time. The student may also need to consult with individual course instructors on whether or not it is feasible to miss additional time and still be successful in the course(s). In cases where a student will be/has been absent for longer than a week, it may be advisable for the student to consider withdrawing from the term's classes. In this case, the student should discuss his/her options with the SSA.

Responsibilities for missed course work:

Extensions and other accommodations are made at the discretion of the individual instructor. Students will be required to make arrangements with each course instructor to complete missed course work, including tests or exams.

The following are links to the [University Regulations](#)

- [ACCOMMODATION POLICY FOR STUDENTS](#)
- [PROCEDURES REGARDING STUDENTS WITH LEARNING DISABILITIES](#)
- [POLICY ON SUBMISSION OF STUDENT PAPERS](#)

Note: As a student in this class, you are to keep an electronic copy of any paper you submit, and the course instructor may require you to submit that electronic copy on demand.

- **ACADEMIC INTEGRITY**

At Dalhousie University, we are guided in all of our work by the values of academic integrity: honesty, trust, fairness, responsibility and respect (*The Center for Academic Integrity, Duke University, 1999*). As a student, you are required to demonstrate these values in all of the work you do. The University provides policies and procedures that every member of the university community is required to follow to ensure academic integrity.

- **REQUESTS FOR AN ALTERNATIVE FINAL EXAMINATION TIME**

A student requesting an alternative time for a final examination will be granted that request **only in exceptional circumstances**. Such circumstances include illness (with medical certificate) or other mitigating circumstances outside the control of the student. **Elective arrangements (such as travel plans) are not considered acceptable grounds** for granting an alternative examination time. In cases where it is necessary to make changes to examination arrangements late in the term, or Senate has approved exceptional examination arrangements, a special effort will be made to accommodate difficulties the changes may cause for individual students. The decision whether to grant a student's request for an alternative examination time lies with the instructor of the course concerned 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.

- **EXAMS DATES:**

Travel arrangements are NOT to be made during exam periods. Exam schedule will be posted online

Final exams will be kept for ONE SEMESTER beyond the term in which the course is taught. If a student receives an INC or ILL grade, the final exam will be retained by the faculty member for 2 years beyond the term.

Grading scale:

Grades	Numeric Range	GPA	Definition	Criterion Referenced
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; benefiting 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 (except in programs where a minimum grade of "C" is required) familiarity with subject matter, critical and analytical skills.
F	<50	0.00	Inadequate	Insufficient evidence of understanding of the subject matter; weakness in critical and analytical skills, limited or irrelevant use of literature. In cases where a student does not complete the work and no other grade is appropriate, F should be reported.
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