

ACADEMIC INFORMATION

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ACADEMIC INFORMATION

UNDERGRADUATE PROGRAM TABLES

Disciplines	Degree	Honours	Major	Concentration	Minor	Courses	See Pages
Accounting					•	•	110
Anthropology						•	176
Applied Linguistics	B.A.		•	•	•	•	62
Applied Mathematics with Computing Science	B.Sc.		•	•	•	•	74
Art	B.A.		•	•	•	•	95
Aviation	A.A.			•		•	162
Biblical Studies	B.A.	•	•	•	•	•	42
Biology	B.Sc.	•	•	•	•	•	75
Biotechnology	B.Sc.	•	•				77
Business Administration (see note #1)	B.B.A.	•					108
Business Administration	B.A.		•	•	•	•	109
Canadian Studies	B.A.		•	•			44
Career Preparation						•	189
Chemistry	B.Sc.	•	•	•	•	•	81
Chinese						•	191
Christianity & Culture	B.A.		•	•	•	•	47
Communications	B.A.		•	•	•	•	97
Computing Science	B.Sc.		•	•	•	•	83
Co-operative Education						•	199
Economics				•	•	•	110
Education (also see Teacher Education)	B.Ed.						113
Elementary School Physical Education					•	•	124
English	B.A.	•	•	•	•	•	48
Environmental Studies	B.Sc., B.A.		•			•	50, 85

Disciplines	Degree	Honours	Major	Concentration	Minor	Courses	See Pages
European Studies	B.A.		•				52
Fine Arts	B.A.		•			•	101
French				•	•	•	64
General Studies	B.A., B.Sc.		see note #2				53, 89, 101
Geography	B.A.		•	•	•	•	53
Geology						•	217
German						•	64
Greek						•	217
Hebrew						•	217
History	B.A.	•	•	•	•	•	54
Humanities	B.A.		•				56
Human Kinetics (see note #3)	B.H.K.						119
Human Kinetics	B.A.		•	•	•	•	122
Human Services Programs	Cert.					•	57
Information Systems					•	•	89, 110
Inter-Cultural Religious Studies	B.A.		•			•	57
Interdisciplinary Studies						•	230
International Development				•	•	•	111
International Studies	B.A.	•	•				59
Japanese						•	64
Latin						•	232
Leadership	B.A.		•			•	232
Linguistics (Applied)	B.A.		•	•	•	•	62
Mathematics	B.Sc.		•	•	•	•	90

Disciplines	Degree	Honours	Major	Concentration	Minor	Courses	See Pages
Missions (also see Inter-Cultural Religious Studies)					•	•	63
Modern Languages	B.A.		•				63
Music	B.A.		•	•	•	•	101
Natural & Applied Sciences	B.Sc.		•			•	91
Nursing	B.ScN.					•	91
Philosophy	B.A.		•	•	•	•	64
Physics				•	•	•	92
Political Studies	B.A.	•	•	•	•	•	65
Psychology	B.A.	•	•	•	•	•	67
Religious Studies	B.A.		•			•	69
Russian						•	64
Social Sciences	B.A.		•				69
Social Studies				•			70
Sociology	B.A.		•	•	•	•	70
Spanish				•	•	•	64
Sport & Leisure Management	B.A.		•			•	111, 123
Study Skills						•	266
TESL	Cert.					•	62
Teacher Education	B.Ed.			•	•	•	113
Theatre	B.A.		•	•	•	•	104
Worship Studies					•		105

Note #1	The Bachelor of Business Administration has eight specializations: Finance, Financial Planning, Human Resource Management, Leadership and Management, Marketing, Entrepreneurship (Small Business Management), Accounting, and International Business.
Note #2	A B.A. in General Studies requires two minors, at least one of which is not in the Natural or Applied Sciences. A B.Sc. in General Studies requires two minors, each of which is in the Natural or Applied Sciences.
Note #3	The Bachelor of Human Kinetics has five available streams: Kinesiology, Physical Education, Sport and Leisure Management, Athletic Therapy, and Generalist.

GRADUATION REQUIREMENTS FOR UNDERGRADUATE DEGREES

Note: See School of Graduate Studies section for graduate degree requirements.

It is the responsibility of the student to ensure that the courses required for the granting of a degree have been satisfactorily completed. Students are therefore cautioned to make absolutely certain that the number and combination of their courses meet all University and departmental requirements.

NUMBER OF SEMESTER HOURS OF CREDIT

Except where noted in program descriptions in this Calendar, the minimum number of semester hours of university level studies required for undergraduate degrees is:

- Regular B.A., B.B.A., B.H.K., B.Sc., and B.Sc.N. degrees: 122 sem. hrs.
- Honours degrees: 134 sem. hrs.
- Concurrent B.A./B.Ed. or B.Sc./B.Ed. (five-year program): 162 sem. hrs.
- B.Ed. (post-degree): 70 sem. hrs.
- B.A. in General Studies: Students may obtain a B.A. in General Studies by meeting all graduation requirements below and by completing a minimum of two minors, at least one of which is not a Natural or Applied Science. The GPA for the two minors combined must be at least 2.00 and neither minor may have a GPA below 1.70.
- B.Sc. in General Studies: Students may obtain a B.Sc. in General Studies by meeting all graduation requirements below and by completing a minimum of two minors, each of which is a Natural or Applied Science. The GPA for the two minors combined must be at least 2.00 and neither minor may have a GPA below 1.70. Students must also complete NATS 487 and 490 (CMPT 480 or MATH 480 may be substituted for NATS 487).

NUMBER OF SEMESTER HOURS OF UPPER LEVEL CREDIT

Students must complete a minimum of 42 sem. hrs. of courses numbered 300 or above for a regular undergraduate degree, or a minimum of 54 sem. hrs. of such courses for an honours degree.

SPECIALIZATION REQUIREMENTS

Students can complete discipline specializations that are described in detail in department program descriptions.

- A major consists of at least 42 sem. hrs. in one discipline, of which 24 sem. hrs. must be numbered 300 or above.
- A concentration consists of at least 30 sem. hrs. in one discipline, usually with at least 12 sem. hrs. of courses numbered 300 or above.
- A minor consists of at least 24 sem. hrs. in one discipline, usually with at least 12 sem. hrs. of courses numbered 300 or above.

Except where noted in program descriptions in this Calendar, the minimum number of semester hours required for graduation in discipline specializations is:

- For an honours degree, at least 54 sem. hrs.; or
- For a major, at least 42 sem. hrs.; or
- For a degree in general studies, two minors in two different disciplines of at least 24 sem. hrs. each, subject to department regulations for those minors; or
- A multidisciplinary major of at least 60 sem. hrs., involving three disciplines, as specified for such majors elsewhere in this Calendar.

When a student is taking a combination of majors, concentrations, or minors for which the same course is required by, or allowed in, any two of the discipline specializations (excluding ancillary requirements), the student is required to take, in addition, another course from the options allowed to satisfy the semester hour requirements for each specialization (unless the program description in this Calendar indicates otherwise).

GRADE POINT AVERAGE REQUIREMENTS

Some departments, especially those involved with professional programs, set specific minimum grade point requirements. For example, graduation with a B.Ed. requires a minimum cumulative grade point average of 2.70. Such requirements are described in the appropriate section of this Calendar. Where no such stipulations are indicated, the University upholds the following requirements for graduation:

- University minimum cumulative GPA for all courses: 2.00
- Minimum GPA for courses in major: 2.00
- Minimum GPA for courses in minors and concentrations for all students taking an undergraduate degree: 1.70 (unless the program description in this Calendar indicates otherwise)
- Minimum GPA for courses in minors for students taking an undergraduate degree in general studies: 1.70 in each minor; 2.00 for the combined total of the two minors.
- For honours degrees, the minimum cumulative GPA is 2.70, with a minimum cumulative average of 3.00 for all courses in the honours discipline.

CORE REQUIREMENTS

All students must complete 45 sem. hrs. of core requirements (unless transferring to TWU with a minimum of 57 sem. hrs. of initial transfer credit, in which case core requirements are modified. See details below):

- ENGL 103 and 104 (6 sem. hrs.); *compulsory during first year for all new full-time (12 or more sem. hrs.) students for whom English is their native language, or, if WRTG 100 is required at the point of admission to the University, in the next two consecutive semesters following the successful completion of WRTG 100.* Students for whom English is a second language may substitute ENGL 101 for one of ENGL 103 or 104, *with ENGL 101 and 103 or 104 compulsory in the next two semesters following the successful completion of WRTG 101.*
- Fine Arts (3 sem. hrs.). This may be chosen from Art, Theatre, Fine Arts, or Music. It may include three 1 sem. hr. large drama or music ensembles but not small ensembles or music lessons.
- History (3 sem. hrs.).
- Human Kinetics (4 sem. hrs.). This must include HKIN 190 plus two activity courses for most students. HKIN 190 should be taken during the first two years of study. Students taking a Human Kinetics major, concentration, or minor take HKIN 191 instead of HKIN 190. Nursing students take NURS 111 plus one HKIN activity course.
- IDIS 102 (1 sem. hr.) and IDIS 400 or an approved equivalent (3 sem. hrs.). IDIS 102 is *compulsory in first year for all new full-time (12 or more sem. hrs.) students* unless they have a minimum of 42 sem. hrs. of transfer credit upon initial entrance to TWU.
- Natural Sciences (6 sem. hrs.). Students may choose from Biology, Chemistry, Computing Science, Geology, Mathematics, Physics, or certain specified Physical Geography courses. At least 3 sem. hrs. must be a laboratory science (not including Mathematics or Computing Science). Courses fulfilling this laboratory requirement include (but are not limited to) BIOL 113, 114; CHEM 101, 103, 104, 111, 112; GEOG 101, 102; GEOL 109; and PHYS 111, 112.
- Philosophy (3 sem. hrs.).
- Religious Studies (12 sem. hrs.). This must include RELS 101, 102, a biblical content course (RELS course with middle digit 0-5), and a Christianity and Culture or Inter-Cultural Religious Studies course (RELS course with middle digit 6-9, or PHIL 210 or PHIL 310). While PHIL 210 and 310 may be counted toward either the Philosophy or the Christianity and Culture/Inter-Cultural Religious Studies core requirement, the courses cannot be counted toward both requirements. Students may challenge the RELS 101 and 102 courses by writing an exam provided by the chair of the Religious Studies Department. If successful, students substitute RELS 101 and/or 102 with alternative biblical content courses.
- Society and Culture (3 sem. hrs.). This may be chosen from courses in Anthropology, Communications, Economics, Geography (excluding GEOG 101 and 102), Modern Languages, Political Studies, Psychology, or Sociology.
- UNIV 101 (1 sem. hr.). *Compulsory during first year for all new full-time (12 or more sem. hrs.) students with fewer than 27 sem. hrs. of transfer credit upon initial admission to TWU.*

Students may use one cross-listed core requirement course as a “double function” once. For example, they may use FINE 370/PHIL 370 to fulfil both the Fine Arts and the Philosophy core requirements.

Note: While courses can be counted twice to fulfill the core, *they do not count twice for the total number of credits for a degree, for upper level requirements, or for a major, concentration or minor.*

When a core requirement is met as part of another program requirement (e.g. when the Natural Sciences core requirement is met as part of a Biology major), the student is deemed to have met that core requirement without having to take additional courses.

ENGLISH LANGUAGE WRITING COMPETENCY

Students admitted to the University are required to enrol in a Writing course in their first semester of full-time study or upon completing 26 sem. hrs. of part-time study, and in each successive semester until obtaining a passing mark, unless they meet at least one of the criteria outlined in the Undergraduate Admissions section of this Calendar. The Writing courses are designed to help ensure that students have the necessary writing skills to be successful in their academic studies. Students for whom English is their native language enrol in WRTG 100, while ESL students enrol in WRTG 101. Students are required to successfully pass either WRTG 100 or WRTG 101 before enrolling in ENGL 103 or ENGL 101, respectively, and may only enrol in WRTG 100 or WRTG 101 a third time by permission (see the Office of the Registrar).

LIMITATIONS

- Students may count a maximum of 9 sem. hrs. of Applied Music (ensembles and/or private music lessons) toward graduation requirements without having to take Music theory or Music history courses. An additional 6 sem. hrs. may be taken provided they are balanced by an equivalent number of semester hours in Music theory and/or history. These restrictions do not apply to students taking a Music major, concentration, or minor.
- Students may count a maximum of 6 sem. hrs. of Human Kinetics activity courses toward graduation requirements, unless they are taking a minor, concentration, or major in Human Kinetics.
- Students may count a maximum of 25 sem. hrs. of practicum courses toward graduation requirements, unless students are majoring in professionally oriented disciplines (Art, Theatre, Fine Arts, Music, Nursing, Human Kinetics, or Teacher Education).
- Students may count a maximum of 12 sem. hrs. of directed studies courses toward degree requirements.

GRADUATION REQUIREMENTS FOR TRANSFER STUDENTS

Transfer students are classified as first year when they transfer in 1 to 26 sem. hrs. of university level credit; as second year for 27 to 56 sem. hrs.; as third year for 57 sem. hrs. or more. This classification is based on students' transfer credit status at the time of original

admission to TWU, not including Summer sessions courses or courses completed through GLC, and does not include transfer credit for courses taken subsequent to the commencement of courses at TWU. To fulfil core requirements, students may use transfer courses deemed equivalent to TWU ones that count towards the core.

- First and second year students must meet all normal graduation requirements, except that IDIS 102 is waived for students entering TWU with a minimum of 42 sem. hrs. of transfer credit awarded prior to their commencement of TWU studies, and UNIV 101 is waived for students entering TWU with a minimum of 27 sem. hrs.
- All transfer students will be allowed to transfer into their TWU program a maximum of 9 sem. hrs. of upper level course credit towards a major, a maximum of 6 sem. hrs. of upper level credit towards a concentration, and a maximum of 3 sem. hrs. of upper level course credit towards a minor. (Exceptions may be granted by individual departments if recommended by the Faculty or School Dean and approved by the Vice Provost).
- Core requirements (a total of 32 sem. hrs.) for third year transfer students (57 sem. hrs. or more of transfer credit upon entry to TWU):
 - ENGL 103 and 104 (6 sem. hrs.); compulsory during first year for full-time (12 or more sem. hrs.) students for whom English is their native language, or, if WRTG 100 is required at the point of admission to the University, in the next two consecutive semesters following the successful completion of WRTG 100. Students for whom English is a second language may substitute ENGL 101 for one of ENGL 103 or 104, with ENGL 101 and 103 or 104 compulsory in the next two semesters following the successful completion of WRTG 101.
 - Fine Arts (3 sem. hrs.). This may be chosen from Art, Theatre, Fine Arts, or Music. It may include three 1 sem. hr. large drama or music ensembles but not small ensembles or music lessons.
 - Human Kinetics (2 sem. hrs.). Preferably HKIN 190, but it may be two activity courses.
 - IDIS 400 or an approved equivalent (3 sem. hrs.).
 - Natural Sciences (6 sem. hrs.). Students may choose from Biology, Chemistry, Computing Science, Geology, Mathematics, Physics, or specified Physical Geography courses. A laboratory science (not including Mathematics or Computing Science) is required for Elementary Education majors only.
 - Philosophy (3 sem. hrs.). Students may substitute a course in Communications, English (numbered 200 or above), or an ancient or modern language course, or EDUC 203.
 - RELS 101 and RELS 102 (6 sem. hrs.) (or an alternative biblical content course if successfully challenged.) Students may challenge these courses by writing an exam provided by the chair of the Religious Studies Department. If successful, students substitute RELS 101 and/or 102 with alternative biblical content courses.
 - Society and Culture (3 sem. hrs.). This may be chosen from courses in Anthropology, Communications, Economics, Geography

(excluding GEOG 101 and 102), Modern Languages, Political Studies, Psychology, or Sociology. Third year transfer students may substitute a course in History for this requirement.

- Students may use one cross-listed core requirement course as a “double function” once. For example, they may use FINE 370/PHIL 370 to fulfil both the Fine Arts and the Philosophy core requirements.
 - Note: While courses can be counted twice to fulfill the core, *they do not count twice for the total number of credits for a degree, for upper level requirements, or for a major, concentration or minor.*
- When a core requirement is met as part of another program requirement (e.g., when the Natural Sciences core requirement is met as part of a Biology major), the student is deemed to have met that core requirement without having to take additional courses.

REQUIREMENTS FOR A SECOND UNDERGRADUATE DEGREE

To obtain a second, different undergraduate degree (e.g., a B.A. and a B.Sc.), students must fulfil all requirements for the second degree. Moreover, they must complete an additional 30 sem. hrs. (minimum) of course work for the degree that requires the higher number of semester hours. All such course work must be taken at Trinity Western University.

GRADING PRACTICES

STANDARD GRADES

Trinity Western professors base undergraduate grades on the following descriptors:

- A: Outstanding, excellent work
- B: Good, competent work
- C: Adequate, reasonably satisfactory work
- D: Minimally acceptable work
- F: Inadequate work

The University-wide system of percentage equivalents is shown in the table below. Faculty members may deviate from this scale; however, if they do so, they must indicate, in their course syllabus, the percentage equivalency system they use.

Letter Grade	Percentage	Grade Point
A+	90-100	4.3
A	85-89	4.0
A-	80-84	3.7
B+	77-79	3.3
B	73-76	3.0
B-	70-72	2.7
C+	67-69	2.3
C	63-66	2.0
C-	60-62	1.7

D+	57-59	1.3
D	53-56	1.0
D-	50-52	0.7
F	Below 50	0

OTHER DESIGNATED GRADES

P Pass. This is a legitimate grade in a Pass/Fail course. (Pass/Fail course grades are not calculated into the GPA.)

F Failure (no grade points; F=0). No credit will be given except by successfully repeating the failed course at the University. If such repetition is successful, the failure remains on the student's permanent record but is not calculated into the GPA.

W Withdrew. After the second week of classes up to the end of the sixth week. (Note: Withdrawal during the first two weeks of a fall or spring semester course is not registered on the student's transcript.)

WP Withdrew Passing. After the sixth week of classes and up to the eleventh week the grade of 'WP' is assigned on the student's permanent record upon withdrawal from a course, provided the student was passing the course at the time of withdrawal.

WF Withdrew Failing. This grade is assigned when the student is failing the course at the time of withdrawal. See note under "WP." WP/WF grades are not computed into the GPA.

Note: A student may withdraw from a course between the seventh and eleventh week with a WP or WF only because of severe extenuating circumstances beyond the student's control and if approval is granted by the Vice Provost. (The required form and procedures are available in the Office of the Registrar.) No course withdrawals are permitted after the end of the eleventh week in a semester.

INC Incomplete. A temporary delay of not more than 15 weeks, where failure to complete the course has been caused by extenuating circumstances beyond the student's control. Normally occurs after the end of the eleventh week of the semester, and only when the majority of the course work has been completed. (The required form and procedures are available in the Office of the Registrar.)

GRADE POINT AVERAGE

The GPA, an indication of a student's academic performance, is calculated by changing each letter grade into its numerical equivalent and multiplying this number by the number of semester hours in the course. The grade points are then totalled and divided by the total semester hours. For example:

Course	Sem. hrs.	Letter grade	Numerical Equivalent	Sem. hrs. x grade points
ENGL 101	3	B+	3.3	3 x 3.30 = 9.90
HKIN 131	2	A-	3.7	2 x 3.70 = 7.40
Total	5			17.30
The GPA is (17.30 / 5) or 3.46.				

Note: Students have the opportunity to repeat any course to obtain a higher grade, whereupon only the higher grade is applied to their cumulative GPA. Each grade received is documented on the student's transcript.

EXAMINATIONS

Trinity Western University operates on a semester basis, with final examinations held in December and April. Final examinations in Summer session courses are normally held on the last day of the course. (Most summer courses last three, four, or six weeks.)

- **Absence from Final Examinations.** A student who is absent from a final examination without an acceptable excuse will be assigned a zero for that examination. Absence due to illness must be supported by a medical certificate indicating the nature of the illness. If an examination is missed for any reason, including illness, the student must notify the faculty member prior to the examination and the Office of the Registrar within 48 hours of the missed examination, giving written documentation explaining the absence.
- **Religious Observances during Examination Schedules.** The University does not hold examinations on Sundays, Good Friday, or Easter Monday. However, the University recognizes that some students may, on religious grounds, still require alternative times to write examinations. Students should contact the Office of the Registrar regarding alternative arrangements within two weeks of the publication of the final examination schedule.
- **Departure during Final Exam Period.** Students are cautioned not to finalize plans for departure from campus during exams until they have received the final examination schedule. Exams will not be rescheduled to facilitate early departures unless the student pays a fee of \$100 per exam (subject to the concurrence of both the instructor and the Faculty or School Dean concerned.) Students are urged to report any exam conflicts (i.e., two exams in the same period or three exams in a row) to the Office of the Registrar and await written response before finalizing departure plans.
- **Release of Final Grades.** Final grades will not normally be released before grades are officially mailed to students. (Exception: Some instructors post final course grade results, by student number, on their office door.) No telephone or counter requests for grades will be accepted. Special transcript arrangements made before exams are written will be dealt with as soon as grades are available and will be released to institutions only.
- **Student Access to Final Examinations.** Instructors will, on request by a student, informally review the final examination with the student after the semester grade has been released. Final examinations not returned to students will be kept for one year after the examination period, after which they may be shredded or destroyed by other acceptable means.

GRADE APPEALS

A student's appeal of a final grade should be submitted according to the following procedures:

1. Informally, i.e., by the student contacting the instructor directly;
2. Formally, i.e., in writing, no later than March 1 for grades assigned during the previous fall semester, and no later than November 1 for grades assigned in the previous spring or summer semester, to the department chair concerned. The chair and one other appointed member from the department will consider the appeal;
3. Further appeal may be made to the Dean of the Faculty or School involved; if dissatisfaction persists, final appeal may be made to the Vice Provost or his or her designate;
4. Any formal evaluation may result in upward or downward revision, or no change;
5. A resulting change of grade will be submitted to the Office of the Registrar accompanied by a rationale for the change, along with the signatures of the instructor and the department chair or the Dean of the Faculty or School.

GRADUATION APPLICATION DEADLINES

1. Students must make formal application to graduate by completing an Application for Graduation form available either in the Office of the Registrar or online.
2. Students must apply for graduation by April 30 of the year prior to graduation.
3. Students wishing to participate in the April graduation exercises must meet the following criteria (no exceptions are granted) by the December prior to the April graduation:
 - a) must achieve overall GPA of 2.0, plus other relevant GPA requirements for specific departments;
 - b) must show that they will have completed the required sem. hrs. for the degree or will be within 6 sem. hrs. of completing the degree by April (i.e., 116 for B.A., B.B.A., B.H.K., B.Sc., B.Sc.N. degree and 128 for all honours degrees) or within 8 sem. hrs. of completing the B.A./B.Ed. or B.Sc./B.Ed. degree (i.e., 154 sem. hrs.).
4. Students re-entering in January for the final semester before graduation must apply for graduation by the day after registration.
5. Late applicants will be assessed a \$50 late fee for forms submitted after the above-mentioned deadlines.
6. Students applying for April graduation after January 30 of the same calendar year will not be allowed to participate in graduation exercises until the following April.

ACADEMIC POLICIES

ACADEMIC FREEDOM

Trinity Western University recognizes that academic freedom, though varyingly defined, is an essential ingredient in an effective university program. Jesus Christ taught the importance of a high regard for integrity, truth, and freedom. Indeed, He saw His role as in part setting people free from bondage to ignorance, fear, evil, and material things while providing the ultimate definition of truth.

Accordingly, Trinity Western University maintains that arbitrary indoctrination and simplistic, prefabricated answers to questions are incompatible with a Christian respect for truth, a Christian understanding of human dignity and freedom, and quality Christian educational techniques and objectives.

On the other hand, Trinity Western University rejects as incompatible with human nature and revelational theism a definition of academic freedom which arbitrarily and exclusively requires pluralism without commitment, denies the existence of any fixed points of reference, maximizes the quest for truth to the extent of assuming it is never knowable, and implies an absolute freedom from moral and religious responsibility to its community.

Rather, for itself, Trinity Western University is committed to academic freedom in teaching and investigation from a stated perspective, i.e., within parameters consistent with the confessional basis of the constituency to which the University is responsible, but practised in an environment of free inquiry and discussion and of encouragement to integrity in research. Students also have freedom to inquire, right of access to the broad spectrum of representative information in each discipline, and assurance of a reasonable attempt at a fair and balanced presentation and evaluation of all material by their instructors. Truth does not fear honest investigation.

ACADEMIC DISHONESTY AND PLAGIARISM

One of the core values of Trinity Western University is the integration of high standards of personal, moral, and spiritual integrity with academic excellence. As such, the University considers it a serious offence when an individual knowingly acts or fails to act in a manner in order to gain unearned academic credit. It is the student's responsibility to inform himself or herself as to what constitutes academic dishonesty, and to address any questions that he or she has in this respect to the individual professors he or she is dealing with. It is the instructor's responsibility to confront any student who, in the instructor's judgment, has committed an act of academic dishonesty. The penalty for an act of academic dishonesty will be assigned according to procedures listed below. The University does not record acts of academic dishonesty on student transcripts, but does keep a permanent record of such acts indefinitely for internal purposes.

DEFINITION OF TERMS

Academic Dishonesty: to act in a manner in order to gain unearned academic credit. Examples of academic dishonesty include, but are not limited to:

- Plagiarism (see below);
- Cheating on examinations, tests, etc.;
- Falsifying labs results;
- Impersonating another student in an examination, test, etc.;
- Falsifying or misrepresenting information on academic records or official documents;
- Submitting the same or substantially the same work for credit in more than one course, without faculty permission (whether the earlier submission was at TWU or another institution);
- Aiding or abetting another student's academic dishonesty.

Plagiarism: "plagiarism (from a Latin word for 'kidnapper') is the presentation of someone else's ideas or words as your own." (*The Little, Brown Handbook*, 2nd Can. Ed. p. 555).

Knowingly: if the person ought reasonably to have known.

PROCEDURES FOR DEALING WITH ACTS OF ACADEMIC DISHONESTY

1. If an instructor suspects that a student has committed an act of academic dishonesty, the instructor shall determine if an offense has been committed by reviewing all relevant information and discussing the situation with the student.
2. If the instructor determines that an offence has been committed, the instructor shall query the Academic Dishonesty database to see if the student in question has committed a prior offence before assigning a penalty.
3. If it is the student's first offence, the instructor will impose an appropriate penalty and note this on the form entitled Record of Academic Dishonesty, copies of which are then given to the student by the instructor and submitted to the Office of the Provost. For a first offence, the penalty will normally range from redoing the assignment to receiving a zero for the assignment/examination involved. Students may appeal the faculty member's decision to the Faculty/School Dean, whose decision is final.
4. If it is not the student's first offence, the instructor will consult with his/her Dean who will recommend an appropriate penalty to the Vice Provost, who will decide on the penalty. For a second offence, the penalty will normally range from receiving a zero on the assignment or examination to failing the course. For a third or higher offence, the penalty will normally range from failing the course to being suspended or expelled from the University. The instructor shall complete the Record of Academic Dishonesty and submit it to the Vice Provost who will meet with the student. For penalties up to failing the course, students may appeal the Vice Provost's decision to the Provost, whose decision is final.
5. In cases involving a recommendation for suspension or expulsion, the Vice Provost shall forward the recommendation to the chair of the University Accountability Committee to begin stage two of the University's formal Student

Accountability Process (as per the Student Handbook). Students are entitled to hearings and appeals set out by that process.

6. In all cases, every effort will be made to process the review/decision in a timely fashion.

ATTENDANCE

Students are expected to attend all classes on a regular basis. If a student is absent for the first two classes of a semester, s/he may be removed from the class list. Instructors may establish attendance requirements in their classes and will indicate any penalties for non-attendance in their course syllabus. Instructors have the right to bar students from writing the final examination in a course when students have missed 25 per cent or more of the sessions in the course, provided this potential consequence is indicated in the course syllabus.

STUDENTS WITH A DISABILITY

Students with a disability who need assistance are encouraged to contact the Equity of Access Office upon admission to TWU to discuss their specific needs. All disabilities must be recently documented by an appropriately certified professional and include the educational impact of the disability along with recommended accommodations. Within the first two weeks of the semester, students must meet with their professors to agree on accommodations appropriate to each class. Students should follow the steps detailed by the Equity of Access Office outlined in the Student Life section of this Calendar.