

ACADEMIC INFORMATION

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Academic Information – Undergraduate Programs Table

Disciplines	Degree	Honours	Major		Minor	Courses	See Pages
Accounting					•	•	92
Anthropology						•	59
Applied Linguistics	B.A.		•	•	•	•	84
Applied Mathematics with Computing Science	B.Sc.		•	•	•	•	63
Art	B.A.		•	•	•	•	79
Aviation	B.A.			•	•	•	130
Biblical Studies	B.A., M.A.	•	•	•	•	•	38, 114
Biology	B.Sc.	•	•	•	•	•	64
Business Administration (see note #1)	B.B.A.	•	•			•	90
Business Administration	B.A.		•	•	•	•	91
Canadian Studies				•		•	41
Career Preparation						•	152
Chemistry	B.Sc.	•	•	•	•	•	66
Christianity & Culture	B.A.		•	•	•	•	41
Communications	B.A.		•	•	•	•	80
Computing Science	B.Sc.		•	•	•	•	69
Co-operative Education						•	162
Drama	B.A.		•	•	•	•	83
Economics				•	•	•	92
Education (also see Teacher Education)	B.Ed.		•	•	•	•	95
Elementary School Physical Education					•	•	107
English	B.A.	•	•	•	•	•	42
Environmental Studies	B.Sc., B.A.	•	•			•	43, 71
European Studies	B.A.		•				46

Disciplines	Degree	Honours	Major		Minor	Courses	See Pages
Fine Arts	B.A.		•			•	84
French				•	•	•	55
General Studies	B.A., B.Sc.		See note #2				28
Geography	B.A.		•	•	•	•	47
Geology						•	178
German						•	55
Greek						•	178
Hebrew						•	179
History	B.A.	•	•	•	•	•	48
Humanities	B.A.		•			•	49
Human Kinetics (see note #3)	B.H.K.		•				101
Human Kinetics	B.A.		•	•	•	•	104
Human Services Programs	Cert.					•	50
Information Systems					•	•	74, 93
Inter-Cultural Religious Studies	B.A.		•			•	51
Interdisciplinary Studies						•	189
International Development				•	•	•	93
International Studies	B.A.	•	•			•	52
Japanese						•	56
Latin						•	190
Linguistics (Applied)	B.A.		•	•	•	•	84
Mathematics	B.Sc.		•	•	•	•	75
Missions (also see Intercultural Religious Studies)					•	•	54
Modern Languages	B.A.		•				54

Disciplines	Degree	Honours	Major		Minor	Courses	See Pages
Music	B.A.		•	•	•	•	85
Natural & Applied Science	B.Sc.		•			•	76
Nursing	B.ScN.		•			•	76
Philosophy	B.A.		•	•	•	•	56
Physics				•	•	•	77
Political Studies	B.A.		•	•	•	•	57
Psychology	B.A.	•	•	•	•	•	59
Recreation	B.A.			•	•	•	105
Religious Studies	B.A.		•			•	39
Russian						•	56
Social Sciences	B.A.		•			•	60
Social Studies				•		•	61
Sociology	B.A.			•	•	•	61
Spanish						•	55
Study Skills						•	220
TESL	Cert., M.A.					•	85
Teacher Education	B.Ed.		•	•	•	•	95
Worship Studies					•		87

Note #1	The Bachelor of Business Administration has seven available specializations: Finance, 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 six available streams: Kinesiology, Physical Education, Sport and Leisure Management, Recreation, 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 average GPA for the two minors combined must be at least 2.00 and neither minor may have an average 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 average GPA for the two minors combined must be at least 2.00 and neither minor may have an average 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 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.

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 average for courses in major: 2.00
- Minimum GPA average 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 credit, in which case core requirements are modified. See details below.):

- English Language Competency Examination (ELCE)
- ENGL 103 and 104 (6 sem. hrs.); **compulsory during first year.** Students for whom English is a foreign language may substitute ENGL 101 for one of ENGL 103 or 104. Students may substitute a modern language literature course for either ENGL 103 or 104.
- Fine Arts (3 sem. hrs.). This may be chosen from Art, Drama, 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 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, Computer Science, Geology, Mathematics, Physics, or certain specified Physical Geography courses. At least 3 sem. hrs. must be a laboratory science (not including Mathematics or Computer 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, they will then substitute alternative biblical content courses for RELS 101 and/or 102.
- Society and Culture (3 sem. hrs.). This may be chosen from courses in Anthropology, Communications, Economics, Geography (excluding GEOG 101 and 102), Political Studies, Psychology, or Sociology.
- UNIV 101 (1 sem. hr.). Compulsory during first year for all new students with fewer than 27 sem. hrs. of transfer credit upon initial admission to TWU.

Students may use one cross-listed core requirements 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.

English Language Competency Examination

All students intending to graduate from TWU must write and pass the University’s English Language Competency Examination, unless they have received a minimum grade of 3.0 (B) in any two of TWU’s ENGL 101, 103, or ENGL 104. The examination assesses students’ command of

standard English and includes questions in grammar and idiom as well as proficiency in writing (content, form, and organization). Students can write the exam on the Friday evening of the week classes commence in September or January of each year. The exam is to be written by second year students as well as by students transferring into TWU as third year students. For students who fail the exam, remedial measures will be available.

Fourth year students will not be allowed to register for courses until they have met this requirement.

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 practica courses toward graduation requirements, unless students are majoring in professionally oriented disciplines (Art, Drama, 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 1-26 sem. hrs. of university level credit; as second year for 27-56 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 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 Associate Academic Vice-President).

- 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 their first year at TWU. Students for whom English is a foreign language may substitute ENGL 101 for one of ENGL 103 or 104. Students may substitute a modern language literature course for either ENGL 103 or 104.
 - English Language Competency Examination: All students must write and pass the University's English Language Competency Examination, unless they have received a minimum grade of 3.0 (B) in any two of TWU's ENGL 101, 103, or ENGL 104. The examination assesses students' command of standard English and includes questions in grammar and idiom as well as proficiency in writing (content, form, and organization).
 - Fine Arts (3 sem. hrs.). This may be chosen from Art, Drama, 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, Computer Science, Geology, Mathematics, Physics, or specified Physical Geography courses. A laboratory science (not including Mathematics or Computer 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.
 - RELS 101 and RELS 102 (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, they will then substitute alternative biblical content courses for RELS 101 and/or 102.
 - Society and Culture (3 sem. hrs.). This may be chosen from courses in Anthropology, Communications, Economics, Geography (excluding GEOG 101 and 102), Political Studies, Psychology, or Sociology. Year 3 transfer students may substitute a course in History for this requirement.
- Students may use one cross-listed core requirements 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.

Requirements for Associate of Arts Diploma in Aviation

This diploma is available only to Aviation students.

1. Completion of at least one year or its equivalent of full-time resident study at the University, with a minimum of 24 sem. hrs. completed at Trinity Western. A maximum of 4 sem. hrs. of Applied Music may be credited towards this diploma.
2. Completion of a minimum of 62 sem. hrs. of university level studies, including a concentration (30 sem. hrs.) in Aviation.
3. A minimum cumulative grade point average of 2.00 in studies completed at the University.
4. Completion of the following core requirements:
 - a) 9 sem. hrs. of Religious Studies courses (incl. RELS 101 and 102);
 - b) 6 sem. hrs. of English courses (ENGL 103 and 104; ESL students may substitute ENGL 101 for one of these);
 - c) 6 sem. hrs. of courses from Faculty of Natural and Applied Sciences, 3 sem. hrs. of which must be a lab science;
 - d) 6 sem. hrs. selected from Humanities, Fine Arts, or Social Science courses;
 - e) 3 sem. hrs. of Human Kinetics courses, including HKIN 190 plus at least one 1 sem. hr. Human Kinetics activity course;
 - f) IDIS 102 (1 sem. hr.);
 - g) UNIV 101 (1 sem. hr.).

Requirements for a Second Undergraduate Degree

To obtain a second, different undergraduate degree, students must fulfil all requirements for the second degree. Moreover, they must complete at least 30 sem. hrs. of course work above that for the degree that required 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 (not calculated into the GPA). This is a legitimate grade in a Pass/Fail course.

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 Associate Academic Vice-President. (The required form and procedures are available at Enrolment Services.) 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 only. (The required form and procedures are available at Enrolment Services.)

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
PHED 190	2	A-	3.7	2 x 3.70 = 7.40
Total	5			17.30

The GPA is $(17.30 \div 5)$ or 3.46.

Note: Students have the opportunity of repeating any course to obtain a higher grade, whereupon the higher grade will be applied to their cumulative GPA and the lower grade is "forgiven."

Examinations

Trinity Western University operates on a semester basis, with final examinations held in December and April. Final examinations in Summer Sessions 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 Enrolment Services 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 the Saturday following Good Friday. However, the University recognizes that some students may, on religious grounds, still require alternative times to write examinations. Students should contact the University Registrar regarding alternative arrangements within two weeks of the final examination schedule being published.
- **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 new exam 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 or overloads to Enrolment Services 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 that are 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 a period of 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 directly approaching the instructor;
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 concerned 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 Associate Academic Vice-President 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 then be submitted to Enrolment Services accompanied by a rationale for the change, along with the signatures of the instructor and the department chair.

Graduation Application Deadlines

1. Students must make formal application to graduate by completing an Application for Graduation form available in Enrolment Services and 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 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 the required sem. hrs. completed 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. Secondary Education students must apply for graduation immediately upon receipt of official acceptance into the Professional Development Program at Simon Fraser University.
5. Students re-entering in January for the final

semester before graduation must apply for graduation by the day after registration.

6. Late applicants will be assessed a \$50 late fee for forms submitted after the above-mentioned deadlines.
7. 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 a year hence.

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 himself 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 practiced 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

"Plagiarism (from a Latin word for "kidnapper") is the presentation of someone else's ideas or words as one's own. Whether deliberate or accidental, plagiarism is a serious and often punishable offence" (*The Little Brown Handbook*, 2nd Canadian Edition, p. 555). According to this handbook, it can take the following forms:

Deliberate plagiarism: where a phrase, sentence, or even longer passage is passed off as one's own, where one summarizes or paraphrases someone

else's ideas without acknowledgment, or where one hands in someone else's partial or entire paper, whether acquired on the Internet, bought, or stolen, as one's own. The thoughts and writings of others, including that obtained from electronic sources, must always be acknowledged (by in-text citations, footnotes/endnotes, or other accepted practices).

Accidental plagiarism: where one has carelessly neglected to place quotation marks around another writer's words or omitted a source reference when summarizing another's ideas.

Other forms of academic dishonesty, such as:

- Cheating on exams, tests, lab results, etc.;
- Assisting another student in cheating or plagiarism;
- Impersonating another student at a test or exam;
- Falsifying or misrepresenting information on academic records;
- Submitting the same or substantially the same essay for credit in more than one course, without faculty permission (whether the earlier submission was at TWU or another institution.)

The penalty for being caught in plagiarism and/or other forms of academic dishonesty may include:

- Resubmitting the assignment;
- Accepting a lower grade;
- Accepting a zero for the work;
- Receiving a failure in the course;
- Having a notation made in the student's permanent file;
- Being subject to the Student Accountability Process, which includes the possibility of probation, suspension, or expulsion from the University.

In this regard, TWU, like most North American post-secondary institutions, both public and private, considers plagiarism and/or academic dishonesty a serious offence.

The penalty assigned for academic dishonesty will depend on (a) whether the offence was accidental or deliberate, (b) the seriousness of the offence, (c) whether a student has committed a previous offence, and (d) the year in which the student is enrolled.

Persons who consent to their work being copied are as guilty of dishonesty as the ones who copy the work of others.

Attendance

Students are expected to attend all classes on a regular basis. 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.

Directed Studies

A directed studies course is intended to allow students to explore academic areas of special interest not ordinarily provided by the existing curriculum. If a regularly-offered course is a required component of a student's program and the

student has valid reasons for not being able to take it when offered, by way of exception students may take the course by directed study, but **only during a semester when it is not offered as a regular course**. Directed studies courses must be carried out under the supervision of a qualified full-time faculty member (or a part-time faculty member, with the concurrence of the department chair involved), with prior approval of the Assistant Academic Dean. Students may normally take a maximum of one 3 sem. hrs. directed study course during any one semester. They may count a maximum of 12 sem. hrs. of directed studies courses towards an undergraduate degree.

Students with Special Needs

Students with a disability must contact the University's Equity of Access Office as soon as they are admitted to the University to provide that office with documented evidence of their disability and to receive guidance as to the kind of accommodation they may legitimately seek. They must also contact their professors within the first two weeks of the semester to request appropriate accommodation for their disability. Students should follow the steps detailed by the Equity of Access Office outlined in the Student Life Section of this Calendar.

Enrolment and Graduation Statistics

2003-2004 Enrolment Statistics

Undergraduate Programs*	2,507
School of Graduate Studies	226
Graduate School of Theological Studies/ACTS	<u>347</u>
Total	3,080

* Numbers reported represent total headcount.

2003-2004 Degrees Conferred

Undergraduate	
Bachelor of Arts	246
Bachelor of Arts (Honours)	7
Bachelor of Business Administration	34
Bachelor of Business Administration (Honours)	1
Bachelor of Education	9
Bachelor of Human Kinetics	14
Bachelor of Science	38
Bachelor of Science in Nursing	36
School of Graduate Studies	
Master of Arts in Administrative Leadership	18
Master of Arts in Biblical Studies	6
Master of Arts in Counselling Psychology	20
Graduate School of Theological Studies/ACTS	
Master of Applied Linguistics and Exegesis	20
Master of Counselling	9
Master of Religious Education	1
Master of Theological Studies	1
Master of Arts in Christian Studies	11

Master of Arts in Church Ministries	6
Master of Arts in Cross Cultural Ministries	1
Master of Divinity	<u>3</u>
Total**	481

*** includes Fall 2003 and Spring 2004 graduates*

