

Email Communication to GPD's

May 2010

May 27: Information for GPD'S - Recently approved FHB changes

Graduate Program Directors,

A number of Faculty Handbook changes have been recently approved by Senate. I am sending you a summary of these approved changes for your information. (New information is in bold and deleted information in strikethrough.) The new regulations will be updated on FHB and within the relevant sections of the Graduate Calendar and the FGS website.

Please don't hesitate to contact me with any questions.

Best regards,
Gail

Summary of Recent FHB Changes:

1. 14.9.1 Grading System for Graduate Courses – Effective Spring 2010

D. Grade Reports

Final course grades must be submitted to the Faculty of Graduate Studies two weeks after the end of each sixteen week graduate term (Fall, Winter, Spring). Final grades for graduating students must be processed earlier to meet the Graduate Record Form deadline. Final grade reports must be initialed by the Graduate Program Director before submission to the Faculty of Graduate Studies. Any alteration to the grade report must be agreed to by the instructor and the Graduate Program Director. In cases of disagreement the Faculty Dean shall decide the matter. Grades received after the deadline will automatically have a grade of NR (Not Reported) recorded for the course. Grades are unofficial until released by the Faculty of Graduate Studies.

2. 14.9 Evaluation – Effective Spring 2011

14.9.1 Grading System for Graduate Courses

i) For graduate courses, the grades A+, A, B, C, F, IN (incomplete), IP (In Progress), Pass/Fail, CR/NCR (Credit/No-Credit), SA/UN (Satisfactory/Unsatisfactory), NW (Not Withdrawn), or AG (Aegrotat standing) will be recorded on the transcript. Grades A+, A, B, and C are passing grades but graduate credit will only be given for grades A+, A and B (in all graduate programs except the MBA).

ii) For graduate courses in the MBA program, the grades A+, A, B, C, F, IN (incomplete), IP (In Progress), Pass/Fail, CR/NCR (Credit/No-Credit), SA/UN (Satisfactory/Unsatisfactory), NW (Not Withdrawn), or AG (Aegrotat standing) will be recorded on the transcript. Grades A+, A, B, and C are considered to be passing grades and eligible for graduate credit. However, of the twenty half-credits required to complete degree requirements, a maximum of two-half credits at the C level may be used for

degree credit and the student must achieve an overall minimum B average in the twenty half-credits that comprise degree requirements to be eligible to graduate.

IN (Incomplete) - Is a temporary grade granted to a student, in exceptional circumstances, who has been unable to complete some part of the term work in a course. In the case of the thesis, major essay or project, this should be granted only when the thesis, major essay or project is essentially complete (only minor revisions or thesis defence scheduling needed). This grade must be accompanied by a numerical grade. The grade of IN will lapse 56 days from the last day of classes in each term and the numerical grade will stand, unless both are replaced earlier by the instructor. In cases in which the IN is not appropriate, an IP grade should be assigned (student re-registers and pays for the course the following term).

IP (In Progress) - With the exception of the thesis, major essay, apprenticeship or project courses, no half credit graduate course shall be denoted IP for more than one term.

A student who receives an IP grade must re-register for a course in the term following that for which he/she receives an IP grade.

Credit/No-Credit - Graduate programs may offer, for graduate credit, courses that carry no grades, and satisfactory work in such courses will be indicated on the transcript by CR and unsatisfactory work by NCR. No graduate degree candidate can fulfill more than 25% of the minimum program degree requirements by courses of this type. CR/NCR courses by program are so designated in the Graduate Calendar.

NW (Not Withdrawn) - When appropriate, the grade NW (Not Withdrawn) may be assigned by the Graduate Senate Committee on Appeals or the Dean of the student's faculty within the specified appeal period and when supporting documentation is supplied by the student.

Pass/Fail - Is applicable to theses and courses completed on Letter of Permission.

SA (Satisfactory), UN (Unsatisfactory) - Is applicable for co-op work terms, internship options and non-credit courses.

AG (Aegrotat standing) - The granting of credit for a course(s), based on the course work already completed, when no further assessment is considered feasible because of illness or other extenuating circumstances beyond the student's control. Students may be granted Aegrotat Standing with the approval of the Dean of the faculty offering the course.

B. The numerical values of the letter grades are:

A+. 90-100

A. 80, 82, 85, 88, 90, 92, 95, 98, 100 80 - 89

B. 70, 72, 75, 78 70 - 79

C. 60, 62, 65, 68 60 - 69(no graduate credit unless specified otherwise)

F. 589 or lower (no graduate credit)

The rounding of a student's roughly computed score, from those components making up the grading scheme, to arrive at a final grade shall be at the instructor's discretion. Marks may be rounded up or down between any pair and need not necessarily be rounded to the closest number ending in 0, 2, 5 or 8.

3. 14.5.3 Categories of Admission – Effective Spring 2010

A. Regular Admission

Admission to Master's Programs (degree and diploma/certificate)

To be admitted to a Master's program, a student will normally hold an honours undergraduate degree, or its equivalent, with a minimum overall grade average of 75% (mid-B) from an accredited university.

Admission to Doctoral Programs

To be admitted to a Doctoral program, a student will normally hold an appropriate Master's degree, or its equivalent, with a minimum overall Master's grade average of 80% (low-A) from an accredited university. Alternatively, students with an honours undergraduate degree already registered in a Brock University Master's program, may be approved to transfer to Doctoral studies by no later than the end of term six of their Master's program. Such students should have attained an 80% average in their Master's courses and significant research progress as determined by their supervisory committee and graduate program. In exceptional circumstances, a student may be admitted directly to Doctoral studies with a four-year honours Bachelor's degree, or the equivalent; his or her academic standing and research potential must be demonstrably commensurate with readiness for doctoral study.

B. Limited Admission

Upon recommendation from a graduate program, the Dean of Graduate Studies may offer admission to applicants who do not meet the minimum University admission requirements.

Non-degree Student

A non-degree student is one who is not proceeding toward a Brock University graduate degree. Non-degree students are identified as:

- i. Qualifying or Upgrading Graduate Students - those who are taking courses (undergraduate and/or graduate) to qualify for graduate study.
- ii. Letter of Permission Graduate Students - those authorized by their home universities to take graduate courses at Brock.
- iii. Ontario Visiting Graduate Students - those authorized by their home universities to take graduate courses at Brock.
- iv. Students seeking professional development or pursuing personal interest - those authorized by a graduate program to take graduate courses at Brock.

C. Conditional Admission

Applicants may be admitted to a graduate program contingent upon the successful completion of specified additional academic requirements.

D. Exceptional Admission

The Dean of Graduate Studies may approve admission for an applicant who does not meet minimum admission requirements if requested by the graduate program and if he/she is satisfied that the program's rationale for admission is sound and the applicant has a reasonable chance of success. Exceptional circumstances may include the lack of a four-year honours Bachelor's degree or equivalent or lower than minimum admission averages. Normally conditions related to early performance in the program are attached to exceptional admissions. Applicants with four-year Applied Degrees from Colleges of Applied Arts & Technology, accredited by AUCC, will be considered on a case-by-case basis.

4. 14.5.7 English Language Proficiency – Effective Spring 2010

A. English is the language of instruction for graduate programs at Brock University. Therefore, strong English language ability is necessary for full participation in academic life at the University. Successful graduate work requires solid proficiency in all four English language skills: speaking, listening, reading and writing.

B. Master's Applicants who have not completed three or more years of post-secondary work study and doctoral applicants who have not completed two or more years of post-secondary study at a Canadian institution or at an institution at which English was the primary language of instruction will be required to provide certification of English language proficiency through one of the accepted program/examinations listed below:

- i) Successful completion of Level 5 of the Brock Intensive English Language program; or
- ii) A minimum score of 550 on the Test of English as a Foreign Language (TOEFL) plus a 4.0 minimum for the TWE, or a TOEFL CBT score of 213 plus 4.0 minimum for the essay rating, or TOEFL iBT (Internet based) minimum overall score of 80, with no sub-test score under 19; or
- iii) A minimum score of 6.5 on the International English Language Testing System (IELTS), with no section under 5.5; or
- iv) A minimum overall score range of 520-545 (Range 2), with a minimum writing score range of 225-235 on the Brock University International Test of English Language Proficiency (ITELP); or
- v) Achievement of an overall Band Score of 60, with 60 in writing, and no other under 50 on the Canadian Academic English Language Assessment (CAEL); or
- vi) An average of at least 4.5 with no band score lower than 4.0 on the Can Test (Canadian Test of English for Scholars and Trainees).

C. Students admitted on the basis of an English Language Proficiency test score are required to take the Brock University ITELP test upon arrival at the University as a condition of admission. The test results are sent by the Faculty of Graduate Studies to the student, the graduate supervisor and the Graduate Program Director. The intent of this ELP assessment on arrival is to provide the student and the graduate program with an early indication of the graduate student's English language capability as he/she enters the graduate program. It is up to the program and the student to review the results and to determine and implement any required or suggested student-specific ELP remediation or support. Depending on the result, applicants may be required to complete English language courses (e.g. APLS 1P90, 1P91, or Intensive English Upgrading Program for Graduate Students) along with their graduate program. Tests results and recommendations will be forwarded to the Faculty of Graduate Studies and the student's graduate supervisor.

5. 14.8.4 Thesis Defences –Effective Spring 2010

L. If a student is unable to attend the defence, or having begun the defence is unable to complete it for reasons of ill-health, a deferred defence will be granted provided adequate supporting documentation has been submitted. Defence deferral requests made on the basis of compassionate grounds or other extenuating circumstances will be judged on a case-by-case basis. The defence will normally be re-scheduled within one month of the original defence date.

6. 14.8.1 Graduate Supervision and Supervisory Committees – Effective Spring 2010

H. If either the graduate student or supervisor wishes to initiate a change in supervisor and the change cannot be resolved at the graduate program level, a the request must be presented in writing, with explanation, to the Graduate Program Director, and approved by the Faculty Dean and the Dean of Graduate Studies in consultation with the Graduate Program Director.