



About CBU

Cape Breton University is an ordinary (full) member of the Association of Universities and Colleges of Canada (AUCC), the Association of Canadian Community Colleges (ACCC) and Association of Atlantic Universities (AAU), as well as an Associate Member of the Association of Commonwealth Universities (ACU).

The CBU calendar is published by the Office of the Registrar.

About this Calendar

Cape Breton University produces its academic calendar in an online version. While the print and online versions are considered accurate at the time of production, the information in the calendar is under continuous review. CBU reserves the right to make such amendments and additions as deemed appropriate. As it readily allows for updates, the online academic calendar is the most current version.

Where discrepancies exist between print and online versions, the online version shall be considered CBU's official statement. For up-to-date online program and course information, admissions and academic regulations and more, go to <http://www.cbu.ca> and click on Academic Calendar in the links at the bottom of the page. For a list of important click on Important Dates in the links at the bottom of the page. The CBU calendar is published by the Registrar's Office.

Note change : Academic Calendar moved from print to digital copy November 24, 2016

Academic Performance Review

Not all students are suited for the university learning experience and some may realize that another path of personal development is more appropriate. Sometimes the moment of study is inappropriate because of other pressures: financial, domestic, work-related and so on. Sometimes the student has chosen the wrong course of study. Whatever the reason, students may find that they are not attaining passing grades and are in academic difficulty.

All students who are registered in a minimum of three (3) courses (9 credits) for any one term will be reviewed with respect to academic performance.

Academic performance is reviewed at the end of April to determine academic progress and to assess student's academic standing.

Academic Regulation

Please refer to the subsections of this topic.

ACCESS TO AND RELEASE OF STUDENT INFORMATION

The Registrar or delegate is the only CBU official authorized to release official information in the form of student transcripts, grade reports, or letters of standing, whether as individual or aggregate information.

Access to student records is therefore controlled by the Registrar and every caution is taken to ensure their security. Cape Breton University protects the student's right to privacy and as such, access to any private and personal information will only be used for internal purposes and will be restricted to CBU employees who have legitimate reasons for accessing the information. Access to student records by CBU employees is therefore controlled by the Registrar and every caution is taken to ensure their security. Confidentiality of information is required.

Students have access to their records at any time as described under the section in these regulations called Transcripts or online through the student log-in at www.cbu.ca.

Additional Regulations

Pertaining to Academic Standing

Students on academic warning will normally be restricted to registering in the equivalent of three or four full courses (18 - 24 credits) for the following year.

Students who achieve an overall average of 65% in the term following placement on academic alert or academic warning may, upon written request to the school dean, return to good academic standing for the second term with the approval of the school dean.

Students who achieve an overall average greater than 50% at the end of the 12 months following placement on academic alert or academic warning will return to good academic standing.

When a student is placed on academic discontinuance, this notation will appear on the student's transcript and remain for the period of the discontinuance. Once the period of discontinuance is over, the notation will be removed from the student's transcript but will remain on the student's internal academic record.

A Performance Review Committee will be established for each school under the authority of the school dean. The committee shall consist of the dean or associate dean (Chair), along with no fewer than three and no more than six members of the school. When reviewing a student, the chair will ensure that at least one member on the committee is from the program in which the student is enrolled. Any student required to appear before the committee is permitted to bring a representative of the Cape Breton University Students Union to the proceedings. The referral process is to be determined by each school.

Through the school dean, the Review Committee has the authority to:

- restrict course load
- specify courses including non-credit skills-related courses
- recommend program transfer

No appeal of the Review Committee's decision regarding the student's program of study will be permitted. Compliance with the committee's decision is to be regarded as a condition for the student registering at CBU.

Admission

International applications will be considered on an individual basis. CBU does not guarantee that application files completed after March 31, will be processed for September registration.

Please contact the Admissions Office for more information:

email: Admissions@cbu.ca

Or tel:(902) 563-1844.

ADMISSION OF STUDENTS WITH LEARNING DIFFERENCES

CBU recognizes that individual students may learn differently and this recognition is reflected in its teaching strategies and methods of evaluation. Students who enter CBU who self-identify themselves as learners with exceptional needs will be provided with alternate academic support, so far as possible, within the resources of CBU. For more information contact the Jennifer Keeping AccessAbility Centre at (902) 563-1404 (voice) or (902) 539-4772 (TTY).

Admission Paths

Students may enter Cape Breton University by any of three paths, subject to restrictions of space and program capacity.

Students who transfer from another post-secondary institution and who are in good standing at that institution and who satisfy the admission requirements for their chosen program. Transfer students may be able to obtain credit in their CBU programs for courses taken elsewhere.

Visiting students from other post-secondary institutions who plan to take one or more courses at Cape Breton University, with the permission of their home institution, to transfer those credits back to their home institution.

High school graduates who satisfy the admission requirements of their chosen program. Students may also be admitted as non-traditional learners.

Students who enter CBU through any of the above paths and who have not made a final decision in a program may register as students in No Specific Program.

Applicants will be required to submit official documents (e.g. transcripts from other institutions) when they apply for admission. Normally these documents are sent directly from the other institutions to CBU.

Documents submitted in support of an application for admission cannot be returned. Neither the documents nor copies of the documents will be returned to the applicant. Further, neither the documents nor copies of the documents will be issued to third parties.

Students will also require the approval of the relevant School Dean to register at another university or college while attending CBU.

Admission Policy for International Baccalaureate (IB) Students

The IB Diploma is accepted as a credential for admission to degree programs. The minimum IB diploma score needed for admission is 24. IB Certificate applicants will be considered individually based on coursework. IB students must have completed IB English and four other IB courses. Additional requirements may apply to specific programs. Program specific admission requirements must be adhered to.



ADMISSION PROCEDURES

Application for admission to Cape Breton University may be made online at www.cbu.ca/apply. Forms can be downloaded by visiting www.cbu.ca/apply/applications. Applications may also be made through the Registrar's Office on the designated application forms.

Documents submitted in support of an application for admission cannot be returned. Neither the documents nor copies of the documents will be returned to the applicant. Further, neither the documents nor copies of the documents will be issued third parties.

Correspondence regarding admission should be addressed to:

Admissions

Registrar's Office

Cape Breton University

PO Box 5300, 1250 Grand Lake Road

Sydney, Nova Scotia

B1P 6L2

Phone: (902) 563-1330

Fax: (902) 563-1371

Email: admissions@cbu.ca

ADMISSION REQUIREMENTS FOR MATURE STUDENTS (NON-TRADITIONAL LEARNERS)

Applicants who do not meet the usual qualifications for admission to Cape Breton University may be considered for admission as a Mature Student, provided they meet the following criteria:

- be at least 21 years of age (by the first day of classes)
- be a Canadian citizen or permanent resident
- not be eligible for regular admission
- apply for the first year of an undergraduate program that does not require previous university-level study.
- Admission to some programs will require the completion of required subjects.
- have not studied at the university level. Applicants who have studied at the university level must have attempted one year or less of transferable work and been absent from study for a minimum of two years.
- Students can apply for no formal program, allowing them to register in courses without making application to a specific program.
- To prepare for university study, some upgrading may be required. It is recommended that applicants speak with an admission advisor to determine if upgrading is required.

Admission

The Admission Requirements form part of the Academic Regulations of Cape Breton University.

Please see sub-categories below for further information.

Advanced Credit Recognition for French Immersion Students

Students from French Immersion or students from French/Francophone schools may be granted a maximum of six FRNC credits, after assessment by the Department of Languages and Letters.

Advanced Credit Recognition for IB Students

Students admitted to CBU who have completed the IB Diploma are eligible to receive a maximum of 30 credits for IB courses completed at the higher level with a minimum grade of 5.

- Credit will be awarded on a course by course basis.
- A maximum of 18 credits can be awarded for Standard Level courses with a minimum grade of 5.
- Students have the option to forgo credit.

IB Certificate holders are eligible to receive university credit to a maximum of 18 credits for higher level courses or standard level courses on a course by course basis subject to a minimum score of 5.

Aegrotat Standing

Aegrotat standing is the granting of credit for a course or courses based on the course work already completed, where no further assessment (for example, a deferred examination) is considered feasible because of illness or other extenuating circumstances. Aegrotat standing is not noted on the transcript or grade report, and is treated like any other grade. Students may only be granted aegrotat standing with the approval of the dean and the instructor.

Alternatives to the Usual Course Load

Five courses are considered as the normal load in degree programs; the normal load in diploma studies depends on the specific program. See the program descriptions in this calendar. Students wishing to take additional courses should consult with the dean of the school. There is usually an additional cost for extra courses. Students may wish to register for fewer than the usual number of courses, but should be aware that registering for fewer than three courses may affect eligibility for student loans.

Appeals of Academic Decisions

Students who have grounds for believing themselves were unjustly treated within CBU are encouraged to seek all appropriate avenues, to redress or appeal, open to them. Cape Breton University's Appeals Committee, which is made up of one student, two faculty members, and one school dean is a final recourse for students who feel so aggrieved. Any student who has exhausted all other avenues as outlined in this document and who still feels that she/he has grounds for a reversal of a decision, may serve notice of appeal to this committee.

The Appeals Committee does not replace other adjudicative processes. Once all avenues have been fully explored, the following process will ensue:

1. A student submits a letter to the chair of the CBU Appeals Committee explaining in detail the nature of the appeal, providing all appropriate documentation and indicating clearly the relief sought.
2. In response, the committee may take any of the following steps: (a) indicate to the student that all avenues have not been exhausted and request that the matter be resolved before it reaches this final court; (b) request further information from the student and/or others involved in the case; and (c) grant a hearing, at which time the student and others involved may be asked to appear before the committee.
3. The committee will gather evidence from all sides in the case, which may include both written and oral presentations from the parties involved.
4. The decision of the committee and reasons supporting it are communicated to the parties of the appeal.
5. The decision of the Appeals Committee is final.

All academic decisions affecting students may be appealed to the CBU Appeals Committee.

ARTICULATION AGREEMENT WITH COLLEGES

Articulation agreements exist with many colleges, such as the Nova Scotia Community College, New Brunswick Community College and College of the North Atlantic (Newfoundland), whereby students can receive credit toward diplomas and degrees at CBU for courses and programs completed at these institutions. Details about specific program transfer arrangements are available from the Registrar's Office or the appropriate school dean at CBU. Students must apply for and be offered admission and register at CBU before transfer credits are granted.

Audit Courses

A student normally audits a course out of personal interest. Students who wish to audit courses may attend with the permission of the instructor, but normally would not participate in written assignments or examinations set for the course. Students may change from audit to credit up to the final date for registration and adding of courses. They may change from credit to audit, up to the final date for dropping courses without academic penalty. Students changing from audit to credit will be assessed course tuition and fees. Credit will not be awarded for audit courses. Audits cost substantially less than the fee for the same course taken for credit. Courses taken for audit may not be challenged. Please see Calendar of Events for the relevant dates.

Averaging

Averages are computed for all students at the end of each term and at the end of the academic year.

The average computed in December is replaced by the fall/winter average in April. Averages are computed using the results for all courses attempted.

INTERDISCIPLINARY DEGREES

Bachelor of Arts and Science in Environment

The Interdisciplinary **Bachelor of Arts and Science in Environment** is jointly housed in the School of Arts and Social Sciences (SASS) and the School of Science and Technology (SST) and with support from Unama'ki College. The program is overseen by Deans Arja Vainio-Mattila (SASS) and David McCorquodale (SST), and is co-ordinated by a faculty member from each school, Dr. Dana Mount (English) and Dr. Deanne van Rooyen (Geology). BAS Environment is a 4-year degree with an Honours option and is designed for full-time study. The BAS Environment is interdisciplinary and requires students to pursue three streams simultaneously: a science concentration, an arts/social science concentration, and a core set of ENVS courses specially designed for this program, including a field course. Each year the theme of these courses may change to reflect a faculty's specialty, or a topical environmental issue. Respect for and inclusion of Indigenous knowledge is part of the Guiding Principles of the ENVS courses and students in all streams will have opportunity to take Mi'kmaq studies courses towards their degree. This program aims to prepare students to be active and responsible agents in the development of sustainable environmental practices.

Program co-ordinators, Dr. Deanne Van Rooyen and Dr. Dana Mount.

Admission Requirements:

High School credits: Five Grade 12 Advanced or Academic courses including English, Mathematics, Science (Biology, Chemistry or Physics), with an overall average of at least 75%. Additional science credits are highly recommended.

Letter of Interest: In addition to the standard CBU application, students must submit a letter of interest. The letter is an applicant's chance to express their own interest in the program. Applicants might want to describe, for example, how they became interested in the field, why they think they are suited for it, what extracurricular activities they have been involved in that relate to environmental issues, or how they hope to benefit from the program. Creative submissions will also be considered. For more information see the BAS Environment website or contact the Program Co-ordinators.

Transfer Students: Students with existing university credits can apply to the program if they have an overall average of 60%, and if they have the high school credits required for direct-entry applicants (see above). Students without the required high school mathematics or science credits can be accepted if



they have completed a university-level science course with a laboratory component and a university-level mathematics course. Transfer credits will be assessed and granted according to existing CBU policies. Transfer students must also submit the Letter of Interest (see above).

Bachelor of Arts Community Studies

Admission Requirements

Required: Five Grade 12 advanced or academic courses including English, with an overall average of at least 65%.

Students may substitute one Grade 12 open course for one advanced or academic course, except where a particular course is specified.

Please refer to the School of Arts and Social Sciences section for further program information.

Bachelor of Arts

Bachelor of Arts Core (30 Credits)	
Group 1: Literacy & Writing Effectiveness	Any 6 credits of English (with the exception of ENGL2601, 2604, 2605, 2633, 2625, 3621,3623) or FRNC2205
Group 2: Humanities	6 credits from among Humanities, Philosophy, History, Gender & Women's Studies, or Religious Studies
Group 3: Social Sciences	6 credits from among Anthro/Soc, Political Science, Economics or Mi'kmaq courses
Group 4: Arts, Communication and Culture	6 credits from among Music, Folklore, Communication, Art, Drama, French, Spanish, Gaelic, ENGL2604, ENGL2605
Group 5: Science, Logic and Numeracy	6 credits from among AN/S2200, PHIL2104, PHIL2221*, PHIL2223*, or Quantitative Research Methods (AN/S2212, POLS2162, or PSYC2101/PSYC3101, ENVS2103, Biology, Chemistry, Physics, Geology, MSIT, Accounting, Managment Science, or Mathematics * Not available for credit if you have PHIL2222

Additional requirements for Bachelor of Arts programs.

Of the 90 credits required for a 3-year Bachelor of Arts degree, no more than 36 credits shall be at the 1000 level, and of the 120 credits required for a 4-year Bachelor of Arts degree, no more than 45 credits may be at the 1000 level, except with the Dean's permission.

Bachelor of Business Administration

Admission Requirements

Required: Five Grade 12 advanced or academic courses including English and Mathematics or Pre-calculus Mathematics, with an overall average of at least 65%. Students may substitute one open course for one advanced or academic course, except where a particular course is specified.

Bachelor of Business Administration-Accounting Major

Admission Requirements:

Students who have completed year one or year two of the BBA degree program may apply for admission to the BBA Major in Accounting. Students must be in good academic standing with a minimum 60% average.

Bachelor of Business Administration- Marketing Major

Admission Requirements:

Students who have completed year one or year two of the BBA degree program may apply for admission to the BBA Major in Marketing. Students must be in good academic standing with a minimum 60% average.

Bachelor of Business Administration- Supply Chain Management Major

Admission Requirements:

Students who have completed year one or year two of the BBA degree program may apply for admission to the BBA Major in Supply Chain Management. Students must be in good academic standing with a minimum 60% average.



Please refer to the Shannon School of Business section for further program information.

Bachelor of Education

Admission Requirements

INTERMEDIATE/SECONDARY EDUCATION PREREQUISITES

- A concentration of at least 30 credit hours of university coursework in a discipline, taught in Nova Scotia secondary schools as outlined in the Public School Program; a maximum of six credit hours of cognate university coursework may be included in fulfilment of this requirement;
- A concentration of at least 18 credit hours of university coursework in a second discipline, taught in Nova Scotia secondary schools as outlined in the Public School Program; a maximum of six credit hours of cognate university coursework may be included in fulfilment of this requirement.

INTERMEDIATE/SECONDARY TEACHABLES

English, Math, French, Fine Arts, Technology, Science (Biology, Chemistry, Physics, Geology/Earth Sciences, Oceanography or Environmental Studies) and Social Studies (History, Geography, Political Science, Anthropology*, Sociology, Economics, African Canadian Studies, Mi'kmaq Studies, Law and Classics). Applicants to the Bachelor of Education (Intermediate/Secondary) cannot be accepted to this program if the first and second teachable disciplines are both social studies related disciplines.

* can be used as a second teachable discipline only

ELEMENTARY EDUCATION PREREQUISITES

Candidates for the Bachelor of Education (Elementary) must have successfully completed the following:

- 6 credits in social studies (from among History, Geography, Political Science, Anthropology, Sociology, Economics, African Canadian Studies, Mi'kmaq Studies and/or Philosophy) NOTE: This requirement will change to six (6) credits of university social studies coursework for May 2013.

- 6 credits in science (from among Biology, Chemistry, Physics, Geology/Earth Sciences, Oceanography or Environmental Studies)
- 6 credits in Mathematics
- 6 credits in English
- 6 credits in Developmental Psychology

All students are required to have an undergraduate degree from a recognized university, with a minimum of 90 credit hours completed.

Students in good academic standing, who have achieved an average of at least 65% throughout their undergraduate degree and an average of at least 70% in the last 60 credits attempted, are eligible for admission to the program.

Please see the School of Professional Studies section for further program information.



Bachelor of Arts Community Studies/Bachelor of Business Administration

Please refer to the Shannon School of Business section for further information.

Calendar of Events

MAY 2019

1 FINAL DATE TO APPLY FOR FALL GRADUATION.

6 Registration begins for fall/winter courses.

6 Spring graduation list posted at 1:30 p.m.

6 Classes begin - Spring session.

6 Classes begin for students in the BEd program.

6 Calculus Readiness Test at 4:00 p.m.

9 President's Convocation dinner.

11 Convocation - 2:00 p.m.

20 Victoria Day - CBU closed.

30 Payment deadline for Spring/Summer fees.

31 Last day of classes for three-credit May courses.

JUNE 2019

3 Classes begin for three-credit June courses.

3 Final Grades for three-credit courses ending in May due by 9:00 a.m. in the Registrar's Office.

5 Final grades for three-credit May courses accessible.

28 Spring session ends.

JULY 2019

- 1 Canada Day - CBU closed.
- 2 Classes begin - Summer session.
- 3 Final Grades for all courses ending in June due by 9:00 a.m. in the Registrar's Office.
- 5 Final grades for courses ending in June accessible.
- 26 Classes end for students in the BEd program.
- 30 Applications for admission, transfer credit or PLA received after this date may not be processed in time for September registration.

AUGUST 2019

- 2 Final grades for BEd courses due by 9:00 a.m. in the Registrar's Office.
- 5 Civic Day - CBU closed.
- 6 Summer session ends.
- 8 Final grades for summer session courses due by 9:00 a.m. in the Registrar's Office.
- 12 Final grades accessible.

SEPTEMBER 2019

- 2 Labour Day - CBU closed.
- 2 New Student Orientation begins.
- 3 Calculus Readiness Test at 4:00 p.m.

4 Classes begin.

4 Calculus Readiness Test at 6:00 p.m.

13 Last date for students to finalize registration for Fall Term courses they are attending.

30 Payment deadline for Fall Term fees.

30 Final date to opt out of the Students' Union health plan.

OCTOBER 2019

1 Treaty Day.

14 Thanksgiving Day - CBU closed.

NOVEMBER 2019

1 FINAL DATE TO WITHDRAW FROM A FALL TERM (THREE-CREDIT) COURSE WITHOUT ACADEMIC PENALTY. FINANCIAL PENALTY WILL APPLY.

1 FINAL DATE TO APPLY FOR SPRING GRADUATION.

2 Fall Convocation 2:00 pm.

11 Remembrance Day- CBU closed.

11-15 Fall Reading Week (no classes).

DECEMBER 2019

3 Last day of classes - Fall term.

5 Examinations begin.

16 Examinations end.

18 Final grades due by 4:00 p.m. in the Registrar's Office. Grades received after this date will not be processed until January 2020.

20 Fall grades accessible.

24 CBU offices closed at 12 noon for Christmas Break.

JANUARY 2020

2 CBU re-opens.

6 Classes begin -Winter Term.

15 Last date for students to finalize registration for Winter Term courses they are attending.

17 FINAL DATE TO WITHDRAW FROM A FULL-YEAR (SIX-CREDIT) COURSE WITHOUT ACADEMIC PENALTY. FINANCIAL PENALTY WILL APPLY.

30 Payment deadline for Winter Term fees.

FEBRUARY 2020

17 Nova Scotia Heritage Day- CBU closed.

17-21 Winter Reading Week (no classes).

28 FINAL DATE TO WITHDRAW FROM A WINTER TERM (THREE-CREDIT) COURSE WITHOUT ACADEMIC PENALTY. FINANCIAL PENALTY WILL APPLY.

MARCH 2020

2 FINAL DATE TO APPLY FOR ENTRANCE SCHOLARSHIPS FOR FALL 2020.

3 Registration begins for spring/summer courses.

APRIL 2020

3 Last day of classes - Winter Term.

4,6 In the event of campus closures due to winter storms, April 4 and 6 will be used as make-up days. If usage is required, the class schedule will be determined by the Registrar's Office.

7 Examinations begin.

10 Good Friday - CBU closed.

13 Easter Monday - CBU closed.

20 Examinations end.

22 Final grades due by 4:00 p.m. in the Registrar's Office.

24 Final grades accessible.

MAY 2020

1 FINAL DATE TO APPLY FOR FALL GRADUATION.

4 Spring graduation list posted at 1:30 p.m.

4 Classes begin - Spring session.

4 Classes begin for students in the BEd program.

4 Calculus Readiness Test at 4:00 p.m.

7 President's Convocation dinner

9 Convocation: 10 am School of Arts & Social Sciences & School of Science & Technology 3:30 pm Shannon School of Business & School of Education and Health

18 Victoria Day - CBU closed.

29 Last day of classes for three-credit May courses.

30 Payment deadline for Spring/Summer fees.

JUNE 2020

1 Classes begin for three-credit June courses.

1 Final Grades for three-credit courses ending in May due by 4:00 p.m. in the Registrar's Office.

3 Final grades for three-credit May courses accessible.

15 Registration begins for fall/winter courses.

26 Spring session ends.

29 Final Grades for all courses ending in June due by 4:00 p.m. in the Registrar's Office.

JULY 2020

1 Canada Day - CBU closed.

2 Classes begin - Summer session.

2 Final grades for courses ending in June accessible.

24 Classes end for students in the BEd program.

30 Applications for admission, transfer credit or PLA received after this date may not be processed in time for September registration.

AUGUST 2020

- 1 Final grades for BEd courses due by 4:00 p.m. in the Registrar's Office.
- 3 Civic Day - CBU closed.
- 6 Summer session ends.
- 8 Final grades for summer session courses due by 4:00 p.m. in the Registrar's Office.
- 10 Final grades accessible.

SEPTEMBER 2020

- 5 Residence Move-In
- 5 New Student Orientation begins
- 7 Labour Day - CBU closed (Orientation/Week of Welcome activities continue)
- 8 Calculus Readiness test at 4:00 pm
- 9 Classes begin
- 10 Calculus Readiness test at 6:00 p.m.
- 14 Calculus Readiness test at 6:00 p.m.
- 18 Last date for students to finalize registration for Fall Term courses they are attending (financial penalty applies for courses dropped after this date)
- 30 Deadline for payment of Fall Term fees
- 30 Final date to opt out of the Students' Union health plan

OCTOBER 2020

1 Treaty Day

12 Thanksgiving Day - CBU Closed

NOVEMBER 2020

2 Final date to apply for Spring Convocation

6 Final date to withdraw from a Fall Term (three-credit) course without academic penalty (financial penalty will apply)

7 Fall Convocation 2:00 p.m.

9-13 Fall Reading Week (no classes)

11 Remembrance Day - CBU closed

DECEMBER 2020

8 Last day of classes - Fall term

9 In the event of campus closure due to weather or other conditions, December 9 will be used as a class make-up day. If usage is required the class schedule will be determined by the Registrar's Office.

10 Examinations begin

19 Examinations end

21 Final grades due by 4:00 p.m. in the Registrar's Office. Grades received after this date will not be processed until January 2021

23 Fall grades accessible

24 CBU offices close at 12 noon for Christmas Break

JANUARY 2021

4 CBU re-opens

6 Classes begin - Winter term

15 Final date to withdraw from a full-year (six credit) course without academic penalty
(financial penalty will apply)

15 Last date for students to finalize registration for Winter Term courses they are attending
(financial penalty applies for courses dropped after this date)

30 Payment deadline for Winter Term fees

FEBRUARY 2021

15 Nova Scotia Heritage Day - CBU closed

15 -19 Reading Week (no classes)

MARCH 2021

1 Final date to apply for entrance scholarships for Fall 2021

2 Registration begins for spring/summer courses

5 Final date to withdraw from a Winter Term (three-credit) course without academic penalty
(financial penalty will apply)

APRIL 2021

2 Good Friday (CBU Closed)

5 Easter Monday (CBU Closed)

7 Easter Monday class schedule will be observed

8 Good Friday class schedule will be observed

8 Last day of classes - Winter Term

9, 10 In the event of campus closure due to winter storms or other conditions, April 9 and 10 will be used as class make-up days. If usage is required, the class schedule will be determined by the Registrar's Office.

12 Examinations begin

21 Examinations end

23 Final grades due by 4:00 p.m. in the Registrar's Office

26 Final grades accessible

MAY 2021

3 Final date to apply for Fall Convocation.

3 Registration begins for Fall/Winter term courses

3 Spring graduation list is posted at 1:30 p.m.

3 Classes begin - Spring session.

3 Classes begin for students in the BEd program.

3 Calculus Readiness Test at 4:00 p.m.

4 Calculus Readiness Test at 4:00 p.m.

6 President's Convocation Dinner

8 Convocation - 2:00 p.m.

24 Victoria Day - CBU closed.

28 Last day of classes for three-credit May courses

31 Classes begin for three-credit June courses.

31 Final grades for three-credit courses ending in June due by 4:00 p.m. in the Registrar's Office

JUNE 2021

2 Final grades for three-credit May courses accessible

25 Spring session ends

28 Classes begin - summer session

28 Final grades for all courses ending in June due by 4:00 p.m. in the Registrar's Office

30 Final grades for courses ending in June accessible

JULY 2021

1 Canada Day - CBU closed

23 Classes end for students in the BEd program

30 Applications for admission, transfer credit or PLA received after this date may not be processed in time for September registration

30 Final grades for BEd courses due by 4:00 p.m. in the Registrar's Office

AUGUST 2021

2 Civic Day - CBU closed

SEPTEMBER 2021

4 Residence Move-In

4 New Student Orientation begins

6 Labour Day - CBU closed (Orientation/Week of Welcome activities continue)

7 Calculus Readiness Test at 4:00 pm

8 Classes begin

9 Calculus Readiness test at 6:00 p.m.

13 Calculus Readiness test at 6:00 p.m.

17 Last date for students to finalize registration for Fall Term courses they are attending (financial penalty applies for courses dropped after this date)

30 Deadline for payment of Fall Term fees

30 Final date to opt out of the Students' Union health plan

OCTOBER 2021

1 Treaty Day

11 Thanksgiving Day - CBU Closed

NOVEMBER 2021

- 1 Final date to apply for Spring Convocation
- 5 Final date to withdraw from a Fall Term (three-credit) course without academic penalty (financial penalty will apply)
- 6 Fall Convocation 2:00 p.m.
- 8-12 Fall Reading Week (no classes)
- 11 Remembrance Day - CBU closed

DECEMBER 2021

- 7 Last day of classes - Fall term
- 8 In the event of campus closure due to weather or other conditions, December 8 will be used as a class make-up day. If usage is required the class schedule will be determined by the Registrar's Office.
- 10 Examinations begin
- 20 Examinations end
- 21 Exam make up day
- 22 Final grades due by 4:00 p.m. in the Registrar's Office. Grades received after this date will not be processed until January 2022
- 23 Fall grades accessible
- 24 CBU offices close at 12 noon for Christmas Break

JANUARY 2022

3 CBU closed in observance of January 1st holiday

4 CBU re-opens

10 Classes begin - Winter term

19 Final date to withdraw from a full-year (six credit) course without academic penalty
(financial penalty will apply)

19 Last date for students to finalize registration for Winter Term courses they are attending
(financial penalty applies for courses dropped after this date)

30 Payment deadline for Winter Term fees

FEBRUARY 2022

21 Nova Scotia Heritage Day - CBU closed

21-25 Reading Week (no classes)

MARCH 2022

1 Final date to apply for entrance scholarships for Fall 2022

2 Registration begins for spring/summer courses

7 Final date to withdraw from a Winter Term (three-credit) course without academic penalty
(financial penalty will apply)

APRIL 2022

8 Last day of classes - Winter Term

9,10 In the event of campus closure due to winter storms or other conditions, April 9 and 10 will be used as class make-up days. If usage is required, the class schedule will be determined by the Registrar's Office.

12 Examinations begin

15 Good Friday (CBU Closed) no exams scheduled

18 Easter Monday (CBU Closed) no exams scheduled

23 Examinations end

25 Exam make up date

25 Final grades due by 4:00 p.m. in the Registrar's Office

27 Final grades accessible

MAY 2022

2 Final date to apply for Fall Convocation

2 Registration begins for Fall/Winter term courses

2 Classes begin - Spring session

2 Classes begin for students in the BEd program

2 Calculus Readiness Test at 4:00 p.m.

3 Calculus Readiness Test at 4:00 p.m.

9 Spring graduation list is posted at 1:30 p.m.

12 President's Convocation Dinner

14 Convocation

23 Victoria Day - CBU closed

27 Last day of classes for three-credit May courses

30 Classes begin for three-credit June courses

30 Final grades for three-credit courses ending in June due by 4:00 p.m. in the Registrar's Office

JUNE 2022

2 Final grades for three-credit May courses accessible

24 Spring session ends

27 Classes begin - summer session

27 Final grades for all courses ending in June due by 4:00 p.m. in the Registrar's Office

29 Final grades for courses ending in June accessible

JULY 2022

1 Canada Day - CBU closed

22 Classes end for students in the BEd program

29 Applications for admission, transfer credit or PLA received after this date may not be processed in time for September registration

29 Final grades for BEd courses due by 4:00 p.m. in the Registrar's Office



AUGUST 2022

1 Civic Day - CBU closed

Changing a Course or a Course Section

Some programs permit course changes. After the first two weeks of classes, students will need the instructor's approval to join the course. Changing a course may have financial ramifications. (See the Financial Section of this calendar or consult with the Vice-President Student Services, and Registrar. Moreover, if students stay in the same course but switch sections, they must still go through the process (either by signing a form at the Registrar's Office, or using the student log-in online at www.cbu.ca) similar to changing a course. For example, if a student is in ENGL1600:10 (10 is the section number) which meets at 8:30 a.m. on Mondays, Wednesdays and Fridays, and wishes to move to ENGL1600:16 which meets on Thursday evenings, the student is still required to drop ENGL1600:10 and add ENGL1600:16.

All course changes, including section changes and drops, at any time, require submission of a Drop/Add Form to the Registrar's Office, or must be completed online at www.cbu.ca.

Cheating

Cheating is the use, possession, receipt, or transmission of unauthorized information pertinent to the subject of any supervised test or examination during such test or examination, or an attempt to commit the same. Impersonation of a candidate at a test or examination is another form of cheating and both parties are considered to have committed an offence.

Procedures:

On discovering such conduct, the proctor of the examination or test will impound the papers of any student who appears to be a willing or knowing participant, as well as any other evidence of the infraction. The facts of the case will be reported to the faculty member(s) involved, as well as to the appropriate school dean.

Penalties:

In the case of a first offence of this nature, where there is no evidence of premeditation or preparation, the instructor may require a substitute examination (or equivalent), or may assign a grade of zero for the test or examination at which the offence occurred. In the case of second offence, or one involving premeditation, the student will receive a grade of zero in the course and the appropriate dean may assess further penalties up to and including discontinuation from CBU.

CLASS ATTENDANCE

Attendance Policy: CBU does not have an institution-wide mandatory class attendance policy. However, we strongly encourage students to attend. Certain programs or courses may wish or be required to make attendance mandatory. Such requirements must be clearly communicated in the course syllabi and will supersede the general CBU non-attendance policy.

Conversion of a CBU Diploma to an Undergraduate degree in the Same Discipline

1. Candidates who have been awarded a CBU Diploma may complete an undergraduate degree in the same discipline. They must complete a minimum of 30 credits over and above the credits required for the diploma. Transfer credits or course challenges cannot be used to satisfy the 30 credits required. Prior learning assessments cannot be used to satisfy the 30 credits required. The awarding of the undergraduate degree will be noted on the transcript with a notation indicating it replaces the previously awarded diploma.

2. Candidates who simultaneously complete both the requirements for a diploma and those for a degree in the same discipline may only graduate with the degree. Application to graduate with the diploma will not be accepted.

Degree Programs

Students are required to complete successfully both components of the work term. Students who fail the work term will be required to withdraw from the BA and BBA Co-operative Education Internship programs.

Students are not permitted to drop a work period without prior approval of the advisors. Students who drop a work period without permission, or who fail to honour such an agreement to work with an employer, or who conduct themselves in such a manner as to cause their discharge from the job, will usually be awarded a failing rating for the work period.

Students who fail the internship will not be eligible to re-apply for a period of one year. Students seeking re-admission after this period of time has elapsed will have their applications considered by the Selection Committee.

Diploma Programs

Successful completion of the three co-op work terms is normally a prerequisite for graduation with the Co-op diploma. However, if CBU is unable to provide three program-related work experiences, the diploma may be awarded if the student has successfully completed two terms. Furthermore, in those extenuating circumstances where CBU is unable to provide two work terms, the dean may recommend that the diploma be awarded without the “co-op” notation.

Students are required to complete successfully both components of the work term in order to receive credit for the work term. If a student is unsuccessful in the work term, she/he will be required to withdraw from the program of study and will not be eligible for re-admission until after the lapse of two terms (eight months). The student will also be required to complete successfully a further work term before being admitted to another academic term. Students with relevant employment experience prior to registration in a co-op program may apply for credit for Work Term 1.

Prior approval of the advisors is required before leaving a work placement. Permission to leave a work period does not constitute any reduction in the requirements for a co-op program of study. If a work period is left without prior permission, or if a student is unable to honour an agreement to work with an employer, or if a student’s conduct is such as to cause discharge from the job, the student will normally be awarded an unsuccessful grade for that work term.

If a student is unsuccessful in two work terms, she/he will be ineligible for re-admission to any co-op diploma program for a period of at least four academic terms. The student does have the right, however, to apply for non-co-op diploma programs.

Students can proceed to Work Term 1 with two course deficiencies in Academic Terms 1 and 2. Students are eligible to proceed to Work Term 2 or 3, if they have no more than one term course deficiency and the deficient course is not considered by the Evaluation Committee to be critical to the ensuing work term performance. Passing a supplementary exam will not qualify a student for the next work term.

CORRESPONDENCE FROM THE OFFICE OF THE REGISTRAR TO THE STUDENT

Upon registration at CBU, all official correspondence from the Office of the Registrar, is sent to students via their CBU email accounts. Students are reminded to check their email regularly and to keep their inbox open for delivery.

Course Challenge

CBU recognizes that some students may have achieved competence in certain subject areas. A challenge involves a special assessment administered by the relevant school at a time determined in consultation with the student. The following guidelines apply to course challenge:

- The student applies through the Registrar's Office and the assessment is administered through the relevant school.
- Course challenges are available to students registered in any program.
- The assessment must be completed within 30 days of the receipt of the application. Applications will be entertained only in the period from August to April.
- A specific course may be challenged only once.
- Students may not challenge a course for which they have already received a final grade.
- All course challenges will be recorded. The results of course challenges will be treated like any other course and will be included in the calculation of the student's average.
- Payment of the appropriate fee is due at the time the application for challenge is filed. The fee for course challenges is 25% of the normal tuition fee.
- Students may challenge a maximum of 30 credit hours or the equivalent of five, 6-credit courses. Students may not challenge (human) language acquisition courses.
- No course challenges for Community Studies courses.

COURSE SELECTION

Programs consist of combinations of courses. For example, in order to complete the requirements for a BBA degree, the student needs to pass 20 courses (120 credits). Most courses are offered between September and April. However, courses in Co-op Technology programs span eight, 4-month terms with three terms devoted to work placements. Courses in the degree programs are also offered during May to June (spring session) and July to August (summer session).

A course taught for three hours a week during the September - April period has a value of six credits and is called a full course. A course taught for three hours a week for one term (from September to December or January to April) has the value of three credits and is called a half course. Half and full courses are also offered in spring and summer.

A student's course choices depend on the requirements of his/her Diploma, Certificate, or Degree program. (These requirements are found in the program descriptions of the CBU academic calendar).

CREDIT RECOGNITION FOR OUTSTANDING ENTRY STUDENTS FROM HIGH SCHOOL

Advanced Credit Recognition for IB Students

Students admitted to CBU who have completed the IB Diploma are eligible to receive a maximum of 30 credits for IB courses completed at the higher level with a minimum grade of 5.

- Credit will be awarded on a course by course basis.
- A maximum of 18 credits can be awarded for Standard Level courses with a minimum grade of 5.
- Students have the option to forgo credit.

IB Certificate holders are eligible to receive university credit to a maximum of 18 credits for higher level courses or standard level courses on a course by course basis subject to a minimum score of 5.

IB Program in Math

Students who complete an IB course in mathematics with a minimum score of 5 shall be exempt from the Calculus Readiness test.

OR

Completion of a Grade 12 honours course with a mark of 85% or higher and successful completion of an Outstanding Entry Student Examination. This examination is prepared and graded by an instructor in the discipline. Success in the examination means that the department and the dean are confident that the student's knowledge is equivalent to that of a student who has successfully completed the introductory level of that course at CBU.

Advanced Credit Recognition for French Immersion Students

Students from French Immersion or students from French/Francophone schools may be granted a maximum of six FRNC credits, after assessment by the Department of Languages and Letters.

CREDIT TRANSFER

The transfer of credit refers to the acceptance of courses by CBU from another institution (external transfer) or from one CBU program to another program (internal transfer). All external credit arrangements are administered by the Registrar's Office, in consultation with the dean and the appropriate department. All internal credit arrangements are administered by the academic schools in consultation with the Registrar's Office

Students seeking transfer credit assessments must submit the Application for Transfer Credit Assessment with the non-refundable application fee to the Registrar's Office Applications are available at the Registrar's Office or at www.cbu.ca/student-services/forms. Transfer credits are not activated until registration. Applications received after August 1, cannot be guaranteed for processing for September registration.

Documents submitted in support of an application for admission cannot be returned. Neither the documents nor copies of the documents will be returned to the applicant. Further, neither the documents nor copies of the documents will be issued third parties.

Deferred Examinations

Students should notify their instructor(s) immediately if they must miss an examination due to a medical or other serious reason. Upon request, the dean of the school and the instructor may approve a deferred examination.

DEGREE AND DIPLOMA CO-OP PROGRAMS: WORK TERMS

The following procedures adopted by CBU are also consistent with the criteria established by the Accreditation Council of the Canadian Association for Cooperative Education.

Work term evaluation consists of two components:

1. Performance as evaluated by the employer and by the appropriate advisor in the Student Service Centre. The evaluation is recorded on the student's transcript as either successful or unsuccessful.
2. A work report validated by the student's employer and graded by an appropriate member of the CBU faculty. A letter grade is recorded and indicates relative merit as follows:

A	-	85 - 100%	-	Excellent
B	-	70 - 84%	-	Very Good
C	-	60 - 69%	-	Good
D	-	50 - 59%	-	Acceptable
F	-	Less than 50%	-	Failure

PROGRAMS

CBU offers a wide variety of programs leading to the awarding of degrees, diplomas and certificates. Through CBU degree programs students have the opportunity to work with faculty on research projects that provide hand-on experience. There are courses that move out of the classroom into the field applying theory to tackle real-world problems. A listing of the degree programs and their admission requirements can be found below. Further information about degree program regulations and diploma and certificate programs can be found under the Academic School headings.

Determination and Categories of Academic Standing

Good Academic Standing

All students entering CBU are admitted in good academic standing. Students in good academic standing have met the minimum standard required for continued, unrestricted study at CBU. Students are advised that meeting this minimum standard may NOT be sufficient to satisfy the graduation requirements of their program of study. Graduation requirements vary by program. Please refer to the relevant description in the academic calendar to determine the graduation requirements that apply to your program of study.

Early Alert

After December exams, students who have an average of less than 50% or two failing grades, may receive an early alert notation on their grade report. The notation will refer them to the policy regarding academic performance.

Academic Alert

At the end of April, students previously in good academic standing will be placed on academic alert if they have an average of less than 50% but have passed more than 50% of courses in the period under review.

Students with academic alert standing can continue unrestricted study at the University but receive a letter warning them that they may be in academic jeopardy if their grades do not improve.

Academic Warning

At the end of April, students previously in good academic standing will be placed on academic warning standing if they have an average of less than 50% and have failed more than 50% of courses in the period under review. These students are required to meet with the Performance Review Committee (of their program) to have their program of study approved prior to registration for the next academic year.

At the end of April, students previously on academic alert will be placed on academic warning standing if they have an average of less than 50% in the period under review. These students are required to meet

with the Performance Review Committee (of their program) to have their program of study approved prior to registration for the next academic year.

Students with academic warning standing will receive a letter advising them of this status and of the requirement to meet with the relevant Performance Review Committee.

Academic Discontinuance

At the end of April, students previously on academic warning will be placed on academic discontinuance for 12 months beginning May 1, if they have an average less than 50% in the period under review. They may register for only one 6-credit course at CBU during that period. They have the right to appeal their academic discontinuance to the dean of their program of study. The student's academic standing will return to good academic standing following the period of discontinuance.

Directories

Cape Breton University will prepare lists of students, giving ID, name, address and telephone number for use by its administrative officials, including Students' Union personnel. These lists include information on all currently registered students and are considered to be confidential.

Directories are not permitted to be published.

Disclaimer

When changes are made in program structure, a student already registered may choose to satisfy the new program requirements or to complete the program as it was when the student began his/her program if this is still possible and reasonable.

Cape Breton University (CBU) does not accept any responsibility for loss or damage suffered or incurred by any student as a result of suspension or termination of services, courses, or classes caused by reason of strikes, lockouts, riots, weather, damage to University property and any other cause beyond the reasonable control of CBU. Each student bears the responsibility of ensuring that his/her course choices satisfy both the overall program regulations and the individual department regulations for specializations, concentrations or majors.

Distance Courses at Other Institutions

Students formally registered at CBU may wish to take advantage of those courses offered through correspondence from other recognized institutions. The conditions for correspondence courses are the same as those listed above for taking courses at other institutions. CBU cannot give credit for a correspondence course if that same course is offered at CBU during the period the student wishes to enroll. However, a student may take a correspondence course if the same course at CBU is filled.

Distance Education Courses

Courses offered by CBU in any format and at any site are considered to be regular university courses.
This includes distance courses.

Dropping a Course

Students may drop a course up until the mid-point of classes during the term that the course is offered without academic penalty. The deadlines for withdrawing from a course without academic penalty are listed in the Calendar of Events and Academic Dates.

When a course is dropped on or before the last date to add courses in a term, the course will not appear on the student's transcript. A course dropped after the last date to add courses and on or before the course penalty date will appear on the transcript with the legend, WP (withdrew without penalty). The course will not be included in the calculation of the student's average.

A course dropped after the course penalty date will appear on the transcript with the legend WF (withdrew, failed). The WF will be treated as a grade of zero in the calculation of the student's average. Courses dropped after the penalty date due to extenuating circumstances (requires both Dean and Registrar to accept) will appear on the transcript with WS (withdrew special circumstances). The course will not be in the average.

Withdrawal from the first term of a pair of related courses (for example, ACCT1203/1204) does not automatically withdraw the student from the second term course. Both courses must be dropped.

Students are cautioned not to simply walk away from a course. Withdrawal must be made official (which means either signing a form in person at the Registrar's Office or withdrawing online using the student log-in at www.cbu.ca).

Students who leave a course without formal withdrawal will receive a grade of zero for the course and will be charged full tuition and fees for the full course.

The length of time a student stays in a course before dropping will affect the tuition refund to be received. Please check the financial policies on the CBU website for information about refunds.

Students are advised to consult the instructors of courses that they are considering dropping. In addition, there are academic support services available through Student Services. Extra help may be all that is needed to successfully complete the course. Instructors will appreciate being informed of a decision to drop a course.

Early Fall Admission

Students may apply for early admission, commencing September 15 of the year in which they are registered in Grade 12.

Early fall admission is available to those students who have an average of at least 75% in Grade 11 and who are currently registered in the Grade 12 courses that satisfy the admission requirements for the academic programs to which they are applying.

Early admission is not available for the Bachelor of Science Nursing program.

Students applying for early fall admission must include with their application their final Grade 11 marks and proof of registration in their Grade 12 courses (for both semesters where applicable). Admission will be conditional, pending the successful and satisfactory completion of program requirements.

All students who are offered early fall admission must submit an official high school transcript to the Admissions Office by June 30 of their graduating year or the offer of admission may be withdrawn.

Documents submitted in support of an application for admission cannot be returned. Neither the documents nor copies of the documents will be returned to the applicant. Further, neither the documents nor copies of the documents will be issued third parties.

ELECTRONIC DEVICE POLICY

The use of personal electronic devices in the classroom or other instructional space can contribute to instruction and learning. It is important to provide a learning environment respectful of all students and the instructor.

There is potential that some behaviour with these devices can interfere with the learning environment. Personal electronic devices include any device that electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, music and media players, gaming devices, tablets, laptop computers and personal digital assistants.

Acceptable use of these devices in the classroom or other instructional space will be at the discretion of the instructor in consideration of individual student needs and the group learning environment.

Acceptable uses of personal electronic devices include educational and emergency use in addition to student support.

When the use of electronic devices interferes with teaching or learning individuals may be asked to turn off or remove the device. Alternatively, they may be asked to leave the class or instructional space.

English Language Proficiency

English is the primary language of instruction at Cape Breton University. It is essential that all students have an adequate knowledge in the areas of reading, writing, listening and speaking in the English language in order for them to be successful in their studies. While this policy outlines CBU's English language proficiency requirements for the purposes of admission, it remains the responsibility of all students to ensure that their English is at a level of accomplishment necessary for their particular programs and specific requirements.

Applicants who meet Cape Breton University's academic requirements, but who are not able to demonstrate English language proficiency at the time of application, may be offered a conditional admission. With an offer of conditional admission applicants can apply for a study permit (visa). However, until applicants have met the English language proficiency requirements they may not begin their university level studies.

Applicants whose first language is not English must provide documentation to show that CBU's English language proficiency requirements have been met. Proof of proficiency may be provided by one of the following:

Previous Education in English:

- Successful completion of at least two years of academic instruction at a secondary institution, as recognized by Cape Breton University, where English is the primary language of instruction, or
- Successful completion of at least 30 credit hours (or equivalent) at a post-secondary institution, as recognized by Cape Breton University, where English is the primary language of instruction.

Official Testing Scores:

Please arrange to have test results sent to Cape Breton University from one of the following agencies:

- TOEFL score of 550 (paper test), 213 (computer test), or 80 (internet test). See www.ets.org

- IELTS score of 6.5 with no band below 6.0. See www.ielts.org, or
- CAEL score of 60, www.cael.ca, or
- MELAB score of 85, www.melab.ca, or
- Pearson PTE (Academic) - score of 59, www.pearsonpte.com
- CanTEST score of 4.5 (reading & listening), 4.0 (writing) see:
<http://www.cantest.uottawa.ca/index.php>.

English Language Training

Cape Breton University has partnerships with English language training institutions. Students who successfully complete one of these programs are deemed to have met CBU's English language proficiency requirements without further testing required. Please visit our web site at www.cbu.ca/admissions for further information.

Entrance Scholarships

An admission application and all required supporting documents, including a high school transcript showing both Grade 11 marks and mid-year and/or first semester Grade 12 marks, must be received in the Registrar's Office by March 1, in order to be considered for an entrance scholarship. For more information on scholarships and bursaries, criteria, policies and required supporting documents, visit www.cbu.ca/scholarships or email: awards@cbu.ca.

ETHICAL BEHAVIOUR IN ACADEMIC MATTERS

All members of the CBU community are called upon to demonstrate a respect for academic honesty. To this end, a number of processes and procedures are in place to govern the ethical behaviour of all members of CBU. For example, faculty, staff and administrators are governed by collective agreements and the appropriate collegial bodies. Since these academic regulations are primarily geared to guide students through their university career, the focus of this section is on academic dishonesty as it applies to the student body. However, this does not imply that students are less honest than other members of the CBU community. It simply acknowledges that whereas the rules and regulations governing the ethical behaviour among the non-student population are contained in other documents, it is necessary here to delineate the guidelines pertaining to student behaviour in academic matters.

EXAMINATIONS

Examinations play a significant part in the evaluation process of many courses. Students should therefore be familiar with the following procedures associated with formal examinations. Any new material covered on the day of a scheduled, for-credit, test or exam, may not be included on that test or exam.

External Transfer

All first- and second-year credit courses offered at all other Canadian universities will be accepted for credit at CBU, with the following limitations:

- A minimum of 50% of the courses must be completed at CBU in a degree, diploma or certificate program, unless stated otherwise in the program descriptions.
- Credit transfer is distinct from admission and decisions with regard to admission remain the prerogative of CBU;
- The specific program requirements of CBU must be met. An otherwise acceptable transfer credit may not be usable in a particular program of study,
- Students must also meet any requirements with regard to grades. External credits will be treated identically with those of CBU students who move from one program to another within the institution. If a grade of 60% is required in a CBU prerequisite course, for example, then a 60% grade will also be required in a transfer course.
- Electronic scans of original (official) documents will be accepted in support of an application for admission for undergraduate programmes, or for an application for transfer credit assessment. Both sides of each document must be supplied. Cape Breton University reserves the right to request official documents at any time. Documents should be submitted to admissions_documents@cbu.ca
- Documents submitted in support of an application for admission cannot be returned. Neither the documents nor copies of the documents will be returned to the applicant. Further, neither the documents nor copies of the documents will be issued third parties.

A dean, in consultation with the Registrar and the department, may approve courses beyond the first and second year levels for credit transfer in degree, diploma and certificate programs, bearing in mind that at least 50% of courses must be completed at CBU.



CBU has entered into a variety of special agreements with other institutions and such agreements often provide for extended credit transfer arrangements within specific CBU programs. For general information on such arrangements, contact the Registrar's Office.

Extraordinary Circumstances

If a student completes an examination and subsequently claims extenuating circumstances, such claims may be considered by the dean and the instructor on an individual basis. If a student is unable to write a scheduled examination for some serious reason, or if she/he becomes ill during an examination, the dean of the school must be contacted within five working days of the date on which the examination was to have been written. The dean and the instructor may decide whether a deferred examination will be scheduled or whether aegrotat standing will be granted.

Forms of Academic Dishonesty

Please refer to the subsections of this topic.

FROM OTHER THAN HIGH SCHOOL

CBU recognizes extra-institutional learning and may grant credit for learning experiences acquired outside an educational institution. Students may obtain credit for such prior learning in either of two ways:

By presenting evidence demonstrating that the student has mastered the material covered in the course in question. The Dean of the appropriate academic school is responsible for ensuring that the relevant faculty member appraises such evidence of prior learning.

By challenging a course with the approval of the relevant school dean.

General Admission Requirements for Students from Outside of Nova Scotia

For all provinces except Quebec, students who have successfully completed university preparatory programs will be admitted, subject to the same grade and average requirements expected of Nova Scotia students and subject to program capacity. For Quebec students, the entrance requirement is one year of study at a CEGEP, with a 65% average.

Documents submitted in support of an application for admission cannot be returned. Neither the documents nor copies of the documents will be returned to the applicant. Further, neither the documents nor copies of the documents will be issued third parties.

Present course code equivalencies from other Canadian provinces can be found at:
www.cbu.ca/admissions/canadian-applicants.

General Undergraduate Admission Requirements

An overall average of 65% is required for all students applying to most CBU credit programs based on high school performance. Additional requirements may apply to specific programs.

Program-specific admission requirements are summarized in the table on the previous page.

If space permits, CBU will accept all candidates who can verify that they have met the minimum entry requirements established by CBU for the programs in which they wish to enroll.

Electronic scans of original (official) documents will be accepted in support of an application for admission for undergraduate programmes, or for an application for transfer credit assessment. Both sides of each document must be supplied. Cape Breton University reserves the right to request official documents at any time. Documents should be submitted to admissions_documents@cbu.ca. Documents submitted in support of an application for admission cannot be returned. Neither the documents nor copies of the documents will be returned to the applicant. Further, neither the documents nor copies of the documents will be issued third parties.

Note: CBU does not guarantee that applications completed after August 1, will be processed for September registration.

Grade Reports

Grade reports become available to students through the CBU web site following the December and April examination periods and after the spring/summer sessions. Students who have not paid all tuition fees or who have outstanding library fines will not have access to grades until their accounts are settled.

GRADUATION

Students meeting their program requirements by April will graduate in May. Otherwise, they will need to complete the requirements by August 30 to graduate in the fall. Spring convocation normally occurs on the second Saturday of May at 2:00 p.m. Fall convocation normally occurs on the first Saturday of November at 2:00 p.m. Students must apply to graduate and should note the deadlines listed in the Calendar of Events.

High School Transcript Self-report of Grades

Students have the opportunity to self-report their transcript information which CBU will use to assess admission to degree programs. High school applicants must report final grades for all Grade 11 and Grade 12 courses completed, along with all available mid-year grades for courses in progress. Information will be assessed and applicants will be advised of their admission status.

Offers of admission based on self-reported transcript information will be verified against the final official transcript which must be submitted to the Registrar's Office by June 30. It is expected that all applicants will accurately report their course information and must satisfy all CBU admission and specific program requirements in their final results, otherwise the offer of admission may be withdrawn.

Please note the information below if you wish to be considered for an entrance scholarship.

IB Program in Math

Students who complete an IB course in mathematics with a minimum score of 5 shall be exempt from the Calculus Readiness test.

OR

Completion of a Grade 12 honours course with a mark of 85% or higher and successful completion of an Outstanding Entry Student Examination. This examination is prepared and graded by an instructor in the discipline. Success in the examination means that the department and the dean are confident that the student's knowledge is equivalent to that of a student who has successfully completed the introductory level of that course at CBU.

Internal Transfer Credit for School of Arts and Social Sciences

Internal Transfer Credit for School of Arts and Social Sciences

Internal Transfer Credit for School of Science and Technology Engineering

Transfer from a degree program to an Engineering Technology diploma program

Transfer from a degree program to an Engineering Technology diploma program	
ENGI1165 Graphics	DRAF111 Drafting I
ENGI1167 Statics	ENGI1163 Statics
ENGI2164 Thermodynamics	MECH2161 Thermodynamics
ENGI2166 Electric Circuits	ELEC1161 Fundamentals of Electricity
ENGI2169 Strength of Materials	ENGI1164 Strength of Materials
ENGI2131 Fluid Mechanics	CIVI112 Fluid Mechanics
Transfer from an Engineering Technology diploma program to a degree program	
ENGI1163 Statics	ENGI1167 Statics
MECH2161 Thermodynamics	ENGI2164 Thermodynamics
ELEC1161/ELEC1164 Fundamentals	ENGI2166 Electric Circuits
ENGI1164 St. of Materials	ENGI2169 St. of Materials
CIVI112 Fluid Mechanics	ENGI2131 Fluid Mechanics
CIVI233 Hydraulics	ENGI2131 Fluid Mechanics
Mathematics course transfers from a degree program to an Engineering Technology diploma program	
MATH1101 and MATH1203 Calculus (Math I, II, & III)	*MATH1107/1208/2104
MATH1105 Calculus (Math I, II, & III)	*MATH1107/1208/2104
MATH1105 and 1206 or	MATH1107/1208 or MATH2104/2205

MATH1101/1203/1206 Calculus	(Math I, II, III, & IV)
MATH1109	MATH 335 Statistics
MATH 183 Introduction to Fortran Applications	COMP 1163 Computer
MATH1116 Programming in C++ Applications	COMP 1163 Computer
MATH1217 Introduction to Computer Applications	COMP 1163 Computer
...	
Transfer from an Engineering Technology diploma program to a degree program	
MATH1107/1208/2104 (Math I, II & III)	MATH1101 Calculus
MATH1107/MATH1208/MATH2104/MATH2205 (Math I, II, III, & IV)	MATH1105 Calculus or MATH111 & MATH112
MATH 335 (Math V) *Credits for MATH1206 will be considered on an individual basis where the math sequence actually taken in the Engineering Technology diploma includes significant work in infinite sequences and series.	MATH1109 Statistics
Science course transfers from a degree program to an Engineering Technology diploma program	
CHEM200 Physical Chemistry Physical Chemistry I & II	CHEM251/CHEM252
GEOL1101 Physical Geology	GEOL1103 Geology I
GEOL1201 Historical Geology	GEOL1203 Geology I
PHYS1102 Elements of Physics	PHYS1101/PHYS1201 (Physics I & II) -Students will take some topics in both courses
PHYS1104 and PHYS1204 General Physics	PHYS 111/112 (Physics I & II)
Transfer from an Engineering Technology diploma program to a degree program	
GEOL1103 Geology I	GEOL1101 Physical Geology
GEOL1203 Geology II	GEOL1201

	Historical Geology
*MATH1101 and MATH1203 or MATH1105 gives credit for MATH I, II and III, however, BET students will be required to obtain an additional 3 to 6 credits of electives to graduate.	

Internal Transfer

Please refer to the subsections of this topic.

INTERNATIONAL APPLICANTS

The International Advisors at Cape Breton University provide information and referral services in response to questions or problems international student may encounter during their adjustment to a new country and university. The advisors organize orientation and social programs for international students and encourage students to direct all questions related to immigration or visa concerns to their attention. The International Advisors' offices are in the Learning Commons & Student Life Centre (B-110) located in the Marvin Harvey Building.

International Student Advisors :

Donalda Johnston-Roper,

tel: 902-563-1278 or

mail: Donalda_Johnston@cbu.ca

Legends Used in Place of Numerical Grades

In certain cases, legends are used in place of numerical grades. Students should familiarize themselves with these legends, since some of them have a direct influence on average and rank.

AUD = Audit

Used to record an audit, where a student is eligible to attend regular classes but ineligible to participate in written assignments or examinations set for the course. No credit is attached to an audit.

PAS = Pass

Used to record credit for a course where no numerical grade is assigned. This legend is not considered in the calculation of averages.

FAI = Failure

Used to record a failure in a course where no numerical grade is assigned. This legend is not considered in the calculation of averages.

INC = Incomplete/Grade

Used as a temporary grade that is granted to a student who has been unable to complete some part of the term work in a course and who has been granted additional time after the course end date to complete the missing course component (s). A final grade must be submitted within six weeks of the end of term. If no grade is submitted in the six weeks after the term ends, the INC will be changed to zero.

NGR = No Grade Report

This legend is used as a mid-term grade for six-credit directed study or honours thesis courses where no formal evaluation has taken place in the first half of the course. It may not be used as a final grade.

F = Failure

Indicates a course drop without a formal withdrawal. This legend is used when a student has registered for a course but has not submitted any course work and counts as a zero in the calculation of the student's average.

WF = Course Withdrawal - Failure

Indicates a formal course withdrawal after the course penalty date. It counts as a zero in the calculation of the student's average.

WP = Course Withdrawal Without Penalty

Indicates a formal course withdrawal on or before the course penalty date. The WP legend is not considered in the calculation of the student's average.

WS = Course Withdrawal in Special Circumstances

Indicates withdrawal without penalty after the course penalty date due to extenuating circumstances. The WS legend is not considered in the calculation of the student's average.

Notification of Disclosure of Personal Information to Statistics Canada and the Maritime Provinces Higher Education Commission

STATISTICS CANADA

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education.

It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at post-secondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand outcomes. In order to conduct such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada, student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education and labour force activity.

The federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used for statistical purposes only and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify a student.

Students who do not wish to have their information used can ask Statistics Canada to remove their identifying information from the national database. On request by a student, Statistics Canada will delete an individual's contact information (name, address, or other personal identifiers) from the PSIS database. To make such a request, please contact Statistics Canada:

Mail

Institutional Surveys Section
Centre for Education Statistics
Statistics, Canada
100 Tunney's Pasture Driveway
R.H. Coats Building, Floor 13 G
Ottawa, ON K1A 0T6

E-mail

statcsn.PSIS-SIEP.statcan@canada.ca

Further details on the use of the information collected by Statistics Canada can be obtained from the Statistics Canada Web Site.

Maritime Provinces Higher Education Commission

The MPHEC collects the data described above on behalf of Statistics Canada. In addition, it archives these data and uses them to generate basic statistics, research products, as well as the sampling frame for its graduate survey. These activities support its mandate, which is to assist institutions and governments in enhancing the post-secondary learning environment. The legal authority for these activities is provided by the Maritime Provinces Higher Education Commission Act. The act also requires that all data received by the Commission is kept confidential and ensures the protection of personal



information. More information about the MPHEC and its Standard for Maintaining Confidentiality may be found at www.mphec.ca.

Regarding those students who do not wish to have their information used. Statistics Canada will notify the MPHEC of any student choosing to have their personal information removed from the national database, and their information will be subsequently be removed from the MPHEC's database.

OBTAINING A SECOND DEGREE FROM CBU

Requirements for Earning a Second Cape Breton University Undergraduate Degree

(Effective Date: This policy would be in effect for any student intending to graduate AT or AFTER the Spring 2014 Convocation.)

Official Statement

Cape Breton University produces its academic calendar in an online version. While the print and online versions are considered accurate at the time of production, the information in the calendar is under continuous review. CBU reserves the right to make such amendments and additions as deemed appropriate.

As it readily allows for updates, the online academic calendar is the most current version. Where discrepancies exist between print and online versions, the online version shall be considered CBU's official statement. For up-to-date online program and course information, admissions and academic regulations and more, go to www.cbu.ca and click on Academic Calendar in the links at the bottom of the page. For a list of important dates go to www.cbu.ca and click on Important Dates in the links at the bottom of the page.

Other Academic Paths

Traditionally, students have entered university studies on a full-time basis as recent high school graduates. But this traditional student profile is changing and alternative ways of responding to students' needs are being introduced. Many students are older, have significant work experience, have work schedules which do not allow full-time study and, in a number of cases, have difficulty travelling to the CBU campus. In response to changing needs, CBU provides alternate paths for students to reach their academic goals. All courses, regardless of mode of delivery, are subject to the standard procedures, criteria and checks and balances as outlined in the CBU Academic Regulations.

Other Forms of Academic Misconduct

More serious academic offences, such as producing plagiarized essays or assignments for compensation, theft, distribution or unauthorized retention of examination papers, offering improper inducements in exchange for favourable academic consideration, unauthorized access to or tampering with academic records and forging letters of permission or other academic documents, will be reported to the appropriate school dean. The procedures and penalties that apply to plagiarism and cheating will also apply to these other forms of academic misconduct.

NOTE: In all cases, the dean must also inform the student(s) involved of their rights to appeal to the CBU Appeals Committee.

Plagiarism

Plagiarism is the act of representing the intellectual work of others as one's own. Such misrepresentation is treated as a serious violation of academic standards and principles. When a student submits work for a course, it is assumed that the work is original, except where the student properly acknowledges the use of other sources. Of course, good scholarship often requires drawing on the work of others, but any borrowed material - including words, ideas, data, statistics, graphics and other intellectual matter, whether drawn from print, electronic, or other non-print sources - must be fully acknowledged according to the accepted practices of the relevant discipline.

The following policy applies equally to all forms of materials submitted in all courses. These materials include, but are not limited to, assignments, essays, compositions, theses, creative writing, reports, reviews, lab reports, projects, computer programs, experimental data, drawings, charts, plans, musical compositions and works of art. This policy applies without regard to the weight assigned to the item plagiarized within the course instructor's grading formula for the course.

Course instructors must report instances of plagiarism to the relevant dean who will then register the offence and any pertinent comments in the student's academic file. Access to this information will be restricted to persons occupying confidential positions in the CBU Deans' offices and the Office of the Registrar. On receiving a report of plagiarism, the dean will consult the student's academic file to ascertain the appropriate action to be taken. In all cases, a copy of the letter sent to the student will also be sent to the course instructor.

Procedure

In any instance where an instructor of a course suspects plagiarism, he/she will, if reasonably possible, meet with the student. When the course instructor cannot reach the student, notifying the student of the required meeting with the course instructor will be the responsibility of the relevant dean. The meeting will include a discussion of the plagiarism policy and the student's particular case, so as to ascertain whether or not there are alternative explanations. If the instructor of the course concludes that the work or any part of it is plagiarized, the course instructor will inform the student and report the offence of plagiarism to the relevant dean. The relevant dean will then provide information to the

course instructor regarding previous offences of plagiarism for this student. The penalty will be assessed accordingly (see below).

First offence:

The student will be assessed a penalty by the instructor of the course with the maximum penalty being a zero on the assignment. The relevant dean will register the offence on the student's academic file. He or she will notify the student in writing that another violation of the plagiarism policy, in any course, will result in a course mark of zero and possible discontinuation from CBU.

Second offence:

The relevant dean will review the details of the case and assign a zero in the course in which the plagiarism took place. The dean will also notify the student in writing that another violation of the plagiarism policy in any course will result in discontinuation from CBU. He or she may also recommend to the program dean that the student be discontinued if the case warrants (the rules for discontinuation are as outlined below). If the program dean agrees with the recommendation, the student will be discontinued. The program dean will inform the student in writing of the action taken, and the reasons for the action.

Third offence:

The relevant dean will inform the program dean, who will officially inform the student in writing, that he/she will be discontinued as of the end of the current semester of registration. The course in which the plagiarism occurred will be assigned a mark of 0. The student will not be permitted to register in any CBU courses, for credit, for 12 months as of the date of discontinuance, nor will CBU accept transfer credits from other institutions if they have been earned during that period. The notation for the discontinuation will appear on the transcript for the duration of the discontinuation. The notation will remain on the student's internal academic file.

Discontinuation Provision

If discontinuation occurs in the fall term, the student will be required to withdraw from any 6 credit courses he/she is enrolled in. He/she may be eligible for a refund for these courses, depending on the date of the reported infraction. However, there will be no refund for the course for which the plagiarized work was submitted. The student will be permitted to complete any three credit courses for that term, provided there has not been a report of plagiarism for those courses. If discontinuation occurs in the winter or spring/summer term, the student may complete any courses in which there has been no charge of plagiarism.

Should a student be readmitted after the discontinuation period, any further incident of plagiarism will result in a further one-year discontinuation and the student will have to re-apply to the program if he/she wishes to return after that time period.

Appeals Provision

Students have the right to appeal these decisions, at any stage, to the University Appeals Committee. Please refer to Appeals of Academic Decisions for more information on how to appeal a grade.

It is important that course instructors stress the institutional policy regarding plagiarism to their class and reference to the policy should be included in course outlines.

Note: Relevant dean refers to the dean to whom the instructor of the course reports. Program dean refers to the dean overseeing the student's program of studies.

Postponement of Examinations

If an examination cannot be held at the scheduled time because of inclement weather or other circumstances, other examinations will be written as scheduled and the postponed examinations will be rescheduled by the Registrar's Office on the first available day after the completion of the examination schedule.

Prior Learning Assessment and Recognition

Cape Breton University recognizes the value of both formal and informal learning and may grant academic credit for skills and knowledge gained outside traditional studies. Moreover, some kinds of knowledge may not be feasibly assessed through course challenges. In such cases, students may request a Prior Learning Assessment (PLA). Because the learning evaluated in a PLA occurs outside the University, PLA credits do not count towards the University's residency requirements. Note: PLA's in Community Studies are restricted to COMS1100, COMS2101 and COMS3101.

Students applying for PLA credit must submit a detailed portfolio outlining their relevant experience and demonstrating how it has led to knowledge equivalent to university credit. The Registrar's Office will forward the portfolio to the relevant dean who will, in turn, send it to the academic department best able to evaluate it. The department will make a recommendation to the dean, and the dean will send his/her decision to the Registrar's Office

If necessary, the department may ask the applicant for further information regarding the portfolio itself, formal credentials, or other details. The department may also request demonstration of skills, an interview with the applicant, or other reasonable means of assessing the application.

Students seeking assessment for PLA credits must submit the Application for Prior Learning Assessment and the non-refundable application fee. If credits are awarded, a fee equivalent to 50% of the tuition for those credits will be assessed. PLA credits are not activated until registration and required tuition is paid.

Applications are available at the Registrar's Office or at www.cbu.ca/student-services/forms. Please contact the Manager of Admissions at (902) 563-1117 or visit the Registrar's Office for more information.

Reassessment of Final Grades

Application for reassessment of a final grade should be made to the department chair in which the course was offered. The student must provide a letter to the chair stating specifically which assignments are being requested to be reassessed and the specifics of why the student believes the original grade was unfair; if the assignments have been returned to the student they must be included with the application for reassessment. The only grounds for application for reassessment are that the student believes that the grading criteria were inconsistently applied to that individual student, whether through error, carelessness or discrimination.

Applications for reassessment must be received within one month of the end of the term in which the disputed mark was assigned. Grades may be raised or lowered through the reassessment.

The department chair will first request the instructor who issued the mark to review the materials submitted along with the final examination. If the result of this preliminary review does not change the final grade, the student may request a formal reassessment. This request must be accompanied by a payment of \$25, which will be refunded if the grade is raised.

The chair will then empanel two faculty members, one selected by the instructor and the other by the student requesting the reassessment; both members of the panel shall have expertise in the discipline of the assignments being reassessed. The panel will review the written work by the student in question; the panel will endeavour to utilize the same criteria originally used to grade the other students in the class, to the extent that it is possible to do so. If the two members cannot agree on a mark, the average of the two re-assessments will be assigned. The department chair will submit the decision of the panel to the Registrar to record the revised grade. The panel's decision may be appealed to Cape Breton University's Appeals Committee.

If the grade being reassessed is that of the chair, then the department vice-chair preferably, or the secretary of the department executive, shall carry out the duties as specified in this section.

Release of Individual Student Information to the Public

A student's parents, spouse, relatives, employers and members of other educational institutions or agencies are considered to be members of the public and the following information may be released in person, in writing, or over the telephone but only if the identity of the individual is confirmed: period of registration, program of studies, certificates, degrees, diplomas awarded, date(s) of convocation.

All other information is considered private and will only be released by the Registrar:

- if the student provides prior written consent;
- in accordance with the requirements of professional licensing or certification bodies;
- under the compulsion of law and then only if the Registrar agrees to release the record;
- in an emergency situation and then only if the Registrar agrees to release the information;
- if an organization sponsoring the student requests a statement of academic performance;
- if a person or agency seeks access to the record for research purposes and the following conditions are met:
 - the intended use of the data is stated in the request and is judged by the Registrar to be an appropriate use of the data.
 - any disruption to the operation of the Student Service Centre will be insignificant.

Repeating a Course

If a student repeats a course, the highest mark in the course will be used in the calculation of the final average as well as in the calculation of the average for all program requirements, prerequisites and for all other internal purposes where an average is calculated. The marks for previous attempts of the course will remain on the student's permanent record. The number of times a student may take a course is limited to three.

Requirements for Earning a Second Undergraduate Degree

1. Second Different Credential:

a) The regulations of the second credential program must be satisfied.

b) A candidate for a second credential must complete a minimum of 30 credits over and above the credits required for the first credential. More than 30 credits may be required to satisfy requirements of the second credential. Transfer credits or course challenges cannot be used to satisfy the 30 credits required.

c) Normally, candidates for a second credential may not choose the same discipline as in the first undergraduate credential. However, candidates whose first credential was a three-year degree may complete a different four-year degree in the same discipline as the first credential. For example, students who graduate with a three-year BA in Psychology may go on to complete a four-year BSc in Psychology. In this case the new four-year degree will replace the three-year degree previously awarded. A notation will appear on the transcript indicating that the new degree replaces the one previously awarded.

2. Second Degree within the Same Credential:

a) Candidates who hold a three-year degree may upgrade to a four-year degree within the same credential and in the same discipline. In this case the new four-year degree will replace the three-year degree previously awarded. A notation will appear on the transcript indicating that the new degree replaces the one previously awarded.

b) Candidates who hold a four-year degree in a single discipline will be allowed to upgrade to a four-year double major degree with the following conditions:

- i) They must satisfy all departmental regulations with respect to the second major.
- ii) A notation will be added to the transcript indicating “Double major in _____ and _____ replaces previously awarded degree”.

c) Candidates will be allowed to add a new discipline to a previously awarded four-year degree with the following conditions:

- i) They must satisfy all departmental regulations for the single major or concentration in the discipline.
- ii) A notation will be added to the transcript signifying “Major (Concentration) in _____”.

Note: For the purposes of clarification, the distinction between items b) and c) above is as follows. Item b) refers to the case in which a student has a single discipline four-year major and has subsequently satisfied the requirements for a second major within a double major degree. Item c), on the other hand, refers to the case in which a student has a single or double discipline four-year degree and subsequently satisfies all of the requirements for a new single major four-year degree. It should be noted that the requirements for a second major within a double major degree are generally far less stringent than the requirements for the major within a single discipline four-year degree.

d) Candidates will be permitted to upgrade from a major to honours as long as departmental regulations are satisfied. The notation “Certificate of Honours Standing in _____” will be added to the transcript.

Requirements

UNITED STATES AND US BASED SYSTEMS

United States (US) and US Based Systems students who have successfully completed a high school university entrance program delivered in English, will be considered for admission. Such students must have completed five grade twelve subjects, including English, with an overall average of at least 65% for most programs. CBU program requirements for specific subjects and requirements for higher overall averages or specific course grades must also be met.

In addition, students must submit SAT results with a minimum score of 570 for Mathematics. Minimum scores required for Reading and Writing (combined) will be 610. Students whose first language is not English and who meet the standard outlined above, will not be required to provide further proof of English proficiency.

BRITISH BASED SYSTEMS (GCE AND GCSE)

Graduates from senior secondary school are required to have five GCE or GCSE subjects including English, with at least two subjects at the advanced level. A grade of C or higher is required in each course. Where CBU program admission regulations require specific subjects, these must be included among the five.

OTHER COUNTRIES



For most countries, CBU considers the same academic requirements that are required for university entrance in that country - that is, successful graduation from an academic secondary school program or equivalent.



Residence

For information on application to residence, visit www.cbu.ca/housing-dining.

Scheduling of Examinations

Examinations are formally scheduled by the Registrar's Office in December and April. Examinations are also held at the conclusion of the spring and summer sessions. All students writing examinations are required to show a CBU ID card.

No test or examination, with the exception of practical laboratory examinations, may be held in any course in either the five teaching days or the study period (defined as the period of time between the last day of classes and the beginning of the examination period) immediately preceding the December and April examination periods. This provision cannot be waived even by mutual consent of students and instructor.

Take home examinations cannot be assigned (and distributed) any later than the last day of classes in term. They cannot have a due date earlier than the sixth (6th) day of exams.

Spring-Summer Courses

CBU courses taken during spring/summer session are considered to be regular university courses and no limitations or restrictions are placed on such courses, with one exception: because of the condensed format of the spring and summer sessions and, except where their program requires otherwise, students normally take only two courses concurrently. Those wishing to take more than two courses concurrently must have the permission of the dean.

Steps to Full-Time Admission for Canadian High School Students

The following steps need to be completed in order to be considered for full-time admission: Students may apply online at www.cbu.ca/apply. Otherwise, students should send the completed application form (available from the Registrar's Office or online at www.cbu.ca/apply/applications) as early in the year as possible, since applications received after August 1, cannot be guaranteed processing for September registration. The application for admission serves as the application for scholarships.

Students applying from high school should ask their schools to send their Grade 11 final grades and their Grade 12 first semester grades, or if a non-semestered school, mid-term grades. Grade 12 final evaluations should be submitted as soon as they are issued to the student. Grade 11 final grades will be considered as supporting documentation in the application.

Students who may meet the requirements for early admission may review our policy [here](#). Applications will be considered as soon as they are received, and preliminary admission will be granted on the basis of the information provided if there is capacity in the program sought and if the information to date is complete. Final admission decisions will be made when all relevant information is submitted. No application will be delayed or denied if all of the substantial information is supplied, if the requirements are met and if there is capacity in the program sought.

The non-refundable application fee (cheque, money order, Visa or MasterCard) should be attached to the application.

Steps to Full-Time Admission for Students Transferring from Other Universities and Colleges

The same steps for full-time admission for high school students above should be followed, with this difference: the student's high school should send the final grade 11 and 12 results and the university or college should send an official transcript.

Students seeking credit from previous post-secondary studies must apply for a Transfer Credit Assessment by submitting a Transfer Credit Assessment application (available at the Registrar's Office or online at www.cbu.ca/student-services/forms), along with the assessment fee and official transcripts from institutions from which they are seeking transfer credit.

Transfer Credit Applications received after August 1, cannot be guaranteed processing for September registration.

Steps to Part-Time Admission

As indicated elsewhere in these guidelines, CBU makes no fundamental distinction between full-time and part-time students. Technically, students are considered part-time if they are enrolled in fewer than three full-time course equivalents during the fall-winter session. As well, admission requirements for part-time students are no different from the admission requirements for any other students.

Evaluation Process

Within the first week of each course, the instructor shall provide a written description of the evaluation procedure to be employed. All elements that contribute to the final grade in the course along with the percentage proportion assigned to each will be included in the description of the evaluation procedure. The passing grade in most courses is 50 per cent.

Successful Completion of a Course

The passing grade in most courses is 50 percent.

Equivalency Key

For the benefit of those receiving institutions that prefer letter grades, or who use a four-point grade point system, the following equivalencies key may be used:

Cape Breton University Percentage Grades Equated to Letter Grades and Grade Points

Numerical Grade	Letter Grade	Approximate Grade Point Value
90-100%	A+	4.0
85-89%	A	3.9
80-84%	A-	3.7
77-79%	B+	3.3
73-76%	B	3.0
70-72%	B-	2.7
67-69%	C+	2.3
63-66%	C	2.0
60-62%	C-	1.7
57-59%	D+	1.3
53-56%	D	1.0
50-52%	D-	0.7
0-49%	F	0.0

Student Intellectual Property Policy

This policy sets out the guidelines and regulations around intellectual property (IP) related to works created by CBU students as part of their course work as well as when they are employed to conduct research. Please visit the link for more information [http://www.cbu.ca/sites/cbu.ca/files/docs/CBU Student IP Policy.pdf](http://www.cbu.ca/sites/cbu.ca/files/docs/CBU_Student_IP_Policy.pdf)

Supplementary Examinations

CBU, through the Registrar's Office no longer schedules formal supplementary exams. Individual faculty and/or departments will determine if a supplementary exam is allowed in a course. If allowed, the policies and procedures with respect to the writing of supplementary exams will be determined by individual faculty and/or departments. For specific information on supplementary examinations, please refer to your course outline or the department chair.

Admission Requirements for Cape Breton University Undergraduate Programs

Program	Required Courses				Additional 12 AD or AC	Required Average	Recommended Courses	
	English	Math	Science				Math	Physics
Bachelor of Arts	12 AD or AC				4	65%		
Bachelor of Arts Community Studies	12 AD or AC				4	65%		
Bachelor of Business Administration	12 AD or AC	12 AD or AC			3	65%		
Bachelor of Hospitality and Tourism Management	12 AD or AC	12 AD or AC			3	65%		
Bachelor of Science and Bachelor of Science Community Studies	12 AD or AC	12 AD or AC	2 - 12 AD or AC ¹		1	65%	12 PC	
Bachelor of Science Nursing	12 AD or AC	12 AD or AC	2 - 12 AD or AC ²		1	70% Gr. 11 and 12		
Bachelor of Science in Human Nutrition (Transfer)	12 AD or AC	12 AD or AC	2 - 12 AD or AC ⁶		1	65%		
Bachelor of Engineering Technology (Electronics & Controls)	12 AD or AC	12 AD or AC	2 - 12 AD or AC ¹		1	65%		12 AD or AC
Bachelor of Engineering Technology (Environmental Studies)	12 AD or AC	12 AD or AC	2-12 AD or AC ⁴		1	65%		12 AD or AC
Bachelor of Engineering Technology (Manufacturing)	Completion of acceptable Technology diploma. Contact the Engineering department for information.							
Bachelor of Engineering Technology (Petroleum)	12 AD or AC	12 AD or AC	2-12 AD or AC ⁴		1	65%		12 AD or AC
Bachelor of Technology (Emergency Management)	Completion of degree or diploma or relevant combination of education/work experience.							
Bachelor of Technology (Nautical Science)	Admission through the Canadian Coast Guard College							
Bachelor of Health Sciences (Public Health)	12 AD or AC	12 AD or AC	Chemistry and 1- 12 AD or AC ³		1	65%		
Bachelor of Engineering (Transfer)	12 AD or AC	12 AD or AC	2 - 12 AD or AC ⁵		1	65%	12 PC	12 AD or AC

Legend

AD - advanced
AC - academic
PC - pre-calculus

¹ Includes biology, chemistry, geology, and physics. (Environmental Science 12 can be used with biology, chemistry or physics).

² Includes biology, chemistry, and physics with biology and chemistry recommended.

³ Additional sciences from biology, geology and physics with biology recommended

⁴ Includes biology, chemistry, geology, and physics with chemistry and physics recommended. (Environmental Science 12 can be used with biology, chemistry or physics).

⁵ Includes biology, chemistry, physics and geology.

⁶ Includes biology, chemistry, geology, and physics with biology and chemistry recommended.

Taking Courses at Other Institutions

Students formally registered at CBU may take courses from another institution and have them transferred, with the prior permission of their school dean, into their CBU program. Normally, the total number of courses accepted shall not exceed 50% of the total number of courses required to complete the program. CBU has special agreements with some institutions which may allow students to utilize more courses than normal. Students should consult with their school dean for further information.

Terminology

For clarity the following terminology will be used throughout this policy.

Credential:

This will be used throughout this policy to distinguish between programs, for example, BA, BSc, BBA, BACS, BEd, etc.

Degree:

This word will be used to distinguish within a credential between the type of degree independent of any major, focus or option. Examples: 3 year general, 4 year major, double major, honours, etc.

Discipline:

This word refers to the focus of the degree, whether this is a concentration, major, option, etc. Examples: English, Psychology, Physics, Accounting, Intermediate/Secondary Education, etc.

To illustrate: 4 year Bachelor of Arts Major in Psychology:

Credential: Bachelor of Arts

Degree: 4 year major

Discipline: Psychology

THE DEAN'S LIST

(Effective September 2018)

The Dean's List gives special recognition to students who achieve a minimum level of scholarly excellence.

To be eligible for the Dean's List, students must meet the following criteria:

1. Students must achieve an average of 80% for Dean's List or an average of 85% for Dean's List with Distinction with the average calculated using all courses found on the transcript beginning May 1 and ending April 30.
2. Students must complete a minimum of 24 credits in the Fall/Winter term to be considered for inclusion on the Dean's List.
3. Students with a diagnosed disability must complete a minimum of 12 credits in the Fall/Winter term.
4. Students who do not fall into the categories outlined above may officially apply for placement on the Dean's List. Placement will be based upon achievement of at least 80% on at least 30 credit hours completed between the start of a term in a previous year and the end of the current academic year. Students would fall into this category if they took courses on a Letter of Permission at another institution, were on a work term, were enrolled on a part-time basis or completed less than 30 credit hours in an academic year. After having been placed on the Dean's List, these students must take at least 30 additional credit hours to qualify again for placement on the Dean's List.
5. Course failures or blank grades on the transcript between May 1 and April 30 will result in the student being ineligible for inclusion on the Dean's List.
6. The following notation on the transcript between May 1 and April 30 will result in the student being ineligible for inclusion on the Dean's List: INC – Incomplete, or NGR – No grade received.

7. Students who are eligible for the Dean's List will receive an Honours Society parchment and pin.

The Dean's List will be generated in July and the list will be posted outside the Dean's Offices.

Transcripts

A transcript is a complete record of the student's academic performance and is maintained in the Registrar's Office. Students may request a copy or copies of their transcript at any time, bearing in mind the following:

- Official transcripts are issued directly to an institution or agency at the student's request;
- Transcripts issued directly to the student, are marked accordingly. They are not official transcripts;
- Partial transcripts are not issued, and neither are any documents submitted directly to the Student Service Centre to support a student's application for admission or advanced standing;
- The fee for transcripts must be paid before the transcript is issued.

Transfer from a Diploma to Bachelor of Arts Degree

All Diploma in Engineering Technology courses listed for transfer into science degree programs are also accepted in the BA degree program.

Diploma in Business Technology courses may be applied to the BA degree program.



Transfer from a Science Degree to Bachelor of Arts Degree

Bachelor of Science courses will be accepted for credit in the BA degree program.

Transfer from a Technology Diploma to Bachelor of Arts Community Studies Degree

After earning any co-op diploma, students may take advantage of the unique nature of CBU by proceeding directly into the Bachelor of Arts Community Studies program. Co-op diploma graduates will receive a block of credits equal to COMS1100, COMS2101 and COMS3101; the four career-related courses; and two electives as specified in the CBU calendar. Transfer students will be required to successfully complete seven degree courses (42 credits) as follows:

- Four courses (24 credits) in Community Studies (COMS1100, COMS2101/COMS3101, COMS2103 and COMS2105 and COMS3103 and COMS3105)
- Four courses (6 credits) in any degree discipline other than Community Studies

Students may also receive, on an individual basis, up to one full course of internal transfer credit (6 credits) if they have successfully completed a diploma course that has a degree course equivalency and wish to designate this discipline as their academic discipline within the BACS structure. Diploma students may also enrol concurrently in certain diploma and degree courses with the permission of the school dean.

Tutorial Courses

Tutorial courses are those courses listed in the CBU calendar which are not included in that session's timetable and are offered in special circumstances to very small groups of students. Tutorial courses are arranged between the student and an instructor and require the approval of the dean.