General University Policies

Mission Statement

Within a vibrant and supportive learning environment, the University of Alberta discovers, disseminates, and applies new knowledge for the benefit of society through teaching and learning, research and creative activity, community involvement, and partnerships. The University of Alberta gives a national and international voice to innovation in our province, taking a lead role in placing Canada at the global forefront.

University Equity Statement in Student Affairs

The University recognizes the diversity of the Canadian population and obligation to be accessible to all sectors of society. The University therefore encourages diversity and welcomes applications from all qualified persons including women, members of visible minorities, First Nations, Métis, and Inuit, persons with disabilities, and sexual and gender minorities. The University Calendar will use gender inclusive language when referring to members of the University Community. In these ways, this demonstrates the University’s commitment to accommodating and improving the representativeness of its diverse communities.

The Alberta Human Rights Act prohibits discrimination against any person because of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation, except where the distinction can be shown to be reasonable and justifiable in the circumstances. The University of Alberta complies with the Act when it considers students for admission, promotion, and graduation. Of its own volition, the University of Alberta does not discriminate on the basis of political belief.

Subject to the limits set out in the Alberta Human Rights Act, the University of Alberta affirms its right to determine the criteria by which applicants are accepted into the University community. Individuals seeking admission to or continuance in academic programs must meet the qualifications and performance standards set out by the University’s governing bodies.

See Règlements de la Faculté for French Translation.

Electronic Communication Policy for Students and Applicants

The University of Alberta uses and will use electronic communication with its students and applicants in lieu of many paper-based processes. “Electronic communication” includes anything that is created, recorded, transmitted or stored in digital form or in any other intangible form by electronic, magnetic or optical means or by any equivalent means. Currently, this most often includes information communicated by e-mail and via a website.

All references in the Calendar and in other University policies to any method of communication by the University by any media, shall be deemed to include the right of the University to make such communication by electronic means.

It is important to note that communication by electronic means between the University and its students and applicants remains at the option of the University. Some Faculties, Departments or other offices of the University may maintain policies to communicate by non-electronic means, in certain cases, or generally. The following determine what form of communication students and applicants should use in response to communications from the University:

1. if a specific method of response (such as by e-mail, a web-based form, or a paper form) is stated as being required in the communication from the University, use that method;
2. if an option to use different methods of communication is provided, any of the options may be used;
3. if no specified method or option for response is stated, respond using the same method in which the communication was made. That is, if an e-mail is received, respond by e-mail; if a letter or other communication in paper form is received, reply in paper form.

All students and applicants will be assigned a University of Alberta Campus Computing ID (CCID) with e-mail privileges (see Information Services and Technology).

Where the University chooses to communicate by e-mail, the communication will normally be directed to the e-mail address that was originally assigned by the University.

Important Note: Information Services and Technology allows students and applicants to change their originally assigned University e-mail address to a preferred University e-mail address. If students or applicants choose to change their originally assigned e-mail address to a preferred e-mail address, the preferred e-mail address will become the one used by the University pursuant to this policy, and e-mail will not be received at the original address. It is the responsibility of all students and applicants to ensure that it is possible for them to receive, access, read and act upon all e-mail from the University in a timely fashion. The University is not responsible for failure to receive communications as a result of students or applicants having changed their originally assigned e-mail address to a preferred e-mail address. If students or applicants choose to forward their University directed e-mail to other non-University e-mail addresses such as those offered by Hotmail, Yahoo, Shaw, Telus, etc., they do so at their own risk.

Electronic communications sent by the University will be deemed received the next University business day after the day the e-mail was sent, regardless of any error, failure notice, internet service provider problem, virus, e-mail filters, or auto-reply related to students’ or applicants’ e-mail, unless the error or problem originated with the University of Alberta. Students and applicants are expected to check their e-mail account frequently in order to stay current with University communications. Information Services and Technology must be advised of any problems encountered with e-mail accounts immediately by contacting the Help Desk at (780) 492-9400. Failure to receive or read in a timely manner University communications sent to the e-mail address does not absolve students and applicants from knowing, responding to or complying with the content of that communication.

While the University of Alberta may require students and applicants to use electronic communication, they must nonetheless continue to exercise prudence and common sense in their electronic communications with the University, recognizing that:

1. great care must be taken to ensure that the e-mail is addressed only to the intended recipients;
2. caution should be exercised when copying or forwarding information to others;
3. the use of file attachments with e-mail communications is discouraged unless the sender has verified that the attachments will be accessible to and readable by all intended recipients and that they are virus-free;
4. students and applicants should check their inboxes regularly to ensure there is enough available space for new messages;
5. students and applicants must inform Information Services and Technology immediately by contacting the Help Desk at (780) 492-9400 if their e-mail is not working;
6. if students and applicants do not have the ability to access e-mail communications or the web, they must inform the Office of the Registrar in order to make alternate arrangements.

Electronic communication will be subject to the same policies on information disclosure as other methods of communication (see Freedom of Information and Protection of Privacy). The laws of Alberta will apply to all electronic transactions and communications involving the University of Alberta.

Freedom of Information and Protection of Privacy

On September 1, 1999, the Freedom of Information and Protection of Privacy Act came into effect at the University of Alberta. The purpose of this Act is to allow any person a right of access to the records of the University, to control the manner in which the University may collect information from individuals, to control the use that the University may make of that information, to control its disclosure of that information, to allow individuals the right of access to information about themselves, to allow individuals a right to request corrections to their personal information and to provide for an independent review of decisions of the University made under this Act, and the resolution of complaints under this Act.

The University of Alberta creates and collects information for the purposes of admission, registration and other activities directly related to its education programs. All applicants for admission are advised that the information they provide, and any other information placed into the student record, will be
University Infectious Diseases Regulation

The University of Alberta’s regulation on infectious diseases is designed to limit the possibility of transmission of infectious diseases within the educational setting. The University recognizes, however, that it is not possible to completely eliminate the risk of infection. Concern about limiting the transmission of infectious diseases must be balanced against the University’s duty to provide a work, study and living environment which is free from discrimination except where that discrimination can be shown to be reasonable and justifiable in the circumstances.

Students, Academic staff, Non-academic staff and other individuals at the University of Alberta shall observe Routine Practices and Additional Precautions at all times within the educational setting to lessen their risk of acquiring or transmitting infectious diseases from/to another person. These precautions entail the avoidance of direct contact with the blood, blood products, and other body fluids of another person.

All staff and students who have any exposure of blood and/or body fluids to non-intact skin, a mucous membrane or a needlestick injury during the course of their work or study are required to report that exposure to their supervisors and to Environment, Health and Safety. These individuals are also required to seek medical attention as soon as possible through their supervisor, preestablished departmental procedures, or Emergency Department.

Further information pertaining to the reduction of transmission of infectious diseases and/or routine practices and additional precautions may be obtained from Environment, Health and Safety.

1. Human Immunodeficiency Virus (HIV), hepatitis B virus (HBV) and hepatitis C virus (HCV): Students should be aware of the appropriate obligations or standards of practice of their professional regulatory authority. Any student performing or assisting with exposure-prone procedures is expected to know and, if infected, report their status to their respective professional regulatory authority or directly to the Alberta Expert Review Panel for Bloodborne Viral Infections. The Panel will provide the student with recommendations for participation in curricular activities and follow-up.

2. Medical Testing and Immunization Requirements: To ensure, insofar as possible, both student and patient safety, the Faculties of Agricultural, Life and Environmental Sciences (Dietetic Interns), Medicine and Dentistry (Medicine, Dentistry, Dental Hygiene, Medical Laboratory Science, Radiation Therapy), Nursing, Pharmacy and Pharmaceutical Sciences, and Rehabilitation Medicine (Occupational Therapy, Physical Therapy, Speech Language Pathology) require immunization against, and/or proof of immunity to the following diseases; diphtheria, tetanus, pertussis, measles, mumps, rubella, varicella and hepatitis B. A one-step tuberculin skin test is also required upon entry into programs. All students must have their immunization status reviewed and updated as necessary by a qualified healthcare professional upon acceptance into a health sciences program. Any fees associated with immunization updates are the responsibility of the student. If unable to meet these requirements due to a medical contraindication(s), students must sign a waiver. Please note the consequences of choosing to sign a waiver may include not being able to attend certain clinical placements or practicums which may affect the student’s ability to complete requirements of their degree.

Notes
1. For updates on changes to medical testing and immunization requirements refer to the Faculty Student Services offices.
2. Under the terms of the Student Placement Agreement between the University of Alberta and Alberta Health Services, AHS may remove students who do not meet these immunization requirements during their clinical placement at any time. The University can request that AHS perform a risk assessment for these students who do not meet the requirement. Please contact your Faculty office for more information.

a. Tetanus/Diphtheria: Documented history of a primary vaccination series is required for both of tetanus and diphtheria, and one documented reinforcing dose of tetanus/diphtheria-containing vaccine within the last 10 years.

b. Pertussis: One documented dose of acellular pertussis-containing vaccine on/after 18 years of age is required.

c. Measles: Two valid documented doses of measles-containing vaccine are required.

d. Mumps: Two valid documented doses of mumps-containing vaccine are required.

e. Rubella: Legislated under the Public Health Act; Communicable Diseases Regulation, documentation of at least one valid dose of rubella-containing vaccine is required.

f. Varicella (Chickenpox): Documented history of valid age-appropriate varicella vaccine, or laboratory evidence of immunity, or strong history of past infection at 12 months of age or greater is required.

g. Tuberculosis: A single baseline tuberculin skin test (TST) is required upon entry to the programs, within 12 months of the program start date. If the student has documentation of a prior positive TST; a documented chest x-ray within 6 months of the program start date is required. Students with a positive TST who meet the criteria outlined in the AHS Immunization Program Standards manual shall be referred by the treating clinician to TB Services for further assessment.

h. Hepatitis B: Students will be required to show proof of immunity to hepatitis B as per the current Alberta Health Services Standard for Immunization of Health Care Workers.

Please be aware that this calendar section provides a broad outline of immunizations required and adheres to the recommended best practices prescribed by Alberta Health Services, the details of which are found at www.albertahealthservices.ca/10802.asp. This section is subject to change based on any revisions made to the Alberta Health Services Standards Manual.

University Patent Policy

By accepting admission, students agree to abide by the provisions of the University of Alberta Patent Policy, as the same may be amended from time to time, with regard to any patentable discoveries or inventions in which students may participate. Acceptance of this policy is a condition of registration in any University program. An unabridged copy of the University’s Patent Policy may be obtained from University Governance.

Human Research Ethics Policy

After extensive consultation the Board of Governors of the University of Alberta approved a policy in 2011 for the ethical treatment of human research participants. This policy applies to all research that involves human participants. An unabridged copy of the University’s Human Research Ethics Policy may be obtained from University Governance.

Risk Management Services

Risk Management Services (RMS) provides the expertise, services and tools for resource planning and risk management at the University of Alberta. Within RMS, the Office of Emergency Management has been established to ensure the University has policies, procedures and plans in place to address any emergency or disaster situation. Visit the RMS website (www.rms.ualberta.ca) for current information.

Classification of Students

Categories

Undergraduate and Graduate Students

1. Undergraduate students are those who are registered at the University of Alberta in a Faculty other than the Faculty of Graduate Studies and Research or the Faculty of Extension. Undergraduate students may be registered as full- or part-time students.

   • Full-time students are those who are registered for credit in 9 or more in one term.

   • Part-time students are those who are registered for credit in fewer than 9 in one term.

2. A detailed classification of graduate students will be found in Classification of Graduate Students of the Graduate Studies and Research section of this Calendar.

Classification of Undergraduate Students

1. Degree, Diploma, or Certificate Program Students are those who are registered in a GFC approved program leading to a degree, diploma, or certificate granted by the University of Alberta.
University Regulations and Information for Students

Registration Procedure

Students use Bear Tracks (https://www.beartracks.ualberta.ca) to register in courses and create a conflict free class timetable. Some courses may be closed to web registration and the student must contact the teaching department for registration. Refer to the Registration and Courses menu at www.registrarsoffice.ualberta.ca for detailed registration procedures.

Reregistration in Courses

1. Students may not repeat any University course passed or courses for which they have received transfer credit except for reasons deemed sufficient, and verified in writing, by the Dean (or designate) of the Faculty in which they are enrolled.
2. Students may not reregister for credit or audit more than once in any failed University course, except for reasons deemed sufficient by the Dean (or designate) of the Faculty in which they are enrolled.
3. Students may not reregister for credit or audit more than once in any University course in which they have received a final grade of W, except for reasons deemed sufficient by the Dean (or designate) of the Faculty in which they are enrolled.
4. In cases where a student contravenes regulations 1, 2, or 3 above, the Dean (or designate) may withhold credit or indicate the course as extra to the degree, on the course registration that contravenes the regulation.
5. Students may not register for audit more than once in any University course in which they have received a final grade of AU (Audit) or AW (Audit Withdrawal) except for reasons deemed sufficient by the Dean (or designate) of the Faculty in which they are enrolled.
6. Students may repeat a Fall Term course in the Winter Term if it is offered in the Winter Term as long as the student complies with regulations 1, 2, and 3 above.
7. An undergraduate student who, because of unsatisfactory academic performance, is either required to withdraw, and/or put on probation, will retain credit for courses in which grades of B+ or higher have been attained during the period for which the student’s performance was evaluated as unsatisfactory. Notwithstanding this credit, Faculties may require substitution of other courses in programs in which full course loads are required.
8. The Faculties of Engineering, Law, Medicine and Dentistry, and Pharmacy and Pharmaceutical Sciences were granted exemption from (7) above.

Prerequisite Course Requirements

Departments may cancel the registrations of students in courses offered by the departments who do not meet the prerequisite requirements as stated in the course descriptions in this Calendar.

Degree credit may be withheld for courses with prerequisite requirements if the prerequisite requirements have not been met or waived in writing.

Where a prerequisite is stated, it is understood that equivalent courses may be used to satisfy the requirement. In addition, the prerequisite requirements may be waived with the written approval of the department that offers the course.

Students who are unsure that they meet the prerequisite requirements in a course, or who wish to obtain permission to have a prerequisite waived, should consult the department offering the course.

Corequisite Course Requirements

Students registering in courses for which a corequisite is listed must also register in the corequisite course or have previously passed the corequisite course. Departments may cancel the registrations of students in courses offered by the departments who do not meet the corequisite requirements as stated in the course description of this Calendar. Degree credit may be withheld for courses with corequisite requirements if the corequisite requirements have not been met or waived in writing.

Where a corequisite is stated, it is understood that equivalent courses may be used to satisfy the requirements. In addition, the corequisite requirements may be waived with the written approval of the Department that offers the course.

Students who are unsure that they meet the corequisite requirements in a course, or who wish to obtain permission to have a corequisite waived, should consult the Department offering the course.

Courses with corequisite requirements may only be used for degree credit if the corequisite requirements have been met or waived in writing.
Tuition Deposit

Undergraduate students who are newly admitted to a program at the University, both high school and postsecondary, are required to accept their offer of admission and to pay a nonrefundable $500 Tuition Deposit. Payment of the deposit is required in order to access registration. The Tuition Deposit is credited towards the student’s overall tuition assessment. Note: A Tuition Deposit is not required for graduate students and students remaining in their current program of study.

The Tuition Deposit is nonrefundable. Students who pay the Tuition Deposit and choose not to attend will forfeit their deposit. Students who pay a similar deposit to confirm acceptance of admission to a quote program do not pay an additional Tuition Deposit. (Note: When a student who has received admission to the University is subsequently denied admission, a refund will be issued in this circumstance only.)

Students who choose not to attend should delete courses immediately. Failure to do so may be costly as fee deadlines are considered firm and are strictly enforced. Students are responsible for adhering to published deadlines and are accountable for fees unless they drop their registration by the appropriate deadline. (See Academic Schedule).

Late Registration

Students are normally required to complete their registration by the date specified in the Academic Schedule. After the end of the registration period, registration will be permitted only in exceptional circumstances and students may find that the course offerings are limited.

Adding and Dropping Courses before the Registration Deadline

Changes of registration may be made by students until the Registration Deadline (see Academic Schedule). Normally students complete their own course adds, drops or swaps using Bear Tracks (https://www.beartracks.ualberta.ca). If a student decides not to attend they must delete (drop) their courses on Bear Tracks so that they are not assessed tuition fees and to release class space to other students. Instructors are not required to allow students to make up any class material, class time, or lab time they may have missed due to registering in a course after the commencement of classes.

Adding or Withdrawing from Courses after the Registration Deadline

After the Registration Deadline, students must first obtain permission from their Dean to add a course(s) late. The Courses to be Added/Deleted Form must be completed by the student and signed by the department(s) offering the course(s) and the student’s Dean and forwarded to the Registrar’s Office for processing (see Late Registration).

After the Registration Deadline and until the Withdrawal Deadline (see Academic Schedule), students may withdraw from courses in person at the Faculty or Department office. See Refunds and Withdrawals for the fees implications of withdrawals. A Withdrawal Form must be completed by the student and the appropriate signatures obtained. The signature of the student’s Dean is required and the effective date of withdrawal is that on which the student’s Faculty receives and dates the form. Changes in registration will not normally be approved after the deadlines appearing in the Academic Schedule. A student who does not formally withdraw from a course will be assigned a grade based on term work completed if they abandon a course without Faculty permission and will still be responsible to pay the fees assessed to the registration.

Students contemplating withdrawal are invited to discuss with their Faculty Advisor and/or Student Counselling Services questions relating to their withdrawal decision, readmission, or future vocational plans.

Auditors

The policies outlined in Registration and Fees above will also apply to students who wish to audit a course, whether or not they are taking other courses for credit.

Audit Only Students (Auditors) are those registered in one or more courses, exclusively on a not-for-credit basis under the following conditions:

1. Since final permission to audit a course cannot be given until it is known that all students registered for credit have been accommodated, registrations as auditors will not be accepted until the eleventh class day of the term and must be submitted prior to the fifteenth class day of the term.

2. The Course Audit form can be obtained from the Registrar's Office or at www.registrarsoffice.ualberta.ca.

3. The permission of the course section instructor must be obtained and the form submitted to the Registrar's Office.

4. The Registrar's Office will determine if space exists in the course section and, if space is available, process the registration.

Note: Obtaining the instructor’s permission does not guarantee registration in the course section if it is determined that the course section is full.

1. Courses audited in this manner will not be considered as meeting prerequisite, admission, or course requirements for any University degree program.

2. Individuals auditing courses shall limit their participation in the class to that deemed appropriate by the instructor.

3. The imposition of attendance requirements for auditors is a matter of Faculty self-determination. Auditors should seek clarification of this information from the Faculty offering the course when they register.

4. Withdrawal from an audited course will result in a grade of AW, as will failure to attend where attendance is a course requirement. Refer to Academic Schedule for withdrawal deadlines.

5. Any person who is registered as a full-time or part-time student may also seek permission to audit a course by securing the approval of the instructor and the Dean of the student’s Faculty.

6. Exceptional Athletes in Open Studies and Fresh Start students are not permitted to register as auditors or to change from credit to audit status.

Fees Payment Guide

The Post-Secondary Learning Act I Alberta grants authority to approve tuition and fees for students to the Board of Governors. Fees are approved by the University’s Board of Governors and may change without notice. University policy regarding fee regulations, fee rates, and fee deadlines is established by the Board of Governors and is final. Students pay their fees at the rates that are in effect at the time of payment. Fees included in your fee assessment are exempt from the federal Goods and Services Tax (GST). Current fees information is available at www.registrarsoffice.ualberta.ca/Costs-Tuition-Fees.aspx

Please contact the following offices if you have any questions regarding fees:

1. Undergraduate fee assessment: Registrar’s Office (780) 492-3113

2. Graduate fee assessment: Faculty of Graduate Studies and Research (780) 492-3499

3. Fee payment: Financial Services, Student Receivables (780) 492-3000

Definitions of the terms used in this section can be found in the Glossary.

Fall 2017/Winter 2018 Undergraduate Instructional and Non-Instructional Fees

Changes in fees for Fall 2018/Winter 2019 were not available at time of publication. Refer to www.registrarsoffice.ualberta.ca for 2018-2019 fees information, including Spring and Summer 2018.

1. Fall 2017/Winter 2018 Undergraduate Instructional Fees: With few exceptions, tuition fees for undergraduate students are assessed by calculating the cost of each course in which the students are registered for credit, according to the following formula: $\text{fee index value} \times \text{units of fee index}$.

Two-term, 1/2, fi = 12, audited: $\text{fee index value} \times 12 \times \frac{1}{2} = 1.064.16$

Audited courses are assessed using the formula “$\text{fee index value} \times \text{units of fee index} \times 1/2$."

Fall 2017/Winter 2018 course fees based on a fee index value: $88.68$

Single-term, 1/3, fi = 6, for credit: $88.68 \times 6 = 532.08$

Two-term, 1/6, fi = 12, for credit: $88.68 \times 12 = 1064.16$

Single-term, 1/3, fi = 6, audited: $88.68 \times 6 \times \frac{1}{2} = 266.04$

Two-term, 1/6, fi = 12, audited: $88.68 \times 12 \times \frac{1}{2} = 532.08$
University Regulations and Information for Students

NY UNIVERSITY OF ALBERTA

www.ualberta.ca

Fees are assessed by term (see Glossary). A two-semester course counts for fee purposes as two single-semester courses, one in each term.

There is no maximum fee per term with the following exceptions.

- MD program, all years: $3,748.26/term
- DDS program, Years 1, 2, and 3: $10,082.22/term
- DDS, Year 4: $9,698.48/term

Advanced Placement students in Dentistry are required to pay a Clinical Fee of $39,577.80 per annum.

International Student Differential Fee: Undergraduate students who are not Canadian Citizens, Permanent Residents, Convention Refugees or Protected Persons as defined by Citizenship and Immigration Canada (i.e., international students) are assessed tuition fees at a rate of $3,500.16 per unit of fee index. If you become a Permanent Resident, Convention Refugee or Protected Person as defined by Citizenship and Immigration Canada and present proof before the end of the term, the Differential Fee will not be assessed in that and subsequent terms. Proof of your change of immigration status can be submitted to the Registrar’s Office (main floor, Administration Building). Sample fee assessments for International Students are available at www.registrarsoffice.ualberta.ca/Costs-Tuition-Fees.aspx.

In courses or programs where the regular tuition rates do not apply, International Students will be assessed a rate of 294.85% above the tuition applied to these courses or programs.

Program Differential Fees: Students admitted to the following programs will be assessed a Program Differential Fee.

Program Full-Time/term Part-Time/term
Law (JD) $2,272.80 $1,136.40
Medicine (MD) $2,272.80 $1,136.40

1 Denotes Mandatory Non-Instructional Fee
2 Denotes Optional Non-Instructional Fee (see Students’ Union Health and Dental Plan information below)

For fee purposes, a full-time student is registered for credit in courses with a combined weight of nine or more units of course weight in a term.

Fee Full-Time/term Part-Time/term
Student Insurance Policy $8.00 $8.00
Student Health and Wellness1 $61.32 $30.66
Student Academic Support1 $252.18 $126.09
Students’ Union Membership1 $46.46 $23.23
Students’ Union Dedicated1 $45.53 $42.36
Students’ Union Health Plan2 $136.50 $136.50
Students’ Union Dental Plan2 $147.20 $147.20
Athletics and Recreation1 $82 $41
PAW Centre Fee $27 $27
U-Pass1 $145 $145

• Full-time, on-campus degree program students in the Faculty of Science are assessed an additional $5 Students’ Union Dedicated Fee towards the Science Faculty Association Membership.
• Augustaana Faculty students are not assessed the PAW Centre Fee or the U-Pass Fee and are assessed different Students’ Union Fee rates.
• Auditing students who are not taking courses for credit do not pay Non-Instructional Fees and are not granted the corresponding privileges.

Students’ Union Health and Dental Plan Non-Instructional Fees

All undergraduate students who are enrolled in at least 3 in the Fall Term and pay Students’ Union fees, including international students, will be automatically assessed for the Students’ Union Health and Dental Plan in the Fall Term. Coverage is for a full year from early September to the end of August. Students may choose to customize their coverage by keeping only parts of the plan or completely opt-out of the plan during the Fall Term change-of-coverage period (late August to mid September). The fee is assessed by the University of Alberta for the Fall Term only. New Winter Term students may choose to enrol in the plans. Changes to coverage can be completed online at www.ihaveaplan.ca, or by calling the Member’s Services Centre at 1-866-795-4430 or in person at the Students’ Union Health and Dental Plan Office (6-14 SUB).

Opting-Out of the plans:

The deadline to opt-out of the Students’ Union Health and Dental Plan is the Fall add/delete deadline (see Major Deadlines from the 2018-2019 Academic Schedule). Students can opt-out online at www.ihaveaplan.ca, or by calling the Member’s Services Centre at 1-866-795-4430, or in-person at the Students’ Union Health and Dental Plan Office (6-14 SUB).

3. Fees for Special Programs:

a. Postgraduate Medical/Dental Education Program: students in the Postgraduate Medical/Dental Education Program pay a Program Fee of $988.38 per year.

b. Work Experience Courses (Co-op and Internships): Students registered in cooperative work experience programs or work internships will register in courses entitled “Work Experience” (WKEXP). The fees for the work experience program are assessed as instructional fees for the WKEXP courses. For the terms of registration in WKEXP alone, students are also assessed the Registration and Transcript Fee; Student Services Fee; the Students’ Union Fees; Athletics and Recreation; PAW Centre Fee; Health Services; Students’ Union Health and Dental Plan; Common Student Space, and U-Pass Fees. If a student registers in other courses additional to WKEXP in a term, normal tuition fee calculations will apply for the total registration.

c. Faculty Student Funds: Students in certain Faculties have voted to be assessed an additional Faculty Student Fund in accordance with the Students’ Union bylaws. All students registered in the following Faculties for Fall or Winter Term will be assessed a Faculty Student Fund as indicated:

   Engineering: $25/term

d. Visiting Student Certificate Program: Refer to Cost Recovery Programs or Courses 2017-2018 for the yearly fees for this program. Students in this program are assessed Full-time Non-Instructional Fees for each term they are assessed instructional fees, whether they are taking courses for credit or audit.

4. Sample Fee Assessment Fall/Winter 2017/Winter 2018 Rates:

   (For a full-time, Canadian or Permanent Resident student taking five credit courses, each with 3 and six fee index units, per term.) Further fee assessments, including International Student fee samples are available at www.registrarsoffice.ualberta.ca/Costs-Tuition-Fees.aspx.

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| U-Pass               | $145     | $145        | $290      |

**Total $3,603.59 $3,319.89 $6,923.48**
Fall 2017/Winter 2018 Graduate Instructional and Non-Instructional Fees

Changes in fees for Fall 2018/Winter 2019 were not available at the time of publication. Refer to www.gradstudies.ualberta.ca for 2018-2019 fees information and additional sample fees assessments.

All graduate students are assessed two types of fees: Instructional Fees and Non-Instructional Fees.

1. **Fall 2017/Winter 2018 Graduate Instructional Fees:**
   a. Thesis-based graduate students admitted Fall 2011 and thereafter:
      - Full-time thesis-based graduate students who are Canadian Citizens, Permanent Residents, or Convention Refugees or Protected Persons as defined by Citizenship and Immigration Canada are assessed an international differential fee; the annual amount for 2017-2018 is $3,395.40 assessed as follows: $1,131.80 for Fall 2017/Winter 2018 Terms and $305.20 for Spring/Summer 2018 Terms. In addition, part-time thesis-based graduate students who are neither Canadian Citizens, Permanent Residents, or Convention Refugees or Protected Persons as defined by Citizenship and Immigration Canada are assessed a program fee; the annual amount for 2017-2018 is $1,220.80 for Fall 2017/Winter 2018 Terms and $610.40 for Spring/Summer 2018 Terms. In addition, part-time thesis-based graduate students who are neither Canadian Citizens, Permanent Residents, or Convention Refugees or Protected Persons as defined by Citizenship and Immigration Canada are assessed an international differential fee; the annual amount for 2017-2018 is $1,697.70 assessed as follows: $565.00 for Fall 2017/Winter 2018 Terms and $282.95 for Spring/Summer 2018 Terms.
   b. Thesis-based graduate students admitted before Fall 2011 and course-based students who are either Canadian Citizens, Permanent Residents, or Convention Refugees or Protected Persons as defined by Citizenship and Immigration Canada are assessed non-instructional fees: the annual amount for 2017-2018 is $1,831.20 assessed as follows: $610.40 for Fall 2017/Winter 2018 Terms and $305.20 for Spring/Summer 2018 Terms. In addition, part-time thesis-based graduate students who are neither Canadian Citizens, Permanent Residents, or Convention Refugees or Protected Persons as defined by Citizenship and Immigration Canada are assessed an international differential fee; the annual amount for 2017-2018 is $1,231.80 assessed as follows: $565.00 for Fall 2017/Winter 2018 Terms and $282.95 for Spring/Summer 2018 Terms.

2. **Fall 2017/Winter 2018 Graduate Student Non-Instructional Fee Schedule:** In addition to Instructional Fees, all graduate students are assessed Non-Instructional Fees. The Non-Instructional Fees assessed are based upon whether a student is full-time or part-time, and upon whether a student is on-campus or off-campus. Non-Instructional Fees differ between Fall/Winter and Spring/Summer.

   Students are assessed Non-Instructional Fees for each term in which they register. The Fall/Winter assessment rates are shown below. The corresponding privileges conferred are explained in Privileges Conferred by Payment of Non-Instructional Fees.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Full-Time/term</th>
<th>Part-Time/term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Health and Wellness 1</td>
<td>$61.32</td>
<td>$30.66</td>
</tr>
<tr>
<td>Student Academic Support     1</td>
<td>$252.18</td>
<td>$126.09</td>
</tr>
<tr>
<td>Athletics and Recreation     2</td>
<td>$82</td>
<td>$41</td>
</tr>
<tr>
<td>PAW Centre                   2</td>
<td>$27</td>
<td>$27</td>
</tr>
<tr>
<td>GSA Dental Plan              3</td>
<td>$214.75</td>
<td>N/A</td>
</tr>
<tr>
<td>GSA Health Plan              3</td>
<td>$285.61</td>
<td>N/A</td>
</tr>
<tr>
<td>Graduate Students’ Association</td>
<td>$81.54</td>
<td>$61.15</td>
</tr>
<tr>
<td>GSA Dedicated Fees</td>
<td>$1.50</td>
<td>$1.50</td>
</tr>
<tr>
<td>Li-Pass Fee</td>
<td>$145</td>
<td>$145</td>
</tr>
<tr>
<td>Graduate Students’ Assistance Program Fee</td>
<td>$4.80</td>
<td>$4.80</td>
</tr>
<tr>
<td>Maintaining Registration</td>
<td>N/A</td>
<td>$624.12</td>
</tr>
<tr>
<td>Redmission</td>
<td>$1,373.06</td>
<td>$1,373.06</td>
</tr>
</tbody>
</table>

1 Denotes Mandatory Non-Instructional Fee.

2 Off-campus students are not assessed these fees.

3 GSA Dental Plan Fee and GSA Health Plan Fee: these fees are assessed in Fall Term to all full-time graduate students, both on-campus and off-campus.
3. Sample Fee Assessment 2017-2018 Rates:
   a. Thesis-based students admitted before Fall 2011 and course-based students with 18 fee index units per term (full-time on-campus)

<table>
<thead>
<tr>
<th>Fee</th>
<th>Fall Term</th>
<th>Winter Term</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>$1,872.36</td>
<td>$1,872.36</td>
<td>$3,744.72</td>
</tr>
<tr>
<td>Student Health and Wellness</td>
<td>$61.32</td>
<td>$61.32</td>
<td>$122.64</td>
</tr>
<tr>
<td>Student Academic Support</td>
<td>$252.18</td>
<td>$252.18</td>
<td>$504.36</td>
</tr>
<tr>
<td>Athletics and Recreation</td>
<td>$82</td>
<td>$82</td>
<td>$164</td>
</tr>
<tr>
<td>PAW Centre</td>
<td>$7</td>
<td>$27</td>
<td>$34</td>
</tr>
<tr>
<td>GSA Dental Plan</td>
<td>$214.75</td>
<td>N/A</td>
<td>$214.75</td>
</tr>
<tr>
<td>GSA Health Plan</td>
<td>$285.61</td>
<td>N/A</td>
<td>$285.61</td>
</tr>
<tr>
<td>Graduate Students’ Association</td>
<td>$81.54</td>
<td>$81.53</td>
<td>$163.07</td>
</tr>
<tr>
<td>GSA Dedicated Fees</td>
<td>$1.50</td>
<td>$1.50</td>
<td>$3</td>
</tr>
<tr>
<td>Graduate Students’ Assistance Program</td>
<td>$8</td>
<td>$12</td>
<td></td>
</tr>
<tr>
<td>U-Pass*</td>
<td>$145</td>
<td>$290*</td>
<td>$435</td>
</tr>
<tr>
<td>International Student Differential</td>
<td>$2,218.32</td>
<td>$2,218.32</td>
<td>$4,436.64</td>
</tr>
<tr>
<td>Total</td>
<td>$3,027.26</td>
<td>$2,675.89</td>
<td>$5,703.15</td>
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</table>

b. On-campus Full-time thesis-based students admitted Fall 2011 and thereafter

<table>
<thead>
<tr>
<th>Fee</th>
<th>Fall Term</th>
<th>Winter Term</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>$1,220.80</td>
<td>$1,220.80</td>
<td>$2,441.60</td>
</tr>
<tr>
<td>Student Health and Wellness</td>
<td>$61.32</td>
<td>$61.32</td>
<td>$122.64</td>
</tr>
<tr>
<td>Student Academic Support</td>
<td>$252.18</td>
<td>$252.18</td>
<td>$504.36</td>
</tr>
<tr>
<td>Athletics and Recreation</td>
<td>$82</td>
<td>$82</td>
<td>$164</td>
</tr>
<tr>
<td>PAW Centre</td>
<td>$27</td>
<td>$27</td>
<td>$54</td>
</tr>
<tr>
<td>GSA Dental Plan</td>
<td>$214.75</td>
<td>N/A</td>
<td>$214.75</td>
</tr>
<tr>
<td>GSA Health Plan</td>
<td>$285.61</td>
<td>N/A</td>
<td>$285.61</td>
</tr>
<tr>
<td>Graduate Students’ Association</td>
<td>$81.54</td>
<td>$81.53</td>
<td>$163.07</td>
</tr>
<tr>
<td>GSA Dedicated Fees</td>
<td>$1.50</td>
<td>$1.50</td>
<td>$3</td>
</tr>
<tr>
<td>Graduate Students’ Assistance Program</td>
<td>$8</td>
<td>$12</td>
<td></td>
</tr>
<tr>
<td>U-Pass2</td>
<td>$145</td>
<td>$145</td>
<td>$290</td>
</tr>
<tr>
<td>Total</td>
<td>$2,375.70</td>
<td>$1,879.34</td>
<td>$4,255.04</td>
</tr>
</tbody>
</table>

1. Students are assessed $610.40 in the Spring and Summer Terms. In addition, students are assessed Non-Instructional fees and instructional fees (based on the graduate level fee index value) if they register for courses other than THES in the Spring or Summer Terms.

2. Students are assessed $145 in the Spring Term.

3. Students are assessed $565.00 in the Spring and Summer Terms.

Assistance and Department Fees Payment Inquiries: Staff and Student Payments. Human Resources can assist with the following types of inquiries: payment of monthly stipends to holders of graduate assistantships, payroll deduction of fees from assistantships, and fees payment from department and trust accounts.

Mandatory Instructional Support Fees that are reported on a student’s fee assessment:

<table>
<thead>
<tr>
<th>Course/Program</th>
<th>Fee for</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 396</td>
<td>Field School</td>
<td>$600 - $3,000*</td>
</tr>
<tr>
<td>ANTH 397</td>
<td>Field School</td>
<td>$600 - $3,000*</td>
</tr>
<tr>
<td>ANTH 573</td>
<td>Field School</td>
<td>$600 - $3,000*</td>
</tr>
<tr>
<td>AREC 410</td>
<td>Field Trip</td>
<td>$100</td>
</tr>
<tr>
<td>AREC 423</td>
<td>Field Trip</td>
<td>$100</td>
</tr>
<tr>
<td>AUART 215</td>
<td>Supplies</td>
<td>$50</td>
</tr>
<tr>
<td>AUART 231</td>
<td>Supplies</td>
<td>$50</td>
</tr>
<tr>
<td>AUART 232</td>
<td>Supplies</td>
<td>$50</td>
</tr>
<tr>
<td>AUART 271</td>
<td>Supplies</td>
<td>$50</td>
</tr>
<tr>
<td>AUART 272</td>
<td>Supplies</td>
<td>$50</td>
</tr>
<tr>
<td>AUART 331</td>
<td>Supplies</td>
<td>$50</td>
</tr>
<tr>
<td>BIOL 510</td>
<td>Field Course</td>
<td>$500-$600*</td>
</tr>
<tr>
<td>DRAMA 407</td>
<td>Travel Cost</td>
<td>$1,000-$2,000*</td>
</tr>
<tr>
<td>DRAMA 507</td>
<td>Travel Cost</td>
<td>$1,000-$2,000*</td>
</tr>
<tr>
<td>Education/Field Experience</td>
<td>Practicum Placement</td>
<td>$86.68</td>
</tr>
<tr>
<td>EDEL 302</td>
<td>Art Supplies</td>
<td>$10</td>
</tr>
<tr>
<td>EDEL 406</td>
<td>Field Trip</td>
<td>$100 - $250*</td>
</tr>
<tr>
<td>EDES 301 (Red Deer Cohort)</td>
<td>Field Trip</td>
<td>$50 - $65*</td>
</tr>
<tr>
<td>EDES 361</td>
<td>Art Supplies</td>
<td>$15</td>
</tr>
<tr>
<td>EDFX 490 (certain sections)</td>
<td>Field Trip</td>
<td>$0 - $2,000</td>
</tr>
<tr>
<td>EDPS 445 (Red Deer Cohort)</td>
<td>Field Trip</td>
<td>$50 - $65*</td>
</tr>
<tr>
<td>EDPS 518</td>
<td>Test Protocols</td>
<td>$150</td>
</tr>
<tr>
<td>EDPS 519</td>
<td>Test Protocols</td>
<td>$325</td>
</tr>
<tr>
<td>EDPS 521</td>
<td>Test Kits/Protocols</td>
<td>$100</td>
</tr>
<tr>
<td>EDPS 522</td>
<td>Test Kits/Protocols</td>
<td>$100</td>
</tr>
<tr>
<td>EDPS 543</td>
<td>Test Protocols</td>
<td>$480</td>
</tr>
<tr>
<td>EDPS 545</td>
<td>Test Kits/Protocols</td>
<td>$100</td>
</tr>
<tr>
<td>EDPS 547</td>
<td>Test Protocols</td>
<td>$395</td>
</tr>
<tr>
<td>EDSE 401</td>
<td>Travel Cost</td>
<td>$1,000-$2,000*</td>
</tr>
<tr>
<td>EDSE 501</td>
<td>Travel Cost</td>
<td>$1,000-$2,000*</td>
</tr>
<tr>
<td>EDU 211</td>
<td>Travel/Accommodation of Speaker</td>
<td>$23-$30</td>
</tr>
<tr>
<td>ENCS 453</td>
<td>Field Trip</td>
<td>$10</td>
</tr>
<tr>
<td>ENEG 408</td>
<td>Field Trip</td>
<td>$60</td>
</tr>
<tr>
<td>Faculty Saint-Jean</td>
<td>Practicum Placement</td>
<td>$88.68</td>
</tr>
<tr>
<td>FOR 372</td>
<td>Field Trip</td>
<td>$80</td>
</tr>
<tr>
<td>FREN 333</td>
<td>Travel Costs</td>
<td>$1,200 - $1,500*</td>
</tr>
<tr>
<td>HECOL 250</td>
<td>Studio Supplies</td>
<td>$10</td>
</tr>
<tr>
<td>HECOL 254</td>
<td>Lab Supplies</td>
<td>$35</td>
</tr>
<tr>
<td>HECOL 270</td>
<td>Textile Lab Materials</td>
<td>$60</td>
</tr>
<tr>
<td>HECOL 315</td>
<td>Interviewing Supplies</td>
<td>$30</td>
</tr>
<tr>
<td>HECOL 333</td>
<td>Textile Lab Materials</td>
<td>$30</td>
</tr>
<tr>
<td>HECOL 353</td>
<td>Textile Design Supplies</td>
<td>$120</td>
</tr>
<tr>
<td>HECOL 354</td>
<td>Lab Supplies</td>
<td>$30</td>
</tr>
<tr>
<td>HECOL 370</td>
<td>Lab Supplies</td>
<td>$50</td>
</tr>
<tr>
<td>HECOL 409</td>
<td>Practicum Placement</td>
<td>$88.68</td>
</tr>
<tr>
<td>HECOL 413</td>
<td>Interviewing Supplies</td>
<td>$20</td>
</tr>
<tr>
<td>HECOL 453</td>
<td>Textile Design Supplies</td>
<td>$120</td>
</tr>
<tr>
<td>HECOL 454</td>
<td>Lab Supplies</td>
<td>$20</td>
</tr>
<tr>
<td>MATE 448</td>
<td>Field Trip</td>
<td>$50</td>
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<tr>
<td>MEC E 364</td>
<td>Field Trip</td>
<td>$150 - $200</td>
</tr>
<tr>
<td>MUSIC 365 (certain sections only)</td>
<td>Field Trip</td>
<td>$610 - $880</td>
</tr>
<tr>
<td>MUSIC 365 (certain sections only)</td>
<td>Field Trip</td>
<td>$610 - $880</td>
</tr>
<tr>
<td>NS 403 (certain sections only)</td>
<td>Travel Costs</td>
<td>$200 - $400</td>
</tr>
<tr>
<td>NS 503 (certain sections only)</td>
<td>Travel Costs</td>
<td>$200 - $400</td>
</tr>
<tr>
<td>Faculty of Nursing Collaborative Program</td>
<td>Lab Kits and Supplies</td>
<td>$116 - $150</td>
</tr>
</tbody>
</table>

*Students are assessed $145 in the Spring Term.

1 Students are assessed $610.40 in the Spring and Summer Terms. In addition, students are assessed Non-Instructional fees and instructional fees (based on the graduate level fee index value) if they register for courses other than THES in the Spring or Summer Terms.

2 Students are assessed $145 in the Spring Term.

3 Students are assessed $565.00 in the Spring and Summer Terms.

Student Instructional Support Fees 2017-2018

The University of Alberta complies with the Public Postsecondary Institutions’ Tuition Fees Regulations released by the Government of Alberta, which states that postsecondary institutions may charge mandatory student fees further to fees for instruction to support the provision of supplies, equipment, materials and services to students.

The Student Instructional Support Fees policy is located on the University of Alberta Policies and Procedures Online (UAPPOL) website at: https://policiesonline.ualberta.ca
Mandatory Instructional Support Fees that are assessed and collected by the department directly from the student:

<table>
<thead>
<tr>
<th>Course/Program</th>
<th>Fee for</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALES 291</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Supplies</td>
</tr>
<tr>
<td>ALES 391</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Supplies</td>
</tr>
<tr>
<td>AUART 265/AUCLA 194/AUCLA 294</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Study Tour</td>
</tr>
<tr>
<td>AUART 394</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Study Tour</td>
</tr>
<tr>
<td>AUGEO 240</td>
<td>Field Trip</td>
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<td>Field School</td>
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<tr>
<td>AUGEO 250</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Field School</td>
</tr>
<tr>
<td>AUGEO 230</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Field School</td>
</tr>
<tr>
<td>AUGEO 333</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Field School</td>
</tr>
<tr>
<td>AUGEO 350</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Field School</td>
</tr>
<tr>
<td>AUGEO 350</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Field School</td>
</tr>
<tr>
<td>AUGEO 310</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Field School</td>
</tr>
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<td>AUGEO 300</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Field School</td>
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<td>AUGEO 290</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Field School</td>
</tr>
<tr>
<td>AUGEO 280/AUGEO 210</td>
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<td>Field School</td>
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<tr>
<td>AUGEO 330</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Field School</td>
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<tr>
<td>AUGEO 320</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Field School</td>
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<tr>
<td>AUGEO 270</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Field School</td>
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<tr>
<td>AUGEO 260</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Field School</td>
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<td>AUGEO 250</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Field School</td>
</tr>
<tr>
<td>AUGEO 150</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Field School</td>
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<tr>
<td>AUGEO 140</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
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<td>AUGEO 130</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
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<td>AUGEO 120</td>
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<td>AUGEO 190</td>
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<td>AUGEO 180</td>
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<td>AUGEO 160</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Field School</td>
</tr>
<tr>
<td>AUGEO 150</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Field School</td>
</tr>
<tr>
<td>AUGEO 140</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Field School</td>
</tr>
<tr>
<td>AUGEO 130</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Field School</td>
</tr>
<tr>
<td>AUGEO 120</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Field School</td>
</tr>
<tr>
<td>AUGEO 110</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Field School</td>
</tr>
<tr>
<td>AUGEO 100</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Field School</td>
</tr>
<tr>
<td>AUGEO 90</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Field School</td>
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<td>AUGEO 80</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Field School</td>
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<td>AUGEO 70</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Field School</td>
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<td>AUGEO 60</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Field School</td>
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<tr>
<td>AUGEO 50</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Field School</td>
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<tr>
<td>AUGEO 40</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
<td>Field School</td>
</tr>
<tr>
<td>AUGEO 30</td>
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* variable

Physical Therapy (MScPT course based)

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</tr>
<tr>
<td>Bone Deposit</td>
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<td>A$50 - $500*</td>
</tr>
<tr>
<td>Field School</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supplies</th>
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<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Supplies</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
</tr>
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<td>Field School</td>
<td>Field Trip</td>
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</tr>
<tr>
<td>Field School</td>
<td>Field Trip</td>
<td>A$50 - $500*</td>
</tr>
</tbody>
</table>
University Regulations and Information for Students

SCI 100 Field Trip $250 - $400*
SOILS 520 Field Trip $300*

* variable

Instructors, Departments and/or Faculties may also charge students Supplementary Incidental Fees as long as the student is not obligated to purchase the item. Students may register a concern about supplementary incidental fees by making the concern known to the appropriate individual in the following sequence:
1. Instructor
2. Chair of the department in which the course is taught
3. Dean of the Faculty in which the course is taught.

Alternate Delivery Sections 2017-2018

Sections of certain approved courses, as noted below, may be offered in an Alternate Delivery format at an increased rate of fee assessment.

Alternate Delivery Sections

Approved Courses

ANTHE 207
ECLSS 367
EDAE 390
EDAE 480
EDAE 481
EDAE 475
EDAE 485
EDIT 202
EDIT 486
EDPS 410
EDPS 511
EDPS 512
EDPS 531
EDPS 551
EDPS 553
EDPS 580
EDPS 581
EDPS 594
EDPS 595
EDPS 567
EDPS 900
EDPY 301
EDPY 302
EDPY 303
EDPY 304
EDPY 305
EDPY 500
EDSE 495
EDSE 501
EDSE 503
EDSE 504
EDSE 510
EDSE 512
EDSE 601
EDU 210
EDU 593
ETCAN 500
ETCAN 501
ETCAN 504
ETCAN 508
ETCAN 510
ETCAN 512
ETCAN 513
FR ED 101
FR ED 102
FR ED 103
FR ED 201
FR ED 210
FR ED 301
ETCAN 515
M EDU 500
M EDU 501
M EDU 510
M EDU 511
M EDU 512

Cost Recovery Programs or Courses 2017-2018

Programs or sections of certain approved courses, as noted below, may be offered in a Cost Recovery format at an increased rate of fee assessment.

Aboriginal Governance & Partnership Certificate Program $931 (per course)
e3 Berlin Education Abroad Program $1,052.72 (per *3)
e3 Brazil Education Abroad Program $1,167.46 (per *3)
e3 Washington Education Abroad Program $1,635.20 (per *3)
BSc in Environmental and Conservation Sciences (Yukon College) $532.08 (per *3)

CSD 200 $786.50
CSD 211
Domestic Rate: $815
International Rate: $3,090.60
DDS 829 $6,609.56
EAP 135 $2,265.76
EAP 140 $2,265.76
EAP 145 $2,265.76
EAP 150 $2,265.76

* variable
## Deadlines for Fee Payment

For details on the deadlines for payment of Instructional and Non-Instructional Fees, see Academic Schedule.

To avoid instalment charges, all Fall/Winter fees must be paid by the last weekday in September (the Fall Term Fee Payment Deadline).

If students choose to pay by term:
- Fall Term fees must be paid by the last weekday in September; and
- Winter Term fees, plus a $40 instalment charge, must be paid by the last weekday in January (the Winter Term Fee Payment Deadline).

All Spring/Summer fees must be paid by the last day to add or delete courses (the Spring Term Fee Payment Deadline, see Academic Schedule).

If students choose to pay by term:
- Spring Term fees must be paid by the last day for paying Spring fees; and
- Summer Term fees must be paid by the last day for paying Summer fees (the Summer Term Fee Payment Deadline).

After the published fee payment deadline, in cases where late course registration is permitted, payment must be made within 15 days of that late registration.

### Penalties for Late Payment of Fees

If fees are not paid by the term fee payment deadline, a late payment penalty of 18% per annum will be applied to the outstanding balance at the end of each month.

For a discussion of the implications of not paying amounts owed to the University, see Overdue Accounts: Withholding of University documents and Denial of Registration.

Delinquent accounts will be reported to the Credit Bureau and referred to a collection agency for recovery.

### Obtaining and Paying Your Fee Assessment

1. **Obtaining a Fee Assessment:** Students enrolled in Fall/Winter or Spring/Summer are e-mailed a notification to view their Fee Assessment in Bear Tracks (https://www.beartracks.ualberta.ca). E-mail notifications are sent in August/September for students registered in Fall/Winter. Notifications are sent in December/January for students registered in Winter only; in April for students registered in Spring only and in June for Summer only. If students make registration changes they should check their Fee Assessment in Bear Tracks to determine if the change has affected their fee assessment.

2. **Obtaining a Current Account Balance:** It is a student’s responsibility to find out the correct amount of fees owing and to pay this amount on or before the fee payment deadline. Refer to Deadlines for Fee Payment. The account balance can be checked at https://www.beartracks.ualberta.ca. Payments after the fee payment deadline may incur financial penalties (Penalties for Late Payment of Fees); information on refunds is given in Refunds and Withdrawals. Registration deadlines are listed in Academic Schedule.

### Tuition Payment Options (within Canada)

1. **Internet Banking:** Mobile Banking, Telephone Banking, or automated banking machine.

   These options are available through the Royal Bank (RBC), Bank of Montreal (BMO), CIBC, Tangerine Bank, Scotia, TD/Canada Trust, HSBC, ATB Financial, Canadian Western Bank, Servus Credit Union, and other credit unions.

   To set up Internet, Mobile or Telephone banking, follow the procedures provided by your financial institution. The University of Alberta is set up in the same manner as all other bill payments. Your account number is the seven digit student ID number and the first four letters of the student’s last name (e.g., ONEcard: 01 1234567 equals an account number).
Students who have paid a deposit to confirm their admission to a program should deduct this from their fee assessment total.

b. Interac Online Payment (Debit Card)
Tuition and non-instructional fees can be paid by Interac online. Students and non-students can access this payment method through Bear Tracks at https://www.beartracks.ualberta.ca. This service is available to clients of Royal Bank (RBC), TD/Canada Trust, Bank of Montreal (BMO), and Scotia. This service is not available for Debit Cards with the Visa/Debit Logo.

Note: Please ensure that your debit card daily and transaction limits are large enough to pay the tuition and Non-instructional fees. Contact your financial institution directly for any inquiries or changes to your daily and transaction limits.

c. In Person Payment at the Cashier’s Office
Effective September 1, 2018, tuition cannot be paid in person at Financial Services Cashier Office located on main campus. Augustana Campus Cashier office will continue to accept tuition and non-instructional fee payments at the Forum. Augustana will accept cash, cheque, and debit card.

d. Mail in or Drop Off Cheque Payment
Tuition and non-instructional fees may be paid by campus mail by depositing a cheque with the student ID number noted on it, in a drop box available at Financial Services, Administration Building, 3rd floor. Tuition payments may also be mailed to Student Receivables, Financial Services, University of Alberta, Edmonton Alberta, T6G 2M7. Note: mail deliveries will not be accepted as a reason for late payment. The University accepts Credit Card Cheques for tuition payment. Please contact your credit card provider for further details on credit card cheque interest rates, and these cheques may be considered a cash advance.

e. Credit Card Payment by Third Party Payment Processing Service (Plastiq)
Plastiq is a service provider that facilitates the use of credit cards for student tuition payments. Student’s can access Plastiq’s website at https://www.plastiq.com/pay, please note, there is a platform fee for this external service. Allow three to six business days for the University of Alberta account to receive funds from Plastiq and update the student tuition account. It is important to note payment deadlines still apply, see Major Deadlines from the Academic Schedule. To make a payment on the Plastiq website, the cardholder will need to input the student’s first and last name and the seven digit student ID number. An e-mail address for confirmation of the payment will also be required. Print a copy of the receipt at the time of payment, the University of Alberta is unable to access or print this receipt. For additional information see www.cms.ualberta.ca/admissions-programs/tuition.

f. Student Loans
Tuition and Non-Instructional fees will be deducted from student loans at the time of institutional approval. See www.cms.ualberta.ca/admissions-programs/tuition. Student loan payments received prior to the end of October, will not receive any late payment penalties. Loan payments after this date will be penalized. See How to Process a Loan from Another Provincial Government.

4. International Tuition Payment from outside Canada (Wire/Bank Transfer)
Global Pay for Students through the Western Union Business Solutions platform allows students from all countries outside of Canada to make the Canadian dollar payment in the currency of their choice at their local bank. The local bank will transfer the payment in your local currency to WU Global Pay. WU Global Pay converts the payment into Canadian dollars and directs the payment to the University of Alberta. The payment will be applied to your student account within 3-4 business days.
• To initiate your payment, please access the Global Pay for Students platform
• Global Pay’s payment options vary by country and may include wire and online bank transfer. In China only: credit card may be accepted.
• Watch the helpful Global Pay for Students by WU Business Solutions “how to” videos.

5. Dishonored Cheques: Payment by dishonored cheque is treated as nonpayment of fees. Please refer to Penalties for Late Payment of Fees for consequences. In addition to the penalties outlined there, a $25 charge is assessed for the dishonored cheque itself. Students will be required to pay by certified cheque or guaranteed funds for any cheque returned due to lack of sufficient funds (NSF) in the account against which the cheque was written.

6. Deposits: Students who have paid a deposit to confirm their admission to a program should deduct this from their fee assessment total.

7. Student Loans: Alberta students who need financial assistance apply online at Student Aid Alberta (www.studentaid.alberta.ca). Student Connect, the Office of the Registrar’s student service centre, provides information, advising and assistance in government-issued student loans. Undergraduate students must be registered full-time for the period of their loan. If your loan covers both terms of Fall/Winter, you must be registered for credit in courses with a combined weight of 9 or more in each term in order to have your loan approved. Students must maintain full-time status for the duration of their student loan period to remain eligible for their full-time loan funding. For information on how to process your student loan refer to the Office of the Registrar website at www.registraroffice.ualberta.ca.

8. How to Process a Loan from Another Provincial Government: All out of province government student loans are available online to the staff in Student Receivables, Financial Services. When you receive notification from Financial Services, please bring your OneCard, SIN Card, and Notice of Assessment to have your loan confirmed. Students wishing to pay by term must present a Student Finance Board Notice of Assessment or Funding Summary Indicating further loan disbursements. Without this document, the tuition and fees for the full year will be deducted.

9. Scholarships, Bursaries and Other Financial Assistance: Students with tuition and/or fees being paid for by scholarships, bursaries or other University-processed financial assistance will typically have funds applied to their tuition account balance prior to the tuition deadline. To avoid payment penalties, students’ full installment of fees must be paid by the tuition deadline.

Students who receive direct assistance that is not processed through the University (e.g. grant from an employer) must follow normal fee payment regulations and meet the tuition deadline. Confirmation of enrolment will be provided by the Office of the Registrar upon request.

10. Receipts: The Tuition and Education Amounts Certificate (Form T2202A) is the students’ official receipt for income tax purposes. This form can be accessed on Bear Tracks (https://www.beartracks.ualberta.ca). Students who make payments after the production of the certificate will have a revised certificate posted on Bear Tracks. Please review Canadian Revenue Agency requirements.

Students requiring proof of payment prior to February are encouraged to use their cancelled cheque if possible. Alternatively, a cashier’s receipt will be provided at time of payment when paying in person at the Cashier’s counter of Financial Services. At any other time, Student Receivables of Financial Services will provide proof of payment at the student’s request. Please allow up to three weeks for delivery.

Refunds and Withdrawals

1. Refer to Academic Schedule for deadline details.
2. The Tuition Deposit is nonrefundable, except in cases where a student has paid the deposit and is subsequently denied admission.
3. If a student drops a course from a registration before the Registration Deadline, no Instructional Fees will be assessed. If the course charge results in a registration status change (e.g., from full-time to part-time), Non-Instructional Fees will also be reassessed accordingly. Course drops can only be processed on Bear Tracks (https://www.beartracks.ualberta.ca) until the registration deadline for the term.
4. If a student withdraws from a course after the Registration Deadline and up to the Refund Deadline there will be a 50% reduction in the Instruc­tional Fees assessed for that course. If the course charge results in a registration status change, Non-Instruc­tional Fees will also be reassessed. Students who withdraw after the Refund Deadline will not receive any reduction in Instructional and Non-Instruc­tional fees assessed.
5. Where students have a credit balance as a result of reassessment, Financial Services will issue a refund.
6. Where students have a credit balance as a result of re­assessment, Financial Services will issue a refund.
7. For course withdrawals after the Registration Deadline the effective date of the withdrawal is the day the Faculty receives the withdrawal form. Students who register and then cease to attend, or never attend, without formally withdrawing will not be eligible for any refund of fees nor will they be exempt from paying assessed fees that are unpaid.
8. Fees deadlines are firm and are strictly enforced. Students must ensure that they process and confirm any intended withdrawals by the required deadline since ignorance of the deadline or its consequences will not be accepted as an excuse. No special financial consideration is given to students who must withdraw after the deadlines. Students should be aware that when they withdraw from a course at any time after the Registration Deadline, they have effectively occupied a place in the class for the entire term. Since space in classes is limited, an underlying principle of this policy...
## Privileges Conferred by Payment of Non-Instructional Fees

Additional information and 2017-2018 rates for these fees are given in Fall 2017/Winter 2018 Undergraduate Instructional and Non-Instructional Fees and Fall 2017/Winter 2018 Graduate Instructional and Non-Instructional Fees.

1. **Student Health and Wellness**: supports the provision of health and wellness services available to students, including medical services, mental health treatment and support, sexual assault services, and health promotion and community building initiatives. This fee is assessed to all on-campus and off-campus graduate and undergraduate students, full-time and part-time.

2. **Student Academic Support**: provides support and resources to students in an equitable and accessible manner. This fee is assessed to all on-campus and off-campus graduate and undergraduate students, full-time and part-time.

3. **Students’ Union Membership Fees**: covers the cost of enrolment in the Students’ Union to all undergraduate students. Membership entitles a student to use all Students’ Union facilities and services. This fee is assessed to all on-campus and off-campus graduate and undergraduate students, full-time and part-time.

4. **Students’ Union Dedicated Fees**: covers the cost of enrolment in the Students’ Union to all graduate students. This fee is assessed to all on-campus and off-campus graduate and undergraduate students, full-time and part-time.

5. **Students’ Union Health Plan**: covers the cost of enrolment in the Students’ Union Health Plan for a 12 month period from September 1 to August 31 of the following year. This fee is assessed to all on-campus and off-campus graduate and undergraduate students, full-time and part-time.

6. **Students’ Union Dental Plan**: covers the cost of enrolment in the Students’ Union Dental Plan for a 12 month period from September 1 to August 31 of the following year. This fee is assessed to all on-campus and off-campus graduate and undergraduate students, full-time and part-time.

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**2017-2018 Schedule of Fees for Special Services**

The following are fees for special services; the rates for 2018-2019 were not known at the time of publication and are subject to change without notice. Refer to www.registrarsoffice.ualberta.ca/Costs-Tuition-Fees.aspx for 2018-2019 fees.

### Instructional Fees

- **Graduate Instructional Fees**
  - Graduate Readmission (Fall 2017/Winter 2018 Graduate Instructional and Non-Instructional Fees) $1,373.06
  - Doctor of Medicine Supplemental Application Fee $55
  - Graduate Application for Admission $100

### Non-Instructional Fees

- **International Students**
  - Health Care Coverage for International Students (UAHIP) $32/month
  - Language Other Than English Proficiency Exam $50/exam

- **Postgraduate Dental Residency Program Application Fee** $75
- **Replacement parchment** $100
- **Respiratory Fit-Testing** $30 - $40/test

### Student Health and Wellness

- **Students' Union Health Plan**
  - Student Health Care Coverage (UAHIP) $32/month
  - Replacement ONEcard $20

### Student Academic Support

- **Students’ Union Dental Plan**
  - Students Union Health and Dental Plan Office (6-14 SUB)
  - Students’ Union Health and Dental Plan Office (6-14 SUB)
  - Replacement Student ONEcard $20

### Other Fees

- **Application Fee** $50
- **Program Administration Fee** $150
- **Replacement parchment** $100

### Additional Fees

- **Replacement parchment** $100
- **Respiratory Fit-Testing** $30 - $40/test
- **Security Clearance Check** $30 - $50/check (variable)

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**Reappraisal $99.82
Reexamination (Reexaminations) $149.74/paper
Examination conducted at an established centre other than Edmonton:

- **In Canada** $131 (addional)/paper
- **Outside Canada** $156 (addional)/paper

Final examination reappraisal (Notification of Results) $99.82/paper
Credit by special assessment (Credit by Special Assessment) $266.04/course

Other fees (payable in advance):

- Application for Undergraduate Admission (Undergraduate Application Deadlines for Admission and Readmission) $125/form
- Application for Undergraduate Readmission or Transfer (Undergraduate Application Deadlines for Admission and Readmission) $75/form
- Augustana Student Insurance Policy Fee $8

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### Regulations and Information for Students

**University Regulations and Information for Students**

- **Financial Services normally issues refunds up to six weeks after the payment deadline.**
  - Refunds are issued either by cheque or directly to the student bank account if the student provides this information on Bear Tracks. If the student account is overpaid, the student will receive the refund if the registration status remains at full-time. Registration status changes from full-time to part-time will result in student loan refunds being refunded to the National Student Loan Centre. Undergraduate Scholarships and other payments are applied directly to the student tuition account, and once tuition and charges are paid in full, any excess will be refunded to the student. Refunds are generated following the 50% deadline date of each term.

**Staff Remissions**

University of Alberta staff members are eligible for remission of fees under the terms outlined in their contracts. Remission covers Instructional, Athletics and Recreation fees, PAW Centre fee, and University Health Services fees provided the Request for Remission of Fees form is received by Financial Services prior to the term payment deadline. Staff members are responsible for paying all other assessed fees by the payment deadline; otherwise penalties will apply. Books and supplies are the responsibility of the employee.

**Third Party Billing**

Any student whose fees are paid by another source is considered a third party-sponsored student. In accordance with Deadlines for Fee Payment, Penalties for Late Payment of Fees, Obtaining and Paying Your Fee Assessment and Refunds and Withdrawals, Third Party Sponsors will be expected to adhere to University policies with respect to payment deadlines, late payment penalties, instalment charges, withdrawals, and so forth. Individual listing or group listings of sponsorship should be forwarded to Student Receivables, Financial Services, well in advance of the registration period (see Academic Schedule). Remission covers all instructional, athletics and recreation fees, PAW Centre fee, and University Health Services fees provided the Request for Remission of Fees form is received by Financial Services prior to the term payment deadline. Staff members are responsible for paying all other assessed fees by the payment deadline; otherwise penalties will apply. Books and supplies are the responsibility of the employee.

**2017-2018 Schedule of Fees for Special Services**

The following are fees for special services; the rates for 2018-2019 were not known at the time of publication and are subject to change without notice. Refer to www.registrarsoffice.ualberta.ca/Costs-Tuition-Fees.aspx for 2018-2019 fees.

### Examination and examination-related fees [see Examinations (Exams)]:

- **Reappraisal** $99.82
- **Reexamination (Reexaminations)** $149.74/paper

Examination conducted at an established centre other than Edmonton:

- **In Canada** $131 (addional)/paper
- **Outside Canada** $156 (addional)/paper

Final examination reappraisal (Notification of Results) $99.82/paper
Credit by special assessment (Credit by Special Assessment) $266.04/course

Other fees (payable in advance):

- Application for Undergraduate Admission (Undergraduate Application Deadlines for Admission and Readmission) $125/form
- Application for Undergraduate Readmission or Transfer (Undergraduate Application Deadlines for Admission and Readmission) $75/form
- Augustana Student Insurance Policy Fee $8

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**Cooperative Education Program (Arts and Business)**

**Application Fee** $50

**Program Administration Fee** $150

**Doctor of Medicine Supplemental Application Fee** $55

**Graduate Application for Admission** $100

**Graduate Readmission (Fall 2017/Winter 2018 Graduate Instructional and Non-Instructional Fees)** $1,373.06

**Graduate thesis microlimiting** $44.10

**Health Care Coverage for International Students (UAHIP)** $32/month

**Language Other Than English Proficiency Exam** $50/exam

**Parchment Off-Cycle Printing Fee** $100

**Postgraduate Dental Residency Program Application Fee** $75

**Replacement parchment** $100

**Replacement Student ONEcard** $20

**Respiratory Fit-Testing** $30 - $40/test

**Security Clearance Check** $30 - $50/check (variable)

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1For students in the Faculty of Arts to meet the second language requirement.

2Applies to students who are commencing a placement in a facility under Alberta Health Services administration in one of the designated patient care areas and/or in one of the identified disciplines.

3Students across various Faculties (health science Faculties, Arts, Business and Education) may require a security clearance check as part of their placement or practicum experience with external agencies.
Graduate Students’ Association Membership Fee: supports services provided to graduate students by the Graduate Students’ Association (GSA). These include access to GSA Professional Development Awards, Academically-Related Student Group Awards, Child Care Grants, Emergency Bursaries, and Recognition Awards, advising with respect to issues related to the Collective Agreement Governing Academically-Employed Graduate Students, the GSA Agenda/Handbook the GSA Health and Dental Plan, and many other services. The Graduate Students’ Association represents graduate students on university governing bodies, committees, and councils and negotiates, with the Board of Governors, the Collective Agreement Governing Academically-Employed Graduate Students. The GSA Membership Fee includes two dedicated fees created through referenda, designated for CJSR and the Alberta Graduate Provincial Advocacy Council (formerly the Alberta Graduate Council).

Graduate Students’ Association Dental Plan Fee: covers the cost of enrolment in the GSA Dental Plan for a 12-month period from September 1 through August 31 of the following year. New graduate students who begin their programs of study in the Winter Term are also automatically enrolled at a pro-rated cost. More information, including provisions for opting in or out of the Plan, or how to enrol partners and dependents, is available at www.studentcare.net.

Graduate Students’ Association Health Plan Fee: covers the cost of enrolment in the GSA Health Plan for a 12-month period from September 1 through August 31 of the following year. New graduate student who begin their programs of study in the Winter Term are also automatically enrolled at a prorated cost. More information, including provisions for opting out of the Plan, or how to enrol partners and dependents, is available at www.studentcare.net.

Graduate Students’ Assistance Program Fee: supports services provided to graduate students from Homewood Human Solutions in such areas as advice and counselling in mental health, finances, nutrition, legal and immigration services/counselling, and other issues relevant to student life. This fee is assessed to all graduate students—full-time and part-time, and on-campus and off-campus. Further information is available on the Graduate Students’ Association website at www.gsa.ualberta.ca.

Athletics and Recreation Fee: supports the provision of recreation, sport and wellness services, access to recreation and sport facilities and the administrative support for these services that benefit students, including varsity athletics, recreation facility access, group exercise, intramural sports, aquatics, instructional recreation, special events, sport clubs, personal training, and sport development. This fee is assessed to all on-campus graduate and undergraduate students, full-time and part-time. See also Recreation Services and Athletics.

University Student Services.

Universal Transit Pass (U-Pass) Fee: provides eligible students unlimited access to regular Edmonton, St Albert and Strathcona County Transit services for the Fall (September-December), Winter (January-April), and Spring/Summer (May-August) Terms. This fee is assessed to all students registered in on-campus courses in the Fall, Winter and Spring/Summer Terms (with the exception of Augustana Faculty). More information is available at www.gsa.ualberta.ca.

PAW Centre Fee: supports the construction of the Physical Activity and Wellness (PAW) Centre. Services available in the PAW Centre include a climbing wall, fitness centre, space for studying, graduate and undergraduate student lounge, gymnasium and a new expanded Steadward Centre. This fee is assessed to all on-campus graduate and undergraduate students, full-time and part-time.

Estimates of Future Fees

At the time of publication there are proposed 2017-2018 fee increases calculated in compliance with the Public Postsecondary Institutions’ Tuition Fees Regulations released by the Government of Alberta. The proposed fees, shown below, have not yet been approved by the University’s Board of Governors. As per the Public Postsecondary Institutions’ Tuition Fees Regulations, the fee increases indexed by the Government of Alberta, future increases to tuition fees will be indexed to the Annual Average Alberta Consumer Price Index (July to June).

2017-2018 Proposed Fee Estimate

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<th>Cost</th>
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<tr>
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<tr>
<td>Undergraduate fee index value</td>
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<tr>
<td>Cost of 3 courses in Arts or Science</td>
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Other details include:

- Undergraduate International student fees include an International Student Differential Fee.
- The Student Health and Wellness, Student Academic Support, Athletics and Recreation, and PAW Centre fees are indexed to the Annual Average Alberta Consumer Price Index (September to August).
- Other Non-Instructional fees are reviewed and adjusted as required on an annual basis by the Board of Governors taking into account changes to the costs of delivering the services associated with the fees.
- Students’ Union and Graduate Students’ Association fees are adjusted as determined by each of the two student associations in accordance with their bylaws.
- The University of Alberta reserves the right to increase student fees over and above the estimates noted above provided such increases comply with the Public Postsecondary Institutions’ Tuition Fees Regulations released by the Government of Alberta. Also note that International student fees may be subject to increases throughout the duration of a student’s program.

Academic Regulations

Changes in Regulations

The University reserves the right to make changes in regulations governing degree programs from time to time.

General Faculties Council (GFC) is the University’s senior academic governing body and it is GFC which has approved all the academic regulations which appear in this and other sections of the Calendar. No changes to these regulations may be made without GFC’s approval.

Academic Standing Regulations

Changes regarding “academic standing” regulations such as the eligibility to continue in a program, promtion, and graduation requirements, apply to both new and continuing students. All students should annually refer to the current Calendar for appropriate Faculty academic standing regulations.

Degree Program Regulations

Changes to degree programs are made by the Board of Governors taking into account changes to the costs of delivery of programs.

Certificate Program Regulations

The University of Alberta reserves the right to increase student fees over and above the estimates noted above provided such increases are justified.

Other Non-Instructional fees are reviewed and adjusted as required on an annual basis by the Board of Governors taking into account changes to the costs of delivering the services associated with the fees.

Students’ Union and Graduate Students’ Association fees are adjusted as determined by each of the two student associations in accordance with their bylaws.

The University of Alberta reserves the right to increase student fees over and above the estimates noted above provided such increases comply with the Public Postsecondary Institutions’ Tuition Fees Regulations released by the Government of Alberta. Also note that International student fees may be subject to increases throughout the duration of a student’s program.

Other details include:

- Undergraduate International student fees include an International Student Differential Fee.
or graduate level. Graduate students cannot receive an undergraduate certificate as part of their program of studies.

Normally, a student may receive no more than two embedded certificates in one degree program. No more than half of the courses applied to satisfy the requirements for one certificate may overlap with the courses used to meet the requirements of another certificate. Tuition is assessed at the standard rates for courses in which the students are registered. No additional fees are assessed for courses taken as part of an embedded certificate program. Embedded certificates are awarded at the time of graduation when a student receives their degree parchment.

**Freestanding Credit Certificates**

Freestanding credit certificates are stand-alone programs, taken independent of a degree program. Freestanding credit certificates may be offered at the undergraduate or graduate level. Students are admitted and registered directly into the free-standing credit certificate program.

Students wishing to complete a freestanding credit certificate must apply using the standard application and admission processes. No more than half of the courses applied to satisfy the requirements for one certificate may overlap with the courses used to meet the requirements of another certificate. Tuition is assessed on a cost-recovery basis. There is no maximum number of freestanding credit certificates a student may receive.

**Residence Requirements**

A student proceeding towards a first (bachelor’s) degree is expected to complete at least half of the credits required through courses offered by the University of Alberta (either “on” or “off” campus in Fall/Winter or Spring/Summer). Normally, at least half of these “University of Alberta” courses will be taken as the final courses in the program. Credits obtained by special assessment at the University of Alberta may be included in the count of courses used to satisfy the residency requirements. (See Credit by Special Assessment.)

**Transfer of Credit**

Transfer of credit for students being considered for admission to the University of Alberta is discussed in Transfer of Credit. Under certain circumstances, students registered in a degree program at the University of Alberta may be permitted to take courses at another recognized postsecondary institution for application to their program at the University of Alberta. Normally, this is accomplished by participating in a formal exchange program or by registering as a Visiting Student at the other institution. To be considered for such transfer credit, students must:

1. Receive permission in advance from their home Faculty;
2. Be in good standing in their ongoing degree program;
3. Not have exceeded the maximum amount of transfer credit allowed by the Faculty.

Transfer credit is normally awarded only for approved courses in which a grade of C- (or its equivalent) is achieved. Credit for such courses will be considered on a credit/no credit basis only and will not normally be included in any grade point average calculation; Faculty may have other requirements. Students should consult their Faculty section of this Calendar.

**Attendance**

November 27, 2018 - This section has an errata page. (Link)

Since presence at lectures, participation in classroom discussions and projects, and the completion of assignments are important components of most courses, students will serve their interests best by regular attendance. Those who choose not to attend must assume whatever risks are involved. In connection to this students should review the following sections.

The University recognizes that occasionally life events occur that require a student to miss term work, term examinations, or final examinations. However, excused absences are not granted automatically and will be considered only for acceptable reasons such as incapacitating mental and/or physical illness, severe domestic affliction, or for circumstances as described in the University’s Discrimination, Harassment and Duty to Accommodate Policy (including religious belief). This policy is available on the University of Alberta Policies and Procedures Online (UAPPOL) website at https://policiesonline.ualberta.ca. A multi-faith calendar is available at www.registrarsoffice.ualberta.ca/Calendar/Academic-Schedule.aspx.

Unacceptable reasons include, but are not limited to personal events such as vacations, weddings, or travel arrangements. When a student is absent without acceptable excuse, a final grade will be computed using a raw score of zero for the work missed. Any student who applies for or obtains an excused absence by making false statements will be liable under the Code of Student Behaviour. Students should consult their Faculty for detailed information and requirements.

Failure to follow the policies outlined below may result in denial of a student’s request. Students with concerns should see Procedures for Registering Complaints about Marking, Grading, and Related Issues. Students should also review individual Faculty appeal policies posted on Faculty websites.

1. **Absence from Term Work**

   Approval for an excused absence from term work (e.g., classes, labs, assignments, quizzes, term papers, reports, or term examinations) is at the discretion of the instructor.

   a. To apply for an excused absence where the cause is incapacitating mental and/or physical illness and most other cases including severe domestic affliction, a student must inform the instructor(s) within two working days following the scheduled date of the term work or term exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.

   b. For an excused absence where the cause is religious belief, a student must contact the instructor(s) within two weeks of the start of Fall or Winter classes; and within three days of the start of Spring or Summer classes.

   c. All other accommodation requests covered by the Duty to Accommodate Procedure should be discussed with the instructor(s) as soon as the student is able, having regard to the underlying circumstance.

   In all cases, instructors may request adequate documentation to substantiate the reason for the absence at their discretion such as a form from the student’s Faculty or a statutory declaration. Although a medical note cannot be required, if a student chooses to provide a medical note, the University of Alberta Medical Statement Form may be downloaded from the Online Services section of www.registrarsoffice.ualberta.ca.

2. **Absence from Final Exams**

   A student who has missed a final exam because of incapacitating mental and/or physical illness, severe domestic affliction or for circumstances as described in the University’s Discrimination, Harassment and Duty to Accommodate Policy (including religious belief) may apply for a deferred exam.

   a. To apply for a deferred exam where the cause is incapacitating mental and/or physical illness and most other cases including severe domestic affliction, a student must present supporting documentation pertaining to the absence to their Faculty office within two working days following the scheduled date of the exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.

   b. To apply for a deferred exam where the cause is religious belief, students must inform their Faculty office within two weeks of the start of Fall or Winter classes; and within three days of the start of Spring or Summer classes.

   c. All other accommodation requests covered by the Discrimination, Harassment and Duty to Accommodate Policy should be discussed with the student’s Faculty within two working days following the scheduled date of the exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.

   d. In all cases, Faculties may request adequate documentation to substantiate the reason for the absence at their discretion such as a Faculty specific form or a statutory declaration. Although a medical note cannot be required, if a student chooses to provide a medical note, the University of Alberta Medical Statement Form may be downloaded from the Online Services section of www.registrarsoffice.ualberta.ca.

   e. A deferred exam will not be approved if a student
      ii. has not been in regular attendance where attendance and/or participation are required, and/or,
      iii. f. excluding the final exam, has completed less than half of the assigned work.

   f. Students with two or more deferred exams outstanding from a previous term may be required to reduce the number of courses in which they are registered.

   g. The student must seek the approval of the dean or designate of the student’s Faculty on the application for a deferred final exam. If approved, students should refer to Deferred Final Exams for details on writing deferred exams.
h. In the case of an approved application for deferred final exam, the student’s Faculty will inform the Department responsible for the course of the approved deferred exam. The Department will then notify the instructor.

Evaluation Procedures and Grading System

1. **Weighting of Term Work and Final Examinations:** In each course in which a final examination is held, a weight of not less than 30 percent and not more than 70 percent will be assigned to the final examination, except where a departure from this arrangement has been authorized by the council of the Faculty in which the department offering the course is situated. The remaining weight for the course will be assigned to term work.

2. **Course Requirements, Evaluation Procedures and Grading:** The policies set out below are intended to provide instructors and their students with general course information. GFC, in approving these guidelines, expected that there would be a common sense approach to their application and understood that circumstances might develop, during a term, where a change to the course outline, as set out in Course Requirements, Evaluation Procedures and Grading, made sense to all concerned. Such changes shall only occur with fair warning or general class consent.

   a. At the beginning of each course, instructors are required by GFC to provide a course outline to students and their Department (or Faculty in non-Departmentalized Faculties) that includes the following:

   i. a statement of the course objectives and general content
   ii. a list of the required textbooks and other major course materials
   iii. a list of any other course fees as described in the ‘Student Instructional Support Fees Policy’ and their associated costs
   iv. an indication of how and when students have access to the instructor
   v. the distribution of weight between term work and final examination
   vi. the relative weight of all term work contributing to the course grade
   vii. whether marks are given for class participation and other in-class activities as well as the weight of such participation
   viii. dates of any examination and course assignments with a weight of 10% or more of the overall course grade
   ix. the process by which the term marks will be translated into a final letter grade for the course. The process must be consistent with the University of Alberta Assessment Policy and accompanying Grading Procedures, found at the University of Alberta Policies and Principles Online (UAPPOL) website at https://policiesonline.ualberta.ca.
   x. an indication of how students will be given access to past or representative evaluative course material, consistent with the Access to Evaluative Material Procedure of the Assessment Policy, found at the University of Alberta Policies and Procedures Online (UAPPOL) website at https://policiesonline.ualberta.ca.
   xi. the statement: “Policy about course outlines can be found in Course Requirements, Evaluation Procedures and Grading of the University Calendar”.
   xii. the statement: “The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at www.governance.ualberta.ca) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.”

   b. Nothing in any course outline, syllabus or course website can override or contravene any Calendar regulation or University policy. In resolving any discrepancy, University policy and Calendar regulations take precedence.

   c. Instructors may indicate in the course outline the date, time and place on which the deferred examination for the course will occur, should one be required. See Deferred Final Exams.

   d. At the beginning of a course, Instructors will discuss with their class the expectations with respect to academic integrity and outline both permitted and prohibited behaviour.

   e. Every course outline must contain the following statement: “Audio or video recording, digital or otherwise, of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Student or instructor content, digital or otherwise, cannot be used or distributed for any other purpose without prior written consent from the content author(s).

   f. Each assessment is linked to the stated course objectives and/or learning outcomes. Students should be provided with the criteria for these assessments early in and, if necessary, throughout the course.

   g. Instructors will allow students a reasonable time in which to complete an assessment bearing in mind its weight.

   h. Instructors will mark, provide appropriate feedback, and return to students all term work in a timely manner. Substantive feedback should be provided prior to the course withdrawal deadline. See the University of Alberta Assessment and Grading Policy at https://policiesonline.ualberta.ca.

   i. Normally term work will be returned on or by the last day of classes in the course, with the exception of a final major assignment (which may be due on the last day of classes), which will be returned by the date of the scheduled final examination or, in non-examination courses, by the last day of the examination period. All exceptions must be authorized by the Faculty Council (or delegate) in the Faculty offering the course.

   j. Upon request, instructors are required to provide the process used to generate the final grade.

3. **Procedures for Registering Complaints about Marking, Grading, and Related Issues:**

   a. Where the above guidelines have not been followed or where students have concerns about the instructor’s marking and grading, the student should make the concern known to the appropriate individual in the following sequence:

   i. Instructor
   ii. Chair of the department in which the course is taught
   iii. Dean of the Faculty in which the course is taught (some Faculties have delegated this authority to departments)

   b. A student needing advice on these matters should see an advisor in the Student OmbudService.

   c. These procedures do not constitute a mechanism for appeals and grievances regarding the academic standing or individual grades of a student. Appeals and grievances of that nature are dealt with in Appeals and Grievances of the Calendar.

4. **Assigning Grades:** Grades reflect judgements of student achievement made by instructors and must correspond to the associated descriptor. These judgements are based on a combination of absolute achievement and relative performance in a class. Faculties may define acceptable grading practices in their disciplines. Such grading practices must align with the University of Alberta Assessment and Grading Policy and its procedures, which are available online at the University of Alberta Policies and Procedures Online (UAPPOL) website (https://policiesonline.ualberta.ca).

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### Course Grades Obtained by Undergraduate Students:

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Letter Grade</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td></td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td></td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>Good</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>Poor</td>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>Minimal Pass</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>Failure</td>
<td>F or F4</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**Note:** F4 denotes eligibility of a student to apply for a reexamination of a course.

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### Course Grades Obtained by Graduate Students:

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Letter Grade</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td></td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td></td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>Good</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>3.0</td>
</tr>
</tbody>
</table>
The Grade Point Average (GPA) is a measure of a student's weighted average, obtained by dividing the total number of grade points earned by the total units of course weight attempted.

### Final Grades
- A
- A-
- B+
- B
- B-
- C+
- C
- C-
- D+
- D
- F

### Types of Grade Point Averages:
- **Admission Grade Point Averages (AGPA)** see Transfer from a Postsecondary Institution.
- **Fall/Winter and/or Spring/Summer Grade Point Averages** are reported on transcripts and are used by most Faculties to determine academic standing.
- **Term Grade Point Average** may be calculated at the end of Fall, Winter, Spring or Summer, and used to determine eligibility for reexamination (see Reexaminations).
- **Faculty Grade Point Average (FGPA):** The Faculty Grade Point Average (FGPA) is a cumulative measure of a student’s grade points obtained while registered in a Faculty in all years and terms, including Spring/Summer. FGPA is a weighted average obtained by dividing the total grade points earned by the total units of course weight attempted. The FGPA is currently used by the Faculty of Arts.

### Rules for Computing the GPA
1. The rules related to calculation of GPA [see Grade Point Average (GPA)] also apply to the calculation of FGPA.
2. The initial assessment and any subsequent reassessment of academic standing using FGPA is based on a student’s performance in a minimum of nine units of course weight (≥9). If, at the time of review, the student has attempted less than 9 since the last assessment while registered in the Faculty, the assessment will be deferred until the next assessment period.
3. Assessments are performed at the end of a student’s registration in Fall/Winter (or at the end of a student's program) and are based upon the final grades in all courses taken in that and prior periods while registered in the Faculty. At the discretion of the faculty an assessment may also be performed at the end of a student’s registration in Spring/Summer.
4. If a student is required to withdraw and subsequently allowed to continue (after a successful appeal or after successfully completing required work at another institution) the FGPA will be calculated from the term in which readmission or continuation is granted, not from the time of first admission into the Faculty. Such a restart of FGPA will be allowed only once for any student in a Faculty.
5. Students continuing in a Faculty following a restarted FGPA as described above must thereafter maintain a minimum FGPA of 2.0.

### Aegrotat Standing:
Aegrotat standing may be granted, in special circumstances, on the grounds of illness to deserving students who have completed at least one year at the University of Alberta in the Faculty in which they are currently registered. Any student wishing to take advantage of this privilege should apply without delay to the dean of the Faculty concerned. Any other student absent from a final examination because of illness may apply for permission to write the regular deferred examination. Illness may apply for permission to write the regular deferred examination. Illness may apply for permission to write the regular examination mark or a deferred examination mark replaces the original final examination mark. The revised final grade is included in the computation of the GPA. When a student has a deferred, incomplete or a missing grade, the GPA is not computed until a final grade is reported.

### Competence in Written Work:
General Faculties Council urges all instructors of University undergraduate courses to provide that suitable portions of course testing or other course work should be in the form of written essay responses and to emphasize to students that competence in written work is integral to competence in a subject and will constitute part of the basis on which the student’s course grade is determined. All instructors should make clear at the outset of each course their expectations in regard to the standard and importance of writing in assignments and examinations.

### Official Grades:
Student grades are unofficial until they have been approved by the appropriate Faculty Council or delegate at the end of Fall/Winter or Spring/Summer. Prior to approval by Faculty Council, unofficial grades are reported on transcripts and so noted. Students can generally expect that official grades will be available in early June for Fall/Winter, and early September for Spring/Summer. Students obtain their Statement of Results on Bear Tracks (https://www.beartracks.ualberta.ca) following the approval of grades.
Examinations (Exams)

Conduct of Exams

November 27, 2018 - This section has an errata page. (Link)

Note: Conduct which violates the rules of conduct for exams may also violate the Code of Student Behaviour. Amendments to the Code of Student Behaviour occur throughout the year. The official version of the Code of Student Behaviour, as amended from time to time, is housed on the University Governance website at www.governance.ualberta.ca.

In this section, “term exam” is used to refer to any written or oral exam, test or quiz (other than a final exam) which is scheduled as part of the term work of a course.

1. Student Identification: Students writing exams are required to confirm their identities by providing their student ID numbers and signatures and by presenting their student ID cards (ONEcard) or other acceptable photo identification. Students who are unable to present satisfactory identification at the time of the exam will be permitted to write the exam, but will be required to present themselves with acceptable photo identification to the instructor of the course within two working days of the exam and may be required to provide a sample of their handwriting. Failure to provide proper identification will result in a mark of zero for the exam. Instructors are advised to circulate an attendance sheet at all exams.

2. Permitted References and Aids: Only those items specifically authorized by the instructor may be brought into the exam facility. The use of unauthorized personal listening, communication, recording, photographic and/or computational devices is strictly prohibited.

3. Registration: Students may not be present in an exam or write an exam in a course section in which they are not registered.

4. Arriving and Leaving: Students may not enter the exam area after the first half-hour has elapsed, and they may not leave the exam area until one half-hour has elapsed.

5. Communications: During the exam, all communications should be addressed to a supervisor. Students should not, under any circumstances, speak to or communicate with other candidates or leave their answer papers exposed to view.

6. Brief Absence from an Exam: Students who need to visit the washroom during an exam must leave their papers in the custody of a supervisor and retrieve it upon return.

7. Cancellation of Paper During Exam: If a student becomes incapacitated because of illness or receives word of domestic affliction during the course of an exam, the student should report at once to the Supervisor, hand in the unfinished paper, and request that it be cancelled. Thereafter, if illness is the cause, the student may go directly to the University Health Centre or other medical practitioner so that any subsequent application for a deferred exam may be supported by a medical note. If a student chooses to provide a medical note, the University of Alberta Medical Statement Form may be downloaded from the Online Services section of www.registrarsoffice.ualberta.ca. Medical notes cannot be required. Alternatively, students may provide supporting documentation by way of a form from the student’s Faculty or a statutory declaration. In cases other than illness, adequate documentation must be provided.
   a. For final exams, the student must provide documentation and apply to their Faculty for a deferred exam within two working days following the cancelled final exam or as soon as the student is able, having regard to the circumstances underlying the cancellation. Students should consult their Faculty for detailed information on requirements. Also see Absence from Final Exams for details.
   b. For other exams, instructors may use their discretion to request supporting documentation. The student must contact the instructor within two working days of the exam or as soon as the student is able, having regard to the circumstances underlying the cancellation and present supporting documentation to the instructor if requested. Should a student write an exam, hand in the paper for marking, and later report extenuating circumstances to support a request for cancellation of the paper and for another exam, such request will not be entertained. Any student who requests a cancellation of their paper and subsequently applies for or obtains an excused absence by making false statements will be liable under the Code of Student Behaviour.

8. End of Exam: When the signal is given to end the exam, students must promptly cease writing. If a student does not stop at the signal, the instructor has the discretion either not to grade the exam paper or to lower the grade on the examination.

Term Examinations

1. Term Examinations Optional: The holding of term examinations is optional within each department.

2. Instructors may schedule term examinations during any regularly scheduled class period. In certain cases an instructor may schedule a term examination outside or beyond the regularly scheduled class period. Instructors should be aware that by doing so, conflicts may result for some students that have another class at the time of the scheduled term examinations. Students have the right to attend regularly scheduled class activities. Therefore, if a student has a conflict between a regularly scheduled class and a scheduled term examination, the instructor of the class in which there was a scheduled term examination will be required to make an accommodation for the student.

Final Examinations

There is no requirement by General Faculties Council that the final examination must be written in order to obtain credit; Faculties are permitted to make their own regulations in this regard.

1. Final Examinations: A final examination is held in each course except where departure from this arrangement has been authorized by the Faculty council governing the department offering the course. Final examinations for Fall courses shall be held in December. Final examinations for Winter or two-term Fall/Winter courses shall be held in April. Final examinations for Spring courses shall be held in June. Final examinations for Summer or two-term Spring/Summer courses shall be held in August. Examinations for evening credit program and late afternoon and evening courses are to be held during the last regular class period, excluding Augustana Faculty. Final examinations in Augustana Faculty evening courses are to be held in the evening during the regular examination period.

2. Examination Schedule: The schedule of Fall and Winter Terms final examinations (and mid-term examinations in two-term courses) shall be related directly to the basic University timetable. Where possible, the final examination schedule for Augustana Faculty courses shall be related directly to the basic University timetable. Some dates may vary. Students should also see Attendance, Evaluations and Grading. In the Faculty of Education, for those Faculty courses which form part of a professional term and hence do not conform to the standard timetable, the scheduling of the final examinations shall become the responsibility of the Faculty.

In the MBA program final examinations in all evening courses shall be scheduled into the week immediately following the last week of classes in each term in order to allow for equal instructional hours in the full- and part-time programs. Final examinations or mid-term examinations in two-term courses shall not exceed three hours in length.

The Examination Schedule shall be adhered to and no attempt made to adjust examination schedules to accommodate students who have failed a course and are repeating without attendance. Normally there shall be no departure from the official Final Examination Schedule. Instructors and students may, however, petition the Faculty Council concerned for permission to depart from the Schedule if justified reasons can be established. No departures shall be considered for approval unless the instructor of the class concerned and every student registered for credit in the class have given their written consent. Such consent shall take the form of either written letters or signed and dated forms made available from the Dean’s office. These notices of consent shall be conveyed to the Dean of the Faculty offering the course on an individual basis at least one month prior to the new dates being requested. If and when unanimous consent is received from the class, this fact shall be communicated to both the instructor involved and the Faculty Council. All such notices of consent shall be received by the Dean, in confidence, and it will not be the Dean’s responsibility to insure that all members of the class have been informed of the need to submit such written consents. This will be the responsibility of the Instructor or of those members of the class who have initiated the request for a change in the examination date.

Note: Permission to depart from the Final Examination Schedule may be authorized by the Dean in Faculties where the Faculty Council has delegated this responsibility to the Dean.

The requirement that notices of consent for departures from the official Final Examination Schedule shall be conveyed to the Dean at least one month prior to the new date being requested, shall be rigidly enforced. The rescheduling of examinations or tests in the final week of classes is not permitted.

3. Where a final examination has been scheduled, students registered in the course may not be barred from writing that final examination.
1. **Marking of Examinations:** departments and instructors shall be informed that the marking of examinations is given first priority in order to expedite the submission of grades to the Registrar.

No member of a Department shall be permitted to go away taking the original examinations papers with them for marking without permission of the unit head. In a case where a member of a Department applies for leave before the end of term, this will only be granted on condition that the head of the Department arranges for the papers to be marked here in the usual way.

All examinations and assignments shall be marked only by the instructor(s) or by persons expressly authorized by the Department Chair (or by the Dean in non-departmentalized Faculties) to mark them.

In the case where the student has missed the final examination, the instructor shall compute and record the course grade for that student with a score of zero for the final examination. The instructor must enter the remark “1” to indicate that the student was absent from the final examination.

5. The following discretionary policy on student access to final examination papers was affirmed by General Faculties Council:

Departments subscribing to the belief that there is educational value in permitting students to see their final examination papers after they have been marked are not only at liberty, but are encouraged, to make the papers available on request, and to allow for discussion where possible; that the objective here is an educational end: i.e., it is not a substitute for existing reappraisal procedures for the reconciliation of grades; that where the department is prepared to grant outright release of the paper it must not do so until the deadline for applications for reappraisal has passed, since an appeal cannot be entertained after the custody of the paper has been relinquished to the student.

6. **Grades of Incomplete:** The grade of “incomplete” (IN) is normally awarded when an undergraduate student is prevented by illness, domestic affliction, or other extreme circumstance from submitting an assignment by the end of the term. When a grade of IN is awarded, the student is required to submit the assignment within 10 days after the end of the final examination period of the term for the course. At the request of the Department Chair concerned, the student's Dean may grant an extension of time to a maximum of four months after the end of the term. If the assignment is not submitted by the prescribed deadline, the Registrar will record a grade of “NC” or a grade of “F” plus a remark of “1”, as appropriate. Before finalizing the student's grade the Office of the Registrar will give 30 days written notice to the student's Faculty and to the Department in which the course is offered.

**Notification of Results**

1. **Release of Grades:** Only the Registrar’s Office is authorized to issue official statements of results or transcripts. An official statement of final grades in courses of Fall/Winter and Spring/Summer term is available on Bear Tracks (https://www.beartracks.ualberta.ca). Official statements are provided at the following times:

<table>
<thead>
<tr>
<th>Students registered</th>
<th>statement available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Term only</td>
<td>early February</td>
</tr>
<tr>
<td>Fall/Winter Terms</td>
<td>late May</td>
</tr>
<tr>
<td>Spring Term only</td>
<td>early July</td>
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<tr>
<td>Spring/Summer Terms</td>
<td>late August/early September</td>
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</table>

Departments shall approve grades within five working days of the final exam, or (for courses with no final exam) within five working days of the due date for the final assignment. For courses with consolidated examinations, Departments shall approve grades within ten working days of the final exam. For the Faculty of Law grades should be approved no later than the third day of classes in the Winter Term for Fall Term courses, or May 31 for Winter Term or Fall/Winter courses.)

**Unofficial** final course grades are available to students on Bear Tracks (https://www.beartracks.ualberta.ca). Grades for courses that are completed in the first half of the term are available mid-term.

Students should consult the Registrar’s website at www.registrarsoffice.ualberta.ca for information on how to obtain their grades on Bear Tracks.

Departments may, but are not required to, post unofficial results in alternate formats, provided the confidentiality of the students’ records is preserved in accordance with the Freedom of Information and Protection of Privacy Act. This precludes incorporating names or, potentially, any information such as Faculty, degree, or year in program if the identity of the student can be deduced from this information. Because it is very difficult to protect student confidentiality in small classes (less than 25 students), departments should refrain from posting grades for these courses.

2. **Reappraisals:** Since great care is taken in marking final examination papers, a student should apply for reappraisal of a paper only if the student has good reason to believe that a mistake has been made. Reappraisals are dealt with by the Chair of the department in consultation with members of the staff. A request for reappraisal must be made in writing to the Faculty or Department Office responsible for the course by February 1 in the case of Fall courses, by June 22 for other Fall/Winter courses, and within thirty days of the publication of results for courses offered in Spring/Summer. The request must include a statement of whether the intent of the appeal is to raise or lower the grade. If a student fails to include such a statement it will be assumed that the intent is to have the grade raised. Refer to Obtaining and Paying Your Fee Assessment for details on where to pay fees and to 2016-2017 Schedule of Fees for Special Services for fees for special services.

Payment of the required fee will normally be made at the time of the request but must be made no later than two weeks after submission of the request; the fee will be refunded if the appeal is successful.

The privilege of having papers reappraised applies only to final examinations. A student may apply for reappraisal of no more than two final examination papers in each term of the Fall/Winter. A student enrolled in the Spring/Summer will be limited to two reappraisals. It should be understood that if the grade is changed, the new grade, whether higher or lower than the original, replaces it as the student’s official grade in the course.

**Reexaminations**

1. Undergraduate students who have written and submitted a final examination may be considered for a reexamination provided the following conditions are met. Students in Medicine and Dentistry should consult Academic Standing and Graduation and the Faculty Office for these regulations. Students in Business should consult Reexaminations. Students in Science should consult Reexamination. Reexaminations are not permitted for graduate students.

   a. The course was failed.
   b. The final examination is 40 percent or greater, as originally scheduled for the class as a whole.
   c. For a Fall Term course, the student achieved a Term Grade Point Average of 2.0 inclusive of the failed course. For Winter Term and Fall/Winter courses, a Fall/Winter GPA of 2.0 inclusive of the failed course.
   d. Students are advised that it may not be possible to make a ruling until all grades for a term or two-term period are recorded. Students for whom a term GPA cannot be computed at the end of the Fall Term will have to wait for the computation of a GPA following the Winter Term. In this case, the Application for Reexamination form should be left with the Faculty office for a later ruling. Faculty of Law students in the first and second year and all Faculty of Pharmacy and Pharmaceutical Sciences students will be considered for a reexamination on the basis of the computation of their Fall/Winter GPA.

2. **Reexaminations are Not Permitted:**

   a. For students who were granted a deferred final examination in accordance with Absence from Final Exams but did not write.
   b. Dentistry and Dental Hygiene students: In clinical and laboratory courses.
   c. Faculty of Nursing: For students who have failed the clinical/laboratory component of a Nursing course and for students repeating a year.
   d. Faculty of Rehabilitation Medicine: For students repeating courses at the undergraduate level.
   e. Faculty of Graduate Studies and Research.
   f. Medical Students: For students repeating a year.
   g. Faculty of Pharmacy and Pharmaceutical Sciences: A student on probation is not allowed reexamination privileges.
   h. Faculty of Medicine and Dentistry: Bachelor of Science in Radiation Therapy: for students who fail any clinical course in the Radiation Therapy program (BSc Program in Radiation Therapy)

3. **Reexamination Mark:** The mark received for the reexamination replaces the original final examination mark and is used in computing the final grade in the course.

4. **Weight of Reexamination:** The percentage of the final grade allotted to the reexamination shall be the same as the percentage of the final grade allotted to the student’s final examination in the course.

5. **Number of Reexaminations that May be Granted:** Reexaminations may be granted in one course only, regardless of the units of course weight, in a
Fall/Winter or Spring/Summer period. Reexaminations may be granted in courses to a total of 12 while the student is enrolled in a Faculty (Dentistry and Dental Hygiene students see Note 2).

6. Reexamination Deadlines:
   a. Fall Term Courses:
      Apply: Within 10 days of the posting of the results.
      Exam to be held by: End of Reading Week (see Academic Schedule)
   b. Winter Term and Fall/Winter Courses:
      Apply: Within 10 days of the posting of the results.
      Exam to be held by: June 30 (see Academic Schedule)
   c. Spring/Summer Courses:
      Apply: Within 10 days of the posting of the results.
      Exam to be held by: August 31*
   d. Special Faculty Provisions:
      Faculty of Law: See Note (3) below
      Dentistry and Dental Hygiene: See Note (2) below and consult the Department.
      Medicine: Consult the Faculty Office.
      Pharmacy and Pharmaceutical Sciences: See Reexamination procedure.

7. Procedures to Apply for a Reexamination: Students who wish to apply for a reexamination should:
   a. Ensure that they meet the eligibility criteria for application noted above.
   b. Complete an application form (available at the Faculty or Department responsible for the course).
   c. Have the application for reexamination approved by the Faculty or Department offering the course.
   d. The Dean or delegate of the student’s Faculty must also give final approval of the application.

Refer Obtaining and Paying Your Fee Assessment for details on where to pay fees and to 2016-2017 Schedule of Fees for Special Services for fees for special services. Payment of the required fee will normally be made at the time of approval of the application but must be made no later than two weeks after approval. Once approval has been granted reexaminations are to be written at a time and place agreed upon by the instructor and the students concerned. Dentistry students write by August 15. Normally, students in the Faculty of Law write in June. Refer to the Academic Schedule for the applicable dates.

Notes
1. Science Students: Registrants in the BSc degree programs or Special Certificate programs in the Faculty of Science who fail to meet the graduation GPA may be granted a reexamination in a passed or failed Science course taken in the final Fall/Winter or Summer (last 12 or less) provided the maximum number of reexaminations (12) has not been previously taken.
2. Arts Students: Students registered in the Faculty of Arts should consult Reexaminations for additional regulations concerning reexaminations for Arts students.
3. Dentistry Students: Students in the Dentistry program should consult Reexaminations and students in the Advanced Placement program should consult Reexaminations or the Chair, Dentistry, 5-478 ECHA, for regulations concerning reexaminations.
4. Law Students:
   a. Reexaminations shall be taken only in June except under the circumstances as described in b. below. The deadline for application is May 30.
   b. Where a student fails one course in the Fall Term of their final year, the student may write one reexamination at a time before June, provided that the student appears for any final examination(s) in accordance with Absence from Final Exams.

Deferred Final Exams
The following information is for students who have received approval for deferred final examination(s) in accordance with Absence from Final Exams.
1. Fall/Winter Deferred Final Exams: Within the timelines described below, the time and place of the deferred final exam will be determined by the instructor. Instructors are encouraged to include the date, time and place of a deferred exam in the course outline should one be required.
2. Fall Term Deferred Final Exams: Fall Term deferred final exams must be held by the end of Reading Week in accordance with the following provisions:
   i. If the date and time of the deferred exam are included in the course outline given to students, the exam may be scheduled at any time prior to the end of Reading Week.
   ii. Otherwise, mutually agreeable arrangements must be made with all students eligible for the deferred exam if it is to be held prior to January 19.
   iii. In the absence of either of the above two arrangements the instructor will submit the time and place of the exam to the department office as early as possible and no later than January 12. It is important that students come to the department to obtain this information on January 15 or as soon as possible thereafter. The exam must be scheduled between January 19 and the end of Reading Week.
3. Winter Term and Fall/Winter Deferred Final Exams: Winter Term and Fall/Winter deferred final exams must be held by June 30 in accordance with the following provisions:
   i. If the date and time of the deferred exam are included in the course outline given to students, the exam may be scheduled at any time prior to June 29.
   ii. Otherwise, mutually agreeable arrangements must be made with all students eligible for deferred exam if it is to be held prior to May 18.
   iii. In the absence of either of the above two arrangements, the instructor will submit the time and place of the exam to the department office as early as possible and no later than May 8 (exception: students in the MD program should consult the undergraduate office for information on deadlines). It is important that students come to the department to obtain this information May 15 or as soon as possible thereafter. The exam must be scheduled between May 20 and June 30.
   Students who have not been previously informed must check with the department office on the specified date to obtain the time and place of the deferred final exam.
4. Spring/Summer Deferred Final Exams: The time and place of the deferred final exam will be determined by the instructor who will make this information available to all students in the course.
   The exam must be held within two weeks of the date of the final examination missed and not later than August 31. The exam must be scheduled prior to September 14 and held prior to October 21.
5. Exams Scheduled at the Same Time: If a student discovers that they have two (or more) deferred exams scheduled at the same time, the student shall inform both instructors as quickly as possible and at least five days before the exam date. The instructors will consult with one another and make appropriate arrangements for the student.
6. Fall/Winter Deferred Exams Not Written: Students who have applied for a deferred final exam in accordance with Absence from Final Exams, but who have, for justifiable cause, not written the deferred exam on the scheduled date must reapply for a second and final opportunity to write the deferred exam. Application deadlines are noted below. Students must apply at their Faculty Undergraduate (Graduate) Office. The department will determine the date, time and place of the deferred final exam and will notify the student. The date scheduled must be no later than the end of July. Once set, the date for a second deferral is final and applications for further deferrals will not be considered or accepted.

Absence from Deferred Exam Without Justifiable Cause: When a student is absent from a deferred final exam without acceptable reason, a final grade will be computed using a raw score of zero for the final exam.

Deadline for Application: The application and the documentation pertaining to the absence must be presented to the Faculty within two working days following the scheduled date of the deferred exam missed or as soon as the student is able, having regard to the circumstances underlying the absence.
If the student receiving the privilege of writing a deferred exam does not write the exam by the scheduled deferred exam date, the privilege will be withdrawn and a final grade in the course will be recorded by the Office of the Registrar according to the grade/remark combination achieved by the student before the deferred final exam was granted. Prior to finalizing the student’s grade, the Office of the Registrar will give 30 days written notice to the student’s Faculty.
Academic Standing

The term “academic standing” comprises such matters as continuation in a program, promotion, graduation, and the requirement for a student to withdraw. Unless stated otherwise, changes to academic standing regulations affect new students, continuing students, and students readmitted to a program or Faculty. Students should refer annually to the Calendar for the academic standing regulations governing their degree programs.

General Faculties Council has provided the following common academic standing categories and graduation standards for students registered in general (not honors or specialization) programs. Academic standing regulations for individual programs are given in the Faculty’s description of that program— all students should consult the listing for their own program. Individual Faculties may determine the frequency and timing of academic standing reviews.

Common Academic Standing Categories for General Undergraduate Programs

The records of all students are reviewed at the end of each term or two-term period depending on the Faculty. Academic standing is determined by a student’s performance over the period under review.

1. First-Class Standing: Awarded to a student who obtains a grade point average of 3.5 or above while enrolled in a full, normal, academic course load in that year; the definition of a full normal academic course load shall be left to the Faculty concerned.

2. Satisfactory Standing: Awarded to a student who obtains a grade point average of 2.0 or above and normally indicates that the student is eligible to continue. The GPA requirements for specialization and honors programs are higher.

3. Marginal Standing: Given to a student who obtains a grade point average of 1.7 to 1.9. Students with marginal standing may be permitted to continue under academic warning. Students in some programs may be required to withdraw and/or repeat the entire year if their standing is marginal.

4. Unsatisfactory Standing: Normally given to a student who obtains a grade point average of 1.6 or below. Students whose records are found to be unsatisfactory will be notified by their dean and they are normally required to withdraw.

Note: Averages in this section may be calculated as a Fall/Winter grade point average or as a cumulative grade point average depending upon Faculty regulations. Students must consult the appropriate individual Faculty sections of the Calendar for specific requirements. Rounding rules will apply (see Evaluation Procedures and Grading System).

Academic Warning, Academic Probation, Required to Withdraw

1. Academic Warning: A Faculty decision that a student with marginal standing must meet specified course and performance standards within a set time or credit frame to maintain eligibility in the program.

2. Academic Probation: A Faculty may allow a student whose previous academic record is either deficient in some respect or below the standard ordinarily required to continue on academic probation. The Faculty may require the student to meet specified course, program, and performance standards to maintain eligibility in the program.

3. Required to Withdraw: A Faculty decision that a student with Unsatisfactory or Marginal Standing may not continue in a program.

   a. Depending on the Faculty and on a student’s GPA for the period under review, students who have been required to withdraw from a Faculty:
      i. may be required to discontinue their studies for a year, after which they may apply for readmission to the Faculty; or
      ii. if their GPA is between 1.3 and 1.6 and they have less than ★60 in participating Faculties (see Fresh Start Program) may be allowed, on the recommendation of the Faculty, to establish satisfactory standing subsequent to having been required to withdraw by enrolling in the Fresh Start Program in Open Studies. After completing ★18 with a GPA of at least 2.7 or ★24 with a GPA of 2.0 on work done after being required to withdraw and meeting all other admission or readmission criteria, they may apply for readmission to a Faculty; or

   b. Students who have previously been required to withdraw from another postsecondary institution and who wish to apply to the University of Alberta must satisfy the requirements set out in Transfer from a Postsecondary Institution.

University Graduating Standards

1. Common Graduation GPA: For students in general programs (i.e., other than honors or specialization) the normal minimum graduation grade point average is 2.0.

2. Degrees with Honors: A student in the Faculty of Arts or Faculty of Science with approved qualifications may be admitted to the degree of Bachelor of Arts or Bachelor of Science with Honors by following a more concentrated course of study in a special field under the supervision of one or more of the departments. The time required for an honors degree is normally four consecutive years. Degrees with Honors are awarded in two classes: First Class Honors, and Honors, in accordance with the requirements of the Faculty and department concerned.

3. Degrees with Distinction: At the discretion of the faculty concerned, the notation “With Distinction” is inscribed on the permanent record and graduation parchment of a candidate for any degree, except an honors or graduate degree, if the candidate has obtained a grade point average of 3.5 or higher over the last two years of the program.

Scholastic Standing and Extracurricular Activities

Every student, prior to accepting nomination for any position on the Executive Committee of the Students’ Union or as the Board of Governors representative, shall be required to obtain a statement of academic eligibility from the dean of their faculty. This statement shall be filed with the student’s nomination papers.

To be eligible (1) to represent the University in any competition with outside organizations, (2) to participate in noncompetitive University activities which are open to the general public, or (3) to be eligible to hold office in a recognized student organization, a student must be a registered student taking at least one course for credit during each term and must meet the requirements of satisfactory scholastic standing as defined by the faculty.

Graduation

On the recommendation of the faculty councils, degrees are conferred by the Chancellor of the University at a Convocation of the faculty, alumni, graduates, and their guests. Convocations for the conferring of degrees are normally held in early June and mid-November of each year.

Upon completion of all requirements in the program, undergraduate students wishing to receive a University of Alberta degree must apply for graduation on Bear Tracks (https://www.beartracks.ualberta.ca) not later than February 1 if they expect to have their degree conferred at the Spring Convocation ceremonies held in June, or not later than September 1 if they expect to have their degree conferred at the Fall Convocation ceremonies held in November. Students registered in programs in the Faculty of Graduate Studies and Research must also apply for graduation on Bear Tracks (https://www.beartracks.ualberta.ca) by the deadline dates specified in the Academic Schedule and should consult Convocation regarding convocation requirements in graduate programs.

In those cases where more than 12 months have elapsed since the last registration in an undergraduate program in which a student subsequently applies to have a degree conferred, the student will also be required to submit a Graduation Readmission form along with the required application fee, in order for the conferring of the degree to be considered. Similarly, in the case where a student is applying for a degree which differs from the program in which they were last or currently registered, a Graduation Readmission form and fee is also required in order for the conferring of the degree to be considered. In both cases, students should note the regulations in Degree Program Regulations as they will be obligated to meet degree program requirements in effect at the time of readmission or transfer to the new program before the degree will be conferred.

Appeals and Grievances

General Faculties Council (GFC) is the University governing body which has statutory authority over academic matters and student affairs.

Academic Appeals

General Faculties Council (GFC) has established an Academic Appeals Committee (GFC AAC). GFC has delegated to GFC AAC the authority to hear
Student Records

Definitions

In this section,

1. "collect" refers to the collection of a student's personal information by or for the University, whether the information is collected directly from the individual or from another source (e.g., a person or organization internal or external to the University);

2. "confidential" refers to materials which have been solicited in confidence with the student’s consent;

3. "consent" is written permission from a student for the collection, use or disclosure of personal information, including confidential materials. Such permission is generally based on the student’s awareness of the type of material maintained in a record bearing the student’s name;

4. "personal information" is recorded information about an identifiable individual who is a student, including: name, home or business addresses or telephone numbers; age, sex, national or ethnic origin, religious or political beliefs, marital status or family status, sexual orientation; identifying number, symbol or other particular assigned to the student; information about the student’s health and health care history including information about a mental or physical disability; information about the student’s educational, financial, employment or criminal history; someone else’s opinions about the student; the student’s personal views or opinions, except if they are about someone else;

5. "student" means anyone who has interaction with the University related to a personal potential or actual course of studies, credit or non-credit, and includes:
   • prospective students who inquire about studies at the University or who are approached through recruitment efforts;
   • applicants who apply for admission to a program or course of studies, whether admitted or not;
   • registrants who register in a program, course, or other course of studies, credit or non-credit;
   • those who have previously interacted with the University as prospective students, applicants, or registrants and who still have records at the University related to these interactions.

6. "student record" means a record of information relating to an individual's activity in or interaction with the University as a student. Such records may contain personal information related to the student’s interactions with the University. The information may be maintained in any format, including printed, audio, visual, electronic, magnetic and may be stored on any medium including paper, fiche, tape, disk or other electronic or magnetic medium. Student records are normally of three types: files, transactions, and listings, as follows:
   • files include academic files maintained by the Registrar (including transcripts), a dean or a chair; academic files maintained by academic advisors and other officers; financial records; disciplinary records; files used to document activities related to University business (athletics, housing, parking, committees and other governance bodies, ONEcard, University of Alberta Protective Services, counselling and medical services, etc.); files used to document processes initiated pursuant to University policy (appeals, grievances, reappraisal, etc.);
   • transactions involve documents, messages and the like, transient or permanent, which pertain to a student including e-mail messages, voice mail messages, memos, letters, notes, minutes or transaction records of meetings, hearings, selection proceedings, Internet sites;
   • listings are lists or compendiums involving students’ information including mailing or membership lists of committees, councils boards or groups, examination postings, scholarship, bursary or award lists, lists of convocants, degree recipients and the like including photographic displays, alumni lists, statistics compiled for disciplinary and appeal procedures.

7. "Unit" means a basic organizational unit of the University responsible for academic or research functions (e.g., department, Faculty) or administrative or financial functions (e.g., Office of the Registrar and Financial Services) or service functions (e.g., University Health Centre, Dean of Students’ Office).

Collection of Personal Information

Information that forms part of the student record is collected under the authority of the Universities Act of the Province of Alberta and in accordance with section 33(3) of the Freedom of Information and Protection of Privacy Act (FOIPP Act). It is used to determine eligibility for admission and financial assistance, to advise students about academic programs and to provide university services.
The student record is disclosed to academic and administrative units. Specific information is disclosed to the federal and provincial governments to meet reporting requirements and to the Students’ Union/Graduate Students’ Association in accordance with FOIPP Information Sharing Agreements.

Information about the personal information that is shared pursuant to these FOIPP Information Sharing Agreements, and the purposes for which it is shared, can be found at www.ipi.ualberta.ca/FOIPP-ACT/Information-Sharing.aspx.

Academic History (Transcript) Records

1. Students should be aware that their academic record (transcript) is a continuing one and that all matters relating to courses, grades, academic standing, and probation will permanently appear on the academic record.

2. Students are responsible for ensuring the accuracy and completeness of their official record by verifying their unofficial transcript on Bear Tracks (https://www.beartracks.ualberta.ca). Students should be aware that only the official academic history (transcript) is retained permanently and that source information from the student file is destroyed seven years after the last registration. Queries regarding errors or omissions in the official academic history (transcript) must be made as soon as possible, and will not be considered after the source information has been destroyed.

3. Official academic history records, called “transcripts” are issued by the Office of the Registrar only upon the request of the student. They are issued to the student personally or to whomever the student designates. An official transcript is endorsed by the Registrar and is printed on security paper or alternatively transmitted securely by mutual agreement.

Students and alumni may request transcripts in person at the Office of the Registrar, main floor Administration Building. Requests via mail, fax or designate can be completed using the Official Transcript Request form located on the Office of the Registrar website (www.registrarsoffice.ualberta.ca) or by signed letter. Students or alumni with Bear Tracks access can request their official transcript online at https://www.beartracks.ualberta.ca.

4. The University of Alberta transcript includes the following information for each student record:
   a. student name
   b. student previous name(s)
   c. student ID number
   d. student’s birth month and day
   e. date of issue of transcript
   f. degrees and awards granted
   g. admission status
   h. credit granted from other institutions or programs
   i. Faculty and degree program of registration
   j. course information, including for each course: term, course name, number, title, grade, units of course weight, grade points, class average and class enrolment
   k. total units of course weight and grade points used to calculate GPA
   l. grade point average calculation
   m. comments pertaining to academic standing in the program
   n. withdrawal date, if appropriate
   o. disciplinary record of suspension or expulsion or rescission/suspension of a degree, if appropriate.

5. For further information regarding grades or GPA, refer to Evaluation Procedures and Grading System.

6. Units of Course Weight: Course weight is assigned for the purpose of calculating a weighted (grade point) average. A normal course carries a weight of 3.0 and includes three hours of lecture per week for one term. A course weight of 3.0 may be considered as equal to three semester-hours or 4.5 quarter hours. [This information is captured and stored on a database on a per course basis but is not printed on the transcript.]

7. Grade Points: Grade points for undergraduate students are calculated by multiplying the course grade point value by the units of course weight.

8. An unofficial copy of a student’s academic history (unofficial transcript) does not bear the Registrar’s signature, nor is it printed on security paper or alternatively transmitted securely by mutual agreement. An unofficial copy of a student’s academic history (unofficial transcript) does not bear the Registrar’s signature, nor is it printed on security paper. Unofficial copies of a student’s academic history are issued in the form of:
   a. Statements of results issued to students at the end of the Fall/Winter or Spring/Summer terms;
   b. Student’s unofficial transcript available on Bear Tracks (https://www.beartracks.ualberta.ca);
   c. Copies of students’ academic history issued to Faculties, departments, or academic advisors as appropriate for consideration for admission, academic standing and promotion and for the academic advisement of students;
   d. Copies of students’ academic history issued at the students’ request to other offices or individuals in the University;
   e. Copies of students’ academic history issued to the appropriate administrative office where the adjudication or processing of an award or bursary made through a University scholarship or bursary committee is involved. Administrative offices include the Office of the Registrar, the Scholarship Office of the Faculty of Graduate Studies and Research, and the Student Financial Aid Information Centre.

Registration Deadlines Implication for Records

1. In Fall/Winter students have ten class days following the commencement of that term’s classes in which to make changes to their registration without penalty. Courses dropped during this period are deleted entirely from a student’s record. Course withdrawals following this period and up to the last day for withdrawing from courses for that term result in a grade of W (withdraw) being recorded on the student’s record. Grades of W are not included in the calculation of the Grade Point Average.

2. Students may not officially withdraw from a course after the Withdrawal Deadline. All students registered in a course after the Withdrawal Deadline will be assigned a final grade by the instructor based on course work completed.

3. Credit/No Credit courses which are dropped following the deadline for the last day for withdrawing from courses for that term result in a grade of NC (fail) being assigned for the course(s) by the student’s Faculty. Grades of NC are not included in the calculation of GPA.

4. When a student withdraws from one or more courses after the first week of classes, fees will be reassessed on a per course basis according to the regulations noted in Refunds and Withdrawals of this Calendar. Students who register and then cease to attend, or never attend, without submitting an approved Withdrawal Form will not be eligible for any refund of fees nor will they be exempt from paying assessed fees that are unpaid.

5. Academic Schedule of this Calendar contains the specific dates for the change of registration and course withdrawal dates noted above.

Access to Student Information

1. Access by the Student: A student shall have access to records maintained by any University Unit which bears the student name or other personal identifier in accordance with the policies and protocols of the University or as provided for by the Alberta Freedom of Information and Protection of Privacy Act.

2. Access by University of Alberta Employees: Employees may access only that personal information in students’ records if access to the information is necessary to fulfill their employment duties.

3. Access by Others:
   a. Except as noted below, personal information will not be disclosed to others without the express consent of the student unless in accordance with the Freedom of Information and Protection of Privacy Act or an Information Sharing agreement or Research agreement or Common Program or Service Agreement of the University.
   b. In accordance to the Freedom of Information and Protection of Privacy Act, the University can confirm to a third party that a student is registered in a program at the University unless the student has requested in writing that this information not be disclosed. The University can also disclose to others information that is believed to be in the public interest (e.g., name, degree, diploma or certificate awarded).

Records of Disciplinary Action

See S30.2.16 of the Code of Student Behaviour. Amendments to the Code of Student Behaviour occur throughout the year. The official version of the Code of Student Behaviour, as amended from time to time is housed on the University Governance website at www.governance.ualberta.ca.
Correction of Records

Students should request correction to their own records if they believe that there are errors or omissions. The head of the Unit maintaining the record will respond by either making the correction or annotating in the record that the correction was requested but not made.

When an error or omission is detected in a student record and that error or omission is subsequently corrected, a copy of the corrected record shall be provided to the student and to each individual or agency to which the university had directly issued an incorrect record.

Use of Student Records for Research

Information on use of student records for research can be found in the Access to Personal Information for Research/Studies Procedure, located on the University of Alberta Policy and Procedures Online (UAPPOL) website at https://policiesonline.ualberta.ca

Letters of Reference and Assessments of Students

1. Letters of Reference
   The contents of letters of reference collected implicitly or explicitly in confidence with the consent of the student, for the purposes of determining admission to a program or for the granting of an award, may be revealed to the student in accordance with the Freedom of Information and Protection of Privacy Act.
   Letters of reference will be used only for the express purpose(s) for which they have been supplied.
   Letters of reference will be retained for at least one year.

2. Assessments of Students
   Assessment information contained in a student’s record may only be divulged by an administrative officer of the University to third parties (such as institutions, agencies or prospective employers) with the student’s consent.
   When asked by such institutions, agencies or prospective employers to express an opinion concerning a student’s academic ability, character and personality, a faculty member may do so only with the consent of the student, in which case, a record of the opinion so expressed will be retained for a minimum of one year by the faculty member.

3. Reports from University Health Centre and Student Counselling Services
   a. Where students have gone on their own initiative or have been referred by an authorized officer of the University to either University Health Centre (as patients) or to Student Counselling Services (as clients), the contents of the students’ files are private, and will be protected under the FOIPP Act and in accordance with professional ethics or codes of behaviour.
   b. The diagnosis, assessment, or findings contained in any reports or files written by professional consultants at the University Health Centre or Student Counselling Services will normally be reported to an authorized officer of the University or to a specified authority outside the University only if the student gives written consent to do so. It is recognized that the nature and content of any report provided by the consultant will be determined by the ethics and codes of behaviour of the consultant’s profession, or as otherwise required by law and will be protected by the FOIPP Act.
   c. Exceptions to the restricted reporting guidelines outlined in b. above will only occur in situations where, in the opinion of the professional in question, failure to disclose relevant information could reasonably be expected to threaten the health or safety of the student or a third party.

4. Reports From Other Counselling Services
   In addition to the counselling services provided by the University Health Centre and Student Counselling Services, a large number and variety of other University Units offer counselling to students as part of their operating practice. Any student record created or maintained by these Units must be in compliance with the regulations set out in GFC policy and in the Freedom of Information and Protection of Privacy Act.

Objections to Release of Information

Students who object to the release of information regarding their records in accordance with the policies stated in Student Records should notify the Registrar in writing, giving the specific objection. Appropriate action will be taken by the Registrar who will so advise the student.

The Freedom of Information and Protection of Privacy Act provides for disclosure of personal information for the purposes of complying with an enactment of Alberta or Canada. It also allows for an appeal to the Information and Privacy Commissioner of any decision relating to the release of personal information.

Overdue Accounts: Withholding of University documents and Denial of Registration

In any case where a student has neglected or refused to pay amounts owed to the University, the Registrar has been empowered and directed by the Board of Governors to deny or terminate registration and withhold their official transcript and/or degree parchment, until the student has settled the account with the University or has made arrangements satisfactory to the University to do so. For example, the degree parchment, or official transcript, may be withheld or registration denied if the student owes the University for library penalties or fines; for purchases at the University Bookstore; for parking or traffic violations; for breakage or damage to laboratory facilities or supplies; for student fees and University of Alberta Emergency Student Loans; for room and board fees; for fees for reexamination or deferred final examinations; or for fines imposed by the Discipline Officer or the University Appeal Board.

For overdue accounts a penalty of 18% per annum will be applied to the outstanding balance at the end of each month.

Delinquent accounts will be reported to the Credit Bureau and referred to a collection agency for recovery.

Student Services

Affiliated Childcare Facilities

There are six University affiliated day care centres:
- University Infant Toddler Centre
- Hospitals and Community Day Care Centre
- Students’ Union and Community Early Learning Centre
- University and Community Day Care Centre
- Garneau/University Early Learning Centre
- McKernan Child Development Centre

These quality, nonprofit day care centres are accredited by the Alberta Association for the Accreditation of Early Learning and Care Services and are governed by individual volunteer Board of Directors comprised of parents and community members. For more information, see www.asinfo.ualberta.ca/AffiliatedChildCare.

Augustana Campus Student Services

The following student services are offered on the Augustana Campus in Camrose. For detailed information, see www.ualberta.ca/augustana/services or contact the office below.

Student and Residence Services Office
Room L2-104 Learning Commons, 2nd Floor Library; phone: (780) 679-1163; e-mail: studentservices@augustana.ca

This office also coordinates with University Student Services located in Edmonton to provide resources such as career and placement services (Career Centre) and Student Accessibility Services (SAS) at Augustana.

Aboriginal Students’ Office
www.ualberta.ca/augustana/services/aso

Located in room L1-030 at the Augustana Forum, the Aboriginal Students’ Office provides Augustana’s First Nation, Métis and Inuit students with access to a variety of culturally-sensitive services.

Campus Chaplaincy

The campus chaplaincy is an integral part of the Augustana community. Rooted in the Lutheran tradition, it is ecumenical in scope as it accompanies the community on a pilgrimage of educating the whole community - body, mind and spirit.

Health Service
- Offered by the staff of a medical clinic and St Mary’s Hospital, both near campus. There is also a Nurse Navigator on campus for several hours each
week in room L2-144, Learning Commons, second floor Library.

Pastoral Counselling
- The Campus Chaplain is available to all students, faculty and staff to provide emotional, spiritual and relational direction and counsel.
- Campus Chaplain’s Office: second floor Library, Learning Commons, Room L2-141.

Personal Counselling
Room L2-143, Learning Commons, second floor Library
The Personal Counselling Centre services include:
- Individual and group counselling to work through issues;
- Support through difficult experiences and transitions;
- Help integrating intellect, emotions and spirit.

Student Accessibility Services (SAS)
Room 2-329, 2-06 Founder’s Hall
Augustana’s SAS Program provides assistance to qualified students in several areas including exam accommodation and academic strategies. Working closely with colleagues on the Edmonton Campus, students are able to access a wide variety of services.

Augustana Students’ Association
Room L1-010 Augustana Forum
- Provides social and educational events through its programming;
- Represents and advocates on behalf of students to the Augustana Faculty administration;
- Ensures a wide range of value-based services, including used books.

Augustana Athletics
Augustana Vikings teams comprise student athletes from many disciplines, and compete in:
- The Alberta Colleges Athletic Conference (ACAC) in Basketball (M/W), Cross-Country Running (M/W), Curling (M/W/Mixed), Ice Hockey (M), Golf (M/W), Soccer (M/W) and Volleyball (M/W);
- Numerous provincial and national competitions in Biathlon (M/W) and Cross-Country Skiing (M/W).

Bookstore
The University maintains a large Bookstore in the Students’ Union Building. The Bookstore offers new, used, and digital course materials, and school supplies. It has comprehensive selection of reference books including one of the largest medical book selections in Western Canada. The Bookstore also offers an extensive selection of crested clothing, gifts, and home accessories. See www.bookstore.ualberta.ca or phone (780) 492-4215 or toll free 1-888-933-9133. Hours of operation: Monday – Friday: 09:00-17:00; Weekends and Statutory Holidays: Closed

For your convenience, you can shop online at www.bookstore.ualberta.ca and pick up in store for free.

There is a full-service Bookstore for the Augustana Faculty, located on the Camrose Campus, (780) 679-1139. Hours of operation: August to May, Monday – Friday: 9:00-4:30.

We also offer a full-service Bookstore at the Campus Saint-Jean, Librairie Le Carrefour, 142A, Main Floor SUB

SUBtitles 142A, Main Floor SUB
SUBtitles offers a variety of services to students, staff and the general public including the sale of used textbooks, year-round consignment and buyback of textbooks, U of A crested merchandise (clothing, giftware etc.), custom screen printing and embroidery as well as picture, poster, degree framing.

SUBtitles is open Monday to Friday from 9:00 am to 5:00 pm and Saturdays from 11:00 am to 4:00 pm.

May to August 9:00 am to 4:30 pm Monday to Friday.

Information and Privacy Office
Ring House 4; phone (780) 492-9410; www.ipo.ualberta.ca

The Information and Privacy Office (IPO) ensures compliance with provincial privacy legislation, primarily the Freedom of Information and Protection of Privacy Act (the Act) at the University of Alberta. The IPO handles formal requests under the Act for recorded information that is under the custody and control of the university. The IPO also implements systems to protect the personal privacy of all individuals associated with the university. The IPO will:
- Assist people who are looking for information about access or privacy;
- Respond to formal requests for information;
- Ensure the safeguarding of personal information records; and,
- Ensure the collection, use and disclosure of personal information according to the provisions in the Act.

Information Services and Technology
We are IST (Information Services and Technology), your central point of contact for digital support services. IST enables researchers, faculty, students and staff to reach their goals by providing key services for success including technical assistance, large format printing, deals on software, lab and classroom support and CCID password resets. For a full list of services, please visit http://ualberta.ca/ist.

If you experience technical difficulties on campus, visit our in-person support location at 2-10 GSB (General Services Building). You may also reach us by phone at (780) 492-9400.

Library Services
For detailed information on the University of Alberta Library Services see www.library.ualberta.ca/services/.

Office of the Dean of Students
5-02 SUB; phone (780) 492-4145
www.deanofstudents.ualberta.ca

The Vice-Provost and Dean of Students provides leadership in creating, maintaining, and extending a positive, safe, and enriching experience for all students at the University of Alberta. Through an interconnected portfolio of programs and services (see On-campus Student Services), the Office of the Dean of Students provides support and opportunities that support students experiencing challenges with university life and enable them to pursue their academic and personal success.

Additionally, the Dean of Students office:
- Collaborates with various faculties, offices, and services across campus to bring unified, effective programming and initiatives to students
- Provides information on appeals, grievances, and university policies regarding students
- Registers and regulates student groups and associations on campus (in conjunction with the Students’ Union Student Group Services)

Office of Safe Disclosure & Human Rights
300 Campus Tower; phone (780) 492-7325; www.ualberta.ca/disclosure/

The Office of Safe Disclosure & Human Rights (OSDHR) is available to students, staff and faculty of the University of Alberta who wish to disclose or have questions regarding how University policies, procedures or ethical standards are being applied. Individuals who disclose information to the OSDHR can expect a safe, neutral and confidential process. The OSDHR refers individuals to the most appropriate service provider at the University for issue resolution. OSDHR also provides intake and advice on matters pertaining to the Public Interest Disclosure Act. The Office is also responsible for Human Rights advice, education, awareness, and reporting activities for the University of Alberta. The OSDHR is committed to honoring the principles of confidentiality, due process and privacy legislation.

On-campus Student Services
The following student services are located on the University of Alberta North Campus (with the exception of Augustana Student and Residence Services) and are coordinated by the Office of the Dean of Students (see Office of the Dean of Students) or the Office of the Registrar.
Aboriginal Student Services Centre
2-400 SUB; phone (780) 492-5677
www.aboriginalservices.ualberta.ca
Provides programs and services to First Nations, Métis, and Inuit students within an environment that encourages full access, participation, and success.

Augustana Student and Residence Services
L2-104 Learning Commons, second floor; Library, Augustana Campus; phone (780) 879-1163
www.ualberta.ca/augustana
Supports Augustana students with campus-based services and facilitates access to central programs (see Augustana Campus Student Services).

Career Centre
2-100 SUB; phone (780) 492-3975
HUB Career Centre, 8917A HUB Mall; phone (780) 248-1483
CCIS 1-031; phone (780) 492-3975
www.ualberta.ca/cc
Empowers students to develop the skills, knowledge, experiences, and connections to confidently manage their career.

Community Social Worker Team
209 HUB; (780) 492-3342
www.community.ualberta.ca
Supports students in establishing connections with each other and the campus community through programs and training opportunities.

Counselling and Clinical Services
2-600 SUB; phone (780) 492-5205
www.mentalhealth.ualberta.ca
Provides free, confidential counselling and psychiatric services for a range of student mental health concerns.

Healthy Campus Unit
www.uab.ca/HealthyCampus
Supports health promotion, education, and student health research at the U of A and develops opportunities for student involvement.

Math and Applied Sciences Centre
289 CAB; phone (780) 492-6272
www.masc.ualberta.ca
Provides course-specific academic support in mathematics, statistics, and engineering.

Office of the Student Ombuds
5-02 SUB; phone (780) 492-4689
www.ombudservice.ualberta.ca
Offers confidential advice and support to students, faculty, and staff dealing with academic, discipline, interpersonal, and financial issues.

Residence Life
1-044 Lister Centre; phone (780) 492-4242
www.residence.ualberta.ca
Provides custom programming for students living in residence — promoting student success and well-being (see Residence Services).

Sexual Assault Centre
2-705 SUB; phone (780) 492-9771
www.sac.ualberta.ca
Offers free and confidential counselling and support for individuals affected by sexual assault, sexual harassment, relationship violence, or stalking.

Student Accessibility Services
1-80 SUB; phone (780) 492-3381
www.uab.ca/accessibility
Connecting students with documented disabilities to the resources and supports needed to achieve full potential.

Student Conduct and Accountability
www.ualberta.ca/studentconduct
Provides preventative resources to students, staff, and faculty concerning Code of Student Behaviour issues.

Student Connect
Administration Building; phone (780) 492-3113; 1-855-492-3113
www.ualberta.ca/registrar e-mail/contact form www.uab.ca/ask
Student Connect is the Office of the Registrar’s student service centre, located on the main floor of the Administration Building. All student inquiries, requests and interactions for registrarial services are directed to Student Connect for in-person services, or directed to the online contact form or phone number.

Services available through Student Connect include:
• Student records and registration
• Admissions and program information
• Verification documents
• Transcripts requests
• Convocation
• Form requests
• Fee inquiries
• Open Studies advising
• Financial support:
  • Financial aid
  • Student loans
  • Bursaries
  • Emergency funding
  • Money management workshops
  • Undergraduate scholarships and awards

Office Hours
Monday - Tuesday: 8:15 am - 4:15 pm
Wednesday: 10:00 am - 4:15 pm
Thursday - Friday: 8:15 am - 4:15 pm

Student Success Centre
2-300 SUB; phone (780) 492-2682
www.studentsuccess.ualberta.ca
Provides professional support to help students strengthen academic skills to achieve their university goals.

Undergraduate Research Initiative
2-701 SUB; phone (780) 492-3474
www.uri.ualberta.ca
Facilitates opportunities and raising awareness of undergraduate student research.

University Health Centre
1-100 SUB; phone (780) 492-2612
www.uhc.ualberta.ca
Provides comprehensive medical services for students and immediate family.

University Health Centre Pharmacy
1-10 SUB; phone (780) 492-2634
www.uab.ca/CampusPharmacy
Offers a full-service pharmacy, including prescription processing and advice, immunizations, and over-the-counter products.

Printing and Duplicating Services
McCallum Printing Group Inc.
McCallum Printing operates a printing and duplicating service for the University community. Students may access McCallum’s services, including duplicating, printing, and binding. The McCallum Printing Group office on campus is at B-31 Cameron Library. For information on printing, duplicating, and thesis binding, call (780) 492-9491.

Student’s Union Print Centre
The Students’ Union Print Centre offers a full range of printing and to suit your needs. With full-service digital printers, the Print Centre can produce just about any document that you require, in both small and large quantities. Services available include photocopying, digital printing, binding, and custom-designed course packs.

Print Centre is open from 9:00 am to 5:00 pm, Monday to Friday.

Athletics and Campus & Community Recreation

Campus & Community Recreation

The role of Campus & Community Recreation (CCR) is to support our communities (staff, students, Faculty, and community members) to explore and enhance their physical, mental, emotional, and spiritual well-being through physical and social activity. Students and staff at the University of Alberta have the opportunity to access sport and recreation facilities and participate in a diverse offering of recreational, fitness and sport activities.

CCR offers programs and facilities aimed to meet the interests of the broad range of communities we serve. From group exercise to individualized personal trainings; from healthy living activities to physical assessments; from recreational sports to elite sport training; and a range of ethnic and cultural dance classes.

Students and staff can get involved in one of our 19 sport-related intramurals (recreational, competitive, individual and team orientated), join one of 24 different student-led Club Sport teams, visit the Hanson Fitness and Lifestyle Centre or take a climb on the Wilson Climbing Centre.

The Faculty of Kinesiology, Sport, and Recreation offers access to the Van Vliet Complex for recreational, fitness and sport activities for all students with a valid ONEcard. Saville Community Sports Centre offers memberships to students and staff at an additional fee. The Van Vliet Complex located on North Campus includes two swimming pools, a fitness Centre, indoor track and Pavilion, gymnasiums, racquetball and squash courts, an indoor climbing wall, ice arenas and dance studios - South Campus - home to Foote Field and the Saville Community Sports Centre includes basketball and volleyball courts, curling facilities, tennis courts and outdoor fields. Visit uab.ca/recreation to learn more, or activityreg@ualberta.ca to register.

Varsity Athletics Program

The University of Alberta Golden Bears and Pandas Athletics is one of Canada’s premier intercollegiate programs. UAAlberta competes in U SPORTS, and is home to 24 teams and over 500 Student-Athletes. The UAAlberta competes in the sports of Basketball, Cross-Country, Curling, Football, Golf, Ice Hockey, Rugby, Soccer, Swimming, Tennis, Track & Field, Volleyball, and Wrestling.

The interuniversity athletic program at the University of Alberta provides diversified competitive opportunities, skilled and qualified coaching, financial support via athletic scholarships and awards, and outstanding facilities for students with superior athletic abilities. The program develops and uses these talents in high-calibre organized competition with student-athletes of similar ability across Canada and internationally.

UAAlberta Students who are assessed the Athletics and Recreation fee are eligible to receive free admission to all regularly-scheduled Golden Bears and Pandas events excluding Canada West and U SPORTS playoffs and special events. Eligible students must bring their ONEcard to the event entrance where it will be scanned to gain admission. It is the student’s responsibility to ensure their ONEcard is in good working order. ONEcards that do not scan properly will not be valid for admission. To learn more about Golden Bears and Pandas Athletes visit uab.ca/athletics.

Residence Services

Residence Services at the University of Alberta provides both academic and personal support and strives to create and maintain a sense of community in each residence. Residence Services offers a variety of residence options for different student types and preferences. Lister Centre, Augustana Campus residences, Résidence Saint-Jean and International House are furnished, dormitory style residences. Michener Park, HUB, Newton Place, Graduate Residence and East Campus Village feature unfurnished and furnished apartments, townhouses and houses. For complete information on residences, including new residence construction, rates, and to apply online to live in residence, see www.residence.ualberta.ca or e-mail housing@ualberta.ca.

Students' Union Student Services

Alberta Student Leadership Summit

Student Life Central 0-81 SUB; phone (780) 492-4212
www.albertastudentleaders.ca

The Alberta Student Leadership Summit is an annual event that brings student and community leaders together to discuss leadership. This one-day conference features sessions, lectures, discussions and panel presentations that focus on personal leadership development, skills development, civic engagement and more!

Campus Food Bank

1-81 SUB; phone (780) 492-8677
campusfoodbank.com

The Campus Food Bank is a registered charity that distributes food hampers, toiletries and poverty reduction/advocacy referrals to any member of the University of Alberta community (including alumni and their families) in financial distress. The Campus Food Bank is governed by a Board of Directors representing our community and is funded in large by the SU and GSA.

Emerging Leaders Program

Student Life Central 0-81 SUB; phone (780) 492-4212
www.su.ualberta.ca/leadership

The Emerging Leaders Program is a 3-day course where we engage in discussion and learning surrounding the topic of leadership and the many different concepts which make up leadership. We provide you with knowledge and tangible skills, as well as opportunities to engage with other like-minded individuals and learn from members of the community about how they use leadership in different capacities. The program is recognized on your co-curricular record and participants who complete the program will receive a certificate.

InfoLink: Your Campus Connection

Student Life Central 0-81 SUB; phone (780) 492-4212
www.su.ualberta.ca/infoLink

InfoLink is your connection to the U of A! Conveniently located across the U of A campus in SUB, CAB, the Administration Building, and HUB Mall, the service provides access to academic and student life resources, as well as general campus information. InfoLink Peer Advisors can help anyone with questions and referrals. InfoLink also offers a number of online services, including an Exam Registry, Volunteer Registry, and Tutor Registry. InfoLink offers select ONEcard services around campus and a full InfoLink ONEcard Service Centre in HUB Mall.

New Student Orientation

2-900 SUB; phone (780) 492-4241
www.su.ualberta.ca/orientation

The University of Alberta Orientation program works to aid new students as they transition into life at the University of Alberta, through providing useful and practical experiences (like campus tours) and informative sessions. Orientation also provides amazing volunteer opportunities for students during Orientation and the Week of Welcome – our first week welcome events on campus.

Peer Support Centre

2-707 SUB; phone (780) 492-4357
www.su.ualberta.ca/psc

The Peer Support Centre provides supportive listening, information, and referral services to students. Peer support is provided in a confidential and non-judgmental manner, and no problem is too big or too small. PSC volunteers are trained on a wide variety of issues, from suicide and mental health concerns to relationship issues and exam stress.

Postal Outlet

142C, Main Floor SUB

The Postal Outlet operates in concert with Canada Post and offers a variety of services to students, staff and the general public including Stamp Sales, Faxing, Postal Box Rentals, Priority Courier, Xpress Post, Money Orders and Moneygram
money transfers. The Postal Outlet is open from Monday-Friday from 9:00 am-5:00 pm.

**Safewalk**

Student Life Central 0-81 SUB; phone (780) 492-5563

www.su.ualberta.ca/safewalk

Safewalk provides a safe and reliable alternate to walking home alone at night. Call 780 4WALK ME for a free walk from a pair of trained volunteers. When not walking clients, Safewalk volunteers patrol campus as a way to prevent crime. We are open 7:00 pm to 12:30 am Monday to Friday and 7:00 pm to 11:00 pm Sunday. We will escort you any-where on campus, south to 72 Avenue, east to 91 Street, and take the LRT and walk five blocks from any train station.

**Student Group Services**

Student Life Central 0-81 SUB; phone (780) 492-9789

www.su.ualberta.ca/services/studentgroups/

Student Group Services exists to actively support and develop the members of the 400+ University of Alberta student groups. Whether you’re looking for something to support your academics or just for fun, joining a student group can enrich your university experience. Being a part of a registered student group means having access to granting opportunities, award-winning leadership events, and guidance on event planning, social media, and recruitment.

**Students’ Union Access Fund**

Student Connect, Administration Building; phone (780) 482-3113

www.su.ualberta.ca/accessfund

The Access Fund is a nonrepayable bursary available to University of Alberta undergraduate students in financial need. The Access Fund is administered as part of the Supplementary Bursaries program through the Registrar’s Office.

**Students’ Union Awards**

Student Life Central 0-81 SUB; phone (780) 492-4212

www.su.ualberta.ca/awards

The Students’ Union Awards strive to recognize outstanding leadership and involvement of University of Alberta undergraduate students in the community. Student leaders have a tremendous impact on campus and beyond and we hope to encourage students to continue contributing to their communities through this awards program.

**Sustain SU: The Student Sustainability Service**

Student Life Central 0-81 SUB; phone (780) 492-7134

www.su.ualberta.ca/sustain

Sustain SU is a service of the Students’ Union that provides peer-to-peer learning and support for all undergraduate students to incorporate sustainability into every aspect of their university experience. This includes providing sustainability-based services to the entire campus community, as well as opportunities to facilitate change on a larger scale. Sustain SU provides volunteer opportunities and leadership development for students on campus, as well as services including the Reusable Dish Program, the Bike Library and Workshop (in SAB), a bi-weekly SUB Farmers’ Market, and Campus and Community Garden projects.

**The Landing**

0-68A SUB; phone (780) 492-4949

www.su.ualberta.ca/thelanding

The Landing is a non-profit service at the University of Alberta that offers support for gender and sexual diversity. The Landing strives to promote gender equity on a broad scale, and advocates for the safety and acceptance of individuals of all genders and sexualities in campus life. The Landing offers drop-in hours, peer mentorship, referrals and resources, alongside providing educational sessions for students and staff. The Landing also houses the Gender-Based Violence Prevention Project.

**Transportation and Parking**

A limited amount of space is available for student parking, which is sold online on a first come first served basis. Due to limited parking availability on campus and in the surrounding residential areas, and to increasing environmental concerns, all members of the University community are encouraged to use public transit wherever possible.

**University of Alberta ONEcard**

InfoLink ONEcard Service Centre 9104 HUB Mall; phone (780) 492-7924

www.onecard.ualberta.ca

The University of Alberta ONEcard is the official personal identification card of the University of Alberta, and is used to identify individuals, manage access to University services and facilities, and to make purchases on campus. Official personal identification is required by the University for students and employees for a variety of reasons including (but not limited to) writing exams, accessing library materials, obtaining personal documents, and gaining access to University services and facilities. The ONEcard is also the student Universal Transit Pass (U-Pass) when a validation sticker is applied to the card for the corresponding term. U-Pass stickers can be obtained at InfoLink locations across campus. The ONEcard office is open Monday to Friday 8:30 am - 4:30 pm; closed on statutory holidays and University Furlough days. For more information or to make a deposit contact the office or visit the website.

**Code of Student Behaviour**

It is the student’s responsibility to be familiar with, and adhere to, the terms of the University of Alberta’s Code of Student Behaviour. Included in this Code are descriptions of unacceptable behaviour for students in the University, the sanctions for commission of the offences, and explanations of the complete discipline and appeal processes.

The term Student is defined in the Code of Student Behaviour. Students who have committed offence(s) as defined in the Code of Student Behaviour will be charged under the Code of Student Behaviour.

Amendments to the Code of Student Behaviour occur throughout the year. The official version of the Code of Student Behaviour, as amended from time to time, is housed on the University Governance website at www.governance.ualberta.ca.

**Code of Applicant Behaviour**

It is the responsibility of those applying for admission or readmission to the University of Alberta to be familiar with the terms of the University of Alberta’s Code of Applicant Behaviour. The term Applicant is defined in the Code of Applicant Behaviour. Applicants who have committed offence(s) as defined in the Code of Applicant Behaviour will be charged under the Code of Applicant Behaviour.

Amendments to the Code of Applicant Behaviour occur throughout the year. The official version of the Code of Applicant Behaviour, as amended from time to time, is housed on the University Governance website at www.governance.ualberta.ca.
Attendance

Since presence at lectures, participation in classroom discussions and projects, and the completion of assignments are important components of most courses, students will serve their interests best by regular attendance. Those who choose not to attend must assume whatever risks are involved. In connection to this students should review the following sections.

The University recognizes that occasionally life events occur that require a student to miss term work, term examinations, or final examinations. However, excused absences are not granted automatically and will be considered only for acceptable reasons such as incapacitating mental and/or physical illness, severe domestic affliction, or for circumstances as described in the University's Discrimination, Harassment and Duty to Accommodate Policy (including religious belief). This policy is available on the University of Alberta Policies and Procedures Online (UAPPOL) website at https://policiesonline.ualberta.ca. A multi-faith calendar is available at www.registrarsoffice.ualberta.ca/Calendar/Academic-Schedule.aspx.

Unacceptable reasons include, but are not limited to personal events such as vacations, weddings, or travel arrangements. When a student is absent without acceptable excuse, a final grade will be computed using a raw score of zero for the work missed. Any student who applies for or obtains an excused absence by making false statements will be liable under the Code of Student Behaviour. Students should consult their Faculty for detailed information and requirements.

Failure to follow the policies outlined below may result in denial of a student's request. Students with concerns should see Procedures for Registering Complaints about Marking, Grading, and Related Issues. Students should also review individual Faculty appeal policies posted on Faculty websites.

1. Absence from Term Work
   Approval for an excused absence from term work (e.g., classes, labs, assignments, quizzes, term papers, reports, or term examinations) is at the discretion of the instructor.
   a. To apply for an excused absence where the cause is incapacitating mental and/or physical illness and most other cases including severe domestic affliction, a student must inform the instructor(s) within two working days following the scheduled date of the term work or term exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.
   b. For an excused absence where the cause is religious belief, a student must contact the instructor(s) within two weeks of the start of Fall or Winter classes; and within three days of the start of Spring or Summer classes.
   c. All other accommodation requests covered by the Duty to Accommodate Procedure should be discussed with the instructor(s) as soon as the student is able, having regard to the underlying circumstance.

   In all cases, instructors may request adequate documentation to substantiate the reason for the absence at their discretion such as a form from the student's Faculty or a statutory declaration. Medical notes cannot be required. For more information, contact your faculty or visit What to do when you are sick (students) on the Office of the Registrar website.

2. Absence from Final Exams: A student who has missed a final exam because of incapacitating mental and/or physical illness, severe domestic affliction or for circumstances as described in the University's Discrimination, Harassment and Duty to Accommodate Policy (including religious belief) may apply for a deferred exam.
   a. To apply for a deferred exam where the cause is incapacitating mental and/or physical illness and most other cases including severe domestic affliction, a student must present supporting documentation pertaining to the absence to their Faculty office within two working days following the scheduled date of the exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.
   b. To apply for a deferred exam where the cause is religious belief, students must inform their Faculty office within two weeks of the start of Fall or Winter classes; and within three days of the start of Spring or Summer classes.
   c. All other accommodation requests covered by the Discrimination, Harassment and Duty to Accommodate Policy should be discussed with the student's Faculty within two working days following the scheduled date of the exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.
   d. In all cases, Faculties may request adequate documentation to substantiate the reason for the absence at their discretion such as a Faculty specific form or a statutory declaration. Medical notes cannot be required. For more information, contact your faculty or visit What to do when you are sick (students) on the Office of the Registrar website.
   e. A deferred exam will not be approved if a student
      i. has not been in regular attendance where attendance and/or participation are required, and/or,
      ii. excluding the final exam, has completed less than half of the assigned work.
   f. Students with two or more deferred exams outstanding from a previous term may be required to reduce the number of courses in which they are registered.
   g. The student must seek the approval of the dean or designate of the student's Faculty on the application for a deferred final exam. If approved, students should refer to Deferred Final Exams for details on writing deferred exams.
   h. In the case of an approved application for deferred final exam, the student's Faculty will inform the Department responsible for the course of the approved deferred exam. The Department will then notify the instructor.
Examinations (Exams)

Conduct of Exams

**Note:** Conduct which violates the rules of conduct for exams may also violate the Code of Student Behaviour. Amendments to the Code of Student Behaviour occur throughout the year. The official version of the Code of Student Behaviour, as amended from time to time is housed on the University Governance website at www.governance.ualberta.ca.

In this section, "term exam" is used to refer to any written or oral exam, test or quiz (other than a final exam) which is scheduled as part of the term work of a course.

1. **Student Identification:** Students writing exams are required to confirm their identities by providing their student ID numbers and signatures and by presenting their student ID cards (ONEcard) or other acceptable photo identification. Students who are unable to present satisfactory identification at the time of the exam will be permitted to write the exam, but will be required to present themselves with acceptable photo identification to the instructor of the course within two working days of the exam and may be required to provide a sample of their handwriting. Failure to provide proper identification will result in a mark of zero for the exam. Instructors are advised to circulate an attendance sheet at all exams.

2. **Permitted References and Aids:** Only those items specifically authorized by the instructor may be brought into the exam facility. The use of unauthorized personal listening, communication, recording, photographic and/or computational devices is strictly prohibited.

3. **Registration:** Students may not be present in an exam or write an exam in a course section in which they are not registered.

4. **Arriving and Leaving:** Students may not enter the exam area after the first half-hour has elapsed, and they may not leave the exam area until one half-hour has elapsed.

5. **Communications:** During the exam, all communications should be addressed to a supervisor. Students should not, under any circumstances, speak to or communicate with other candidates or leave their answer papers exposed to view.

6. **Brief Absence from an Exam:** Students who need to visit the washroom during an exam must leave their papers in the custody of a supervisor and retrieve it upon return.

7. **Cancellation of Paper During Exam:** If a student becomes incapacitated because of illness or receives word of domestic affliction during the course of an exam, the student should report at once to the Supervisor, hand in the unfinished paper, and request that it be cancelled. Students may provide supporting documentation by way of a form from the student's Faculty or a statutory declaration. Medical notes cannot be required. In cases other than illness, adequate documentation must be provided. For more information, contact your faculty or visit [What to do when you are sick (students)](http://www.registrar.ualberta.ca/) on the Office of the Registrar website.
   - For final exams, the student must provide documentation and apply to their Faculty for a deferred exam within two working days following the cancelled final exam or as soon as the student is able, having regard to the circumstances underlying the cancellation. Students should consult their Faculty for detailed information on requirements. Also see Absence from Final Exams for details.
   - For other exams, instructors may use their discretion to request supporting documentation. The student must contact the instructor within two working days of the exam or as soon as the student is able, having regard to the circumstances underlying the cancellation and present supporting documentation to the instructor if requested.

Should a student write an exam, hand in the paper for marking, and later report extenuating circumstances to support a request for cancellation of the paper and for another exam, such request will not be entertained. Any student who requests a cancellation of their paper and subsequently applies for an excused absence by making false statements will be liable under the Code of Student Behaviour.

8. **End of Exam:** When the signal is given to end the exam, students must promptly cease writing. If a student does not stop at the signal, the instructor has the discretion either not to grade the exam paper or to lower the grade on the examination.