

University of Fredericton Student Handbook
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University of Fredericton
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Welcome to the University of Fredericton!

The University of Fredericton is Canada's newest university designated under Section 3 of the Degree Granting Act of the Province of New Brunswick.

Our online degree, diploma, and certificate programs can be completed from anywhere in the world, with absolutely no residency requirements. Convenience and flexibility for students is a main thrust of the University of Fredericton's courses. Classes are open to students 24 hours a day, seven days a week, from anywhere in the world via the Internet. No resident classroom sessions are involved, and most course materials are available entirely online. We connect the best people with the best tools to help you learn the skills you need on your time, and on your terms.

You will learn practical knowledge which may be directly transferred to your workplace or other areas of your life. You will find your learning experience a positive and rewarding.

This handbook is a resource and we encourage you to contact us via telephone, Skype, or email if you require clarification or further information.

The University of Fredericton offers a Master of Business Administration (MBA & EMBA) degree online with specialization models in global leadership or new corporate ventures leadership, within both an individual and group management framework. In addition, the University offers various professional development non-degree diploma and certificate programs.

About the University of Fredericton

Mission Statement

The mission of the University of Fredericton is to enhance lives by providing affordable, flexible, quality academic opportunities and exceptional educational services; enabling students to maximize personal and career potentials, and serve the communities in which they will live and work.

Vision

The vision of the University of Fredericton is to meet the academic and practical needs of adult learners in a way that exemplifies an effective and high quality educational experience.

To achieve this vision:

Quality and Flexibility

The University of Fredericton will offer a range of quality online educational courses and programs delivered in an online state-of-the-art flexible format at an affordable tuition rate.

Exceptional Educational Services

The University of Fredericton faculty and staff will focus on offering an extraordinary level of personal service that is student-centered and consistent from admission to post-program completion.

Changing Lives

The University of Fredericton will offer its programs and services on a grand and meaningful scale whilst providing positive and enlightening experiences that will impact the lives of its students.

Institutional Objectives

The University of Fredericton mission rests on the commitment to and achievement of the following institutional objectives:

- Excellence in teaching
- Successful and affordable student-centered online instruction and learning
- Use of the most current and appropriate technology for the delivery of University of Fredericton's online courses and programs
- Accessibility of university programs by an underserved constituency
- Encouragement of scholarly pursuit and creative endeavors of students, faculty and university staff
- Responsive, helpful and informed support to our students through admissions, enrollment and retention
- Integrity, fairness, and professionalism in all operations that support our mission
- A global perspective in relation to our programs, services, students, faculty and cooperative educational affiliations
- Collaboration and cooperation with business, industry, municipal service providers, governmental agencies and institutional partners in creating affordable and accessible learning opportunities
- An atmosphere of respect and acceptance for a diversity of cultures to better prepare our students for the increasingly diverse world in which they live
- A forward thinking outlook that values innovation, self-assessment, creative thinking and a willingness to initiate positive educational change
- Innovation in using imaginative and effective solutions

Learning Experience

At the University of Fredericton, we have a unique environment designed for a student's success that includes these features:

Flexibility. Courses are available 24 hours a day, 7 days a week. Students may sign onto the campus when it is convenient for them.

100% Online. Students are never required to travel to classrooms, meetings or seminars.

-revised Students generally take one course at a time within an 11-week term for the MBA courses, and within a 7-week term for the EMBA courses; however, they may be permitted to double up to complete their degree more quickly.

Experienced professors. The University of Fredericton Professors are carefully selected for their professional experience and academic credentials. Professors are contracted to respond to the student's needs within one business day.

Personal attention. Student services is our top priority. Students can expect a one business day response to any question they may have. Student Service personnel are available via telephone, Skype, or email.

Accreditation

The University of Fredericton is a fully accredited Canadian Degree Granting University under the Degree Granting Act in the Province of New Brunswick. For more information about U of F's accreditation, please visit this website or contact:

Department of Post Secondary Education, Training and Labour
P O Box 6000
Fredericton NB E3B 5H1
Tel: (506) 453-2346 **Fax:** (506) 453-3418
Website: <http://www.gnb.ca/0105/ps/dga-e.asp>

Course Operations and Related Services

Campus Access

Using a secure user ID and password, students can access University of Fredericton online campus. The campus may be accessed by clicking on "Campus Login" from the University website at www.UniversityFredericton.ca.

Online Orientation

Before students begin their first courses, they must complete Online Orientation. The Online Orientation course is offered one week before courses start. The one-week Online Orientation is designed to assist students in navigating the online campus prior to beginning their first course. This is also where students complete their online profile, begin to use the forums and interact with students and faculty.

Course Materials

Students are required to purchase their own textbooks for their courses. Textbooks can be ordered through our online bookstore or students may source them on their own. All other course materials such as readings or case studies are provided by the University.

All materials should be ordered for delivery prior to the first day of class. If students do not have the required materials when courses begin, they may miss assignment deadlines, which may jeopardize student success.

Technical Support

Students who experience technical problems should contact technical support through the campus or by email at tech.support@UniversityFredericton.ca. The telephone number is 1-877-454-6232 Ext. 3.

Admission Requirements

Admission requirements for each degree program are found on our website under Admissions. Applicants must apply for admission through the online applicant form at <http://www.universityfredericton.ca/applynow.html>. Depending on the program to which an applicant is applying for admission, additional requirements may be requested. To learn more about the application requirements for each program, check the program page on the University website. Applicants have

three months to complete an application for admission. After three months, all incomplete applications are considered to be expired. Applicants also have the option to withdraw their application at any time. Any applicant with an expired or withdrawn application must re-apply if he/she wishes to re-engage in the application process.

Admission Decision

Once all application documents are received and the application has been reviewed by the Admissions Committee, applicants will be sent their admission decision via email. Applicants will be accepted to the program, given conditional admission or denied admission. Written admission notification will be sent to the student via the email on their application form.

An applicant will be offered full admission as a result of having met all admission requirements. Admitted students will begin the program on their chosen start date.

Students who do not meet the admission criteria may be conditionally enrolled into a degree program. Conditionally admitted students must complete their first three courses with a B grade or will not be considered for admission to the program of choice. If a student does not successfully complete their three courses with a B grade, s/he will be dismissed from the University. All academic policies apply to conditionally admitted students.

Following acceptance and prior to the Online Orientation, the University of Fredericton will send important information to the student by email. This information will include:

- Campus Login details
- Information about the Online Orientation
- Tuition Information
- Information about the first course
- Textbook information

Transfer Credits

The University of Fredericton accepts transfer credits from accredited universities given that the courses are at a graduate level and are of relevant coursework. The student applying for transfer credit must provide an official transcript as well as course descriptions for the courses they wish to be reviewed. Students with a professional designation (i.e. Chartered Accountant) may apply for advance standing for relevant graduate coursework.

The University of Fredericton will apply, to a specific degree, 30% total credits from an accredited institution. A credit transfer up to 50% may be granted under exceptional circumstances.

Students may send their request for transfer credits to the Admissions Office by email or mail.

Grading

Grade Scale

The grade scale is reflected in each course online under Course Introduction.

Letter grades are the default grading option for most courses. Grades are evaluated against the professor's expectations and defined course requirements, which include course participation, assignments and examinations.

Grade Point Average

The grade point average measures the achievement of the student for the number of credits completed. For example, to calculate the grade point average, multiply the number of grade points (A=4.3, B=3.0, C=2.0, F=0) by the number of credits for each course: (A) x 3 (3 credit course) = 12.9 and (B) x 3 (3 credit course) = 9. Add the total of the grade point averages and credit hours: 12.9 + 9 = 21.9. Divide the total by the total number of credit hours taken: $21.9 \div 6 = 3.65$ GPA.

Incomplete grades that are not completed within the permitted parameters are calculated as — INC. in the GPA. In the case of repeat courses, only the most favourable grade is used; however, a repeated course will be indicated on official transcripts. Grades received at another institution are not calculated into the GPA earned at the University of Fredericton.

Honours

Students eligible to graduate with honours based on completion of at least 70% of their degree program coursework credits with the University of Fredericton, and on attaining the following grade point averages:

Graduation with Honours = Cum Laude (3.80 GPA minimum)

Graduation with High Honours = Magna Cum Laude (4.00 GPA minimum)

Graduation with Highest Honours = Summa Cum Laude (4.20 GPA minimum)

Course Evaluations

Students are expected to submit a completed course evaluation on or near the end of each term. The evaluations are an important element in maintaining quality courses and instruction. Course evaluations are considered confidential and only released to those University officials authorized to receive them. The summary (aggregated scores from the class) are not provided to the course instructor until she/he has filed the final grades with the University.

Grade Reports

A grade report is emailed to students approximately two weeks after the end of each course. Grade reports are confidential and are only released to those authorized to receive them.

Withdrawal from Program

Students who wish to withdraw from a program are required to contact Student Services and submit the request in writing. The date the email is received by is the date of the program withdrawal. Any outstanding balances at the time of withdrawal require payment in full.

Dismissal from Program

Students may be dismissed through suspension or expulsion due to violation of university policy or administrative reasons. The following chart summarizes the violation of policies that may initiate a

dismissal and the conditions for return, if applicable, in each circumstance. Any outstanding balances at the time of dismissal require payment in full.

Dismissal Type	Policy / Reason	Conditions for Return	Contact
Suspension	Conditional Admission	Eligible to reapply for admission when all admission requirements are met	Admissions
	Satisfactory Academic Progress	Eligible to reapply for admission one year after dismissal	Admissions
Expulsion	Disruption and/or Harassing Behaviour	Not eligible for re-entry	Dean
	Academic Honesty and Academic Misconduct		

Graduation

To be eligible for graduation, students must have completed all degree requirements successfully at that time.

Transcripts and Diplomas

Transcripts can be requested online through Student Services. MBA program diplomas, non-degree diplomas, and/or certificates will be mailed to all graduates. All financial obligations to the University must be satisfied prior to the issuance of transcripts, diplomas, or certificates.

Fees and Policies

Tuition Payment

Students are able to pay tuition through full tuition amount or course-at-a-time option. Students wishing to pay course-at-a-time must pay the course tuition by the end of the first week of class. Students will be issued a T2202A tax receipt each year.

Refunds

Students are eligible for a complete refund within the first two weeks of their first course if they find that online learning is not for them. Students withdrawing from a course or program should review the refund policy on the University of Fredericton campus site.

University Policies

Students should be familiar with the policies of the University and can access them on the campus website.