

Last Updated 080901

General Information

Our Commitment to You!

We are committed to providing our students with a high quality academic experience. At the University of Fredericton, we offer practical, career-oriented degree programs in a friendly online environment. As a student, you will enjoy a flexible course format, quality content, skilled faculty and unparalleled personalized support to help you reach your educational goals. Our student-focused educational philosophy makes it possible for you to earn your degree and still balance the demands of your life.

Compliance

It is the responsibility of the student to be familiar with and abide by all academic regulations, including requirements for completing the degree program, fulfillment of any prerequisites to be met for enrolling in certain courses, restrictions on enrollment in certain courses, and withdrawal from and repeating of courses. Failure to comply with all regulations could adversely affect the student's status and graduation.

Privacy Legislation (PIPEDA) Personal Information Protection and Electronic Documents Act

The University is committed to protecting and safeguarding your privacy on the Internet. The policy is developed based on industry guidelines, standards, and national laws, i.e. PIPEDA. Questions or comments regarding our Privacy Statement should be directed to the Privacy Officer at the following email: Privacy@UCEducation.ca

University Contact Information:

University of Fredericton
371 Queen Street, Suite 101,
Fredericton NB E3B 1B1

Tel: 506-454-6232
Toll Free: 877-454-6232
Fax: 506-455-1675
info@UniversityFredericton.ca

Office Hours

Monday to Friday: 7:30 a.m. to 3:30 p.m. Eastern Time

Governance

The University is committed to providing its students with a high quality academic experience and in representing the very best values of Canada to international students working in a flat world.

Our commitment to academic quality is reflected in our curricula, faculty, student support services and academic oversight process. Our internal academic oversight process is further strengthened by our ability to track and analyze data and metrics related to student performance and satisfaction.

The University is both managed and governed. The University is a for-profit service corporation in which the Board of Directors sets policies and business strategies, and management carries out the policies and strategies. The Academic Board, as the governing academic body, together with the faculty and staff, oversees the quality of the University programs and services being delivered, and the teaching faculty and students create the dynamics of the teaching/learning process.

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The University has parallel lines of authority, with academic issues brought up through faculty, Deans, and ultimately to the Chair of the Academic Board, while the financial dimensions are brought up through a parallel organization on the business side. The result is that there is a place for advocacy of academic issues that is not automatically trumped by financial considerations while exercising the best management practices.

Authorization

The University's authorization is the responsibility of each province, and not the federal government. The University of Fredericton has the equivalent authorization (called "degree granting status" or "designation" in Canada) as all of the other universities in Canada.

Alterations to Academic Timetable

The University reserves the right to change the times and the academic instructor(s) of a course from those advertised in the official Timetable.

Admissions

Applications may be submitted online (application form, cover letter, and resume), or by fax or regular mail to the University. Application deadlines must be followed to ensure entry into the programs.

Mailing Address:

371 Queen Street, Suite 101
Fredericton New Brunswick E3B 1B1 Canada
Toll Free: 877-454-6232
Fax: 506-455-1675

Language Requirement

Students whose first language is not English, and who have not attended an English language secondary school, are required to take a TOEFL test. The standards for admission to the University are as follows: a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) (minimum computerized TOEFL score 213).

Procedures for Admission to the Degree Programs

a. The application deadline is two weeks before the Online Orientation start date. Applications received after these deadlines will be considered on an individual basis. If an application cannot be processed due to time constraints, it will be considered for the next available session.

b. Applicants who have completed courses at another postsecondary educational institution must request an official transcript be sent to the University.

Requirements for Admission to Graduate Programs

- (i) An undergraduate degree with a B average.
- (ii) EMBA applicants should have five years full-time work experience, including two years of management experience. MBA applicants should have one year work experience.

Required application documents:

- online application form
- official transcript from undergraduate degree
- current detailed resume and cover letter
- two strong recommendations
- application fee of \$75

Please visit Admissions on the website for further details and forms.

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Academic Regulations

Grading System

The evaluation of student performance is summarized using the grading system described in the following table:

Grade	Grade Point Value (GPV)	Explanation
A+	4.3	Exceeding Expectations
A	4.0	
A-	3.7	
B+	3.3	Meeting Expectations
B	3.0	
B-	2.7	Failure to meet minimum standards
C+	2.3	Failure to meet minimum standards
C	2.0	Failure to meet minimum standards
F	0.0	Failure to meet minimum standards

Note:

- To graduate from the EMBA degree program, students must complete 48 credit hours with a minimum grade point average of 3.0.
- To graduate from the MBA degree program, students must complete 60 credit hours with a minimum grade point average of 3.0.
- All tests, projects, assignments, other deliverables, and group peer evaluations must be completed in order to graduate from the program.
- An overall grade less than C+ in any course is considered inadequate and the student is required to repeat that course at the next offering. A student who has more than two C level grades will be required to leave the program.

Examinations

a. All formal examinations are scheduled by the Administration Officer and are located within one hour of your residence. The student and the Administration Officer work together to find a proctored location that is convenient. Graduate examinations are allotted four hours in duration.

b. To be eligible to write any type of test or examination in any course, students must be properly registered in that course. Students must write all such tests or examinations at the designated times and in the designated places.

c. Students are responsible for knowing the date, time and location for writing each of their formal examinations. Students are required to present a valid photo ID card at all examinations for verification.

d. There is a \$75.00 fee for each proctored examination in the program.

Academic Appeals

Any student who is dissatisfied with a mark has the right to appeal that mark. The student should recognize, however, that mark appeals are only upheld when there are good reasons to support the student's request for an elevated mark.

Reasons for submitting a mark appeal may include:

- miscalculation of marks
- mis-grading of paper/exam
- application of an evaluation or grading system which was not included in the course outline
- unfair, inconsistent or inequitable process in determining the mark

Students are required to complete an Appeal Form and submit it within 21 days of receiving the mark from the professor.

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Textbooks

Students are responsible for purchasing their own textbooks in advance of the course start date. The University of Fredericton offers a convenient online textbook ordering system that delivers the textbook quickly and conveniently; however students may source the required textbook where they choose. Bookstore website: www.textnet.ca

Withdrawing from a Course

In order to officially withdraw from a course, a student must contact their Student Service Assistant to state the course from which they wish to withdraw and give the reason for the withdrawal. Withdrawals must be presented in writing. Students withdrawing after 60% of the course is complete will automatically be assigned a "WS" status. Students receiving a letter grade of "WS" will not be penalized academically as a letter grade of "WS" will not be used in the calculation of a cumulative grade point average.

Student Evaluation of Program

Students are required to complete a course evaluation following each course. Students may also be asked periodically to complete a program or university survey. This information is considered valuable in providing and maintaining programs and courses that are of the highest quality and are consistent with the objectives and goals of the University.

Transfer Credit

Credit Transfer ensures that the student receives recognition for successfully completed courses when transferring from one institution to the University. The Admissions Committee will determine successful transfer of credit. Requests for credit transfer along with complete course descriptions and official transcripts should be sent as supporting documentation with the application.

Plagiarism

Plagiarism is defined as: "The act of appropriating the literary composition of another, or parts of passages of his or her writing, or the ideas or language of the same, and passing them off as the product's of one's own mind." (Black's Law Dictionary)

Students are responsible to learn and use the conventions of documentation.

The act of plagiarizing is unacceptable at the University of Fredericton and merits disciplinary action from a written disciplinary warning and reprimand to failure of the course and permanent grade of record. For further clarification, request a copy of the academic policies from the administration staff.

Student Records

All student records are retained in full. All graduate records are condensed to pertinent information, including application documents, enrollment agreement, prior learning portfolio, tuition schedule, transcript and copy of the diploma received.

Transcripts

A transcript bearing the University seal and appropriate signature is the official copy of your permanent academic record. A student copy' transcript will be provided to you at time of graduation. Additional transcripts may be obtained by written request to the University.

To request a transcript, students must complete the Transcript Request Form found on the website. Transcript requests are processed strictly in the order in which they are received. Although the normal processing time for both official and unofficial transcripts is the same and is approximately ten working days, additional time will be required at peak periods.

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Program Tuition

Please visit the web site for program tuition and payment options.

Tuition Refunds

Students are admitted to the University with the understanding that they will remain until the end of the semester unless unforeseen circumstances necessitate their withdrawal or unless they are dismissed or suspended. Students who are suspended or expelled from the University forfeit all refunds of tuition and fees. Our University refund policy is set to allow students to receive a pro-rated refund of their registration fee when they withdraw from a course.

Note:

- A student's withdrawal date is the date the student officially notified the institution of intent to withdraw in writing.
- Refunds for tuition will be prorated based on the academic calendar up to the 60% point in the semester (approximately the 5th week of school). There are no refunds for tuition after that point in time.
- Any payment of refunds to the student will be made in the manner in which it was paid.

Refund Policy:

1. A student who withdraws from the program within five (5) days of signing the admission Enrolment Agreement receives a 100% refund of the \$75 program application fee and any payments made for the first course.
2. A student who withdraws from the program more than five (5) days after signing the admission Enrolment Agreement but before completing the first two weeks of the first course will not be refunded the \$75 application fee, but will receive a 100% refund of all other payments made for the first course.
3. Similarly, a student who withdraws during the first two weeks of any subsequent course will not be refunded the \$75 program application fee

nor payments made for prior courses, but will receive a 100% refund of all payments made for the course from which the student is withdrawing.

4. A student who withdraws from any course after completing the second week of that course will not receive a refund of the \$75 program application fee but will receive a 50% refund of the payments made for that course minus a \$75 program administration fee.
5. If a student has paid an installment covering other courses that have not yet started, a full refund of tuition related to the other courses will be made without any additional administrative fee. A student who wishes to withdraw from a course must notify the Administration Office in writing. The student must clearly identify the effective withdrawal date and the reason for withdrawal.
6. Any portion of the tuition or finance charge (if applicable) paid by a scholarship will be returned to the scholarship provider.
7. In the event of a prolonged illness or accident, death of a family member, or other circumstances making it impractical or impossible to complete the course in a timely manner, the University may provide the student with a mark of 'Incomplete' which would provide additional time for the student to complete the requirements of the course or settle the account for an amount which is less than called for by the above policy.
8. In the cases of a student's death during a course, a full refund will be granted to the student's estate.

Please feel free to contact us with any questions you may have:

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Email: info@UniversityFredericton.ca