The University of Windsor sits on the traditional territory of the Three Fire Confederacy of First Nations, which includes the Ojibwa, the Odawa, and the Potawatomi.

**POLICIES AND PROCEDURES**

**Graduate Students**

**Grading Policy**

The Faculty of Arts, Humanities and Social Sciences Grading Policy is in keeping with the regulations in Bylaw 55. The purpose of the FAHSS Grading Policy is to:

1. Make grading practices transparent to students;
2. Ensure that grading practices in the Faculty are consistent across the Faculty;
3. Ensure that students are graded fairly and in keeping with the academic standards of the University.

The academic achievement of each student shall be measured according to what the student knows and is able to do in relation to the Learning Outcomes stated on the Course Outline. The level of the student’s achievement of the Learning Outcomes shall be tested in the assessment tools of the course (tests, essays, exams, seminars, etc.) and assigned a grade according to the Grading Scale below.

|  |  |
| --- | --- |
| Percentage Letter UniversityGrade Range Grade Grade  | Faculty of Arts, Humanities, and Social Sciences Grade Descriptor  |
| 90 – 100 A+ 85 – 89.9 A Excellent80 – 84.9 A- | **Consistent evidence that the student exceeds** **all** of the performance expectations associated with each learning outcome in the course. |
| 77 – 79.9 B+ 73 – 76.9 B Good70 – 72.9 B-  | **Consistent evidence that the student meets, and in some cases exceeds** the performance expectations associated with the learning outcomes in course. |
| 67 – 69.9 C+63 – 66.9 C Fair60 – 62.9 C- | **Consistent evidence that the student meets** the performance expectations associated with the learning outcomes in the course at a **basic level.** |
| 57 – 59.9 D+53 – 56.9 D Pass50 – 52.9 D- | **Some evidence that the student meets** the performance expectations associated with the learning outcomes in the course at a **minimally acceptable level.** |
| 0 – 49.9 F No Credit | **There is clear evidence that the student does not** meet the performance expectations associated with the learning outcomes in the course. |
| IN IncompleteIP In ProgressNR No Report | AEG Aegrotat Standing\*P/NP Pass/Non-Pass |

**Additional Information**

**Grades in the 60% to 69% range:** Upon the positive recommendation of the program concerned, the Faculty of Graduate Studies may grant credit for not more than two term courses in which a grade of 60-69% has been obtained. Students who receive more than three (3) grades in one-term courses (or equivalent) of less than 70% may be required to withdraw from their program. The regulations of individual programs may be more stringent and in those situations the student must comply with the policies of the program.

**Repeated Courses**. Where a student repeats a course, both the original mark and the subsequent mark(s) obtained will remain on the student’s official record. However, only the highest mark received will be used in calculating the cumulative and major averages.

**In Progress Grade**. A grade of IP is recorded at the end of the first term of a two-term course.

**Pass/Non-Pass**. P/NP grades are recorded on the transcript but have no numeric grade equivalent.

**NR Grade**. A grade of NR is assigned to a registered student that has no record of submitted work or completed tests and exams; in computing a student’s average, NR is equivalent to 0%.

**IN Grade**. A grade of Incomplete (IN) may be assigned to a student who so requests at the discretion of the instructor and academic unit head. Such a grade may be granted to a student who has not been able to complete all course requirements by the date of the final evaluations. A grade of IN must be changed to a grade not later than six weeks after the last date of the examination period; if no grade has been assigned by that date, a final grade of 0% is automatically entered in the student’s record by the Office of the Registrar.

**IN Grade – Academic Misconduct**. An Incomplete grade will be assigned to a student alleged to have committed an act of academic misconduct. The IN grade will remain on the student’s transcript until the matter is adjudicated.

**Graduate Appeals**

Informal Review of Grades:

Students may review a grade awarded for assigned work at any time during the term the course is being taught, and up to the time the marks are officially submitted to the Office of the Registrar by making an informal inquiry to the instructor responsible for the course.

The purpose of the inquiry is to review the work submitted and to allow for any adjustment of the grade in question where that change is found to be appropriate by the instructor. This inquiry must be done within the time limit established by the instructor but not later than ten working days after the release or publication of the grade by the instructor. This review does not preclude the student from appealing the final grade to the Dean of Graduate Studies.

Where the purpose of reviewing work for which a grade has been assigned is not to request a grade change, course work may be reviewed by students up to six months after the close of the term in which the course was taught, upon reasonable notice to the instructor.

Formal Grade Appeals:

All formal grade appeals must be accompanied by $20 fee which will be refunded to the student if the grade is raised.

Students must submit a formal letter of appeal, including the reason for the appeal and any supporting information, to the Dean of Graduate Studies no later than three weeks after the final mark has been released by the Office of the Registrar.

Considerations for Health, Bereavement or Extenuating Circumstances

**Informal Request**: A student who wishes to receive consideration on matters affecting or shown to affect his/her academic performance based on medical or compassionate grounds, or unanticipated extenuating circumstances should communicate with the instructor as soon as possible. In such cases, the instructor may choose to handle the matter informally.

**Formal Request**: A student may also make a formal request for consideration based on medical, compassionate or extenuating circumstances by submitting a letter of rationale, requesting alternate evaluation or accommodation, and supporting documents to the Faculty of Graduate Studies, which will be forwarded to the Head of the department offering the course.

In the case of an informal or formal request, the instructor may grant an ‘aegrotat’ grade on the basis of term work or assign an ‘incomplete’ grade indicating what further work is required and the deadline by which such work must be completed.

*Reference*: Sections 1.12 and 1.11 of [Bylaw 55](https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=NDA0&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=NDA0&rCFU=)

**Evaluation Procedures**

Important Things to Know:

* By the first day of each course, instructors must provide students with a course outline (hard copy of electronic);
* No forms of assessment shall be scheduled or made due on days identified as break days such as reading weeks, holidays, or days that the University is officially closed;
* A student who has three or more final examinations scheduled or due in consecutive time slots over a 24-hour period or three or more final examinations scheduled or due in one calendar day may apply to have one of their examinations rescheduled on a supplemental examination day;
* A student who has three or more major in-term evaluations scheduled or due within a 24-hour period may apply, no later than the end of the first quarter of classes, to seek an appropriate accommodation;
* Instructors must provide meaningful feedback to students on their in-course performance constituting a minimum 20% of the final grade at least two days prior to the voluntary withdrawal deadline.

*Reference:* [Bylaw 55](https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=NDA0&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=NDA0&rCFU=)

**Recording Lectures**

Lectures are considered the intellectual property of the instructor, and copyright guidelines and regulations apply to the recording of lectures. Lectures or presentations by guest lecturers and students are likewise the intellectual property of the guest lecturer or student.

What You Should Know:

* Lectures may be recorded, unless the instructor has stated in the course syllabus that the recording of lectures is not permitted.
* The recording of guest lecturer or classmate presentations or performances is not permitted without the written consent of the presenters.
* Students registered with Student Accessibility Services for whom recording lectures is an approved academic accommodation must be permitted to record, with the exception of discussions that would divulge personal information in the context of required course work which may be recorded in any format. Where there is an approved accommodation to record lectures, notice should be provided to the class that the lectures may be recorded.
* Limits may be placed by the instructor specifying what can be recorded and in what format (for example, audio-recording, video-recording, photo).
* Instructors may declare, in writing, prior to a particular lecture or class session that recording is prohibited.
* Any recording of lectures or guest lecturer/classmate presentations can be used only for the purpose of private study by the individual student. The recording cannot be shared, distributed, emailed, posted online or otherwise disseminated or communicated in any form or to any other person unless written consent has first been obtained from the instructor or presenter.
* Students who record a lecture after the instructor has prohibited such recordings, or who record a guest lecturer or classmate presentation or performance without the written consent of the presenter, or who disseminate a recording without permission are subject to the University’s misconduct policies.

*Reference:* [Policy on Recording Lectures](https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=MjEy&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=MjEy&rCFU=)

**Use of Digital Learning Resources**

The University of Windsor recognizes the value of technology-enabled teaching and learning resources in enhancing learning and student engagement and in achieving learning outcomes and their evaluation.

Instructors may require students to purchase individual access to digital learning resources (online homework tools, simulations, case studies, quizzes, and other interactive learning tools) for assessment purposes, provided that the following conditions are met:

* The cost before taxes is no greater than 10% of the lowest domestic tuition cost for a single-term 3-credit course in the faculty offering the course;
* The assessment constitutes 20% or less of the course grade;
* Digital learning resources are often bundled with textbooks; students must have the option to purchase the bundled components separately if their purchase is mandatory.

If any of these conditions is not met, the instructor must provide no-fee alternative assessments.

*Reference:* [The Use of Digital Learning Resources for Instructional and Assessment Purposes](https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=MjYw&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=MjYw&rCFU=)

**Missing or Cancelling a Lecture/Class/Lab**

**Purpose:**
The purpose of this policy is to ensure a consistent learning environment for the students in the Faculty of Arts, Humanities and Social Sciences. This policy recognizes the importance of safeguarding the safety and well-being of faculty, staff and students and providing an equitable teaching and learning experience.

**Cancellation of Scheduled Classes/Lab/Lecture due to Conference/Workshops:**
Should a professor know at the beginning of semester that s/he will be away at a conference, workshop or other academic commitment during the term, s/he is required to note such absences on the course syllabus. Professors will need to indicate how they plan to make up the missed classes and course work on the syllabus. Course syllabi are required to be submitted to the head/director’s office prior to the beginning of class each semester.

If a professor wishes to reschedule a class/lab/lecture during which no evaluative procedure has been scheduled the professor must have the agreement of the entire class as it would be a change to the official scheduled class time. Otherwise the professor is responsible for covering all the course material in the remaining scheduled class times.

**Cancellation of Scheduled Classes/Labs/Lecture due to Illness/Bereavement/Medical Emergency:**If an instructor is unable to meet the class due to illness, bereavement, or medical emergency, the following steps need to be followed: If such situation occurs the professor will contact the department head or director’s administrative office and ask the secretary to post an official notice on the classroom door stating the reason for the cancellation. It is the Professor’s responsibility to ensure a notice is posted on the Brightspace course site as soon as possible. The professor will send an email to all students in the class. The email should list the essential information in the subject line of the email, for example SUBJECT: CLASS CANCELLED: SACR-1000 Professor John Hancock, Introduction to Sociology, Thursday, February 8, 2024.

If due to a medical/bereavement/medical emergency, a professor wishes to reschedule a class/lab/lecture during which no evaluative procedure has been scheduled the professor must have the agreement of the entire class as it would be a change to the official scheduled class time. Otherwise the professor is responsible for covering all the course material in the remaining scheduled class times.

If a professor cancels a class/lab/lecture during which an evaluative procedure has been scheduled the professor should make every effort to make provisions to keep the evaluative procedure on the scheduled date by enlisting assistance from a fellow colleague or TA/GA. If that is not possible Bylaw 54, section 2.8 would apply. *“If a test or other evaluative procedure cannot be held at the scheduled time because of an emergency the activity will automatically be rescheduled for the next regular class meeting.”* If the evaluative procedure is scheduled for the next class, the course material that would have been covered that day would be dealt with in accordance with the paragraph above.

**Cancellation of Classes/University Closure due to Weather or Emergency Conditions:**

In cases of inclement weather or emergency conditions that may include snow, ice, tornado, explosion, fire, etc. the only person who may cancel classes and/or close the University is the President of the University. Professors are not permitted to cancel classes without seeking permission from their head/director or dean.

If the President has officially canceled classes and an evaluative procedure had been scheduled for that class/lab, Bylaw 54, section 2.8 applies. “*If a test or other evaluative procedure cannot be held at the scheduled time because of an emergency, the activity will automatically be rescheduled for the next regular class meeting*.”

**Other Reasons:**

For reasons other than those listed above, classes cannot be cancelled without the prior approval of the head/director or the Dean of the Faculty. Please refer to Bylaw 54, section 2.7 *“Changes may be made to the course outline up until the end of the first two weeks of classes. A hard copy of the final version of the course outline must be submitted to the AAU Head by the end of the second week of classes. After the initial first two weeks of the course, the dates referred to in 2.1.2 may be altered only for a compelling pedagogical or administrative reason. In the event of such a change students will receive advance notice of at least two calendar weeks. Notification of the precise dates for tests, handing in assignments, and all other activities (except unannounced quizzes), which will affect the final course grade, must be provided to students at least two calendar weeks prior to that date. The procedures for determining the final grade in a course may not be altered in any circumstance after the first two weeks of the course*.”

**Notes:**

When the University is closed a notice will be placed on the University Webpage, telephone answering system, and Campus Police at ext. 1234. Please also check with the local radio stations in the Windsor/Essex area for updates.

**Academic Misconduct and Plagiarism**

**Academic Misconduct**

Academic misconduct means any action taken by a student that gives the student an unearned advantage in matters affecting his/her academic standing. For professional programs, all actions that result in a breach of the rules of conduct as set out by the professional bodies and adopted in whole or in substance by the relevant professional program as part of its code of conduct shall also be considered acts of academic misconduct.

*Reference:*[Bylaw 31](https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=MzYw&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=MzYw&rCFU=)

**Plagiarism**

It is expected that all graduate students will be evaluated and graded on their individual merit, and all work submitted at any stage of the research and review process (including drafts) or submitted for evaluation will clearly differentiate the student’s own contribution from that of other scholars by means of rigorous and honest academic citation practices.

If any assignment, thesis or major paper is found to contain plagiarized material, the normal course of events will be for the plagiarism to be pursued through the disciplinary processes under [Senate Bylaw 31](https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=MzYw&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=MzYw&rCFU=). If found to have committed the act of misconduct, the student will normally:

* Not obtain credit for the work
* Not be given option for resubmission
* Be deemed to have failed program requirements

*Reference:* [Graduate Studies Policy on Plagiarism](https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=Mzc=&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=Mzc=&rCFU=)

See also: [Policy on Authorship](https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=MjA=&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=MjA=&rCFU=)

**Examination Make-Up Policies**

The Faculty of Arts, Humanities and Social Sciences requires students to provide acceptable and documented medical (or equivalent compassionate) reasons to allow make-ups for scheduled tests, midterms, and final exams and/or the submission of late assignments, grades of Incomplete or consideration of Aegrotat Standing.

Acceptable reasons include hospital stays, serious illness, family emergencies (such as serious accidents or illnesses, death) or similar circumstances outside the student’s control. Normally, written documentation is required stating specific reasons and dates.

Arrangements for make-up exams and/or the submission of late assignments must be made as soon as possible. The instructor sets the date and format for make-up exams. The make-up exam will usually be different from the original exam, but will be equivalent in terms of testing objectives, format, level of difficulty, material covered, length of examination, etc.

Students may, but are not required to, use the [Verification of Student Illness or Injury](https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=MjM5&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=MjM5&rCFU=) form for documenting illness.

**Additional Notes:**

Both faculty and students should be familiar with the following:

Senate Policy on [Conduct of Exams and Tests](https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=MjI=&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=MjI=&rCFU=)

Senate Policy on [Plagiarism Detection Software](https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=NTA=&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=NTA=&rCFU=)

Senate Policy on [Student Code of Conduct](https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=NTk=&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=NTk=&rCFU=)

Senate Policy on [Student Perceptions of Teaching (SPT)](https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=Mzk3&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=Mzk3&rCFU=)

*Reference*: [Policy on Acceptance of Medical Notes](https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=MjM5&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=MjM5&rCFU=)

**Academic Accommodations for Students with Disabilities**

The University of Windsor is committed to ensuring that reasonable and appropriate academic accommodations are provided to students with documented disabilities. Disabilities are those conditions designated by the Ontario Human Rights Code.

It is understood that all members of faculty, instructional staff and administrative staff share the responsibilities outlined in the Ontario Human Rights Code for the provision of accommodations to students with disabilities.

More detailed accommodation policies and procedures are available for review on the [Student Accessibility Services’ website.](http://www.uwindsor.ca/studentaccessibility/)

*Reference*: [Policy on Academic Accommodation for Students with Disabilities](https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=MTE=&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=MTE=&rCFU=)

**Service Animals on Campus**

The University of Windsor is committed to the full inclusion and participation of persons with disabilities in all aspects of university life. This extends to the presence of service animals.

**Service animals** include those that:

* Serve as a travel aide for a person who is legally blind or has low vision
* Alert a person with hearing loss or deafness to certain sounds
* Help a person who needs mobility or navigational support
* Warn a person of an impending seizure, or provides aid during a seizure
* Provide emotional support

*Reference:* [Service Animals on Campus Policy](https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=Mjcz&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=Mjcz&rCFU=)

**Discrimination in Academic Instruction, Evaluation, or Appeal**

A student who believes they have experienced discrimination, bias, sexual or other forms of harassment and irregular procedures in regard to academic instruction, academic evaluation, or academic grade appeals should first attempt to resolve the matter with the Department Head, Faculty Dean or Associate Vice-President, Student Experience before filing a formal petition with the Procedures and Discrimination Committee through the University Secretariat.

*Reference*: [Bylaw 32](https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=ODM=&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=ODM=&rCFU=)

**Sexual Misconduct**

Sexual misconduct is an umbrella term encompassing all forms of sexually inappropriate behavior and sexual violence. These include, but are not limited to, sexual harassment, sexual assault, threat of sexual assault, criminal harassment (including stalking and cyber-harassment), relationship violence, and gender-based misconduct.

The [Office of Sexual Violence Prevention, Resistance, and Support](https://www.uwindsor.ca/prevent-resist-support/313/contact-us) provides confidential support, referrals and assistance to individuals related to experiences of sexual misconduct.

To report an incident, to get support or to access resources, visit [Sexual Violence Prevention, Resistance, and Support website.](https://www.uwindsor.ca/prevent-resist-support/)

**Students of Concern and Behavioural Intervention**

The University of Windsor is committed to maintaining a safe working, learning, and living environment for all members of the campus community. Students who display behaviours that are worrisome, disruptive, intimidating, troublesome and/or threatening should be considered Students of Concern and should be referred to the Assessment and Care Team.

The Assessment and Care Team (ACT) is responsible for coordinating information, strategies, support services and resources to assist students who may be in distress and/or exhibiting behaviours of concern. In administering the Behavioural Intervention Plan, the team encourages student health and well-being, a successful academic experience and a safe campus environment.

A **behaviour of concern** is any behaviour shown through a student’s appearance or verbal or written communication that is worrisome to others around them. Some examples include:

* Behaviours that regularly interfere with classroom environment or management;
* Notable changes in behaviour or appearance;
* Overly aggressive behaviour toward others;
* Inappropriate, strange or unusual behaviours;
* Overreaction to situations;
* Written or verbal statements endorsing violence;
* Written or verbal threats, direct or indirect, to self or others;
* Anger management problems;
* Appearance of being overly nervous, tense or tearful;
* Expressions of suicidal thoughts or feelings of hopelessness

If a member of campus believes that a student’s behaviour is an imminent threat to self or others or the campus premises, they should dial 911 or call Campus Police at ext 4444 immediately.

In the absence of an emergency, the Assessment and Care Team should be alerted through the completion of the online [Care Alert](https://uwindsor.ca1.qualtrics.com/jfe/form/SV_9Kw8zD8RgexnqW9) form.

*Reference:* [Behavioural Intervention Plan](https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhlYi00ZWY0LTg2OTUtNmU5NjEzY2JkMWYx&rID=MTE1&pID=MjMy&attchmnt=False&uSesDM=False&rIdx=MTE1&rCFU=), [Office of Student Experience](https://www.uwindsor.ca/studentexperience/299/students-concern)

**Classroom/Campus Emergencies**

For immediate on-campus assistance, call the [Special Constable Service](https://www.uwindsor.ca/campuspolice/) at 519-253-3000 ex 4444.

Emergencies may include, but are not limited to:

* Medical emergency in the classroom
* Concerns about your own or another’s safety
* Threats or incidents of physical or sexual violence