

# MRU Policy “Cheat Sheet”

## Registration Policy

- **1.1** All students are expected to manage their registration and fee payment transactions within institutional deadlines.
- **1.2** Exceptions to institutional deadlines are subject to an approval process.
- **2.7** Students are permitted to drop a course up to the end of the business day of the Add/Drop deadline as specified in the Academic Calendar. *Students will get a full refund minus their deposit and cancellation fee (Academic Calendar).*
- **2.7 (a)** A student who does not drop a course before the Add/Drop deadline will be considered registered in that course whether they attend class or not.
- **4.2 (b)** Students can apply for a Withdrawal with Cause at any time during the semester up to and including the last day of scheduled classes. Exception: if a student has entered into an I-grade contract.
- **9.1** Professors have the authority to specify attendance requirements for a course for which they are responsible. Consistent with other academic requirements, this information must be available to all students through the course outline.
- **13.1** Students are permitted to interrupt their studies for a maximum of six (6) consecutive semesters (including Spring & Summer semesters) and return to the same program of study.

## Final Grade Appeal Policy

- **B (3)** Allegations of unfair assessment based on non-academic factors are not within the scope of this policy.
- **2 (c)** A final grade appeal is solely based on the academic merits of a student’s work.
- **2 (f)** The levels of appeals are sequential (level one, level two, level three). *See full policy for criteria at each level.*
- **2 (g)** In the spirit of collegiality and co-operation, students are not permitted representation by legal counsel.
- **E (1)** Students have the right to supervised access to completed final examination papers which have been graded provided that the request is made within fifteen (15) business days after the end of the semester in which the grade was awarded.
- **E (2)** Reviewing the final examination with the student is at the sole discretion of the instructor.

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## Academic Schedule Policy

- **2.2** The Fall semester reading break will include the four days following Thanksgiving Monday.
- **3.3** The Winter semester reading break will include the four days following the Family Day holiday.
- **6.1** In cases where there are demonstrable accreditation requirements, programs may apply to General Faculty Counsel (GFC) for a modification to the reading break outlined in the Academic Schedule.

## Grades and Examinations Policy

- **(a)** In lieu of the standard grading scheme, instructors have the option of using a Pass/Fail or an Experiential Pass/Fail (applies solely to experiential courses) grading scheme. No other grading schemes are supported.
- **1.1 (b)** Instructors have sole authority to determine the methodology by which they arrive at a final course grade.
- **1.2. (a) (i)** The decision as to whether or not the student will be permitted to enter into an I-grade contract for the completion of the course rests with the Instructor. If the professor is not available, the student should contact the appropriate Chair.
- **1.5 (b)** Assigned grades may be challenged only through procedures outlined in institutional policy (i.e. final grade appeal policy).
- **1.5 (d)** Formal evaluation feedback accounting for not less than 25% of the total final grade must be communicated to students no later than the open of business on the Monday preceding the withdrawal deadline.
- **2.2 (a)** Within two weeks of the first day of classes each professor responsible for a course is required to make available to each student in that course statement of the method of grading and the weights to be assigned to the various components which are to be considered in determining the final grade (term papers, laboratory work, class participation, tests, final examinations, etc.).
- **2.2 (c)** This weighting may not be changed during the semester or at the time of grade reporting.
- **2.5 (f)** Students who have more than two exams scheduled on any one day may request and shall be granted a deferral of the third and subsequent examination(s) on that day by the appropriate professor responsible for the examination *Note: this policy follows calendar day and not 24 hour period.*