

SUMMARY OF CHANGES

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Summary of Motions
Faculty of Business

| # | Type of Motion | Motion |
|----|-----------------------|--------------------------------------|
| 1. | Calendar Entry Change | FoB MBA Global Leadership Admissions |



CALENDAR & CURRICULUM CHANGE

Motion #1

Revision is for a: **Calendar Entry Change**

Faculty/School/Department: **Business**

Department/Program(s)/Academic Regulations: **Faculty of Business/ Master of Business Administration (MBA) in Global Leadership/ Graduate Program Admissions.**

MOTION: That the revised calendar entry for the **Master of Business Administration (MBA) in Global Leadership** section on Admission Requirements be approved as proposed.

| <u>Reproduction of Current Calendar Entry</u> | <u>Proposed revision with changes underlined and deletions indicated clearly</u> |
|---|--|
| <p>Master of Business Administration (MBA) in Global Leadership</p> <p>Applicants for admission to the MBA in Global Leadership program must have demonstrated the potential to learn and succeed within a demanding integrated program. The basic requirements and qualifications are as follows:</p> <ol style="list-style-type: none"> 1. University Degree: Applicants must possess an undergraduate degree from an institution recognized by UPEI. 2. Academic capability for graduate level studies, as evidenced by a strong academic record and, if the admission committee requests it, a competitive GMAT/GRE test score or a solid interview. 3. English Language Proficiency Requirement. <p>APPLICATION FOR ADMISSION</p> <p>All documents pertaining to application for admission must be submitted to the Office of the Registrar with the appropriate fee.</p> <p>APPLICATION CHECKLIST Graduate Studies Application Form</p> <ul style="list-style-type: none"> •All Official Transcripts •Current, detailed resume | <p>Master of Business Administration (MBA) in Global Leadership</p> <p>Applicants for admission to the MBA in Global Leadership program must have demonstrated the potential to learn and succeed within a demanding integrated program. The basic requirements and qualifications are as follows:</p> <ol style="list-style-type: none"> 1. University Degree: Applicants must possess an undergraduate degree from an institution recognized by UPEI. 2. Academic capability for graduate level studies, as evidenced by a strong academic record and, if the admission committee requests it, a competitive GMAT/GRE test score or a solid <u>interview.</u> 3. <u>Satisfactory performance in an online interview assessment.</u> 4. English Language Proficiency Requirement. <p>APPLICATION FOR ADMISSION</p> <p>All documents pertaining to application for admission must be submitted to the Office of the Registrar with the appropriate fee.</p> <p>APPLICATION CHECKLIST</p> <ul style="list-style-type: none"> •Graduate Studies Application Form •All Official Transcripts •Current, detailed resume |

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| <u>Reproduction of Current Calendar Entry</u> | <u>Proposed revision with changes underlined and deletions indicated clearly</u> |
|---|---|
| <ul style="list-style-type: none"> •Two Reference Letters (references must be dated within 6 months of program application) •Personal Statement •English Language Proficiency Score (for applicants whose first language is not English) •Application Fee <p>Applications and all documentation must be received by July 1 for a Fall Semester start date. Early applications are highly recommended as there are a limited number of seats in the program and these fill up as completed applications are adjudicated throughout the year. All applications are assessed on a case-by- case basis and adjudicated only once.</p> <p>TRANSCRIPTS</p> <p>Official transcripts or certified copies of the applicant’s complete undergraduate and graduate (if any) record to date are to be sent to the Office of the Registrar. Applicants from outside North America are strongly urged to attach official statements of the grades obtained and the subject matter included. If original documentation is not in English, you must also provide a notarized English translation. This does not apply to French language universities in Canada.</p> <p>RESUMÉ, REFERENCE LETTERS, AND PERSONAL STATEMENT</p> <p>A current resume must be submitted to the Office of the Registrar along with two reference letters, and a personal statement. The resume must detail work experiences, responsibilities, and contributions. Two reference letters are to be submitted through UPEI’s online application</p> | <ul style="list-style-type: none"> •Two Reference Letters (references must be dated within 6 months of program application) •Personal Statement •English Language Proficiency Score (for applicants whose first language is not English) •Application Fee <p>Applications and all documentation must be received by <u>July 1-April 1</u> for international applicants or by <u>June 1</u> for Canadian citizens or permanent residents for a Fall Semester start date. Admission to our MBA program is <u>competitive, so</u> Early applications are highly recommended; <u>as there are is</u> a limited number of seats in the program and <u>these fill up as completed</u> applications are <u>reviewed on a rolling basis</u> adjudicated throughout the year. All applications are assessed on a case-by-case basis and adjudicated only once.</p> <p>TRANSCRIPTS</p> <p>Official transcripts or certified copies of the applicant’s complete undergraduate and graduate (if any) record to date are to be sent to the Office of the Registrar. Applicants from outside North America are strongly urged to attach official statements of the grades obtained and the subject matter included. If original documentation is not in English, you must also provide a notarized English translation. This does not apply to French language universities in Canada.</p> <p><u>RESUME, REFERENCE LETTERS, AND PERSONAL STATEMENT, AND REFERENCE LETTERS</u></p> <p>A current resume and a personal statement must be submitted to the Office of the Registrar. along with two reference letters, and a personal statement. The resume must detail work experiences, responsibilities, and contributions. Two reference letters are to be submitted</p> |



CALENDAR & CURRICULUM CHANGE

Motion #1

| Reproduction of Current Calendar Entry | Proposed revision with changes underlined and deletions indicated clearly |
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| <p>portal. A personal statement, of no more than 400 words, must explain the reasons why you wish to enrol in UPEI’s MBA in Global Leadership program. It should include details of your relevant past experience, your long and short term goals, and explain how the MBA program will meet your needs and assist you in reaching your educational and career goals.</p> <p>EVIDENCE OF ACADEMIC CAPABILITY</p> <p>The admission committee assesses applicants’ academic readiness for the MBA program based on appropriate evidence. Upon receipt of an application, the committee initially reviews the applicant’s transcripts and other information in the application package. In cases where the committee needs additional evidence, it may request an interview or a GMAT or GRE score.</p> <p>Grades: Normally, a minimum average of 75% or a grade point average of 3.0 (B) in the last twenty courses is required. A first-class academic record (an average of at least 80% or a grade point average of at least 3.7) will usually provide the committee with adequate evidence of academic capability, with no need for an interview or a GMAT or GRE score</p> <p>Interview: The admission committee may request an interview of applicants, particularly of applicants who meet the minimum grade requirements, but who do not have a first-class academic record. The interview may be conducted in-person or virtually, depending on the location of the applicant.</p> | <p>through UPEI’s online application portal. A personal statement, of no more than 400 words, must explain the reasons why you wish to enrol <u>enroll</u> in UPEI’s MBA in Global Leadership program. It should <u>also</u> include details of your relevant past experience, <u>and</u> your long- and short-term goals, and explain how the MBA program will meet your needs and assist you in reaching your educational and career goals. <u>Reference letters are not required as part of your initial application but may be requested by the MBA in Global Leadership admissions committee.</u></p> <p>EVIDENCE OF ACADEMIC CAPABILITY <u>AND PROGRAM FIT</u></p> <p>The admissions committee assesses applicants’ academic readiness for the MBA program based on appropriate evidence. Upon receipt of an application, <u>the committee schedules the candidate to complete an online interview assessment; once this assessment is completed,</u> the committee initially reviews the applicant’s transcripts and other information in the application package <u>and the recorded online interview to make its decision.</u> In cases where the committee needs additional evidence, it may request an interview or a GMAT or GRE score <u>and /or reference letters.</u></p> <p>Grades: Normally, a minimum average of 75% or a grade point average of 3.0 (B) in the last <u>20</u> twenty courses is required. A first-class academic record (an average of at least 80% or a grade point average of at least 3.7) will usually provide the committee with adequate evidence of academic capability, with no need for an interview or a GMAT or GRE score.</p> <p>Interview: The admission committee may request an interview of applicants, particularly of applicants who meet the minimum grade requirements, but who do not have a first-class academic record. The interview may be conducted</p> |

CALENDAR & CURRICULUM CHANGE

Motion #1

| <u>Reproduction of Current Calendar Entry</u> | <u>Proposed revision with changes underlined and deletions indicated clearly</u> |
|---|---|
| <p>Graduate Management Admission Test (GMAT) or Graduate Record Exam (GRE)</p> <p>In some cases, the admissions committee may request a score from the Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE) General Test. A GMAT score of 570 or a combined GRE score (verbal reasoning plus quantitative reasoning) of at least 310 would typically be competitive. The score should be less than five years old.</p> <p>ENGLISH PROFICIENCY</p> <p>Students are expected to be proficient in the use of English, both written and oral, when they begin their studies at the University of Prince Edward Island. The University requires that certification of such proficiency be presented by applicants whose mother tongue is not English or whose normal language of instruction throughout their education (as recognized by UPEI) was not English. Tests of proficiency acceptable to the University, and the minimum scores that must be obtained, are listed under the Admission requirements for all Graduate Programs and for Graduate Student Status section of the Calendar. Such students should make arrangements to take the test at least three months before the semester opening date. The program may extend a conditional offer of admission to an MBA applicant who meets all admission requirements other than the English language proficiency requirement. Please refer to the Academic Calendar's English language proficiency requirements for conditional offers. Conditional offers allow prospective MBA students to obtain a study permit (if needed) and begin their UPEI Graduate English Academic Preparation (GEAP) program. Upon successfully</p> | <p>in-person or virtually, depending on the location of the applicant.</p> <p>Graduate Management Admission Test (GMAT) or Graduate Record Exam (GRE)</p> <p>In some cases, the admissions committee may request a score from the Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE) General Test. A GMAT score of 570 or a combined GRE score (verbal reasoning plus quantitative reasoning) of at least 310 would typically be competitive. The score should be less than five years old.</p> <p>ENGLISH PROFICIENCY</p> <p>Students are expected to be proficient in the use of English, both written and oral, when they begin their studies at the University of Prince Edward Island. The University requires that certification of such proficiency be presented by applicants whose mother tongue is not English or whose normal language of instruction throughout their education (as recognized by UPEI) was not English. Tests of proficiency acceptable to the University, and the minimum scores that must be obtained, are listed under the Admission requirements for all Graduate Programs and for Graduate Student Status section of the Calendar. Such students should make arrangements to take the test at least three months before the semester opening date.The program may extend a conditional offer of admission to an MBA applicant who meets all admission requirements other than the English language proficiency requirement. Please refer to the Academic Calendar's English language proficiency requirements for conditional offers. Conditional offers allow prospective MBA students to obtain a study permit (if needed) and begin their UPEI Graduate English Academic Preparation (GEAP) program. Upon successfully</p> |

CALENDAR & CURRICULUM CHANGE

Motion #1

| <u>Reproduction of Current Calendar Entry</u> | <u>Proposed revision with changes underlined and deletions indicated clearly</u> |
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| <p>completing the prescribed terms of study in the GEAP program the student can proceed directly into the MBA program.</p> <p>REFUSAL OF ADMISSION</p> <p>Admission to the MBA in Global Leadership Program is a competitive process. Limitations of funds, space, facilities, or personnel may make it necessary for the University, at its discretion, to refuse admission to an otherwise acceptable applicant. Meeting minimum requirements does not guarantee admission to the program. To avoid disappointment, applicants are encouraged to submit their documents well before the deadline of July 1</p> | <p>GEAP program, the student can proceed directly into the MBA program.</p> <p>REFUSAL OF ADMISSION</p> <p>Admission to the MBA in Global Leadership Program is a competitive process. Limitations of funds, space, facilities, or personnel may make it necessary for the University, at its discretion, to refuse admission to an otherwise acceptable applicant. Meeting minimum requirements does not guarantee admission to the program. To avoid disappointment, applicants are encouraged to submit their documents well before the deadline of <u>July 1 April 1 for international applicants or June 1 for Canadian citizens and permanent residents.</u></p> |

Rationale for Change: The first proposed change includes adding an online interview assessment to the admission process. Previously, an (online synchronous) interview was conducted when the committee required more evidence on the academic readiness of a candidate to make a final decision; however, in reality, with increasing international applications, interviews became quite common, which created a major administrative burden both in terms of logistics and time management. Our application numbers have risen quite dramatically over the past couple of years, especially among international applicants; as a result, we have identified a pressing need to standardize our admissions processes further and gain better insight into our candidates. Two Faculty of Business faculty members with expertise in HRM and psychometrics worked on the new (asynchronous) online assessment tool that is hosted by the online platform Kira. Our selection process has always allowed for interviews, but the calendar change will make it clear that all applicants now need to go through this process. 2) The second proposed change involves changing the existing application deadline and introducing separate deadlines for international and domestic applications. We originally selected the July 1 deadline because the system could not differentiate between an international or a domestic application and we wanted to ensure domestic applicants had ample time to apply. We are finding that the July 1 deadline is much too late for international applicants and creates administrative burdens when they are not successful in obtaining a study permit on time and want to defer; we also believe that an earlier deadline for international applicants is more appropriate from an ethical perspective, as the late application deadline can create financial (and other – e.g., emotional) costs for international applicants who realistically do not have any chance of making it to Canada by the September start date. Although our application system still cannot discern between domestic and international applications (we are working separately on this issue with the Dean of Graduate Studies office), our hope is that by setting separate deadlines, it will provide more clarity to applicants about when to apply. The new deadlines were selected based on a careful review of our international applications from the last two application cycles (2022 and 2023) and the admission policies

CALENDAR & CURRICULUM CHANGE

Motion #1

of 16 other universities in Canada. We have decided to also move the domestic deadline to June 1, to account for the additional time needed to complete the online interview assessment. 3) The last change involves removing the requirement for reference letters, although our admissions committee reserves the right to request them if more information is required. We have become increasingly aware that these letters serve little purpose in making admission decisions. While reference letters are more commonly used and understood in North America, we are finding that international reference letters do not normally give us insight into the suitability of a candidate; from an EDI and fairness perspective, this creates an inequity between domestic and international applicants in an area that is largely outside of the applicants' control. Furthermore, there is no (reasonable) way to confirm the integrity or authenticity of the letters.

Effective Term: FALL 2024

Implications for Other Programs: None

Impact on Students Currently Enrolled: None

| Authorization | Date: |
|--|-----------------|
| Departmental Approval: MBA Committee | January 5, 2024 |
| Faculty/School Approval: Faculty of Business | January 5, 2024 |
| Faculty Dean's Approval: Tarek Mady | January 5, 2024 |
| Grad. Studies Dean's Approval: Marva Sweeney-Nixon | January 6, 2024 |
| Registrar's Office Approval: Darcy McCardle | January 9, 2024 |

Form Version: September 2023



Summary of Motions
Registrar's Office

| # | Type of Motion | Motion |
|----|-----------------------|---|
| 1. | Calendar Entry Change | To update Academic Regulation #5 (Course Load) to more accurately reflect rules and program exceptions. |
| 2. | Calendar Entry Change | To update Academic Dates for 2024-2025 – all programs except Doctor of Veterinary Medicine |
| 3. | Calendar Entry Change | To change the date of the last day of the Summer Semester 2024 |



CALENDAR & CURRICULUM CHANGE

Motion # 2

Revision is for a: **Calendar Entry Change**

Faculty/School/Department: **Registrar's Office**

Department/Program(s)/Academic Regulations: **Academic Regulations**

MOTION: To update Academic Regulation #5 (Course Load) to more accurately reflect rules and program exceptions.

| Reproduction of Current Calendar Entry | Proposed revision with changes underlined and deletions indicated clearly |
|---|---|
| <p>5. Course Load</p> <p>Fall/Winter semesters: The course load for a full-time student is 5 courses (15 semester-hours of credit) in each semester. An overload is approved for students with a cumulative GPA of 2.7 or higher. The minimum course load for full-time student status is 3 courses (9 semester hours of credit) in each semester. Full-time course loads for professional programs may vary.</p> <p>Summer semesters: The summer semester consists of a spring session and a summer session. The full course load for a student in the summer semester is 6 courses (18 semester hours of credit; 9 in the spring session and 9 in the summer session). An overload is approved for students with a cumulative GPA of 2.7 or higher. The minimum course load for full-time student status in the spring session or full-time student status in the summer session is 2 courses (6 semester hours of credit). Full-time course loads for professional programs may vary.</p> | <p>5. Course Load</p> <p>Fall/ and Winter semesters: The <u>Full</u> course load for a full-time student is 5 courses (<u>normally</u> 15 semester-hours of credit) in each a semester. An overload <u>of one additional course (normally 3 semester-hours of credit) per semester</u> is approved for students with a cumulative GPA of <u>2.70</u> or higher. The minimum course load for full-time student status is 3 courses (<u>normally</u> 9 semester hours of credit) in each semester. Full-time course loads for professional programs may vary (<u>Bachelor of Science in Sustainable Design Engineering: approved for 6 courses per semester; Bachelor of Education: full load is 24 semester hours of credit in Fall, 21 semester hours of credit in Winter; Bachelor of Science Accelerated Nursing: full load is 19 semester hours of credit per semester). Doctor of Veterinary Medicine has program specific registrations that are not impacted by this regulation</u></p> <p>Summer semesters: The summer semester consists of a spring session and a summer session <u>two sessions</u>. The full course load for a student in the summer semester is 6 courses (<u>normally</u> 18 semester hours of credit; 9 in the <u>spring first</u> session and 9 in the <u>summer second</u> session). An overload <u>of one additional course (normally 3 semester-hours of credit) per or session</u> is approved for students with a cumulative GPA of <u>2.70</u> or higher. The minimum course load for full-time student status in the spring session or full-time student status in the summer <u>one of the sessions</u> is 2 courses (<u>normally</u> 6 semester hours of credit). Full-time course loads for professional programs may vary. (<u>For summer semester,</u></p> |

CALENDAR & CURRICULUM CHANGE

Motion # 2

| | |
|--|--|
| <p><u>Reproduction of Current Calendar Entry</u></p> | <p><u>Proposed revision with changes underlined and deletions indicated clearly</u></p> |
| | <p><u>Bachelor of Education: full load is 40 semester hours of credit; Bachelor of Science Accelerated Nursing: full load is 19 semester hours of credit). Doctor of Veterinary Medicine has program specific registrations that are not impacted by this regulation.</u></p> <p><u>NOTE:</u></p> <ul style="list-style-type: none"> • <u>Course load can be impacted by other Academic Regulations in force (i.e. Academic Standing).</u> • <u>Students enrolled in a Full-Time CO-OP or internship course, regardless of credit weight, are only permitted to add one additional course to their semester registration (if they have a CGPA of 2.70 or higher)</u> |

Rationale for Change: To provide greater clarity on course loads and overload criteria and limits, and to reflect programs that are approved with exceptional load rules as part of the delivery structure.

Effective Term: SUMMER 2024

Implications for Other Programs: None

Impact on Students Currently Enrolled: None

| Authorization | Date: |
|--|-------------------------------------|
| Departmental Approval: Click here to enter name of approver. | Click here to select approval date. |
| Faculty/School Approval: Click here to enter name of approver. | Click here to select approval date. |
| Faculty Dean's Approval: Click here to enter name of approver. | Click here to select approval date. |
| Grad. Studies Dean's Approval: Click here to enter name of approver. | Click here to select approval date. |
| Registrar's Office Approval: Darcy McCardle | December 22, 2023 |

CALENDAR & CURRICULUM CHANGE

Motion #3

Revision is for a: **Calendar Entry Change**

Faculty/School/Department: **Registrar's Office**

Department/Program(s)/Academic Regulations: **N/A**

MOTION: To update Academic Dates for 2024-2025 – all programs except Doctor of Veterinary Medicine.

UPEI Calendar Dates 2024-2025

FALL SEMESTER (September–December 2024)

All programs except Doctor of Veterinary Medicine

SEPTEMBER 2024

4 Wednesday Classes Begin
8 Sunday **Final** date to apply to graduate for Fall Semester.
13 Friday **FINAL DAY FOR REGISTRATION, FOR CHANGING COURSES OR SECTIONS, FOR CANCELLATION OF COURSES OR SECTIONS, FOR CANCELLATION OF COURSES WITH FULL REFUND; All-Fall Semester Fees due.**

17 Tuesday **All Fall Semester Fees due.**

30 Monday National Day for Truth and Reconciliation. No Classes.

OCTOBER 2024

14 Monday Thanksgiving Day. No Classes.
15-18 (Tues-Fri) Mid-semester break. No Classes. **(Does not apply to BEd and MBA)**
31 Tuesday **Last** day for discontinuing courses – 50% tuition refund. **No discontinuations after this date.**

NOVEMBER 2024

11 Monday Holiday in lieu of Remembrance Day. No Classes
30 Saturday **Final** date to apply to graduate for Winter Semester for the May Convocations.

DECEMBER 2024

5 Thursday **Final Day of Fall Semester Classes** **60 Teaching Days**
10-19 (Tues-Thur) ****EXAMINATIONS.** No examinations will be held during the period 23 November to 5 December inclusive without the permission of the Chair and Dean. **Note:** Please see Academic Regulation #13.

15 Sunday Exams afternoon and evening only.
23 Monday End of Fall Semester. Course grades to be submitted to Registrar's Office by noon on this date.

~~31 Tuesday **Final** date to apply to graduate for Winter Semester for the May Convocations.~~

WINTER SEMESTER (January–May 2025)

All programs except Doctor of Veterinary Medicine

CALENDAR & CURRICULUM CHANGE

Motion #3

JANUARY 2025

6 Monday Classes Begin
17 Friday **FINAL DAY FOR REGISTRATION, FOR CHANGING COURSES OR SECTIONS, FOR CANCELLATION OF COURSES OR SECTIONS, FOR CANCELLATION OF COURSES WITH FULL REFUND; ~~All January Semester Fees Due.~~**

~~23 Tuesday **All Winter Semester Fees Due.**~~

FEBRUARY 2025

17 Monday Islander Day. No Classes.
18-21 (Tues-Fri) Mid-semester break. No Classes. **(Does not apply to BEd and MBA)**
18 Tuesday **Registration** begins for **2024 Summer**
24 Monday Classes resume
28 Thursday Last day for discontinuing courses – 50% tuition refund. **No discontinuations after this date.**

APRIL 2025.

4 Friday **Final Day** of Winter Semester Classes **60 Teaching Days**
9-23 (Wed-Wed) ****EXAMINATIONS.** No examinations will be held during the period 25 March to 9 April inclusive without the permission of the Chair and Dean. **Note:** Please see Academic Regulation #13.

13 Sunday ~~No Exams~~ Exams afternoon and evening only.
18 Friday Good Friday. No Exams.
20 Sunday No Exams.
21 Monday Easter Monday. No Classes Exams.
25 Monday End of Winter Semester. Course grades for fourth year students to be submitted to the Registrar's Office by noon on this date.

MAY 2025

5 Monday Course grades for third year, second year, and first year students to be submitted to Registrar's Office by noon on this date.

13 Tuesday **CONVOCATION MORNING (Faculty of Veterinary Medicine and Faculty of Nursing)**
14 Wednesday **CONVOCATION MORNING (Faculty of Business and Faculty of Engineering)**
15 Thursday **CONVOCATION MORNING (Faculty of Arts, Faculty of Education, and Faculty of Graduate Studies (MGA only))**
16 Friday **CONVOCATION MORNING (Faculty of Science)**

20 Tuesday **Registration** date for students with 4th year standing
22 Thursday **Registration** date for students with 3rd year standing
26 Monday **Registration** date for students with 2nd year standing
27 Tuesday **Registration** date for all other students

SUMMER SEMESTER (May-August 2025)

FEBRUARY 2025

CALENDAR & CURRICULUM CHANGE

Motion #3

18 Tuesday **REGISTRATION** begins for **2025 Summer Semester**

FIRST SUMMER SEMESTER SESSION 2025

MAY 2025

12 Monday

First Summer Semester Session classes begin

16 Friday

Last day to register late for First Summer Semester Session courses; last day to cancel registration for full refund; last day for changing courses or sections

All First Summer Semester Session Fees Due.

19 Monday

Victoria Day – No classes

30 Thursday

Last day to discontinue from First Summer Semester Session courses*

***NOTE: For courses that do not follow the regularly scheduled Summer Session dates published here, please note the unique First day, Last day, Add, Drop and Discontinuation deadlines published here: [\[link\]](#).**

JUNE 2025

5 Thursday

Last day to discontinue from First Summer Semester Session courses*

19 Thursday

Final Day of First Summer Semester Session Classes 28 Teaching Days

23-24 (Mon-Tues)

Exams for First Summer Semester

27 Friday

First Summer Semester Session grades must be submitted to Registrar's Office by noon

SECOND SUMMER SEMESTER SESSION 2025

JUNE 2025

30 Monday

Second Summer Semester Session classes begin

28 Friday

Last day to register late for Second Summer Semester Session courses; last day to cancel registration for full refund; last day for changing courses or sections; **Final date** to apply to graduate for Summer Semester Session for the first meeting of Senate in September

All Second Summer Semester Session Fees Due.

JULY 2025

1 Monday

Canada Day. No Classes

4 Friday

Last day to register late for Second Summer Semester Session courses; last day to cancel registration for full refund; last day for changing courses or sections;

27 Sunday

Final date to apply to graduate for Summer Semester for the first meeting of Senate in September

All Second Summer Semester Session Fees Due.

24 Thursday

Last day to discontinue from Second Summer Semester Session courses*

***NOTE: For courses that do not follow the regularly scheduled Summer Session dates published here, please note the unique First day, Last day, Add, Drop and Discontinuation deadlines published here: [\[link\]](#).**

AUGUST 2025

7 Thursday

Final Day of Summer Semester and Second Summer Semester Session Classes 28 Teaching Days



CALENDAR & CURRICULUM CHANGE

Motion #3

11-12 (Mon-Tues) Exams for Second Summer Semester courses

15 Friday Gold Cup and Saucer Day. No Classes.

18 Monday Summer Semester and Second Summer Semester Session grades must be submitted to the Registrar's Office by noon

~~*For courses that begin on the dates prior to the regularly scheduled Summer Semester dates, and for regularly scheduled summer semester courses, please contact the Registrar's Office for refund schedule.~~

****Should a final exam, scheduled within the exam period, be cancelled due to storm conditions or other unforeseen circumstances, the Registrar's Office will reschedule the exam. Cancelled exams will be rescheduled to the earliest possible date within the exam period (normally, this would occur at the end of the exam period to avoid other previously scheduled exams). Updates will be posted to the University website.**

Rationale for Change: To separate the last day to add/drop and the fee payment deadline in Fall and Winter Semesters to improve course access for eligible students as processing for non-payment and confirmation of non-comer students can be more clearly verified. Moving the deadline to apply to graduate in May to an earlier date to provide more time to review and advise prospective graduates prior to the start of the Winter semester. To reflect use of Sundays in the Exam Periods more clearly. To start updates to the Summer Semester/Sessions to ensure consistency and accuracy of language, processes and scheduling. Rewording of exceptional course scheduling considerations.

Effective Term: FALL 2024

Implications for Other Programs: N/A

Impact on Students Currently Enrolled: N/A

| <i>Authorization</i> | <i>Date:</i> |
|---|---------------------|
| Departmental Approval: N/A | N/A |
| Faculty/School Approval: N/A | N/A |
| Faculty Dean's Approval: N/A | N/A |
| Grad. Studies Dean's Approval: N/A | N/A |
| Registrar's Office Approval: Darcy McCardle | November 30, 2023 |

Form Version: September 2023

CALENDAR & CURRICULUM CHANGE

Motion #4

Revision is for a: **Calendar Entry Change**

Faculty/School/Department: **Registrar's Office**

Department/Program(s)/Academic Regulations: **Calendar Dates**

MOTION: To change the date of the last day of the Summer Semester 2024

| <u>Reproduction of Current Calendar Entry</u> | <u>Proposed revision with changes underlined and deletions indicated clearly</u> |
|---|---|
| <p>SECOND SUMMER SEMESTER 2024 JUNE 2024</p> <p>24 Monday Second Summer Semester classes begin.</p> <p>28 Friday Last day to register late for Second Summer Semester courses; last day to cancel registration for full refund; last day for changing courses or sections.</p> <p>Final date to apply to graduate for Summer Semester</p> <p>JULY 2024</p> <p>1 Monday Canada Day. No classes</p> <p>18 Thursday Last day to discontinue from Second Summer Semester courses.*</p> <p>AUGUST 2024</p> <p>1 Thursday Final Day of Second Summer Semester classes.</p> <p>5-6 (Mon-Tues) Exams for Second Summer Semester courses.</p> <p>9 Friday Second Summer Semester grades must be submitted to the Registrar's Office by noon.</p> | <p>SECOND SUMMER SEMESTER 2024 JUNE 2024</p> <p>24 Monday Second Summer Semester classes begin.</p> <p>28 Friday Last day to register late for Second Summer Semester courses; last day to cancel registration for full refund; last day for changing courses or sections.</p> <p>Final date to apply to graduate for Summer Semester</p> <p>JULY 2024</p> <p>1 Monday Canada Day. No classes</p> <p>18 Thursday Last day to discontinue from Second Summer Semester courses.*</p> <p>AUGUST 2024</p> <p>1 Thursday Final Day of Second Summer Semester classes.</p> <p>5-6 (Mon-Tues) Exams for Second Summer Semester courses.</p> <p>9 Friday Second Summer Semester grades must be submitted to the Registrar's Office by noon.</p> |



CALENDAR & CURRICULUM CHANGE

Motion #4

| | |
|---|--|
| <u>Reproduction of Current Calendar Entry</u> | <u>Proposed revision with changes underlined and deletions indicated clearly</u> |
| | <u>August 31</u> <u>Last day of Summer Semester for Internships, COOP placements and other learning delivered over the full Summer Semester (May through August)</u> |

Rationale for Change: Several program requirements that are not classroom courses (i.e. COOP placements, PsyD Internships, other full Summer Semester activities) run until the end of August. Previous dates were not recognizing the actual end dates of such commitments, so this is being addressed. In particular, student eligibility for Student Loan supports is negatively impacted by not reflecting the end of the Summer Semester to later in August for these situations. Future Calendar Dates will be reviewed and updated with this context in mind.

Effective Term: SUMMER 2024

Implications for Other Programs: None

Impact on Students Currently Enrolled: Supports students enrolled in experiences/courses that continue until the end of August.

Authorization

Date:

| | |
|--|-------------------------------------|
| Departmental Approval: Click here to enter name of approver. | Click here to select approval date. |
| Faculty/School Approval: Click here to enter name of approver. | Click here to select approval date. |
| Faculty Dean's Approval: Click here to enter name of approver. | Click here to select approval date. |
| Grad. Studies Dean's Approval: Click here to enter name of approver. | Click here to select approval date. |
| Registrar's Office Approval: Darcy McCardle | January 30, 2024 |

Summary of Motions
Faculty of Science

| # | Type of Motion | Motion |
|----|---------------------|---|
| 1. | New Course Proposal | New field course BIO 2130/ENV 2130 Integrated Watershed Management |
| 2. | New Course Proposal | New field course BIO 3020/ENV 3020 Aquaculture and the Environment |
| 3. | New Course Proposal | New field course ENV 2130/ BIO 2130 Integrated Watershed Management |
| 4. | New Course Proposal | New field course ENV 3020/ BIO 3020 Aquaculture and the Environment |

NEW COURSE PROPOSAL

Motion # 5

Faculty/School: **Science**

Department/Program(s): **Biology**

MOTION: To approve a new field course in Integrated Watershed Management (Bio 2130)

| | |
|---------------------------|--|
| Course Number and Title | BIO 2130 Integrated Watershed Management |
| Description | This field course focuses on integrated water management at the watershed level with a focus on the Prince Edward Island context. The physical and biological characteristics of watersheds will be explored along with planning approaches, adaptive management strategies, watershed governance, as well as Indigenous perspectives. |
| Cross-Listing | Environmental Studies ENV 2130 |
| Prerequisite/Co-Requisite | A declared Major in Biology or permission of the instructor. |
| Credit(s) | 3 |
| Notation | 3 hours lecture/3 hour field |

This is: An Elective Course

Grade Mode: Numeric (Standard)

Anticipated Enrolment: 24

Is there an Enrolment Cap: Yes

If there is an enrolment limit, please explain. Transportation to field sites

Rationale for New Course: Complementary subject matter relevant to Biology Majors. This course is cross-listed with Environmental Studies (originator of the course). **Effective Term:** SUMMER 2024

Implications for Other Programs: This will provide another course for Biology majors to take

Impact on Students Currently Enrolled: It will provide Environmental Studies students and Biology students more field courses for them to take towards their degree

Resources Required: Budget (Science) to cover the hiring of an instructor and transportation to the field

In offering this course will UPEI require facilities or staff at other institutions: No

If yes, please explain.

Authorization

Date:

| | |
|--|-------------------|
| Departmental Approval: Department of Biology | November 1, 2023 |
| Faculty/School Approval: Science Council | December 19, 2023 |
| Faculty Dean's Approval: Nola Etkin | December 19, 2023 |
| Graduate Studies Dean's Approval: | |
| Registrar's Office Approval: Darcy McCardle | January 9, 2024 |

Form Version: September 2023

NEW COURSE PROPOSAL

Motion # 5

LIBRARY RESOURCE REQUIREMENTS FOR A NEW COURSE PROPOSAL

Integrated Watershed Management (2000 level course)

To be completed by the liaison and/or collections librarian.

Note that the submitting program is required to allow the library staff two weeks to complete this.

Existing resources:

- Books
 - Relevant subject searches include:
 - [Indigenous water management](#) (41)
 - [Integrated Watershed Management](#) (28)
 - [Watershed adaptive management](#) (9)
 - [Watershed characteristics](#) (15)
 - [Watershed](#) (5,026)
 - [Watersheds -- Prince Edward Island](#) (31)
 - [Watershed management -- Prince Edward Island](#) (25)
 - [Watershed management -- Prince Edward Island – Planning](#) (3)
- Databases
 - [Academic Search Complete](#)
 - [CAB Abstracts \(via EBSCOhost\)](#)
 - [Earth, Atmospheric & Aquatic Science Database \(includes ASFA\)](#)
 - [EconLit with Full Text \(EBSCOhost\)](#)
 - [Gale In Context: Environmental Studies](#)
 - [GeoRef](#)
 - [Google Scholar](#)
 - [GreenFile](#)
 - [Scopus](#)
 - [Sage Research Methods Foundations](#)
- Selected Journal Subscriptions
 - [Advances in water resources](#)
 - [International Journal of Water Resources Development](#)
 - [Journal of Water Resources Planning and Management](#)
 - [Journal of Water Resource and Protection](#)
 - [Water and environment journal](#)
 - [Watershed Ecology and the Environment](#)
 - [Watershed Protection Techniques](#)
 - [Journal of Range & Watershed Management](#)
 - [Water research](#)
 - [Water Resources](#)
 - [Water Resources Research](#)
- Collections – Print books, eBooks, other physical media, other online media, subscriptions, other
 - [Sage Research Methods Video: Practical Research and Academic Skills](#)
 - [Data Liberation Initiative](#)
 - The Data Liberation Initiative (DLI) is a subscription service that provide students, faculty and staff access to numerous Statistics Canada datasets. Specifically, it is

NEW COURSE PROPOSAL

Motion # 5

a plan providing unlimited access to Statistics Canada Public Use Microdata files (PUMFs), databases and geographic files to students and faculty at UPEI.

- Interdisciplinary packages that include content that support this course
 - The library subscribes to interdisciplinary eBook packages with EBSCO, ProQuest, JSTOR, Wiley, Cambridge, Elsevier, IGI Global, Scopus Springer, and Project Muse.
- Physical Space in Library (other than collections, explain)
 - None
- Library Administrative/Research Support
 - Liaison Librarians provide reference and instruction support to both students and faculty as needed. They monitor publication lists for new titles in the subject area and purchase appropriate titles as existing budgetary resources permit.

New resources needed to support this proposal:

- None

Summary of additional budget allocation required:

- None

Does the budget allocation for library resources in this proposal meet the requirement?

- Our existing holdings can support this course, so long as we can maintain access to our subscription-based resources with continued sustainable funding.

Note that if future budget constraints require the library to cancel interdisciplinary packages listed above, there will be a loss of resources needed for this course.

| | |
|--|-------------------|
| Date Received by Liaison/Collections Librarian | October 12, 2023 |
| Name of Librarian to be Contacted with Questions | Courtney Matthews |
| Approved by University Librarian or Designate | Donald Moses |
| Date Approved by UL or Designate | October 23, 2023 |

NEW COURSE PROPOSAL

Motion # 6

Faculty/School: **Science**

Department/Program(s): **Biology**

MOTION: To approve a new field course in Aquaculture and the Environment (Bio 3020)

| | |
|---------------------------|---|
| Course Number and Title | BIO 3020 Aquaculture and the Environment |
| Description | This field course will examine interactions between aquaculture and the environment by providing an overview of the global field of aquaculture with an emphasis on the aquaculture industry on Prince Edward Island. Topics covered include policy and regulation, water quality, production systems, disease and pest management, and the effect of aquaculture on the environment and human communities. |
| Cross-Listing | Environmental Studies ENV 3020 |
| Prerequisite/Co-Requisite | A declared Major in Biology or permission of the instructor. |
| Credit(s) | 3 |
| Notation | 3 hours lecture/3 hour field |

This is: An Elective Course

Grade Mode: Numeric (Standard)

Anticipated Enrolment: 24 **Is there an Enrolment Cap:** Yes
If there is an enrolment limit, please explain. Transportation to field sites

Rationale for New Course: Complementary subject matter relevant to Biology Majors. This course is cross-listed with Environmental Studies (originator of the course). **Effective Term:** SUMMER 2024

Implications for Other Programs: This will provide another course for Biology majors to take.

Impact on Students Currently Enrolled: It will provide Environmental Studies students and Biology students more field courses for them to take towards their degree

Resources Required: Budget (Science) to cover the hiring of an instructor and transportation to the field

In offering this course will UPEI require facilities or staff at other institutions: No
If yes, please explain.

Authorization

Date:

| | |
|--|-------------------|
| Departmental Approval: Department of Biology | November 1, 2023 |
| Faculty/School Approval: Science Council | December 19, 2023 |
| Faculty Dean's Approval: Nola Etkin | December 19, 2023 |
| Graduate Studies Dean's Approval: | |
| Registrar's Office Approval: Darcy McCardle | January 9, 2024 |

Form Version: September 2023

NEW COURSE PROPOSAL

Motion # 6

LIBRARY RESOURCE REQUIREMENTS FOR A NEW COURSE PROPOSAL

Aquaculture and the Environment

To be completed by the liaison and/or collections librarian.

Note that the submitting program is required to allow the library staff two weeks to complete this.

Existing resources:

- Books
 - Relevant subject searches include:
 - [Aquaculture](#) (4,033)
 - [Aquaculture -- Environmental aspects](#) (76)
 - [Aquaculture industry](#) (298)
 - [Aquaculture industry -- Atlantic Canada](#) (5)
 - [Aquaculture industry -- Environmental aspects -- Canada](#) (43)
 - [Aquaculture industry -- Government Policy -- Canada](#) (22)
 - [Aquaculture industry -- Government Policy -- Prince Edward Island](#) (1)
 - [Aquaculture industry -- Prince Edward Island](#) (6)
 - [Aquaculture industry -- Law and legislation -- Prince Edward Island](#) (1)
 - [Aquaculture -- Management](#) (40)
 - [Aquaculture -- Prince Edward Island](#) (19)
 - [Aquaculture production systems](#) (75)
 - [Fishes -- Effect of water quality on -- Prince Edward Island](#) (58)
 - [Integrated pest management](#) (22)
 - [Water -- Pollution -- Prince Edward Island](#) (61)
 - [Water quality](#) (13,006)
 - [Water quality -- Prince Edward Island](#) (45)
- Databases
 - [Academic Search Complete](#)
 - [CAB Abstracts \(via EBSCOhost\)](#)
 - [Earth, Atmospheric & Aquatic Science Database \(includes ASFA\)](#)
 - [EconLit with Full Text \(EBSCOhost\)](#)
 - [Gale In Context: Environmental Studies](#)
 - [GeoRef](#)
 - [Google Scholar](#)
 - [GreenFile](#)
 - [Scopus](#)
 - [Sage Research Methods Foundations](#)
 - [Statista](#)
 - [CANSIM](#)
 - [Canada Commons](#)
- Selected Journal Subscriptions
 - [84 Peer Reviewed Journals with the subject Aquaculture](#) some examples include:
 - [Aquaculture](#)
 - [Aquaculture and Fisheries](#)
 - [Aquaculture International](#)

NEW COURSE PROPOSAL

Motion # 6

- Limnology and Oceanography Letters
- WIREs Water
- Reviews in Aquaculture
- Reviews in Fisheries Science & Aquaculture
- Fish and Fisheries
- Reviews in Fish Biology and Fisheries
- Marine pollution bulletin
- Limnology and Oceanography
- Harmful algae
- NeoBiota
- Collections – Print books, eBooks, other physical media, other online media, subscriptions, other
 - Sage Research Methods Video: Practical Research and Academic Skills
 - Data Liberation Initiative
 - The Data Liberation Initiative (DLI) is a subscription service that provide students, faculty and staff access to numerous Statistics Canada datasets. Specifically, it is a plan providing unlimited access to Statistics Canada Public Use Microdata files (PUMFs), databases and geographic files to students and faculty at UPEI.
- Interdisciplinary packages that include content that support this course
 - The library subscribes to interdisciplinary eBook packages with EBSCO, ProQuest, JSTOR, Wiley, Cambridge, Elsevier, IGI Global, Scopus Springer, and Project Muse.
- Physical Space in Library (other than collections, explain)
 - None
- Library Administrative/Research Support
 - Liaison Librarians provide reference and instruction support to both students and faculty as needed. They monitor publication lists for new titles in the subject area and purchase appropriate titles as existing budgetary resources permit.

New resources needed to support this proposal:

- None

Summary of additional budget allocation required:

- None

Does the budget allocation for library resources in this proposal meet the requirement?

- Our existing holdings can support this course, so long as we can maintain access to our subscription-based resources with continued sustainable funding.

Note that if future budget constraints require the library to cancel interdisciplinary packages listed above, there will be a loss of resources needed for this course.

| | |
|--|-------------------|
| Date Received by Liaison/Collections Librarian | October 12, 2023 |
| Name of Librarian to be Contacted with Questions | Courtney Matthews |
| Approved by University Librarian or Designate | Donald Moses |
| Date Approved by UL or Designate | October 23, 2023 |

NEW COURSE PROPOSAL

Motion # 8

Faculty/School: **Science**

Department/Program(s): **Environmental Studies**

MOTION: To approve a new field course in Aquaculture and the Environment (ENV 3020)

| | |
|---------------------------|---|
| Course Number and Title | ENV 3020 Aquaculture and the Environment |
| Description | This field course will examine interactions between aquaculture and the environment by providing an overview of the global field of aquaculture with an emphasis on the aquaculture industry on Prince Edward Island. Topics covered include policy and regulation, water quality, production systems, disease and pest management, and the effect of aquaculture on the environment and human communities. |
| Cross-Listing | Biology BIO 3020 |
| Prerequisite/Co-Requisite | Admission to the Bachelor of Environmental Studies program, a declared minor in Environmental Studies or with permission of instructor. |
| Credit(s) | 3 |
| Notation | 3 hours lecture/3 hour field |

This is: An Elective Course

Grade Mode: Numeric (Standard)

Anticipated Enrolment: 24

Is there an Enrolment Cap: Yes

If there is an enrolment limit, please explain. Transportation to field sites

Rationale for New Course: MPHEC external review (Sept 2021) of Bachelor of Environmental Studies program recommended the addition of more experiential learning or field courses to the program.

Effective Term: SUMMER 2024

Implications for Other Programs: It will provide Biology students more field courses for them to take towards their degree. Environmental Studies is the originator of the course

Impact on Students Currently Enrolled: It will provide Environmental Studies students more field courses for them to take towards their degree

Resources Required: Budget (Science) to cover the hiring of an instructor and transportation to the field

In offering this course will UPEI require facilities or staff at other institutions: No

If yes, please explain.

Authorization

Date:

| | |
|---|--------------------|
| Departmental Approval: Environmental Studies Steering committee | September 28, 2023 |
| Faculty/School Approval: Science Council | November 7, 2023 |
| Faculty Dean's Approval: Nola Etkin | November 7, 2023 |
| Graduate Studies Dean's Approval: | |
| Registrar's Office Approval: Darcy McCardle | January 9, 2024 |

Form Version: September 2023

NEW COURSE PROPOSAL

Motion # 8

Faculty/School: **Science**

Department/Program(s): **Environmental Studies**

MOTION: To approve a new field course in Integrated Watershed Management (ENV 2130)

| | |
|---------------------------|--|
| Course Number and Title | ENV 2130 Integrated Watershed Management |
| Description | This field course focuses on integrated water management at the watershed level with a focus on the Prince Edward Island context. The physical and biological characteristics of watersheds will be explored along with planning approaches, adaptive management strategies, watershed governance, as well as Indigenous perspectives. |
| Cross-Listing | Biology BIO 2130 |
| Prerequisite/Co-Requisite | Admission to the Bachelor of Environmental Studies program, a declared minor in Environmental Studies or permission of the instructor. |
| Credit(s) | 3 |
| Notation | 3 hours lecture/3 hour field |

This is: An Elective Course

Grade Mode: Numeric (Standard)

Anticipated Enrolment: 24

Is there an Enrolment Cap: Yes

If there is an enrolment limit, please explain. Transportation to field sites

Rationale for New Course: MPHEC external review (Sept 2021) of Bachelor of Environmental Studies program recommended the addition of more experiential learning or field courses to the program.

Effective Term: SUMMER 2024

Implications for Other Programs: This will provide another course for Biology students to take. Environmental Studies is the originator of the course

Impact on Students Currently Enrolled: It will provide Environmental Studies students more field courses for them to take towards their degree

Resources Required: Budget (Science) to cover the hiring of an instructor and transportation to the field

In offering this course will UPEI require facilities or staff at other institutions: No

If yes, please explain.

Authorization

Date:

| | |
|---|--------------------|
| Departmental Approval: Environmental Studies Steering committee | September 28, 2023 |
| Faculty/School Approval: Science Council | November 7, 2023 |
| Faculty Dean's Approval: Nola Etkin | November 7, 2023 |
| Graduate Studies Dean's Approval: | |
| Registrar's Office Approval: Darcy McCardle | January 9, 2024 |

Form Version: September 2023