

## 2023–2024 Undergraduate Academic Calendar Supplement to Academic Programs / Special Programs & Opportunities

### September 2023

- The Calendar Supplement should be used in conjunction with the 2023–2024 Academic Calendar. Updates contained in this document supersede the Calendar published May 2023.

## Academic Programs

### Anthropology

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#### Specializations

The Archaeology Specializations in Bioarchaeology, Environmental Archaeology, and Mediterranean Archaeology are now available to students in the Honours BA or BSc program in Anthropology.

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#### New Co-op Program

##### Bachelor of Arts and Bachelor of Science Programs in Anthropology — Co-op

Co-op is an opportunity for students to gain work-integrated experiential learning that will help them get a head start on a career. The Anthropology Co-op assists graduating students in achieving a competitive edge while generating experience within a wide range of sectors. Specifically, co-op gives the students a chance to obtain 12 months of practical experience on the job, develop or enhance technical skills, explore career options, network with a variety of individuals and organizations, learn from mentors and tutors, enhance communication and presentation skills, and develop technical writing skills.

The Anthropology Co-op is a competitive direct-entry program with a limited number of student places. To remain in the co-op, students must complete the required work term preparation and reflection courses (COOP 2000H, 4000H) and maintain a 75% cumulative average throughout their study terms. In addition, students must continue to receive satisfactory evaluations during their three work terms.

Three non-credit co-op work terms are required for the BA/BSc program in Anthropology Co-op (ANTH 2950P, 3950P, 4950P). The schedule for the single-major Honours program is listed below. Students who choose to explore any additions (joint-major, minor, specialization, option) to a single-major Honours may require additional time to complete their degrees, as all courses are not offered in every term. It is expected that students follow the set work term schedule. Students are encouraged to work with an academic advisor for support with degree mapping.

	Fall	Winter	Summer
Year 1	Study Term 1	Study Term 2	Study Term 3
Year 2	Study Term 4	Study Term 5	Work Term 1
Year 3	Study Term 6	Study Term 7	Work Term 2
Year 4	Work Term 3	Study Term 8	--

Students returning from a work term must submit a report and receive an employer assessment. A grade of S (satisfactory) or U (unsatisfactory) will be assigned for ANTH 2950P, 3950P, and 4950P based on the report and the employer assessment. The work term report and assessment are normally due within the first two weeks of the study term following the completion of a work term. A final co-op report and presentation will be part of the assessment in the required work term reflection course (COOP 4000H).

In partnership with CareerSpace, every effort is made by the program to find suitable work term placements for students enrolled in the co-op, but the program cannot guarantee a work term opportunity for every student. The placement process is competitive and dependent upon many factors, including market conditions and the academic performance of a student. Co-op students secure positions through successful participation in the co-op interview process and/or their own job search activities. No more than two of the three placements may be with the same employer. Withdrawal from the co-op will not normally be approved while a student is on a work term.

Students who are unable to obtain a suitable co-op placement in an upcoming work term are expected to continue with their academic program on a full-time basis. A missed work term can be made up, but in the event that a co-op student is unable to complete three work terms but fulfills the remainder of the degree requirements, the student will be awarded an Honours Bachelor of Arts or an Honours Bachelor of Science in Anthropology.

Co-op students are responsible for paying tuition for their academic courses, ancillary fees, and levies. All Trent students are charged ancillary fees every Fall & Winter term. Co-op students will experience the same cycle for their ancillary fee payments regardless of when they are out on work terms. Co-op students do not pay tuition during their work terms.

Co-op students are responsible for paying the compulsory Co-op Fee a total of five times during their degree program, and the Co-op fee will be applied to their student account in Year 2 Fall, Year 2 Winter, Year 3 Fall, Year 3 Winter, and Year 4 Fall.

Students are encouraged to meet with the CareerSpace Co-op Coordinator and the Anthropology Chair each year to confirm they are meeting program requirements.

## **Archaeology**

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### **Specializations**

The Anthropology Specialization in Biological Anthropology is now available to students in the Honours BA or BSc program in Archaeology.

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### **New Co-op Program**

#### **Bachelor of Arts and Bachelor of Science Programs in Archaeology — Co-op**

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average throughout their study terms. In addition, students must continue to receive satisfactory evaluations during their three work terms.

Three non-credit co-op work terms are required for the BA/BSc program in Archaeology Co-op (ANTH 2951P, 3951P, 4951P). The schedule for the single-major Honours program is listed below. Students who choose to explore any additions (joint-major, minor, specialization, option) to a single-major Honours may require additional time to complete their degrees, as all courses are not offered in every term. It is expected that students follow the set work term schedule. Students are encouraged to work with an academic advisor for support with degree mapping.

	<b>Fall</b>	<b>Winter</b>	<b>Summer</b>
<b>Year 1</b>	Study Term 1	Study Term 2	Study Term 3
<b>Year 2</b>	Study Term 4	Study Term 5	Work Term 1
<b>Year 3</b>	Study Term 6	Study Term 7	Work Term 2
<b>Year 4</b>	Work Term 3	Study Term 8	--

Students returning from a work term must submit a report and receive an employer assessment. A grade of S (satisfactory) or U (unsatisfactory) will be assigned for ANTH 2951P, 3951P, and 4951P based on the report and the employer assessment. The work term report and assessment are normally due within the first two weeks of the study term following the completion of a work term. A final co-op report and presentation will be part of the assessment in the required work term reflection course (COOP 4000H).

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Students are encouraged to meet with the CareerSpace Co-op Coordinator and the Archaeology Chair each year to confirm they are meeting program requirements.

## Biology

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### New course title & description

#### **BIOL 4370H: The Gut Microbiome (Sc)**

You are a superorganism whose body hosts more gut microbes than human cells. How do these microbes colonize us and subsequently impact our health, metabolism, and even brain function? How are our gut microbes affected by antibiotics? This course explores how our gut microbial ecosystem can impact our body. Prerequisite: A minimum overall average of 65% in completed BIOL, BIOC, and/or BIOM courses and 12.0 university credits including BIOL 3250H and 0.5 additional BIOL credit at the 3000 level.

#### **BIOL 4900Y: Directed Research in Biological Sciences (Sc)**

Provides an opportunity for independent research under the guidance of a faculty member, requiring students to generate novel data and/or conduct original analyses using existing data to address a question in biological science. Prerequisite: A minimum average of 75% in BIOL, BIOC, and/or BIOM courses completed and 12.0 university credits including 1.0 BIOL credit at the 3000 level. Application forms may be obtained from the [department website](#).

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### Course now offered at 3000 level

#### **BIOL 3901H, 3902H: Directed Research in Biological Sciences (Sc)**

Provides an opportunity for independent research under the guidance of a faculty member, requiring students to generate novel data and/or conduct original analyses using existing data to address a question in biological science. Prerequisite: 8.0 university credits including 60% or higher in 1.0 BIOL and/or BIOC credit at the 2000 level. Application forms may be obtained from the [department website](#).

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## Child & Youth Studies

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### New course

#### **CHYS 4006H: Health Inequalities Among Children and Youth**

Comparisons of structural and social inequalities in health across Canada and globally. Focus on local, national, and international determinants of health in the lives of children and youth, and how key factors (e.g., national policies, income inequality, household dynamics, global occurrences) impact their development and health outcomes. Prerequisite: 13.0 university credits including 1.0 CHYS credit at the 3000 level and a minimum cumulative average of 65%.

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## Co-ops – Humanities & Social Sciences

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### New work term schedule

- Ancient Greek & Roman Studies
- Arts & Science (BAS)
- Canadian Studies
- Cultural Studies
- English Literature
- French Studies
- Gender & Social Justice
- History
- Indigenous Studies
- Indigenous Environmental Studies
- International Development Studies
- Media Studies
- Philosophy
- Political Studies
- Sociology

The schedule for the above Honours Co-op degree programs is now as follows:

	<b>Fall</b>	<b>Winter</b>	<b>Summer</b>
<b>Year 1</b>	Study Term 1	Study Term 2	Study Term 3
<b>Year 2</b>	Study Term 4	Study Term 5	Work Term 1
<b>Year 3</b>	Study Term 6	Study Term 7	Work Term 2
<b>Year 4</b>	Work Term 3	Study Term 8	–

## **Criminology**

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### **New cross-listed course**

#### **CRIM-PLCW 3002H: Mental Health, Addiction, and Community Well-Being**

Focuses on mental health and addiction and their impacts on community safety and well-being. Explains these disorders using real case scenarios. Students will become aware of victimization and stigma associated with mental health and substance abuse disorders, and have a better understanding of the etiology of addictions and mental health problems.

Prerequisite: 7.0 university credits.

#### **CRIM-POST-CAST-SOCI 3422H: Dimensions of Poverty**

Poverty is a persistent social problem. In this course students are introduced to the dynamics of poverty in Canada, the USA, and Britain, learn how poverty affects people's lives, and become familiar with the dominant sociological perspectives that inform people's opinions about poverty and poverty-related policies and programs. Prerequisite: 7.0 university credits including 1.0 POST or CAST credit at the 2000 level, or permission of instructor.

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### **New course prerequisite**

#### **PLCW-CRIM 3660H: Policing and Punishing Poverty**

Prerequisite: 5.0 university credits including 1.0 CRIM and/or PLCW credit at the 2000 level.

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### **New course description**

#### **CRIM 3640H: Politics of Incarceration**

Examining trends and issues within Canada's correctional system related to the historical and contemporary context of correctional practices. Topics include punishment, human rights, pre-trial detention, race and incarceration, drugs, mental health, the role of correctional officers, families and incarceration, parole and release from prison, and prison tourism. Prerequisite: 7.0 university credits including 60% or higher in CRIM 2616H.

## **Ecological Restoration**

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### **New program requirements**

#### **Trent University Required Courses**

10.0 credits including the following:

- 0.5 ERST credit consisting of ERST 3780H

- 1.0 ERSC credit consisting of ERSC 4520H and 4530H
- 1.0 ERST credit from ERST 3110H, 3301H, 3302H, or 3312H
- 0.5 ERST credit from ERST 3501H or 3502H
- 1.0 ERSC and/or ERST elective credit at the 4000 level in addition to the above, at least 0.5 credit from category D in Environmental & Resource Science/Studies
- 2.0 ERSC and/or ERST elective credits in addition to the above
- 2.5 additional elective credits at the 3000 level or beyond
- 1.5 additional elective credits
- At least 4.5 of the 7.0 elective credits must be science credits
- An approved field course at the 3000 or 4000 level must be included in the total 10.0 credits

## Education

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### New courses

#### **EDUC 4160Q/4260Q: Assessment as the Foundation and Driver for Effective Teaching and Learning**

This course explores the 7 Fundamental Principles and the Assessment Framework outlined in *Growing Success* within the context of current research and application to classroom practice. A common language concerning core practices, principles and strategies of assessment will be created.

#### **EDUC 4170Q/4270Q: Investigating the Relationship Between Assessment and Evaluation and its Application to Practice**

Building on the Assessment Framework in *Growing Success* from year 1, this course examines the relationship between assessment and evaluation and explores in depth the implementation of the Assessment Framework from *Growing Success*.

### New program requirements

*Note: the above courses will be required for teacher candidates beginning year 1 of the BEd program or year 4 of the BEd – Indigenous in 2023-2024.*

### Consecutive Bachelor of Education Program

**1. The Primary/Junior streams in the public school system.** 10.5 EDUC credits consisting of:

#### Year 1

- 5.25 EDUC credits consisting of EDUC 4100H, 4121H, 4133H, 4160Q, 4180H, 4300P, 4561H, 4571H, 4574H, 4701H, 4901H, and 4902H

#### Year 2

- 4.75 EDUC credits consisting of EDUC 4170Q, 4190H, 4335H, 4336H, 4563H, 4564H, 4573H, 4702H, 4903H, and 4904H
- 0.5 EDUC credit from EDUC 4381H, 4382H, 4383H, 4384H, 4385H, 4386H, 4387H, 4388H, or 4390H

**2. The Primary/Junior streams in the Catholic school system.** 10.75 EDUC credits consisting of:

**Year 1**

- 5.5 EDUC credits consisting of EDUC 4100H, 4121H, 4133H, **4160Q**, 4180H, 4300P, 4561H, 4571H, 4574H, 4701H, 4705Q, 4901H, and 4902H

**Year 2**

- 4.75 EDUC credits consisting of EDUC **4170Q**, 4190H, 4335H, 4336H, 4563H, 4564H, 4573H, 4702H, 4903H, and 4904H
- 0.5 EDUC credit from EDUC 4381H, 4382H, 4383H, 4384H, 4385H, 4386H, 4387H, 4388H, or 4390H

**3. The Intermediate/Senior streams in the public school system.** 10.5 EDUC credits consisting of:

**Year 1**

- 3.75 EDUC credits consisting of EDUC 4200H, 4221H, 4233H, 4251H, **4260Q**, 4300P, 4801H, 4901H, and 4902H
- 2.0 EDUC credits from EDUC 4661Y, 4662Y, 4663Y, 4664Y, 4665Y, 4671Y, 4672Y, 4673Y, 4674Y, 4675Y, 4676Y, 4681Y, 4682Y, or 4684Y

**Year 2**

- 4.25 EDUC credits consisting of EDUC 4252H, **4270Q**, 4280H, 4290H, 4335H, 4336H, 4802H, 4903H, and 4904H
- 0.5 EDUC credit from EDUC 4381H, 4382H, 4383H, 4384H, 4385H, 4386H, 4387H, 4388H, or 4390H

**4. Intermediate/Senior streams in the Catholic school system.** 10.75 EDUC credits consisting of:

**Year 1**

- 4.0 EDUC credits consisting of EDUC 4200H, 4221H, 4233H, 4251H, **4260Q**, 4300P, 4801H, 4705Q, 4901H, and 4902H
- 2.0 EDUC credits from EDUC 4661Y, 4662Y, 4663Y, 4664Y, 4665Y, 4671Y, 4672Y, 4673Y, 4674Y, 4675Y, 4676Y, 4681Y, 4682Y, or 4684Y

**Year 2**

- 4.25 EDUC credits consisting of EDUC 4252H, **4270Q**, 4280H, 4290H, 4335H, 4336H, 4802H, 4903H, and 4904H
- 0.5 EDUC credit from EDUC 4381H, 4382H, 4383H, 4384H, 4385H, 4386H, 4387H, 4388H, or 4390H

**Concurrent Bachelor of Education – Indigenous Program**

**Primary/Junior Program**

**Year 4**

- 5.25 EDUC credits consisting of EDUC 4100H, 4121H, 4133H, **4160Q**, 4180H, 4464H, 4561H, 4571H, 4574H, 4901H, and 4902H
- Catholic Stream students also require EDUC 4705Q (0.25 credit)

## Year 5

- 4.75 EDUC credits consisting of EDUC 4170Q, 4190H, 4300P, 4335H, 4336H, 4465H, 4563H, 4564H, 4573H, 4903H, and 4904H
- 0.5 EDUC credit from EDUC 4381H, 4382H, 4383H, 4384H, 4385H, 4386H, 4387H, 4388H, or 4390H

## Intermediate/Senior Program

### Year 4

- 3.75 EDUC credits consisting of EDUC 4200H, 4221H, 4233H, 4251H, 4260Q, 4464H, 4901H, and 4902H
- 2.0 EDUC credits from EDUC 4661Y, 4662Y, 4663Y, 4664Y, 4665Y, 4671Y, 4672Y, 4673Y, 4674Y, 4675Y, 4676Y, 4681Y, 4682Y, or 4684Y
- Catholic Stream students also require EDUC 4705Q (0.25 credit)

### Year 5

- 4.25 EDUC credits consisting of EDUC 4252H, 4270Q, 4280H, 4290H, 4300P, 4335H, 4336H, 4465H, 4903H, and 4904H
- 0.5 EDUC credit from EDUC 4381H, 4382H, 4383H, 4384H, 4385H, 4386H, 4387H, 4388H, or 4390H

## Forensic Science

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### New course prerequisite

#### FRSC 4110H: Firearms and Ballistics (Sc)

60% or higher in FRSC 3100H and in one of PHYS 1000H, PHYS 1001H, PHYS-FRSC 1020H, or PHYS-BIOL 1060H.

## Nursing

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### Admission requirements

Applicants to the collaborative or compressed Honours program in Nursing (BScN) are no longer required to complete the CASPer™ assessment.

## Policing & Community Well-Being

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### New cross-listed course

#### PLCW-CRIM 3660H: Policing and Punishing Poverty

This course critically interrogates policing, punishment, and criminalization in ways that extend beyond common-sense knowledge claims, by situating how and why they are delimited by the material conditions characteristic of neoliberal capitalism. Prerequisite: 5.0 university credits including 1.0 CRIM and/or PLCW credit at the 2000 level.

### New course prerequisite

#### PLCW 2006H: Marginalization and Social Control

Prerequisite: 4.0 university credits.



## Psychology

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### New course prerequisite

#### **PSYC 4580H: Developmental Psychopathology and the School System (Sc)**

Prerequisite: Minimum 65% average in completed PSYC courses; PSYC 3016H (or 3015Y); one of PSYC 3500H, 3590H, or 4150H (3530H); and at least 1.0 additional 3000-level PSYC credit.

## Political Studies

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### New course prerequisite

#### **POST 4850H: Public Policy Field Placement**

12.0 university credits with a minimum cumulative average of 75% and permission of instructor.

## Sustainable Agriculture & Food Systems

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### New course prerequisite

#### **SAFS 4001H: Seminar in Sustainable Agriculture and Food Systems Science (Sc)**

Prerequisite: SAFS-BIOL-ERSC 2350H.

#### **SAFS 4002H: Seminar in Sustainable Agriculture and Food Systems Studies**

Prerequisite: SAFS-BIOL-ERSC 2350H.

## Special Programs & Opportunities

### Options

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#### New Option

##### Option in Leadership

[trentu.ca/politicalstudies](https://trentu.ca/politicalstudies)

The Option in Leadership enables undergraduate students to accumulate knowledge in the area of leadership studies, and to highlight this academic concentration with the formal Option designation. This initiative is associated with Trent University's Jarislowsky Chair in Trust and Political Leadership. Fundamentally, leadership is a social relationship that concerns how a group of people organize themselves to achieve certain common goals and objectives, usually (but not always) via the direction of a specific person or set of persons.

The Option in Leadership aims to increase student education and training in the area of leadership and enable learners to signal their leadership capacity to future employers. To leverage the existing resources as well as reflect the interdisciplinary nature of leadership studies, the Option in Leadership is designed to reach across academic units and allow students to gain credits beyond any one single department or program. Students are advised to plan course selection carefully in order to acquire needed prerequisites (see individual course descriptions).

Students who have fulfilled the requirements for an Honours or General degree in any subject may graduate with an Option in Leadership if they have successfully completed the following 4.0 credits:

- 0.5 POST credit consisting of POST 3850H
- 3.5 credits from the following:

ADMN 2010H	ERST 2520H	IDST 4260H
ADMN 2220H	ERST 2525H	PHIL 2420H
ADMN 2230H	GESO 2171H	PHIL 2430H
ADMN 3230H	GESO 2410H	PHIL 3050H
ADMN 3800H	GESO 2487H	PHIL 3110H
ADMN 4250H	GESO 2711H	PHIL 3180H
ADMN 4260H	GESO 3021H	POST 2012H
ADMN 4101H	GESO 3031H	POST 3091H
CAST 2003H	GESO 3122H/4122H	POST 3285H
CAST 2090H	GESO 3820Y/3821H	POST 3620H
CAST 3094H	GESO 4820Y/4821H	POST 3605H
CAST 3665H	IDST 2030H	POST 3672H
COMM 3001H	IDST 3030H	POST 4081H
COMM 4001H	IDST 3120H	POST 4505H
ERSC 1010H	IDST 4150Y	
ERSC 1020H	IDST 4230H	

## Postgraduate Certificates

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### New postgraduate certificate

#### Postgraduate Certificate in Business Administration

The Postgraduate Certificate in Business Administration is available to students who hold an undergraduate degree from any accredited university. The program is offered at Trent's Durham and Peterborough campuses and may be taken on a full-time or part-time basis.

This program will be of interest to students wishing to gain insight and develop a deeper understanding of key business concepts, spanning numerous fields in the discipline. Students will journey through topics in accounting, marketing, finance, managerial skills, organizational behavior, business law and communications, which will allow for the development of essential cross-functional skills to be successful in their business pursuits. The program can also be used as a springboard for further study at the graduate or postgraduate level.

The Postgraduate Certificate can be completed in one year and covers a variety of topics such as accounting, marketing, finance, managerial skills, organizational behavior, business law and communications, as well as foundational statistics, to ensure a broad understanding of essential fields in business.

#### Application Procedure

Candidates may apply to the Postgraduate Certificate in Business Administration through the Trent website at [trentu.ca/business](https://trentu.ca/business). An official transcript must accompany the application.

## Courses

The Certificate program consists of the following:

- 4.5 ADMN credits consisting of ADMN 1221H, 2010H, 2100H, 2220H, 2410H, 3021H, 3200H, 3250H, and 3550H
- 0.5 ECON credit consisting of ECON 2200H
- A minimum cumulative average of 65% is required to complete certificate

## Notes

- For individual course descriptions, see Business Administration and Economics. Please consult the academic timetable for information on when courses will be scheduled.
- If a full-time student, ADMN 1221H, 2010H, 2100H, and 2220H should be completed in the first term; a part-time student should complete ADMN 1221H, 2010H, 2100H, and 2220H before taking other required ADMN credits.
- For students pursuing the Financial Analytics and Business Administration certificates concurrently, ECON 2200H is equivalent to MATH 1051H and 1052H, so students will substitute ADMN 2610H to meet the requirements of the Business Administration certificate.
- Undergraduate degree graduates from Trent University may be awarded transfer credits to a maximum of 1.0 assigned credit provided a minimum grade of 65% in the course to be transferred has been achieved.
- Students are to follow the list of courses by term posted on the School of Business website and should not vary this schedule. The courses are scheduled across the terms according to timetable availability.

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## Human Resource Management / Marketing & Entrepreneurship – certificate requirements

For students pursuing the certificates concurrently, ADMN 1221H and 3021H may not satisfy the requirements of both certificates. ADMN 1221H and 3021H must be counted toward the Human Resources Management certificate and ADMN 2010H and ADMN 2410H must be substituted for the Marketing & Entrepreneurship certificate. Students must take ADMN 2010H in the first term and must take ADMN 2410H in the final term of the second year of study. [ADMN 4870H may no longer be substituted for the Marketing & Entrepreneurship certificate.]

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## Teaching English as a Foreign Language – certificate requirements

The Certificate program consists of the following 5.0 credits:

- 1.0 EAPP credit consisting of EAPP 2010H and 2020H
- 2.0 EDUC credits consisting of EDUC 4336H, 4387H, 4388H, and 4390H
- 0.5 LING credit consisting of LING 1001H
- 1.5 LING credits from LING 2002H, 2003H, 2010H, 3060H, or 3070H

- For students participating in the program who have completed introductory courses similar to LING 1001H/1002H as part of their TEFL training, the LING 1001H requirement can be replaced by another LING course from the list. For students who have such background, the prerequisites can be waived for LING 2002H, 2003H, 2010H, 3060H, and 3070H; otherwise, LING 1001H can serve as the prerequisite.

# Academic Information and Regulations

## Academic Year and Sessions

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### New Reading Week regulations

Recognizing that Reading Week is intended to provide the time for students to work on assignments and readings, instructors are not permitted to schedule tests or examinations, nor to assign additional readings, in undergraduate courses during the designated Reading Week (from the conclusion of classes on the Friday before Reading Week to the resumption of classes on the Monday following Reading Week). Some exceptions may apply in pre-approved field courses or experiential learning activities, as well as in programs that do not follow the regular academic schedule. In cases where extensions or other exemptions have been granted, those rearranged due dates may fall during a Reading Week.

## Undergraduate Academic Integrity Policy

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### Policy updates

### Part I – Application and Definitions

#### 1.1 Application

This policy applies to students registered in undergraduate courses in the Faculty of Arts and Science at Trent University as well as to applicants to undergraduate programs at the University.

#### 1.2 Terminology

In this policy, 'department' means undergraduate departments, programs, and schools. 'Chair' means chairs and directors of undergraduate departments, programs, and schools, or appointed designates. 'Dean' means the Deans of Humanities, Science, Social Sciences, Education, Nursing, or Durham, and 'Registrar' means University Registrar. **'AI Generator' means any software that uses artificial intelligence to produce content, including but not limited to text, images, and code.**

#### 1.3 Academic Integrity

Academic integrity is defined by the basic principles of honesty, trust, fairness, respect, and responsibility (as articulated by the International Center for Academic Integrity, [www.academicintegrity.org](http://www.academicintegrity.org)). These values serve as the foundation for the development and acquisition of knowledge and all members of the University community are expected to uphold them. **In essence, academic integrity is the principle of honesty in one's scholarly work and an assertion that student work submitted for credit or gain is original, the product of the student's individual efforts and abilities (unless otherwise specified), and free from unearned advantage.** Adherence to these fundamental values is essential for earning academic credit in all courses, whether offered on- or off-campus, online, or as placements, practicums or internships. Trent University's Academic Integrity website provides helpful information on why integrity is important and how to avoid integrity infractions ([www.trentu.ca/academicintegrity](http://www.trentu.ca/academicintegrity)).

**It is understood that scholarly work is often collaborative, and that students work both as individuals and as part of groups. The principles of academic integrity still apply. In group work situations, individual group members assume responsibility for the academic integrity of any work submitted on behalf of the group.**

## 1.4 Academic Dishonesty

Academic dishonesty includes any act that results or could reasonably be seen to result in submission of work that is unoriginal to the context in which it is being submitted or the product of unauthorized collaboration, aid, or unearned advantage. Dishonest acts, including plagiarism, cheating, the unauthorized use of AI generators, and the unauthorized sharing and distribution of course content, are ultimately destructive of the values of the University. Scholarly integrity is required of all members of the University. Engaging in any form of academic dishonesty or misconduct in order to obtain academic credit or advantage of any kind is an offence under this policy.

## 1.5 Plagiarism

Plagiarism is knowingly presenting words, ideas, images, data, or any other form of work of another person or source, including an AI generator (including essays, theses, lab reports, projects, assignments, presentations and posters) in a way that represents or could be reasonably seen to represent the work as one's own. 'Knowingly' includes ought reasonably to have known. Plagiarism includes failure to acknowledge sources correctly and submitting materials copied from the internet or generated by another source without proper acknowledgement of the source. Draft work submitted for evaluation is subject to the same standard as final work.

## 1.6 Cheating

Cheating is dishonest academic conduct or attempted dishonest academic conduct during tests or examinations or in the preparation of any other course work or in the presentation of credentials for admission to the University or one of its programs. Some common examples are:

- submitting one's own original student work for credit in more than one course (includes a course being repeated) without the prior agreement of the instructors involved
- bringing aids, including electronic aids, that have not been authorized by the instructor into an examination or test
- Using any unauthorized aid, including AI generators, in the preparation of assigned course work
- impersonating another individual or colluding in an impersonation for an examination or test
- copying from one or more other individuals or AI generators or knowingly permitting one or more other individuals to copy from one's own test, examination paper, lab report, or assignment
- collaborating with one or more other individuals when collaborative work has not been expressly authorized by the instructor
- communicating with one or more other students during a test or examination
- purchasing, selling, or sharing of any course identifying responses to assignments, labs, tests and exams, or facilitating the selling and purchasing of such material (material intended for publication or professional availability may be exempt from this policy)
- submitting purchased or AI-generated material as one's own work
- falsifying or tampering with results in laboratory experiments or research assignments
- falsifying transcripts or tampering with documents used to make decisions about admissions to the University or one of its programs
- falsifying documentation submitted to another institution, organization, or regulatory body, e.g., submitting fraudulent letters to register for Letter of Permission courses

- withholding transcripts or other required documents at the time of application to the University
- submitting false or misrepresentative medical certificates or other documentation in support of requests for concessions on academic work or deadlines

### **1.7 Sharing and Distribution of Course Content**

As per the Policy on the Sharing and Distribution of Course Content, sharing and distribution of any course content other than among individual students registered in the course is not permitted without written permission. Sharing and distribution means providing access to course content in any form to non-course participants or generally making such content accessible to others, which may involve uploading/downloading or transferring course content to, or from, another device, system or network, including but not limited to any publicly accessible website, chat group, social media, or other internet platform.

### **1.8 Student to consult if in doubt**

Students who have any doubt as to what might be considered academic dishonesty in a particular course should consult the instructor of the course to obtain appropriate guidelines.

## **Part II – Penalties for Academic Offences on Course Work, Tests or Exams**

### **2.1 Minor or major offence**

The penalty for a student who has been found to have committed an academic offence will be based on whether the offence is minor or major.

### **2.2 Penalties**

*First minor offence.* The penalty for a first offence that is a minor offence will be partial or total loss of marks on the piece of academic work. The grade reduction shall, at a minimum, lead to a failure on the piece of work. The recommended penalty is a zero grade. There will be no opportunity to resubmit the course work, test or exam.

*Second minor or first major offence.* The penalty for a second minor offence or a first offence that is a major offence will be a grade of zero on the piece of academic work with no opportunity to resubmit, plus a transcript notation (e.g., AHCL 1001H – Academic Dishonesty). A reduced final grade or a final grade of zero in the course may also be levied.

*Subsequent offence – Suspension.* The penalty for any offence i) after two minor offences; or ii) after a first offence that is a major offence; or iii) that is a major offence where a minor offence is already on record will be a period of suspension from the University (academic status ‘Suspension – Academic Dishonesty’) ranging from one term to two years in addition to a zero grade in the course and an Academic Dishonesty notation for the course. If a student, who is otherwise eligible to graduate, has been suspended for academic dishonesty, the student may not graduate until the period of the suspension has been served.

*Subsequent offence – Expulsion.* The penalty for any subsequent offence will be expulsion from the University.

### **2.3 Extraordinary circumstances**

The penalties above will be levied unless there are extraordinary circumstances which justify a different penalty.

### **2.4 Factors to determine whether offence minor or major**

In deciding whether an offence is minor or major, consideration will be given to the following factors:

- the extent of the dishonesty

- whether the act in question was deliberate or whether the student ought reasonably to have known
- the importance of the work in question as a component of the course or program
- the academic experience of the student
- any other relevant circumstances

These factors shall also be taken into consideration in determining penalty where the usual penalty provides for a range.

### **2.5 Ineligibility for Honour Rolls**

A student who has committed a major offence or multiple offences is ineligible for the Dean's Honour Roll that academic year and the President's Honour Roll at graduation.

## **Part III – Procedures for Evaluation of Course Work and Conduct During Tests and Exams**

*Note: All written communication to current students pursuant to this policy will be to the student's Trent email account.*

### **3.1 Instructor investigates**

The instructor will make reasonable inquiries to investigate the circumstances of the matter. If the instructor has reason to believe that a student has committed an academic offence, the instructor will so inform the student within a reasonable time and invite the student to meet to discuss the matter. **Instructors may request that the student provide rough work or materials used in preparing the work in question and/or explain the submission in question orally.**

### **3.2 Instructor finds no academic dishonesty**

If after meeting with the student and reviewing the evidence, the instructor is satisfied that no academic dishonesty occurred, no further action will be taken by the instructor unless new evidence comes to their attention.

### **3.3 Instructor finds academic dishonesty, reports to Chair**

If, after meeting with the student (or if the student fails to respond to the request for a meeting or does not attend a prearranged meeting) the instructor decides that academic dishonesty has occurred, the instructor will prepare a report to the Chair. The report will summarize the relevant facts and evidence, including the student's version of events if given. The report will additionally state whether the instructor considers the offence to be minor or major and the reasons therefore, as well as any extraordinary circumstances that are evident in the case. If the offence is considered to be minor, the instructor will recommend a grade reduction (see 2.2). Copies of all supporting documentation will be attached to the report. The instructor will provide a copy of the report to the student and to the Dean.

### **3.4 Opportunity for comment by student**

Should the student wish to add to or clarify the information in the report, within seven days of the date of the report, the student may request a meeting with the Chair or send written comments to the Chair.

### **3.5 Chair finds no academic dishonesty**

The Chair will carefully review the report and comments, if any. If the Chair is not satisfied that academic dishonesty occurred, the Chair will inform the student in writing of their decision, with a copy to the Dean, and no further action will be taken unless new evidence is brought to the Chair's attention.

### **3.6 Chair finds academic dishonesty, consults Office of the Dean**

If the Chair is satisfied that academic dishonesty occurred, the Chair will first determine if the offence is minor or major and the penalty that should be imposed. The Chair will then inquire of the Office of the Dean whether there is a record of any previous academic offence by the student.

### **3.7 First offence, Chair decides**

If there is no record on file of any previous academic offence by the student the Chair will levy a penalty accordingly. If, based on extraordinary circumstances, the Chair decides to levy a penalty other than the usual penalty, the Dean will be notified of the reasons for the penalty. The Chair will send to the student an Academic Dishonesty Form to inform the student in writing of the decision and confirm that a record of the offence will be filed in the department office and the Office of the Dean.

### **3.8 Limits of Chair's authority**

The Chair does not have authority to levy a penalty exceeding a grade in the course of zero with the transcript notation 'Academic Dishonesty.'

### **3.9 Timing of Chair's decision**

The Chair's decision will normally be conveyed to the student within two weeks of receiving student comments or, if no comments are provided, within two weeks of receipt of the instructor report.

### **3.10 Appeal of Chair's decision to the Dean**

The student may appeal a decision by the Chair by writing to the Dean setting out the grounds for appeal within two weeks of receiving the Academic Dishonesty Form. The Dean will normally respond to the appeal within two weeks of receiving the appeal.

### **3.11 Prior record or stronger penalty deemed appropriate by Chair, Dean decides**

If there is already a record of an academic offence(s) on file for a student, the Chair will forward the material to the Dean who will decide the matter. The Chair may also forward a case to the Dean for decision on an alleged first major offence where the Chair deems that a penalty stronger than they can render is appropriate. In the latter case the Chair will set out the reasons for their conclusion that a stronger penalty is appropriate.

### **3.12 Note on Tests and Exams**

Where an allegation of academic dishonesty arises during a test or examination, the responsible invigilator will collect the available evidence and, if the invigilator is not the course instructor, will notify the course instructor who will proceed as detailed above.

## **Part IV – Procedures for Applications to the University or One of Its Programs**

### **4.1 Notice to Registrar**

Where the alleged academic dishonesty involves falsifying, misrepresenting, or withholding records for entry into the University or one of its programs, the Registrar will be informed. This may also include a Trent student falsifying documentation to another institution, organization, or regulatory body.

### **4.2 Student notified**

The Registrar will notify the student in writing of the allegation and will invite the student to meet within a reasonable time. If the student does not respond to the request for a meeting or does not attend a prearranged meeting, the Registrar will proceed to make a decision on the



basis of the evidence before them.

#### **4.3 Registrar decides**

If, after reviewing the evidence, the Registrar is satisfied that no academic dishonesty occurred, the Registrar will inform the student in writing of their decision and no further action will be taken by the Registrar unless new evidence is brought to the Registrar's attention.

If the Registrar is satisfied that academic dishonesty has occurred, the Registrar will decide the appropriate penalty and inform the student in writing of their decision. A written record of the incident, along with the documented evidence, will be kept on file at the Office of the Registrar and the Office of the Dean if appropriate.

#### **4.4 Appeal of Registrar's decision to Dean**

The student may appeal the decision of the Registrar by writing to the Dean setting out the grounds for appeal within two weeks of notification of the Registrar's decision. The Dean will normally respond to the appeal within two weeks of receiving the appeal.

### **Part V – Other**

#### **5.1 Withdrawal from courses or the University**

Upon receipt of the instructor's report, the Office of the Dean will request that the Office of the Registrar put a registration hold on the course thereby preventing the student from withdrawing. If the student had withdrawn subsequent to a request to meet with the instructor and prior to receiving the instructor's report, the student will be re-enrolled in the course. The registration hold will remain in place unless it is determined that no infraction of the policy has taken place. In that case, the Office of the Dean will request that the registration hold and all records associated with it be removed.

A student will not be permitted to formally withdraw from the University while under investigation for academic dishonesty.

#### **5.2 Final Appeal**

The student may appeal a decision of the Dean to the Special Appeals Committee of the University within four weeks of notification of the decision. The decision of the Special Appeals Committee is final within the University.

#### **5.3 Clarification of appeals procedure**

Students seeking clarification of the appeals process may consult with their Academic Advisor. For guidance on the appeals procedures at the University see the 'Petitions and Appeals' section of the calendar and the Special Appeals website.

#### **5.4 Privacy protection**

In accordance with privacy legislation, personal information gathered under this policy will only be shared among university personnel on a need to know basis.

#### **5.5 Other allegations of academic dishonesty**

Any other allegations of academic dishonesty may be made in writing to the Dean. The Dean will determine the appropriate procedure to be followed.

#### **5.6 No permanent record of dropped allegations**

If it is determined that allegations are not supported by sufficient evidence, no permanent record of the incident will be kept on file at the offices of the department, Registrar, or Dean.

#### **5.7 Course completion or withdrawal is not a stay of proceedings**

A student's completion of a course or withdrawal from a course, program, or the University does not stay or prevent proceedings for academic dishonesty under this policy. Further,

penalties for academic dishonesty determined under this policy will appear as appropriate on the student's record, including the student's transcript, despite any such course completion or withdrawal.

### **5.8 Rescinding of degree**

If an academic integrity violation is discovered after the degree has been awarded, the University retains the right to rescind the degree.

### **5.9 Removal of transcript notations**

'Academic Dishonesty' transcript notations **and notations of suspension** will be automatically removed five years after the notation has been placed on a transcript. If a student wishes to have the transcript notation removed sooner, an application can be made in writing to the Vice President Academic. The letter should explain the reason for the request, what the student has learned from the experience, and what they have done to ensure violations of academic integrity will not occur again. Such applications may not be initiated before two years have passed. Zero grades and notations of expulsion for Academic Dishonesty will not be removed from the transcript.

### **5.10 Report on Academic Offences**

A summary of academic offences (setting out the nature of each offence and the penalty) will be prepared by the Dean annually, published on an Academic Integrity website, and circulated to Senate each year for information.

### **5.11 Participation of others in the appeal process**

As long as advance notice is given, students who wish to do so may bring one support person to a meeting with the course instructor, Chair or Dean. That person will not be permitted to participate in the discussion.