

# Welcome To Trent

## About Trent

One of Canada's top universities, Trent University was founded on the ideal of interactive learning that's personal, purposeful, and transformative. Consistently recognized nationally for leadership in teaching, research, and student satisfaction, Trent attracts excellent students from across the country and around the world. Here, undergraduate and graduate students connect and collaborate with faculty, staff, and their peers through diverse communities that span residential colleges, classrooms, disciplines, hands-on research, and co-curricular and community-based activities. Across all disciplines, Trent brings critical, integrative thinking to life every day. Today Trent's unique approach to personal development through supportive, collaborative community engagement is in demand more than ever. Students lead the way by co-creating experiences rooted in dialogue, diverse perspectives, and collaboration. In a learning environment that builds life-long passion for inclusion, leadership, and social change, Trent's students, alumni, faculty, and staff are engaged global citizens who are catalysts in developing sustainable solutions to complex issues. Trent's Peterborough campus boasts award-winning architecture in a breathtaking natural setting on the banks of the Otonabee River, just 90 minutes from downtown Toronto, while Trent University Durham – GTA delivers a distinct mix of programming in the Greater Toronto Area.

### Undergraduate Studies at Trent

Trent University has a strong commitment to undergraduate studies. We offer an impressive range of academically rigorous programs across the arts and sciences, as well as professional and specialty programs, with all the benefits of high-quality teaching within a personal, close-knit community. No wonder Trent has been named Ontario's #1 primarily undergraduate university seven years in a row.

## Trent University Durham – GTA

[trentu.ca/durham](http://trentu.ca/durham)

**Scott Henderson** (PhD, MA East Anglia, BA Trent), Dean and Head, Trent University Durham – GTA  
In 2010, Trent University Durham – GTA moved to its bright, new campus located at 55 Thornton Road S. in Oshawa where it continues its 40 plus year commitment to offering post-secondary education in the liberal arts and sciences in the Durham region and the GTA. Fall/Winter and Summer session courses taught by Durham-based faculty, and complemented by some faculty from Peterborough, enable students to pursue full degrees in the following, including some degrees unique to Durham – GTA:

- Anthropology
- Business Administration
- Child & Youth Studies (Durham – GTA only)
- Communications & Critical Thinking (Durham – GTA only)
- English Literature
- Gender & Women's Studies
- History
- Media Studies
- Philosophy
- Policing & Community Well-being (Durham – GTA only)
- Psychology
- Social Work
- Sociology

In addition, Trent University Durham – GTA now offers three postgraduate certificate programs and a new graduate degree.

- Human Resource Management
- Marketing & Entrepreneurship
- Senior Police Leadership (Durham – GTA only)

Graduate Degree:

- Masters in Management (Durham – GTA only)

Options are also offered, including:

- International Development Studies
- Legal Studies
- Marketing

Trent University Durham – GTA students who wish to pursue majors in other disciplines can supplement their Durham – GTA courses with courses taught at the Peterborough campus.

Trent University Durham – GTA also offers a range of electives from other disciplines that enrich and enhance the majors. Day and evening courses are available and are listed on the Trent University Durham – GTA website. The campus now features two fully interactive videoconference classrooms where students have the opportunity to take a number of courses without having to travel to Peterborough. Academic advisors, knowledgeable across the disciplines, assist and support current students in the planning of their academic programs, and are also available to meet with prospective students to discuss university education. An engaged faculty and staff, the on-site library, student peer mentors, and a rich program of visiting speakers, writers, and other academic events all contribute to the small, friendly, and stimulating environment of the Thornton Road campus. For more information, please visit our website.

## Using the Academic Calendar

The online version of this Calendar and its supplement(s) may be found on the University's website at [trentu.ca/calendar](http://trentu.ca/calendar) and is the University's official version. In the case of a discrepancy between a printed version and the online version, the online Calendar will be considered accurate.

The University reserves the right to make changes after the publication of this Calendar. Any updates applicable to the current academic year will be posted online in a supplement. Previous versions of the Academic Calendar and accompanying supplements are available online and in the Office of the Registrar.

It is the responsibility of all students to familiarize themselves with the specific requirements for the degree or diploma that they seek. While advice and counselling are readily available, it is the students' responsibility to ensure that the courses in which they register fulfill their degree and program requirements.

### Effective Date of Undergraduate Calendar

The Undergraduate Calendar is effective on May 1 of the year in which it is published. All policies, course information, and degree regulations apply to the Summer session unless otherwise indicated.

### Disclaimer and Limitation of Liability

No liability shall be incurred by Trent University for loss or damage suffered or incurred by any student or third party as a result of delays, suspension or termination of services, practica, seminars, placements, courses or classes or other activities by reason of natural disasters, civil unrest or disobedience, labour disputes, work stoppages, strikes, lockouts, financial exigency, restrictive laws or governmental regulations, orders or directives, inability to procure materials, trades or labour, weather, utility interruptions, damage to University property, acts of war or terrorism, threats to

the safety or security of the University, its property, or people, or other happenings or occurrences beyond the reasonable control of Trent University.

In respect of any Claim for damages or indemnification by any person (a “Claimant”) under the terms and conditions of this Calendar and its academic and non-academic regulations against Trent University or any of its employees, governors, members, officers, or agents (any of them, a “Defendant”), whether based in contract (whether or not a fundamental breach of contract), tort (including negligence), or otherwise, the Claimant’s sole and exclusive remedy shall be to receive from the Defendants (in the aggregate) payment for actual and direct damages to a maximum aggregate amount for all such Claims equal to the fees payable and paid by the Claimant to Trent University respecting the services, practica, seminars, placements, courses or classes, or other activities governed under this Calendar in the twelve months preceding the Claim.

In no event shall Trent University be liable for any indirect, economic, special, punitive, commercial, incidental, exemplary, or consequential damages (including without limitation lost profits, loss of business revenue or earnings, lost data, damages caused by delays, or a failure to realize expected savings or revenue) directly or indirectly arising out of or in connection with delays, suspension or termination of services, practica, seminars, placements, courses or classes, or other activities, or the terms and conditions of this Calendar and its academic and non-academic regulations whether or not such damages could reasonably be foreseen or their likelihood was disclosed to the parties.

### **Jurisdiction/Governing Law**

This Calendar, its rules and regulations, and the rights and obligations of the parties hereunder shall be governed by the laws of the Province of Ontario. Any action or proceeding for relief regarding these provisions shall be brought in the Province of Ontario.

## **Rights & Responsibilities**

- The University recognizes its responsibility to provide students with proper information. This Calendar, including all Calendar supplements, and course syllabuses constitute the only contracts between students and the University. It is incumbent upon students to be aware of and adhere to program regulations, requirements, and published deadlines. The University used best efforts, insofar as reasonably possible, to confirm the accuracy of this Calendar at the time it was published; however, the University retains the right, at its sole discretion and without notice, to revise or alter its curriculum, including but not limited to cancelling programs, in which case this Calendar may no longer be accurate. It is understood and agreed that the University will not be in any way liable or legally responsible for such inaccuracies.
- Every member of Trent University—faculty, staff, or student—has a right to freedom from discrimination in the University by another faculty, staff member, or student because of age, ancestry, citizenship, colour, creed, disability, ethnic origin, family status, gender identity/ expression, marital status, place of origin, race, record of offences (in employment only), sex and sexual orientation. (For details, please consult Trent’s Policy on Discrimination and Harassment on the Trent University Centre for Human Rights, Equity & Accessibility web page.)
- Trent University recognizes its responsibility to those of its students, faculty, and staff with disabilities. The University undertakes to make reasonable accommodations to ensure access to its academic programs and physical facilities, short of undue hardship, while protecting the academic integrity of the University.
- Trent University residences and buildings are smoke-free.
- Trent University manages personal information of individuals in accordance with applicable legislation and University policies on the protection of personal privacy.

# Protection of Personal Information

## Notification of Collection, Use, and Disclosure of Personal Information

Students' personal information is collected, used, and disclosed by Trent University under the authority of Section 18(3)(c) of *The Trent University Act, 1962-63*.

### Applicants and Prospective Students

Trent University may collect and use personal information from prospective students to communicate with them about University programs, process applications, determine eligibility for admission and student awards, administer surveys, research enrolment issues, and maintain related statistical data.

### Current Students

Once admitted and enrolled in an academic program, a student's information is used by the University to deliver academic and administrative programs and services. This includes but is not limited to: recording academic progress, creating the permanent student record, providing financial aid, delivering student services, conducting program reviews/appraisals, and communicating with students regarding University business. Personal information may also be used by the University, its authorized agents, approved researchers, and/or the provincial and federal government for statistical research purposes.

Trent University is required to disclose personal information such as Ontario Education Numbers, student characteristics, and educational outcomes to the Ministry of Training, Colleges and Universities under s. 15 of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M.19, as amended. The ministry collects this data for purposes such as planning, allocating, and administering public funding to colleges, universities, and other post-secondary educational and training institutions and to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the ministry for purposes that relate to post-secondary education and training. Further information on how the Ministry of Training, Colleges and Universities uses this personal information is available on the ministry's website: [ontario.ca/page/ministry-advanced-education-and-skills-development](http://ontario.ca/page/ministry-advanced-education-and-skills-development) (English) or [www.ontario.ca/fr/page/ministere-de-lenseignement-superieur-et-de-la-formation-professionnelle](http://www.ontario.ca/fr/page/ministere-de-lenseignement-superieur-et-de-la-formation-professionnelle) (French), or by writing to the Director, Post-secondary Finance and Information Management Branch, Post-secondary Education Division, 7th Floor, Mowat Block, 900 Bay Street, Toronto, ON M7A 1L2.

Students who hold a graduate teaching assistantship or other position covered by the Canadian Union of Public Employees (CUPE II) are, by nature of their employment, members of CUPE Local 3908. The University provides the names and trentu.ca email addresses of these students to CUPE for the purpose of communications related to the student's membership in the union.

The University may disclose limited and specific student information to its recognized student government associations (Trent Central Student Association, Trent Graduate Student Association, Trent Durham Student Association, and Trent-Fleming Nursing Students' Association) for the purposes of administering their membership programs, elections, and health plans. For student health benefit plans, the sponsoring association securely transfers the name, sex, date of birth, student number, and in some cases the trentu.ca email address, of eligible student members to its health benefits provider and carrier to enable them to establish eligibility, grant access to the benefits portal, and verify the identity of students enrolled in the health plan. The University may provide the names of college members to college cabinets for member identification purposes.

Where students are enrolled in collaborative academic programs, Trent University may be required to transfer personal information to another post-secondary institution. Wherever possible, students will be provided with a separate notice explaining any information-sharing required to jointly administer their program. Information relating to academic integrity misconduct (e.g., falsification of documents) may be shared with other post-secondary educational institutions. Select information may be shared with government funding agencies to process financial assistance applications, with collection agencies for outstanding accounts, and with contracted service providers acting on behalf

of the University. Credit card information is transferred to an independent processing company in order to process payments.

To the extent permitted by the *Ontario Freedom of Information and Protection of Privacy Act*, personal information may be disclosed to law enforcement agencies. The University may also be required to contact an appropriate third party about a student in compassionate circumstances or in compelling circumstances affecting the health or safety of an individual or group.

Information regarding graduation and graduation awards is made public at the time of convocation. The name, year, and program of award winners may be shared with donors, and academic awards and scholarships may be celebrated within the University community.

Limited student personal information, including name, sex, date of birth, home address, email, and phone number of students registered at Trent University Durham – GTA, is provided on a confidential basis to the City of Oshawa – Recreation & Culture Services for the sole purpose of confirming eligibility of, and managing registration for, athletics fitness membership under the terms and conditions of multi-year fitness membership agreement between the Trent Durham – GTA Student Association (TDSA) and the Corporation of the City of Oshawa.

## Alumni

Unless individuals have requested otherwise, the University may keep in touch with alumni for purposes that support the mission of the University, including surveys, institutional research, invitations to events, philanthropy, newsletters, and other information on programs and services.

From time to time, the University may enter into an agreement with a statistical research firm to conduct surveys on behalf of the University. These firms may contact groups of prospective students, current students, or alumni by email to request their participation in a survey. Participation is voluntary in all cases and individuals may choose not to be contacted further for survey purposes.

Questions on how student information is collected, used, or disclosed at Trent University, or special concerns/requests regarding the management of a student's personal information, may be directed to the University Registrar, Office of the Registrar, Blackburn Hall, Trent University, 1600 West Bank Drive, Peterborough, ON K9L 0G2, or email: [registrar@trentu.ca](mailto:registrar@trentu.ca).

## Notification of Use and Disclosure of Personal Information to Statistics Canada

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education.

It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at postsecondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand 'outcomes'. In order to conduct such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada, student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity.

The federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used for statistical purposes only, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify a student.

Students may contact Statistics Canada via e-mail if they have any questions: [statcan.PSIS-SIEP.statcan@canada.ca](mailto:statcan.PSIS-SIEP.statcan@canada.ca).

# Student Records Policies

## Access to Student Record Policy

By applying for admission to Trent University and by registering in programs or courses at the University, students accept the University's right to collect pertinent personal and academic information. The information is used to assess their qualifications for admission, establish and update a record of their academic performance, determine their eligibility for awards and scholarships, determine government funding, and allow the University to undertake its obligations under *The Trent University Act, 1962-63*. For further information on the collection and use of this information, or if you have concerns about the collection and use of this information, please contact the University Registrar at [registrar@trentu.ca](mailto:registrar@trentu.ca).

All documentation provided to the University to support an application for admission, housing, financial awards, or any petition or appeal becomes the property of the University. The University Registrar, in the Office of the Registrar, is the custodian of all official physical and electronic academic records of all students who have been or are currently registered in academic programs at Trent University. The Office of the Registrar strives to ensure the security and privacy of personal information through the application of appropriate systems for access to that information, the development of procedures, and the education and training of staff and faculty to treat personal information in confidence.

## Trent University's Principles on Access to Confidential Student Records and Disclosure of Information

The University will not disclose personal information it has collected except in the following circumstances:

1. the person has consented in writing to disclosure of specific information for a particular purpose;
2. the person has authorized in writing another individual to act on their behalf or participate in their affairs at the University;
3. the information is required by an authorized staff person in the course of their work;
4. to comply with legal requirements, including but not limited to, granting of access to Statistics Canada;
5. in compelling or compassionate circumstances, or as otherwise permitted under the *Freedom of Information and Protection of Privacy Act*.

The University will disclose information about students who have graduated, such as degree conferred, date, medals, and scholarships, as this information is printed in the convocation program. Whether a student is currently registered is not considered to be public information and may not be disclosed except as specified in the above Principles.

### I. Disclosure to the student:

1. Students normally have the right to review the information contained in their hard-copy file, with the exception of confidential evaluations and letters of reference provided by a third party. Students who wish to review their hard-copy file must make an appointment with the University Registrar (or designate). Any student who is not satisfied with the access provided may make a formal request under the Freedom of Information and Protection of Privacy Act through the office of the access/privacy officer: [trentu.ca/access-privacy/access](http://trentu.ca/access-privacy/access).
2. Students may request that incorrect information in their files be corrected and that those who may have received incorrect information are notified of the change. Students seeking to correct their information may be asked to complete a formal access/correction request.
3. Students have access to their electronic record through myAcademic Record. This includes biographic and academic information.

4. Documents submitted by or for the student in support of the application for admission or for transfer credit become the property of Trent University and will not be released or redirected. In rare instances, authorized by the University Registrar or designate, an original transcript may be released to the student and a copy retained in the file with an explanation for this action.
5. Students with no outstanding financial obligations to the University may, upon written request and payment of a fee, obtain an official transcript of their academic record at the University or have copies sent to a third party. Transcripts will show scholarships, awards, and prizes granted, courses taken, grades achieved, academic status, and degrees conferred.
6. Students with outstanding financial obligations to the University will be denied access to information such as grades, official transcripts, and degree certificates, and will be unable to add courses.

## **II. Disclosure to faculty and administrative officers of the University:**

Faculty and administrative staff of the University who require access to student records in order to carry out their official duties are given access on a need-to-know basis.

## **III. Disclosure to parents, guardians, educational institutions, and agencies:**

1. Requests for student record information received from another institution of learning or from other organizations will be permitted only with written authorization from the student; such authorization specifies the information to be provided (e.g., official transcript) and to whom the information is to be sent.
2. Student record information (including application, admission, and/or registration information) will not be released to a third party, such as a parent or guardian, without the student's written authorization.

## **IV. Disclosure to government agencies:**

Student record information may be provided in the following instances:

1. in response to a court order, summons, or subpoena directing the University to release information;
2. to provide the Ministry of Training, Colleges and Universities with enrolment reports;
3. to provide data to Statistics Canada for national surveys;
4. to provide data as required by professional licensing and certification bodies;
5. to provide information as allowed under access/privacy legislation.

## **V. Disclosure to student governments:**

All registered students pay student association fees. The Trent Central Student Association, the College Cabinets, and the Trent Durham Student Association (the "Associations") do, from time to time, require specific student record information for particular purposes. The Office of Student Affairs is authorized to provide the Associations with labels, lists, and/or e-mail addresses for the purposes of communicating with students or determining their eligibility for some services.