

Policies & Administration

Admissions

trentu.ca/futurestudents

Trent University welcomes applications from Canadian and international students. Acceptance of an Offer of Admission is required before students may register in courses. The same admission requirements, application and registration procedures, and deadlines apply at all Trent University locations. Applicants are advised that programs may require a higher academic average than the published minimum.

Protection of Privacy

Trent University values the protection of privacy and all information for admission purposes is collected under the authority of *The Trent University Act, 1962-63* and the Ontario Freedom of Information and Protection of Privacy Act, 1988. For more information, please see [p. 4](#).

Admission Requirements

These admission requirements have been approved by the University Senate. Authority for interpretation of the regulations rests with the Admissions Office. The University has the right to accept or reject any applicant.

Minimum Admission Requirements

All percentages stated in these admission requirements are based on a pass mark of 50%. For schools and colleges operating on a pass mark other than 50%, the percentage required for admission is adjusted.

The minimum admission requirements outlined are for general admission to the Faculty of Arts & Science at the University. Some programs have additional assessment criteria.

English Proficiency Requirements

English is the normal language of instruction and communication at Trent University; therefore, an applicant whose primary language is not English, or whose previous education has been conducted in another language, must demonstrate a command of English sufficient to meet the demands of classroom instruction, written assignments, and participation in tutorials and discussions.

The following factors will be taken into account in assessing an applicant's facility in the English language:

- the primary language of the applicant ordinarily spoken in the home and in the workplace;
- the duration of study and the language of instruction in secondary and post-secondary educational institutions;
- the results obtained in any academic secondary and/or post-secondary courses in which a high standard of English is required; and
- the results of English language proficiency tests.

Applicants who are determined by the University to have insufficient experience or skills in written and spoken English will be required to achieve a satisfactory score from one of the following English language testing services:

- TOEFL (Test of English as a Foreign Language): The minimum acceptable score for regular admission is 86 IBT, or 580 PBT with a minimum TWE score of 4.5 (but see gradual admission below).
- CAEL (Carleton English Language Test): The minimum acceptable score is 60, with at least 60 in Writing Proficiency (but see gradual admission below).
- MELAB (Michigan English Language Assessment Battery): The minimum acceptable score is 85, with no part below 80 (but see gradual admission below).
- IELTS (International English Language Testing Services): The minimum acceptable score is 6.5, with no band lower than 6 (but see gradual admission below).
- Pearson PTE Academic: The minimum acceptable score is 59.

Applicants who have results from recognized Canadian university English language testing services may submit their results for consideration.

Please note that Trent University reserves the right to request English language proficiency results from any applicant. Applicants with TOEFL (or equivalent) scores below the acceptable minimums are invited to apply for gradual admission through Trent-ESL: English for University program (see Trent International, [p. 405](#)).

The University's Right to Deny Admission

Meeting the minimum requirements does not guarantee admission to any course, program, or department at the University. Enrolment is limited and the University will select the most qualified candidates for admission. The University reserves the right to deny admission to any candidate. The University also reserves the right to refuse readmission to candidates who have not achieved an acceptable academic standing.

The University's Right to Offer Part-Time Admission to Full-Time Applicants

The University reserves the right to offer part-time admission to applicants for full-time studies.

Applicants with Extenuating Circumstances

Applicants who do not meet the University's published admission requirements are invited to submit an Extenuating Circumstances Supplemental Application form that can be found under the Academics tab on the MyTrent portal.

Mature Applicants

Applicants who are 21 years of age at the time classes commence, who have been out of a full-time educational institution for at least two years, and who are not eligible for admission consideration under the published admission requirements, may apply as mature applicants. Applicants are required to submit a Mature Student Supplementary Application form that can be found under the Academics tab on the MyTrent portal. Applicants may be asked to provide further information and/or be available for an admission interview.

Admissions from Secondary School Systems

Canadian Secondary Schools

Please review the chart on [p. 429](#) for a detailed description of minimum requirements and prerequisites for admission from a Canadian secondary school.

Concurrent Trent/Grade 12 Course Registration

Students studying under the university stream curriculum in their final year of secondary school who have high marks may apply to complete coursework at Trent concurrent with their completion of grade 12 courses. Students are required to have marks consistently in the A/A+ range and must obtain written permission from the principal of their school. All applicants must be approved by the Office of Admissions.

International Baccalaureate (IB) program

All applicants who have completed the International Baccalaureate Diploma with a minimum overall score of 26, including at least three courses at the Higher Level, will be considered for admission. English at a Higher or Standard Level is required. Advanced standing and transfer credit will be granted for Higher Level subjects passed with a grade of five (5) or higher. The maximum credit that will be awarded from an IB Diploma is 5.0 credits (one year of full-time study). Please refer to section on Transfer Credits ([p. 438](#)).

General Certificate of Education (GCE)

All applicants who have completed the General Certificate of Education (or equivalent) under the British system of education are required to pass at least five Ordinary Level subjects and two Advanced Level subjects with grades of C or better, or at least four Ordinary Level subjects and three Advanced Level subjects with grades of C or better. Two Advanced Subsidiary subjects may be substituted for one Advanced Level subject. A grade of C or better in O-Level English is required to satisfy the English proficiency requirement. Advanced level subjects with grades of C or better will be considered for advanced standing or transfer credit, to a maximum of 5.0 credits (one year of full-time study).

American Secondary School Systems

All applicants who have completed a US secondary school diploma with a minimum GPA of 3.0 on a 4-point scale (or B average or 85%) in an academic program from a recognized institution will be eligible for consideration. A minimum of 70% in Grade 12 English is required. At least 4 different subjects at the matriculation level must be included. SAT or ACT scores are optional for students completing a US secondary school diploma.

Other International Systems

Students studying outside Canada who have achieved admission levels for universities in their own country will be considered for admission on an individual basis. For information regarding country-specific admission requirements visit trentu.ca/international.

Canadian Secondary School Admission Requirements

Students must successfully complete the requirements for secondary school graduation.

A minimum average of 70% on courses considered for admission is required for admission to Trent University.

A minimum grade of 60% must be obtained in English. Scholarships are awarded with a minimum academic average of 80%.

	Alberta/NWT Nunavut	British Columbia/Yukon
General Admission Requirements (required for all programs)	English 30 and at least four additional academic 30 or 31 courses	English 12 and at least three additional academic grade 12 courses
Teacher Education Stream	ALL PROVINCES—Students will fulfill requirements for a BA or BSc. Applicants are required to meet admission requirements for both the Education program and the Faculty of Arts & Science. A supplemental application (Applicant Profile) is required. Further information can be found online at trentu.ca/education/tes.php . A minimum average of 75% on courses considered for admission is required.	
Bachelor of Environmental Science/Studies	A minimum average of 75% on courses considered for admission is required.	
Bachelor of Arts and Science	A minimum average of 75% on courses considered for admission is required.	
Bachelor of Business Administration	Math 30-1 or Math 30-2	Math 12
Biomedical Science	Math 30-2	Math 12
Computing Systems Co-op	Math 30-1 or Math 30-2 A minimum average of 80% on courses considered for admission is required. Applicants must also submit the Computing Systems Co-op Applicant Essay.	Math 12
Conservation Biology*	Biology 30; Chemistry 30; Math 30-1, or Math 30-2 A minimum average of 75% on courses considered for admission is required.	Biology 12; Chemistry 12; Math 12
Environmental Geoscience*	3204, or 3205 A minimum average of 75% on courses considered for admission is required.	Chemistry 12; Math 12
Forensic Science*	Biology 30; Chemistry 30; Math 30-1 or Math 30-2 A minimum average of 75% on courses considered for admission is required.	Biology 12; Chemistry 12; Math 12
Medical Professional Stream	A minimum average of 80% on courses considered for admission is required. Applicants are also required to submit an Autobiographical Sketch	
Nursing*	Biology 30; Chemistry 30; Math 30-1, or Math 30-2	Biology 12; Chemistry 12; Math 12
Kinesiology	Biology 30; Math 30-1 or Math 30-2 A minimum average of 75% on courses considered for admission is required.	Biology 12; Math 12

* Students applying to the BSc in Nursing, BSc in Forensic Science, B.Sc. in Conservation Biology or BSc in Environmental Geoscience should be aware that their prerequisite course grades will be used as part of the admission calculations.

	Manitoba	New Brunswick
General Admission Requirements (required for all programs)	English 40S and at least four grade 12 courses at S or U level	English 121 or 122 (or French 12-1 or 12-2) and at least four additional academic grade 12 courses
Teacher Education Stream	ALL PROVINCES—Students will fulfill requirements for a BA or BSc. Applicants are required to meet admission requirements for both the Education program and the Faculty of Arts & Science. A supplemental application (Applicant Profile) is required. Further information can be found online at trentu.ca/education/tes.php . A minimum average of 75% on courses considered for admission is required.	
Bachelor of Environmental Science/Studies	A minimum average of 75% on courses considered for admission is required.	
Bachelor of Arts and Science	A minimum average of 75% on courses considered for admission is required.	
Bachelor of Business Administration	Math 40S	Math 120, 121, or 122
Biomedical Science	Math 40S	Math 120, 121, or 122
Computing Systems Co-op	Math 40S A minimum average of 80% on courses considered for admission is required. Applicants must also submit the Computing Systems Co-op Applicant Essay.	Math 120, 121, or 122
Conservation Biology*	Biology 40S; Chemistry 40S; Math 40S or Pre-calculus Math 40S A minimum average of 75% on courses considered for admission is required.	Biology 121 or 122; Chemistry 121 or 122; Math 120, 121, or 122
Environmental Geoscience*	Chemistry 40S; Math 40S or Pre-Calculus 40S A minimum average of 75% on courses considered for admission is required.	Chemistry 121 or 122; Math 120, 121 or 122
Forensic Science*	Biology 40S; Chemistry 40S; Math 40S or Pre-calculus Math 40S A minimum average of 75% on courses considered for admission is required.	Biology 121 or 122; Chemistry 121 or 122; Math 120, 121, or 122
Medical Professional Stream	A minimum average of 80% on courses considered for admission is required. Applicants are also required to submit an Autobiographical Sketch	
Nursing*	Biology 40S; Chemistry 40S; Math 40S or Pre-Calculus 40S	Biology 121 or 122; Chemistry 121 or 122; Math 120, 121, or 122
Kinesiology	Biology 40S; Math 40S or Pre-Calculus Math 40S	Biology 121 or 122; Math 120, 121, or 122

* Students applying to the BSc in Nursing, BSc in Forensic Science, B.Sc. in Conservation Biology or BSc in Environmental Geoscience should be aware that their prerequisite course grades will be used as part of the admission calculations.

	Newfoundland	Nova Scotia
General Admission Requirements (required for all programs)	Ten credits at the 3000 level including English 3201 (2 credits)	English 12 and at least four additional academic or advanced grade 12 courses
Teacher Education Stream	ALL PROVINCES—Students will fulfill requirements for a BA or BSc. Applicants are required to meet admission requirements for both the Education program and the Faculty of Arts & Science. A supplemental application (Applicant Profile) is required. Further information can be found online at trentu.ca/education/tes.php . A minimum average of 75% on courses considered for admission is required.	
Bachelor of Environmental Science/Studies	A minimum average of 75% on courses considered for admission is required.	
Bachelor of Arts and Science	A minimum average of 75% on courses considered for admission is required.	
Bachelor of Business Administration	Math 3200, 3201, 3204, or 3205	Math 12
Biomedical Science	Math 3200, 3201	Biology 12; Chemistry 12; Math 12; Physics 12
Computing Systems Co-op	Math 3200, 3201, 3204, or 3205	Math 12
	A minimum average of 80% on courses considered for admission is required. Applicants must also submit the Computing Systems Co-op Applicant Essay.	
Conservation Biology*	Biology 3201; Chemistry 3202; Math 3200, 3201, 3204, or 3205	Biology 12; Chemistry 12; Math 12
	A minimum average of 75% on courses considered for admission is required.	
Environmental Geoscience*	Chemistry 3202; Math 3200, 3201, 3204 or 3205	Chemistry 12; Math 12
	A minimum average of 75% on courses considered for admission is required.	
Forensic Science*	Biology 3201; Chemistry 3202; Math 3200, 3201, 3204, or 3205	Biology 12; Chemistry 12; Math 12
	A minimum average of 75% on courses considered for admission is required.	
Medical Professional Stream	A minimum average of 80% on courses considered for admission is required. Applicants are also required to submit an Autobiographical Sketch	
Nursing*	Biology 3201; Chemistry 3202; Math 3200, 3201, 3204, or 3205	Biology 12; Chemistry 12; Math 12
Kinesiology	Biology 3201; Math 3200, 3201, 3204, or 3205	Biology 12; Math 12

* Students applying to the BSc in Nursing , BSc in Forensic Science, B.Sc. in Conservation Biology or BSc in Environmental Geoscience should be aware that their prerequisite course grades will be used as part of the admission calculations.

	Ontario	PEI
General Admission Requirements (required for all programs)	ENG4U and five additional U or M courses	English 621 and at least four additional 600-level academic or advanced subjects
Teacher Education Stream	ALL PROVINCES—Students will fulfill requirements for a BA or BSc. Applicants are required to meet admission requirements for both the Education program and the Faculty of Arts & Science. A supplemental application (Applicant Profile) is required. Further information can be found online at trentu.ca/education/tes.php . A minimum average of 75% on courses considered for admission is required.	
Bachelor of Environmental Science/Studies	A minimum average of 75% on courses considered for admission is required.	
Bachelor of Arts and Science	A minimum average of 75% on courses considered for admission is required.	
Bachelor of Business Administration	MHF4U, MCV4U or MDM4U	Math 611 or 621
Biomedical Science	ENG4U; SBI4U; SCH4U; MHF4U or MCV4U; SPH4U or SES4U	Biology 611 or 621; Chemistry 611 or 621; Math 611 or 621; Physics 621
Computing Systems Co-op	MHF4U, MCV4U or MDM4U A minimum average of 80% on courses considered for admission is required. Applicants must also submit the Computing Systems Co-op Applicant Essay.	Math 611 or 621
Conservation Biology*	ENG4U; SBI4U; SCH4U; one of MCB4U, MHF4U, MCV4U, or MGA4U A minimum average of 75% on courses considered for admission is required.	Biology 611 or 621; Chemistry 611 or 621; Math 611 or 621
Environmental Geoscience*	SCH4U; MHF4U or MCV4U A minimum average of 75% on courses considered for admission is required.	Chemistry 611 or 621; Math 611 or 621
Forensic Science*	ENG4U; SBI4U; SCH4U; one of MCB4U, MHF4U, MCV4U, or MGA4U A min. average of 75% on courses considered for admission is required.	Biology 611 or 621; Chemistry 611 or 621; Math 611 or 621
Medical Professional Stream	A minimum average of 80% on courses considered for admission is required. Applicants are also required to submit an Autobiographical Sketch	
Nursing*	SBI4U; SCH4U; any 4U Math	Biology 611 or 621; Chemistry 611 or 621; Math 611 or 621
Kinesiology	ENG4U; SBI4U; one of MHF4U, MCV4U, or MDM4U A minimum average of 75% on courses considered for admission is required.	Biology 611 or 621; Math 611 or 621

* Students applying to the BSc in Nursing, BSc in Forensic Science, B.Sc. in Conservation Biology or BSc in Environmental Geoscience should be aware that their prerequisite course grades will be used as part of the admission calculations.

	Quebec	Saskatchewan
General Admission Requirements (required for all programs)	CEGEP–ENG 603 plus completion of at least 11 academic courses	One 30-level English plus 4 additional academic grade 12 courses at level 30
Teacher Education Stream	ALL PROVINCES—Students will fulfill requirements for a BA or BSc. Applicants are required to meet admission requirements for both the Education program and the Faculty of Arts & Science. A supplemental application (Applicant Profile) is required. Further information can be found online at trentu.ca/education/tes.php . A minimum average of 75% on courses considered for admission is required.	
Bachelor of Environmental Science/Studies	A minimum average of 75% on courses considered for admission is required.	
Bachelor of Arts and Science	A minimum average of 75% on courses considered for admission is required.	
Bachelor of Business Administration	Math 201, or Calculus I and II	30-level Math or Calculus
Biomedical Science	Biology 101; Chemistry 202; Math 201, or Calculus I and II; Physics I and II	Biology 30; Chemistry 30; 30-level Math or Calculus; Physics 30
Computing Systems Co-op	Math 201, or Calculus I and II A minimum average of 80% on courses considered for admission is required. Applicants must also submit the Computing Systems Co-op Applicant Essay.	30-level Math or Calculus
Conservation Biology*	Biology 101; Chemistry 202; Math 201, or Calculus I and II A minimum average of 75% on courses considered for admission is required.	Biology 30; Chemistry 30; 30-level Math or Calculus
Environmental Geoscience*	Chemistry 202; Math 201 or Calculus I and II A minimum average of 75% on courses considered for admission is required.	Chemistry 30; 30-level Math or Calculus
Forensic Science*	Biology 101; Chemistry 202; Math 201, or Calculus I and II A minimum average of 75% on courses considered for admission is required.	Biology 30; Chemistry 30; 30-level Math or Calculus
Medical Professional Stream	A minimum average of 80% on courses considered for admission is required. Applicants are also required to submit an Autobiographical Sketch	
Nursing*	Biology 101; Chemistry 202; Math 201, or Calculus I and II	Biology 30; Chemistry 30; 30-level Math or Calculus
Kinesiology	Biology 101; Math 201, or Calculus I and II A minimum average of 75% on courses considered for admission is required.	Biology 30; 30-level Math or Calculus

* Students applying to the BSc in Nursing, BSc in Forensic Science, B.Sc. in Conservation Biology or BSc in Environmental Geoscience should be aware that their prerequisite course grades will be used as part of the admission calculations.

Advanced Placement (AP) Program

All applicants who have completed Advanced Placement courses from the College Board are required to submit their examination results for evaluation. Advanced standing or transfer credit will be granted for most Advanced Placement courses with examination grades of four (4) or better, to a maximum of 5.0 credits (one full year of study).

Advanced Placement Course Equivalencies

AP Course Name	Trent Equivalency (First year/1000 level only)	Credit Value
Art History	Arts general credit	1.0
Art Studio (Drawing)	Arts general credit	1.0
Art Studies (General)	Arts general credit	1.0
Biology	BIOL 1020H and 1030H	0.5 + 0.5
Calculus AB	Science general credit	1.0
Calculus BC	MATH 1110H and 1120H	1.0
Chemistry	CHEM 1000H and 1010H	0.5 + 0.5
Comp. Gov. & Politics	Political Studies unassigned	0.5
Computer Science A	COIS 1010H	0.5
Computer Science AB	COIS 1010H and Computing & Information Systems unassigned	0.5 + 0.5
Macroeconomics	ECON 1020H	0.5
Microeconomics	ECON 1010H	0.5
English Language	No credit	0
English Literature	Arts general credit	1.0
Environmental Science	Environmental & Resource Science unassigned	1.0
French Language	Arts general credit	1.0
French Literature	Arts general credit	1.0
German	GRMN 1000Y	1.0
History—American	History unassigned	1.0
History—Europe	HIST 1201H and 1202H	1.0
Latin	LATN 1000H and 1001H	0.5 + 0.5
Music Literature	Arts general credit	1.0
Music Theory	Arts general credit	1.0
Physics B	Science general credit	1.0
Physics C—Electricity	Science general credit	0.5
Physics C—Mechanics	Science general credit	0.5
Psychology	PSYC 1020H and 1030H	0.5 + 0.5
Spanish Language	Arts general credit	1.0
Spanish Literature	Arts general credit	1.0
US Government	Political Studies unassigned	0.5

Note

- 1.0 credit equals one full-course; 0.5 credit equals one half-course.

Admissions from Post-secondary Institutions

Canadian Universities

Students applying from another accredited university will be considered for admission following at least one semester of study with a minimum 65% average (2.0 GPA on a scale of 4.0). Admission consideration is based on a student's overall academic background including secondary school results. Applicants are advised they will normally require a higher academic average than the published minimum. Up to 10.0 credits (the equivalent of two years of full-time study) may be transferred toward an undergraduate degree program for courses completed with a minimum of 60% (see Transfer Credits, [p. 438](#)).

Students holding a first degree may be admitted to undertake a second undergraduate degree. Those with first degrees from universities may be admitted with a minimum average of 65% (2.0 GPA on a scale of 4.0) and may receive up to 10.0 credits toward a second undergraduate degree. Please refer to the Second Degree section on [p. 459](#) for further information about second degrees. Anyone may also apply for individual courses for general interest, or to upgrade to an Honours degree for application to graduate school. Students serving a term of academic suspension or academic debarment at an accredited Canadian university will normally not be eligible for entrance consideration during the period of suspension or debarment.

Canadian Community Colleges

Students applying from a community college situated in Canada will be considered for admission following at least one semester of study with a minimum 65% average (2.0 GPA on a scale of 4.0). Admission consideration is based on a student's overall academic background including secondary school results. Enrolment is limited and the University will select the most qualified candidates for admission. Transfer credit to a maximum of 10.0 credits may be granted based on overall academic background, length of program, and on the recommendations of the appropriate departments at Trent University.

Ontario Colleges of Applied Arts and Technology (CAAT)

Students applying from a College of Applied Arts and Technology (CAAT) will be considered for admission upon completion of at least one semester of full-time study in an acceptable diploma program with an overall average of 65% (2.0 GPA on a scale of 4.0) or better. Enrolment is limited and the University will select the most qualified candidates for admission. Transfer credit to a maximum of 10.0 credits may be granted based on overall academic background, length of program, and on the recommendations of the appropriate departments at Trent University.

Quebec Applicants from CEGEP

Students applying from CEGEP are required to present at least 12 academic courses. A minimum overall average of 65% is required. The admission average is based on all academic courses completed for credit. Failed courses will be taken into consideration in determining admission. Enrolment is limited and the University will select the most qualified candidates for admission. Students who have successfully completed two years of full-time study at CEGEP may be eligible for transfer credit to a maximum of 5.0 credits (equivalent to one year of full-time study), depending on the overall academic average or the recommendations of the appropriate departments at Trent University.

Foreign Post-secondary Institutions

Students applying from an accredited university degree, college diploma, or associate degree program outside Canada will be considered for admission following the completion of at least one semester of study. Admission consideration is based on the student's overall academic background including secondary school results. Academic averages required will depend on the academic system. Enrolment is limited and the University will select the most qualified candidates for admission. Transfer credit to a maximum of 10.0 credits (the equivalent of two years of full-time study) may be granted depending on course content and marks. Applicants holding a first degree may be

admitted to undergraduate studies to undertake a second undergraduate degree. Applicants may not undertake a second degree in the same major or minor as their first degree. They may, however, apply to upgrade from a three-year degree to a four-year Honours degree in the same major as their first degree. Applicants may also apply for individual courses for general interest.

Visiting (Non-degree) Students

Students wishing to enrol in courses at Trent University for a particular academic session but who are not pursuing a formal Trent University credential (i.e., degree, diploma, or certificate) are defined as Visiting (Non-degree) students. All Visiting students are required to follow the usual admissions procedures and are expected to meet the same admission requirements as degree students at Trent University. Visiting students are not evaluated for transfer credit.

Letter of Permission students are Visiting Students who are intending their Trent coursework to be applied to a credential at another accredited post-secondary institution. In addition to meeting the requirements above, students applying to Trent University on Letter of Permission must also submit an official Letter of Permission from their home institutions. An offer of admission does not guarantee registration in the courses indicated on the Letter of Permission. Students may be required to obtain permission from appropriate academic departments.

Special Students are Visiting Students who are not intending their Trent coursework to be applied to a credential at any other accredited post-secondary institution.

Readmission

Readmission refers to the process by which former Trent University students apply to return to their studies. For a full overview of readmission procedures visit trentu.ca/readmit.

- I. Students in any of the following situations must complete an application in order to be considered for readmission to Trent University (further information on the application process can be found at: trentu.ca/futurestudents/undergraduate/requirements/former-trent-student)
 1. students who have attended another post-secondary institution after leaving Trent University voluntarily; or
 2. students who have been required to leave the University for academic reasons.

(Studies completed at another post-secondary institution during a term of suspension may be considered as a basis for readmission to the University but may not necessarily be considered for transfer credit.)
- II. Students in any of the following situations, who left Trent University voluntarily, and who have not attended another post-secondary institution, can return to studies by contacting Enrolment Services in the Office of the Registrar:
 1. students in good standing;
 2. students on probation;
 3. students who have graduated; or
 4. students who have completed an undergraduate degree at Trent University and who have gone on to complete graduate-level studies.
- III. Students who left Trent due to an academic dishonesty suspension must contact Enrolment Services in the Office of the Registrar for next steps on returning to Trent.

Involuntary Withdrawal

If students are required by the University to sit out for an academic year (or more) for non-academic reasons, they are considered to have withdrawn involuntarily from the University (see the full policy in the Policy Library on the Trent website). The University reserves the right to apply additional criteria for readmission after an involuntary withdrawal which include but are not limited to: a reduced course load, regular contact with an academic advisor, ongoing counselling, or behavioural contracts

(depending upon the specific nature of the involuntary withdrawal). Readmission procedures are stipulated in the letter from the University that such students receive at the time the involuntary withdrawal is imposed. Students suspended for non-academic reasons who wish to return to their studies are encouraged to contact their academic advisor.

Transfer Credits

Transfer credit refers to the course equivalencies granted towards a program of study based on acceptable academic degree-level or diploma-level coursework from an accredited post-secondary institution. Advanced standing and transfer credit may also be granted for some standardized advanced secondary school programs (see Admissions from Secondary School Systems on [p. 429](#) for details).

Trent University subscribes to the Council of Ontario Universities' policy on the transfer of course credit and supports the intent of the Pan-Canadian Protocol on the Transferability of University Credits.

Trent University Transfer Credit Policy

1. Courses from accredited universities are considered for transfer credit when successfully completed with a grade of 60% or higher. Courses from accredited colleges and institutions of technology may be considered for transfer credit when completed with a grade of 70% or higher.
2. A grade of "P" (pass) is assigned to all transfer credits; therefore, transfer credits will not be used in determining the student's cumulative Grade Point Average at Trent University (see Academic Status on [p. 451](#)).
3. Transfer credit is designated in three different ways:
 - I. Assigned credit is used when there is a Trent University equivalent.
 - II. Unassigned credit in a subject area is used for courses without Trent University equivalents, but which are acceptable to a department as fulfilling subject requirements toward a degree in that department. Individual departments may restrict the number of unassigned credits that may be counted toward a degree in that department.
 - III. General elective credit is used for courses which are judged to be transferable but do not fulfill specific departmental requirements. General elective credits are expressed in terms of arts elective or science elective courses.
4. The total number of non-Trent credits (either transfer credits or credits taken on Letter of Permission) may not exceed 10.0 for an Honours degree and 7.5 for a General degree. Specific degree requirements may mean that not all transfer credits awarded are applicable to a degree program.
5. If a student transfers to a different degree program, the transfer credits assigned on admission may not all apply to the new degree program. It is the student's responsibility to discuss their academic program requirements with an academic advisor and to notify the Office of the Registrar of any program changes.
6. Transfer credits are determined in accordance with the policies and regulations effective at the time the admission decision is made. Subsequent changes to policies and regulations will not affect a previously determined transfer credit assessment. Normally, once transfer credits have been awarded and applied to a student's Trent academic record, they cannot be removed from that record. Requests for reassessment of transfer credits must be received by the Admissions Office in writing before the end of the first academic year of study in which the student is admitted.
7. Assignment of transfer credits for courses completed more than 10 years ago will be considered on an individual basis.

8. In cases where the grading scheme for a university or community college differs from Trent University's grading scheme, and a relevant grade translation is not provided with the official transcript, grades will be translated into the equivalent Trent University grades. Eligibility for admission and transfer credit will be assessed on the translated grades.
9. Trent University does not grant Prior Learning Assessment and Recognition (PLAR) credits. Credits granted by another institution on the basis of PLAR are not transferable to Trent University. In exceptional circumstances Challenge for Credit may be granted by the Office of the Registrar through designated preapproved Trent University agreements. Credits earned through Challenge for Credit may not be included in the minimum number of Trent credits required for a Trent degree. A maximum of 5.0 credits may be granted through Challenge for Credit.
10. Trent University reserves the right to assign or not to assign transfer credit.

Transfer Credit Eligibility by Jurisdiction

Canadian Universities

All university-level credit courses that have been completed at an accredited Canadian university, that are academic in content and in which a minimum grade of 60% has been achieved, will be recognized for credit at Trent University.

Canadian Community Colleges and Colleges of Applied Arts & Technology in Ontario

Admissible applicants who have completed at least one semester in a Canadian community college or an Ontario College of Applied Arts and Technology will be eligible for transfer credit consideration as follows:

- i) Trent University has more than 60 Articulation Agreements and MOUs which outline specific required grades, transfer credits to be awarded, and degree completion requirements. The terms of an Articulation Agreement may supersede general transfer credit policy (see Degree Completion Programs, [p. 410](#)).
- ii) Outside of an Articulation Agreement, individual courses and programs which are academic in nature will be considered for transfer credit. A minimum grade of 70% is required in any community college course to be considered for course-by-course transfer credit assessment.
- iii) As a general guide, graduates of a two-year highly academic college program can expect to receive up to 5.0 transfer credits. Graduates of a three-year highly academic program can expect to receive up to 7.5 credits.

Religious Institutions

Students who have completed a three- or four-year program at an institution accredited by the Association for Biblical Higher Education (ABHE) may be granted transfer credit for academic courses in which a minimum grade of 70% has been attained.

CEGEP

Students who have successfully completed two years of full-time study at CEGEP may be eligible for transfer credit to a maximum of 5.0 credits (equivalent to one year of full-time study), depending on the overall academic average and the recommendations of the appropriate departments at Trent University.

International Baccalaureate (IB)

Advanced standing and transfer credit will be granted for higher level subjects passed with a grade of five (5) or higher. The maximum credit that will be awarded from an IB Diploma is 5.0 credits (one year of full-time study).

Advanced Placement (AP) Program

All applicants who have completed Advanced Placement courses from the College Board are required to submit their examination results for evaluation. Advanced standing or transfer credit will be granted for most Advanced Placement courses with examination grades of four (4) or better, to a maximum of 5.0 credits (one full year of study).

Private or Career Colleges

Although many private/career colleges are registered with the Ministry of Education, most offer specific applied (non-academic) career training. Trent University does not grant transfer credit for programs completed at private/career colleges.

Universities and Colleges outside of Canada

For students admitted to Trent University from an accredited university degree, college diploma, or associate degree program outside of Canada, a maximum of 10.0 transfer credits (the equivalent of two years of full-time study) may be granted depending on course content and grades. Students transferring to Trent from institutions outside of Canada are encouraged to submit detailed course descriptions or a course calendar of the institution at which they studied.

Application Procedures

Application Process for Full- and Part-Time Studies

Early application is always encouraged. Please visit trentu.ca/apply for information regarding appropriate application procedures for all sessions and deadlines.

Definition of Full-Time and Part-Time Course Load

Any student taking 3.5 credits or more in the Fall/Winter session will be considered a full-time student. The maximum number of credits a part-time student may earn in the Fall/Winter session is 3.0. The maximum number of credits a part-time student may earn in either the Fall term or the Winter term is 1.5. See [p. 445](#) for more information on course credits.

Application to Diploma Programs

Trent University offers diploma programs in Canadian Studies, Foundations of Indigenous Learning, and Indigenous Environmental Studies. Further information regarding application procedures, requirements, and deadlines is included in the Academic Programs section of this Calendar.

Application to Joint Programs with Fleming College

Trent University participates in several joint programs with Fleming College:

- Application for the Emphasis in Geographical Information Systems (see [p. 393](#)), the Emphasis in Museum Studies (see [p. 397](#)), and Certificate in Sustainable Agriculture (see [p. 361](#)) must be made to Fleming College through the Ontario College Application Service (OCAS), upon approval from the associated department at Trent University.
- Application for the Bachelor of Science in Nursing (BScN) must be made through the Ontario Universities' Application Centre (OUAC). For further information regarding application procedures, see Nursing ([p. 296](#)).
- Progression requirements for students enrolled in the Ecological Restoration Program at Fleming College can be found on [p. 133](#).

Documentation

All documents must be official; in those instances where official documents in English are not available, certified translations will be required and should accompany the official document. Documents submitted with an application become the property of the University and will not be returned.

The following documents will be required for the processing of applications for admission:

Admissions from Secondary Institutions

- an official copy of the appropriate secondary school transcript;
- official reports of any standard tests written (e.g., TOEFL, CAEL, MELAB, IELTS, AP, SAT).

Admissions from Post-secondary Institutions

- official transcripts from all post-secondary institutions attended, whether or not the work was completed;
- official reports of any standard tests written (e.g., TOEFL, CAEL, MELAB, IELTS, AP, SAT);
- an official copy of the appropriate secondary school transcript may be requested after receipt of application.

Retention of Documents

The documents which support an application for admission will be retained in a student file upon commencement of studies at Trent University. Supporting documentation for applicants who do not register for Trent University courses during the term to which they applied will be retained for 12 months following that initial academic term. After that period, application forms, transcripts, and other materials related to an application will be destroyed.

Prerequisites for First-Year Courses

Students enrolled in BA or BSc programs (excluding Arts & Science, Biomedical Science, Business, Environmental Science/Studies, Forensic Science, Kinesiology, Nursing, or Social Work) do not have to declare their major until the end of their first year of study. Individuals who wish to take courses leading to majors in Biology, Chemistry, Mathematics, or Physics must ensure that they have the appropriate secondary school prerequisites.

Notes

- Students applying to the BSc in Nursing program should be aware that there are non-academic requirements that must be completed before registration. For details see [p. 296](#).

Registration Procedures

Fall/Winter Session—Continuing Students (Full-Time and Part-Time)

Students normally register for Fall/Winter courses in June. Students may register on myTrent, with their entrance to the system governed by the number of credits completed by the end of the previous Fall/Winter session. Students who know that they will be unable to access myTrent from a remote location may fill out a course preference form available through the Office of the Registrar; this form must be returned to the Office of the Registrar before the end of May. On the form, students will list the courses in which they wish to register. The student will be registered by a staff member when the student would have normally had access to myTrent.

Fall/Winter courses are offered in both Peterborough and Durham, and online; locations of the courses are listed in the academic timetable on myTrent.

Summer Session—Continuing Students (Full-Time and Part-Time)

Students normally register for Summer session courses in February through myTrent. Summer session courses are offered in both Peterborough and Durham, and online. Details are available at trentu.ca/summer.

New Part-Time Students

Students new to university study, as well as transfer and readmit students, will be provided with instructions on how to register using the web-based registration system. Students are required to finalize their course selection and submit any changes by the published due date.

Official Registration

Official registration is complete when the student has registered in courses and forwarded the appropriate fee payment (or evidence of external financial support) to Student Accounts. Failure to complete this requirement by the University's published fee payment deadline will result in cancellation of all registration in courses and college residence assignments.

Students who have had their registration cancelled and wish to continue their studies must contact the Office of the Registrar for details on how to proceed with registration. Payment of fees or deposits related to tuition or residence does not excuse a student from compliance with deadlines or other procedures related to registration. Attending courses does not constitute official registration; students are required to register in courses using myTrent and to submit the appropriate tuition fees by the required due date. Students who have not registered by the due date will not receive a mark for the work completed and will not receive credit for the course.

Changing From Part-Time to Full-Time Studies

Students admitted on a part-time basis who wish to transfer to full-time status for the next Fall/Winter session must submit a request via myTrent by the required date. The Office of the Registrar considers all applications following review of final marks in May. Notifications are e-mailed to students in mid-June. The minimum requirements to transfer to full-time studies are: a current academic status of Good Standing, 3.0 or more Trent credits completed with a grade of 50% or higher, and a cumulative average of 60% or higher. Possession of the minimum requirements does not guarantee admission to full-time studies.

Changes, Withdrawals, Refunds

Once a student has registered in a course, a final grade will be assigned for that course unless the student withdraws from the course before the published deadline for withdrawal. The deadlines for dropping, adding, and withdrawing from courses are listed in the Important Dates ([p. 8](#)) section of this Calendar. Students may be de-registered automatically from courses where the prerequisite standing has not been achieved.

Changes to Registration

Students wishing to drop or add courses must do so through myTrent before the drop and add deadlines.

Withdrawal from the University

Students wishing to withdraw from their studies at Trent University must fill out a Withdrawal Form, available online through myTrent. TI students must contact the TI office prior to completing the withdrawal form online. Students are encouraged to discuss their decision with an administrative staff person (college head, academic advisor, or TI advisor). Students with student loans or scholarships are advised to consult the Financial Aid Office regarding any financial implications prior to withdrawal. Students will not be considered withdrawn, and any refunding of fees will not occur, until the Withdrawal Form has been submitted online. Students living in residence will not be considered to be withdrawn from the University until their residence keys have been returned to the Housing Services Office. Note that students may temporarily withdraw from their studies for a period of up to 12 months without having to undergo the readmission process. Students who have questions about the procedures and regulatory implications of withdrawal from the University may contact the Office of the Registrar.

Refunds

Please refer to the Fees section of this Calendar ([p. 471](#)) for information on the refund policy and schedule.

Late Withdrawal from Courses and from the University

“Late withdrawal” is withdrawal from courses, or from the University, after the applicable deadline as listed in the Important Dates ([p. 8](#)) section of this Calendar. Students must petition for late withdrawal by completing the appropriate forms available at trentu.ca/academicpetitions. Petitions are considered by the Committee on Undergraduate Petitions (CUP).

Academic Year and Sessions

The academic year begins on September 1 and is divided into two “sessions”: the Fall/Winter session (normally beginning in September and ending in April) and the Summer session (normally beginning in May and ending in August). The Fall/Winter session contains full-year courses which are offered from September to April, Fall-term courses which are offered from September to December, and Winter-term courses which are offered from January to April. The Fall and Winter terms last for 12 weeks each, and contain a one-week reading break per term. The Summer session comprises one twelve-week term or two six-week terms.

The University offers field schools in Archaeology and field courses in Biology, Geography, and Indigenous Studies in the Summer session. Details of these courses are available from the departments concerned.

Academic Load and Course Overload

For many academic purposes, a student registered in 3.5 credits or more is considered “full-time” and in 3.0 credits or fewer as “part-time.” It is not, however, the same definition that may be used for other purposes and students are advised to check with the administrative office when determining their status.

Course overload for the Fall/Winter session is defined as enrolment in more than 2.5 credits (or equivalent) during the Fall term or the Winter term. Students enrolling in credits in addition to the normal full-time load are reminded that they are fully responsible for doing so and are cautioned against possible academic difficulties. Full-time students with an academic status of Good Standing may overload 0.5 credits in each of the Fall or Winter terms. Students with an academic status of Good Standing who wish to overload in more than 0.5 credits in the Fall or Winter terms must petition the Committee on Undergraduate Petitions (CUP) for approval of course overload. Students who do not have an academic status of Good Standing must petition to the Committee on Undergraduate Petitions for permission to overload.

Course overload for the Summer session: A full load in a six-week summer term is 1.0 credit. Students with an academic status of Good Standing may enrol in up to 1.5 credits in each six-week term. Students wishing to take more than 1.5 credits in a six-week term must submit a petition to the Committee on Undergraduate Petitions.

Notes:

- The maximums do not apply where a program’s planned curriculum requires that students take an additional load.
- Upon registration, students are responsible for making themselves aware of the academic and financial obligations and deadlines associated with each course.

Access to Instruction

It is Trent University’s intent to create an inclusive learning environment. If a student has a disability and documentation from a regulated health care practitioner and feels that they may need accommodations to succeed in a course, the student should contact the Student Accessibility Services Office ([p. 492](#)) at the respective campus as soon as possible. Disabilities include (but are not limited to) physical, sensory, medical, psychological, and learning disabilities.

To allow students with disabilities to participate actively and freely in courses, every reasonable effort will be made to provide appropriate accommodations as outlined by the Student Accessibility Services Office. A student’s desire for anonymity is of utmost importance and confidentiality will be respected.

myTrent

The Trent online portal, also known as myTrent, contains important information and resources for students, faculty, staff, and alumni. Various administrative services are provided online and it is a hub for news about the Trent community. MyTrent supplies access to the academic record, Trent email accounts, student financial accounts, the Blackboard Learning System, and online forms (e.g., transcript requests, declaring majors, etc.). A student’s official contact information may be updated at any time through myTrent. Registration for courses takes place online and all related information (timetables and exam schedules) are housed on myTrent. The Student Accounts Office maintains the student account balance and payment history.

Change of Name

The Office of the Registrar is committed to the integrity of its student records. Each student is therefore required to provide a legal name on the application for admission and in personal data required for registration. Any requests to change a name, by means of alteration, deletion, substitution, or addition, must be accompanied by appropriate supporting documentation. Upon applying to graduate, a student may be asked to provide legal documentation as proof of legal name.

Change of Address

It is the student's responsibility to maintain current and up-to-date mailing address, email, and contact information on the records of the University in order to receive pertinent mailings, including Tuition and Education Credit Certificates. Address changes and updates to contact information may be done through myTrent.

Email Accounts

At the time of first registration at the University, students are issued a Trent user ID and password and a Trent email account. The Trent email account is considered the official email account and will be the only email account used to communicate with students for academic and administrative purposes. Students are responsible for ensuring that they monitor and maintain their Trent email account and to ensure that email is accessed, read, and acted upon in a timely fashion. Students should be aware that emails from non-Trent accounts will not be considered official.

Course Numbering and Course Credits

Courses listed in this Calendar follow the form: SUBJ 1000. SUBJ refers to the department offering the course. The first digit refers to the level of the course.

Re-numberings

In 2010, the University completed the process of moving to a four-digit numbering system for all courses offered at the undergraduate level. Please consult course descriptions for new numberings. In editions of the Academic Calendar prior to 2016-17, the old three-digit course numbers appeared as exclusions. Wherever a course was required as a pre- or co-requisite, the old three-digit course numbers appeared in parentheses after the new four digit course numbers.

Cross-Listed Courses

Many courses are cross-listed; that is, they are offered jointly by two or more departments. Cross-listed courses may not be double-counted in order to fulfill degree requirements. For example, BIOL 1060H is cross-listed with PHYS 1060H; it may be counted for credit as a Biology course or as a Physics course but not as both.

Course Credit Value

Each course number is followed by a letter suffix which denotes the credit value of that course.

Suffix	Credit Value
Q	0.25 credit (or quarter-credit)
H	0.5 credit (or half-credit)
Y	1.0 credit (or full-credit)
C	1.5 credits
D	2.0 credits

Course Syllabuses

Each course has a syllabus which includes the method of assessment and the grading scheme.

In some cases an instructor may judge that certain regulations are inappropriate for a particular course and may be granted a formal exemption from them by the appropriate dean (Humanities, Science, or Social Sciences). Any such exemptions will be noted in the course syllabus.

The instructor reviews the syllabus with the students at the first class in the course. Any change thereafter in the grading scheme must be agreed to in writing by all students present at a subsequent class; at the class immediately following that one, the revised section of the syllabus must be posted or otherwise communicated.

Assignment Deadline Policy

Assignments (excluding take-home exams) in Fall/Winter courses due after the last day of class and worth more than 10% of the final grade in the course must be provided to students no later than two weeks before the last day of class.

Student Contact Hours

A full-credit classroom course normally consists of three class contact hours each week for the Fall/Winter session (September to April) or 72 hours (36 hours for half-credit courses). Courses with a laboratory component will normally exceed three class contact hours per week. Summer session full- and half-credit courses represent the equivalent number of class contact hours within a shorter period of time.

Definition of Year

A student's progress towards a degree is measured in terms of credits earned rather than years of study completed. Where it is necessary or helpful to equate credits earned with years of study, the following table may be used:

Credits Completed	Year Equivalent
4.5 or fewer credits	1
5.0 to 9.5 credits	2
10.0 to 14.5 credits	3
15.0 credits or more	4

Mid-year Review

Mid-year marks for full-credit courses are available through myTrent in January to help students assess their academic performance; they do not represent official grades and do not appear on any formal document.

Formal Examination Period

Scheduling

With the exception of laboratory examinations in the sciences, no in-class tests or final examinations which are worth more than 10% of the final grade may be held during the last two weeks of classes in the Fall or Winter term. In the Summer session the period during which in-class tests and examinations may not be held is the last two weeks for twelve-week courses and the last week for six-week courses.

The examination schedule is designed to avoid conflicts and to ensure that no student writes more than twice within a calendar day. Note: a calendar day is defined as 00:00-24:00 for exam purposes. Students who have added courses after the examination schedule has been produced may be expected to write more than twice within a calendar day. In the case of take-home examinations or tests, the instructor assigns a submission date that must occur before the end of the examination period.

The writing time allotted is the same for all students in a course (with the exception of students registered with Student Accessibility Services; see below).

Students who wish to observe cultural or religious holidays during an examination period must notify the Office of the Registrar in writing by the last day to add courses each term (refer to Important Dates, [p. 8](#)). If it is possible, scheduling will be adjusted to accommodate these dates. If it is not possible, students must submit a written request to their instructors for alternative arrangements, explaining the reason for the request and including supporting documentation.

Examinations and tests for students with disabilities who require disability-related supports (e.g., extra time or other assistance) are available. All requests must be made through Student Accessibility Services ([p. 492](#)) at least two weeks before the examination or test, and must be supported by appropriate documentation from a qualified health care diagnostician. Information regarding documentation guidelines is available at trentu.ca/sas.

Student Identification

Students must bring their Trent student cards to all examinations. Cards must be visible to the examination invigilator. Students who fail to produce a valid student card must report to the Office of the Dean of Arts & Science with their card by 1:00 pm on the next working day. Students whose names are not printed on an attendance list are not registered in the course. They must report to the Office of the Registrar by 1:00 pm on the next working day to clarify their status. Failure to do so will result in a grade of zero for the course.

Missed Examinations

Students who miss an examination for reasons beyond their control should consult with their instructor immediately. Alternate arrangements may be made at the instructor's discretion provided that the student has supplied supporting documentation. If such arrangements are not possible, students may request aegrotat standing (see [p. 451](#) for the requirements for aegrotat standing).

Unsatisfactory Examination Results

There are no supplemental examinations. The only options available to students who are dissatisfied with the result of an examination are to appeal the final grade in the course (see Appeals of Final Grades, [p. 453](#)) or to repeat the course (see Course Repeats, [p. 449](#)).

Student Access to Graded Examination Papers

Graded examination papers are the property of the University and are not intended to be available to students. They may be seen by students only if a formal appeal of a final grade has been unsuccessful (see Academic Appeals, [p. 453](#)). Requests to see an examination paper must be made in writing to the Office of the Registrar. There is a fee for each request.

Grades and Grading Schemes

Courses are graded on a percentage scale, except for courses taken under a pass/fail option. Averages are calculated using the percentage grade assigned to the student for each course.

Numerical Equivalents of Letter Grades

A+	90–100%	C+	67–69%	F	0–49%
A	85–89%	C	63–66%		
A-	80–84%	C-	60–62%		
B+	77–79%	D+	57–59%		
B	73–76%	D	53–56%		
B-	70–72%	D-	50–52%		

For courses offered by the Bachelor of Education (BEd) program:

A+	90–100%	B+	77–	F	0–69%
A	85–89%	B	79%		
A-	80–84%	B-	73–		
			76%		
			70–		
			72%		

The following grades may also be used, but do not affect a student's average:

AUD—Audit
 CH—Challenge for Credit
 INC—Incomplete—has permission to complete
 INP—In Progress
 NCR—No Credit Granted
 NGR—No Grade Reported
 PRE—Pre-registered
 WD—Withdrawn
 PASS
 FAIL

The following grades may also be used and do affect a student's average:

AG—Aegrotat Standing
 NTE—Nothing to Evaluate*

* In cases where a student has registered for a course, but did not attend and/or submit work for evaluation, a grade of NTE (Nothing to Evaluate) will be assigned. The NTE grade carries the percentage value of zero and will be used in Assessment of Academic Standing ([p. 451](#)).

Auditing Courses

A student may register to audit certain courses at Trent University. Permission of the instructor is required; it is the student's responsibility to obtain permission from the course instructor to audit. Not all courses can be audited. Courses taken for audit will not count for credit towards the student's degree program, nor will the student be allowed to write final examinations or receive grades for courses which are audited. Courses which are audited will be recorded on the student's transcript and the term "AUD" will appear in lieu of a grade. Audit courses are not considered in calculating full-time or part-time status; audit courses will be considered for overload criteria.

Grading Criteria

The final grade in a course is based on at least some of the following criteria: in-term oral and written work, in-term or mid-year tests or examinations, final examinations, practica, and community-based projects. Normally, at least 25% of the grade in an undergraduate half-credit course offered in the Fall/Winter academic session must be determined and made available by the final date for withdrawal. For full-year undergraduate courses, at least 25% of the grade must normally be determined and made available before the mid-year review in January.

No final examination is worth more than 50% of the final grade. Instructors are encouraged not to base final grades entirely on tests and examinations.

Course Repeats

Students may repeat a course twice (three completions in total when the original attempt is included). This includes course equivalents attempted on a Letter of Permission at another institution. All attempts will appear on the students' academic records, but no more than one attempt will be assigned credit. The attempt with the highest grade will be used to determine the cumulative average.

Students enrolled in the Trent/Fleming School of Nursing program will only be allowed to repeat one Nursing theory course to raise their grade to 60% or higher and one Nursing practice course to obtain a pass.

Official Final Grades

Final grades are official 30 days after they have been released by the Office of the Registrar. If errors in the calculation or recording of grades come to light after the grades have been released, all affected grades may be recalculated and raised or lowered with the approval of the appropriate dean. This process must be completed, and corrected transcripts must be issued, however, before the 30-day period has passed. Instructors and/or departments are not permitted to release final grades. Final examination marks can be released to students only after final grades have been released by the Office of the Registrar. There is no time limit to reopen a grade in a case of academic dishonesty.

Transcripts

Copies of official grade transcripts will be issued only at the written request of the student. In accordance with the Access to Student Record Policy, the student's signature is required for the release of records. Transcripts may be ordered in person at the Office of the Registrar, by mail, or online through either myTrent or the Office of the Registrar website. A fee must be paid for each copy of a transcript. Transcripts will not be released for students who have an outstanding financial obligation to the University.

If someone other than the student is required to pick up the transcript, the student must give that person a signed authorization identifying the person and indicating that the person is authorized to pick up the transcript. Photo identification will be required.

Difficulties with Completion of Coursework

There are three options available to students who have difficulties with the completion of their coursework for reasons beyond their control: (1) if they cannot complete their coursework before the end of the academic session, they may request incomplete standing; (2) if they cannot write the final examination in the course, and arranging an alternate exam is not a reasonable option, they may request aegrotat standing; (3) if they wish to withdraw from the course altogether, but have missed the deadline for withdrawal without academic penalty, they may petition for late withdrawal. These three options are described in detail below.

1. Incomplete Standing

Incomplete standing permits students to prearrange with their instructor to submit any remaining work in a course by a specified date after the end of the academic session. Failure by students to organize their workload is not considered adequate grounds for incomplete standing. A petition for incomplete standing must be made to the instructor and approved by the chair before the department or program deadline (if there is one), but in any case before submission of final grades to the Office of the Registrar.

The instructor specifies the deadline for submission of outstanding work and the grade which will be assigned if the deadline is not met. The latest possible deadlines for the submission of outstanding grades are:

- September 21, 2017 for courses completed in the 2017 Summer session
- February 26, 2018 for courses completed in the 2017 Fall term
- June 18, 2018 for courses completed in the 2018 Winter term

2. Aegrotat Standing

Students may, if eligible, be exempt from writing the final examination in a course. A request for aegrotat standing must be made to the instructor as soon as the relevant circumstances are known and normally before the scheduled examination time. Supporting documentation must be provided. An aegrotat standing is granted only if the student has completed the required term work with a passing average. Aegrotat standing marks are determined using a calculated final examination mark for the student in question. The examination mark is calculated by adding to the student's term mark the class final examination average minus the class term-work average.

3. Late Withdrawal

Late withdrawal may be granted to students who have missed the final date for withdrawal from courses but, for reasons judged to be compelling, have been unable to complete their coursework. A petition for late withdrawal is made to the Committee on Undergraduate Petitions through an academic advisor as soon as possible. The petition may be submitted up until the final deadline for late withdrawal 60 days after the start of the following academic term (which includes the summer term). If the petition is granted, the course will remain on the student's transcript with a grade of WD (meaning withdrawn).

Academic Status

Assessment Average

A student's academic status is determined by a session average and/or by a cumulative average (see below). The initial assessment average is calculated at the end of the academic session in which students have completed a minimum of three full-course equivalents for which grades have been assigned. Thereafter, the cumulative and session averages are calculated at the end of each academic session. Transfer credits are not included in the cumulative average or assessment average.

Session Average

The session average includes all courses in the current session (Fall/Winter or Summer) for which a grade has been assigned.

Cumulative Average

The cumulative average includes all courses for which a grade has been assigned and excludes lower grades of courses that have been repeated. Cumulative average is used for the purposes of determining a student's eligibility to graduate and for the President's and Dean's Honour Rolls.

Categories of Academic Status

There are five categories of academic status: (1) Good Standing; (2) Probation; (3) Conditional Probation; (4) Academic Suspension; and (5) Suspension—Academic Dishonesty.

1. Good Standing

Students are in Good Standing if their cumulative average is at least 60%.

2. Probation

Students are placed on Probation if their cumulative average is 50–59.9% or if they are returning from Academic Suspension.

Upon the next academic assessment, students will:

- a) continue on Probation if their cumulative average is 50–59.9% and their session average is above 49.9%;
- b) have their Probation lifted if their cumulative average is 60% or higher; or
- c) be placed on Academic Suspension (see below) if their cumulative average OR session average is less than 50%.

3. Conditional Probation

Students who are accepted into the Fresh Start Program after being granted a petition against suspension by the Committee on Undergraduate Petitions will have an academic status of Conditional Probation for one calendar year. The student's status will be reviewed at the conclusion of each session (August for Summer courses, April for Fall/Winter courses). Students must achieve a minimum session average of at least 50% for courses completed in the Summer session (if applicable) and the Fall/Winter session or Suspension will be re-imposed. If at the end of the Conditional Probation year the cumulative average is above 49.9% but less than 60%, Probation is in effect (see 2 above).

4. Academic Suspension

Students are suspended from the University if their cumulative average is less than 50%. Students who had been on Probation are suspended if their session average OR their cumulative average is less than 50% upon the next academic assessment.

- First Academic Suspension: Students are suspended from the University for one calendar year.
- Second Academic Suspension: If a student is suspended a second time, the student will be suspended from the University for one calendar year (a second time).

- Debarment: If a student is suspended a third time, the student will be debarred from the University for a minimum of three calendar years.

For readmission to the University after a second Academic Suspension or Debarment, students must provide persuasive evidence that they are ready and able to complete a degree program (see Readmission, [p. 437](#)).

5. Suspension—Academic Dishonesty

Students may be placed on suspension by the dean for repeated violations of the Academic Integrity Policy (see Academic Integrity Policy, [p. 460](#)). Appeals of the dean's decision should be made to the Special Appeals Committee. Students seeking clarification on the appeals process may consult an academic advisor or seek advice from faculty members. There is no time limit to reopen a grade in a case of academic dishonesty.

Continuing Post-secondary Studies during Academic or Non-academic Suspension

Students who are on suspension will not be awarded transfer credits for the duration of an academic or non-academic suspension from Trent University. Studies completed at another post-secondary institution during the term of suspension may be considered as a basis for readmission to the University, but will not be eligible for transfer credit consideration.

Procedures for Students on Academic Suspension

Students who are placed on academic suspension may, through an academic advisor, petition the Committee on Undergraduate Petitions to have their status reconsidered. If the petition is successful and they are accepted into the Fresh Start Program, they will have their academic standing changed to Conditional Probation. Fresh Start students will be permitted to continue their studies at a reduced course load under the supervision of their academic advisor for the Fall/Winter session immediately following placement on Academic Suspension. Students may enrol in the Fresh Start Program one time only. In some cases, the student may be allowed to return on Probation.

Academic Petitions and Appeals

Students may appeal grades which they have received, regulations which have caused them undue hardship, the penalty of academic suspension, and penalties for academic dishonesty. As a last resort, students may appeal the results of previous petitions or appeals through a special appeal.

Appeals of Grades on Term Work

Appeals of grades on term assignments and tests are made to the course instructor and subsequently, if necessary, to the chair of the department or program. Students are advised to familiarize themselves with the appeals policy of the department or program involved.

Appeals of Final Grades

Appeals of final grades are made in writing to the Office of the Registrar. There is a fee for each appeal, which is refunded if the grade is raised. The grade of a student who is making an appeal cannot be lowered as a result of that appeal.

Only the following work may be reassessed in appeals of final grades:

- term-work not returned to students before the submission of final grades to the Office of the Registrar; and
- final examinations.

The deadline to submit appeals of final grades is 60 days after the start of the following academic term. Students are informed of the results of appeals of final grades as soon as possible but, in any case, before the beginning of the next academic session after the appeal deadline.

Appeal for Academic Renewal

Academic renewal may be granted to students who are not eligible for late withdrawal, but for reasons judged to be compelling, are requesting to replace their grades in all courses (including those courses which were passed) in one or more academic terms with WD (meaning withdrawn). No exceptions will be made. Students may not petition for academic renewal for any term in which there is an academic dishonesty transcript notation. For more details about the removal of transcript notations for academic dishonesty, see the Academic Integrity Policy ([p. 460](#)). To be eligible for academic renewal, students must have subsequently completed at least 4.0 Trent credits with a cumulative average of at least 60% in these courses.

A petition for academic renewal is made to the Committee on Undergraduate Petitions through an academic advisor. If the petition is granted, all courses will remain on the student's transcript with a grade of WD, and an academic renewal notation will be added to the transcript for that term. Courses with a grade of WD carry no credit weight and will not be included in the calculation of cumulative average. These courses cannot be used as prerequisites or to fulfil program and/or university degree requirements. Students are only eligible for academic renewal once.

Appeals of Academic Regulations

Students who believe that specific academic regulations have imposed undue hardship on them may petition the application of the regulations to the Committee on Undergraduate Petitions through an academic advisor.

Special Appeals

If all other levels of appeals or petitions have been exhausted and have been unsuccessful, students may make an appeal to the Special Appeals Committee through the secretary of the committee. Such appeals must be made within four weeks of receipt of the previous ruling and must be in writing on the appropriate forms available from the Special Appeals website: trentu.ca/secretariat/specialappeals.php. All decisions of the Special Appeals Committee are final and take effect when issued.

Summary Table

The table below summarizes the procedures for petitions and appeals, indicating the appropriate situation for each (“why”), the persons responsible for dealing with them (“who”), and the deadlines for submission (“when”). It is intended only as a convenient summary. Before pursuing any of these options, students should consult the appropriate section of the Calendar where the official procedures and requirements are laid out in full.

Although the procedures outlined below have been designed to be as thorough as possible, there may be situations which are not adequately covered by any of them. In such cases, students are strongly advised to consult their instructor, the chair of their department or program, an academic advisor, or the appropriate dean.

Petitions Concerning Incomplete Work ([p. 450](#))

Why	Who	When
Incomplete Standing You will be unable to complete your coursework by the end of term.	Course instructor (with the approval of the chair)	Before department or program deadline (if there is one), but in any case before submission of final grades.
Aegrotat Standing You will be unable to write the final examination.	Course instructor	Normally before final examination.
Late Withdrawal You were unable to withdraw from a course before the published final date for withdrawal.	Committee on Undergraduate Petitions (through academic advisor)	60 days after the start of the following academic term (which includes summer term). See deadlines in Calendar (Important Dates p. 8).

Appeals of Grades and Regulations (p. 453)

Why	Who	When
Term Work You wish to appeal a grade in a term assignment or test.	1. Course instructor 2. Chair (if necessary)	Before department or program deadline (if there is one), but in any case before submission of final grades.
Final Grades You wish to appeal a grade in a final examination or in term work which was not returned to you before the submission of final grades.	Office of the Registrar	60 days after the start of the following academic term (which includes summer term). See deadlines in Calendar (Important Dates p. 8).
Academic Regulations You wish to appeal an academic regulation.	Committee on Undergraduate Petitions (through an academic advisor)	Consult an academic advisor.
Appeal for Academic Renewal You wish to have the grades in one or more terms replaced with WD.	Committee on Undergraduate Petitions (through an academic advisor)	Consult an academic advisor.
Appeals of Academic Suspension You have been suspended as a result of your academic standing.	Committee on Undergraduate Petitions (through an academic advisor)	By July 5 for the previous Fall/ Winter session, or within two weeks of receiving notice for the Summer session.
Appeals of Penalties for Academic Dishonesty You wish to have a penalty for academic dishonesty withdrawn (ranging from a zero grade on the assignment to expulsion from the University).	Dean for appeal of chair's ruling or registrar's ruling	Within two weeks of imposition of penalty.
Special Appeals You wish to appeal the result of any previous appeals or petitions.	Special Appeals Committee	Within four weeks of receipt of previous ruling.

Letters of Permission

Students registered in an undergraduate degree program at Trent University may, with certain conditions, be permitted to take undergraduate courses at other universities as credits towards their Trent University degree. Students must obtain a Letter of Permission from the Office of the Registrar prior to registering in courses at another university.

Only courses completed on a Letter of Permission with a minimum grade of 60% will receive credit at Trent University and will be recorded as a "Pass" on the student's record. Courses completed with a grade between 50% and 59% will appear as "Pass - No Credit Granted (NCR)" on the student's record and will carry a credit weight of zero. A failing grade (0%–49%) earned on a Letter of Permission course will appear as a "Fail" on the student's record. Grades from courses completed on a Letter of Permission will not be included in the session or cumulative average. Courses taken on a Letter of Permission will count toward cumulative credit attempts.

To obtain a Letter of Permission, students must be in good academic standing and have an average of at least 60% on a minimum of 3.0 credits completed at Trent. Deadlines for Letter of Permission requests are listed in the Important Dates section ([p. 8](#)).

For more details about study at foreign universities, see International Educational Opportunities [p. 404](#)).

Restrictions

- Students taking Summer courses at another post-secondary institution on a Letter of Permission may not attempt more than 2.0 credits. Students may take a maximum of 2.0 credits in a Summer session, including courses at another university on a Letter of Permission.
- No more than 5.0 credits may be completed on a Letter of Permission. (For transfer students this number may be lower, depending on how many transfer credits they have received.)
- The total number of non-Trent credits in an Honours program may not exceed 10.0. The total number of non-Trent credits in a General program may not exceed 7.5.
- 5.0 of the last 7.0 credits obtained by a candidate for a Trent University degree must be completed at Trent.

Notes

- Students who obtain a Letter of Permission should register at the host university as a Visiting Student rather than as a student in a degree program. Students who register in a degree program will jeopardize their registration status at Trent and will need to apply for readmission. A Letter of Permission issued to a student who subsequently transfers to another post-secondary institution will be considered invalid.
- Students who are granted a Letter of Permission to complete the final course(s) of their program at another university during the Fall/Winter session and intend to graduate in the spring convocation must provide grades to the Office of the Registrar in the form of an official transcript by May 1 in order to ensure that their names appear in the convocation program and that their diplomas are printed for the day of the ceremony. Students who are granted a Letter of Permission to complete the final course(s) of their program at another university during the Summer session and intend to graduate in the Fall must submit an official transcript to the Office of the Registrar as soon as possible after completion of the course for inclusion in the next Convocation Roll to Senate.

Official Results of Letter of Permission

Courses approved for a Letter of Permission will appear on a student's Trent University transcript with a status of INP (In Progress) at the time the Letter of Permission is issued. Students are required to make arrangements to have an official transcript forwarded to the Office of the Registrar upon completion of the course. Once the official transcript is received, the student's record will be updated with the completed course(s) and grade(s).

- If an official transcript, or evidence of non-enrolment, is not forwarded to the Office of the Registrar within 60 calendar days of the end of the session specified in the Letter of Permission, a grade of Fail will be assigned.
- Transcripts forwarded in support of Admissions or Financial Aid will not be considered official for Letter of Permission completion.

Application Process for a Letter of Permission

There are different application procedures depending upon where the student wishes to study. Check the website for details: trentu.ca/letterofpermission.

Location of Host University	Apply to:	Timeline:
Within Canada	Office of the Registrar	Varies, depending upon session
Outside Canada: Fall/Winter session	Office of the Registrar	March 1
Outside Canada: Summer session	Office of the Registrar	Varies

Application Requirements

- Calendar course descriptions for all courses being requested must accompany the application.
- Allow up to 10 working days for processing.
- A processing fee must be submitted with the completed application form—see the web page for details.
- Incomplete applications will be returned to the student unprocessed.

Graduation and Convocation

For students to graduate, Senate must confirm that they have successfully completed the academic requirements for their degree. Once students have graduated and are free of all financial obligations to the University, they are eligible to receive official transcripts, noting the successful completion of their degree, and to receive their degree or diploma.

In the year in which they intend to graduate, students must submit an Application to Graduate form to the Office of the Registrar through myTrent. The Office of the Registrar will assess whether the students are enrolled in the courses required to complete the academic requirements for their degree, and will inform the students by email of the result of this assessment. See the Important Dates section (p. 8) for deadlines.

Once grades have been processed, the names of all students who have successfully completed the academic requirements for their degree are submitted to Senate for approval. Only those students who have completed the academic requirements for their degree prior to convocation are allowed to participate in the convocation ceremony.

Students who have successfully completed the academic requirements for their degree, but who are not free of financial obligations to the University, may participate in the spring convocation ceremony but will not receive their degree or diploma until their financial obligations are met. Students who have successfully completed the academic requirements for their degree too late for the spring convocation ceremony will have their names submitted to the next appropriate meeting of Senate and receive their degree or diploma, provided they are free of all financial obligations to the University. Students may participate at the next spring convocation ceremony.

Once the degree, diploma or certificate is conferred, the undergraduate academic record will not be modified as a result of repeating, withdrawing from, or taking additional courses. Academic standing notations will not be removed. Final grades in courses completed during the final term of study may be appealed as per the Final Grade Appeal policy. Additional academic credentials such as minors, specializations, emphases, or options may not be added to a degree once it has

been conferred. In a circumstance in which an administrative error on the part of the University is discovered after a credential has been conferred, the error will be corrected as necessary.

This restriction does not preclude a student from pursuing an Honours degree after the completion of a General degree, or a second degree under the Second Degree Regulations ([p. 459](#)). Academic dishonesty transcript notations will be removed automatically five years after the notation has been placed on the transcript, or sooner with approval of the Vice-President (Academic) as per the Academic Integrity Policy ([p. 460](#)).

Academic Distinctions

Medals

The Governor General, President Symons, and Bagnani Medals are awarded each year at the spring convocation ceremony. No application is necessary; students are considered automatically under the criteria listed below. Winners of these medals will have this distinction noted on their official transcript.

Governor General's Medals

The gold medal is awarded to the graduate student with the highest standing on graduation, and the silver medal is awarded to the student with the highest standing on graduation with an Honours degree.

President Symons Medals

Established in 1972 in honour of T. H. B. Symons, the founding president of Trent University. Awarded to students in the Honours program who achieve high overall standing on graduation.

Professor Gilbert Bagnani Medals

Established in 1986 to honour the late Professor Gilbert Bagnani, one of the founding faculty members of Trent University. Awarded to graduating students in the General program who achieve high overall standing.

Dean's Honour Roll

All students who achieve an average of 80% or higher in their most recent session and have an overall cumulative average of 75% or higher will have their names placed on the Dean's Honour Roll. This academic distinction will appear on the official transcript. The names of graduating students who are eligible for the Dean's Honour Roll will be noted in the convocation program. Postgraduate program students do not qualify for the Dean's Honour Roll (including those in certificate programs and the BEd professional years).

President's Honour Roll

All graduating students who achieve an overall cumulative average of 80% or higher and who are in good academic standing at graduation will have their names placed on the President's Honour Roll. This academic distinction will appear on the official transcript. The names of graduating students who are eligible for the President's Honour Roll will be noted in the convocation program. Postgraduate program students do not qualify for the President's Honour Roll (including those in certificate programs and the BEd professional years).

Second Degree

Admissions and General Requirements

- Students who hold a Trent undergraduate degree, or an undergraduate degree from another Canadian university, and wish to pursue a second degree must apply for admission to the second degree program (see trentu.ca/readmit).
- Students must normally satisfy the program requirements for the Calendar in effect at the time of their readmission to the University.
- A second degree is not available in all subject areas.
- Applicants will not be admitted to a second degree program where there is substantial overlap in the degree requirements. For example, students may not earn an Honours degree in Chemistry at Trent if they already have an Honours degree in Chemistry from another university.

First Degree Earned at Trent University

- General degree in another subject following a General degree or an Honours degree: the student must complete at least 5.0 credits beyond the first degree.
- Honours degree following a General degree in the same subject (including joint-majors): the student must complete at least 5.0 credits beyond the first degree.
- Honours degree in another subject following a General degree or an Honours degree: the student must complete at least 10.0 credits beyond the first degree.
- Honours degree following a minor in the same subject: students may return for a second degree in a subject in which they have obtained a minor, but only at the Honours level. The student must complete at least 10.0 credits beyond the first degree.

First Degree Earned from Another Canadian University

A maximum of 10.0 credits (the equivalent of two years of full-time study) may be transferred for credit towards a second degree.

- General degree in another subject following an Honours degree: the student must complete at least 7.5 credits beyond the first degree.
- Honours degree following a General degree in the same subject or Honours in another subject: the student must complete at least 10.0 credits beyond the first degree.
- Honours degree following a minor in the same subject: students may apply for a second degree in a subject in which they have obtained a minor, but only at the Honours level. The student must complete at least 10.0 credits beyond the first degree.

Notes

- All work for the second degree must be completed at Trent University (Letters of Permission for credit from another institution will not be permitted).
- Students will not be permitted to include a minor in the second degree.
- Trent students who have credits which exceed the degree requirements in a first degree program may have them applied to the second degree program.
- The student must meet the same standards for continuation and graduation as required of students registered in a first degree program. See [p. 15](#) for requirements which apply to all undergraduate degree programs.
- Third degrees: Credits from the first two degrees cannot be applied to a third undergraduate degree. To obtain a third undergraduate degree, a student must complete all courses required for the program (15.0 credits for a General degree and 20.0 credits for an Honours degree).

Academic Integrity

The Academic Integrity website can be found at trentu.ca/academicintegrity.

Undergraduate Academic Integrity Policy

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 Arts & Science, Education or Nursing, and “Registrar” means University Registrar.

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, 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. For students, 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 (trentu.ca/academicintegrity).

1.4 Academic Dishonesty

Academic dishonesty, including plagiarism and cheating, is 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 (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 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 coursework 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
- impersonating another individual or colluding in an impersonation for an examination or test
- copying from one or more other individuals 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 or selling any piece of work for submission, or facilitating the selling and purchasing of such material
- submitting purchased 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
- 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 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 Coursework, 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 coursework, 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 Coursework and Conduct during Tests and Exams

Note: All written communication to current students pursuant to this policy will be to the student's Trent e-mail 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.

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.

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 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.

Fees

trentu.ca/financialservices

Fees are collected by the Student Accounts Office, Financial Services. Approved fees and complete details, including exact dates and deadlines, are posted online. Fees for registered students will be billed in August for the Fall term and November for the Winter term. Statements and invoice details are available on the portal under the Finance section. To assist new students in their financial planning, fee schedules for the current academic year are posted at trentu.ca/financialservices/tuitionfees for reference.

Student Financial Responsibilities

Upon registering in a course, students accept responsibility for all financial obligations with the University regardless of how the fees are being funded (e.g., RESPs, government loans). It is also the responsibility of students to be aware of all financial and academic deadlines and to ensure they are officially registered in their courses through myTrent. Credit will not be issued for dropped courses once financial deadlines have passed. Payments will be applied to any balance owing from prior sessions before being applied to current session fees. Students who register for courses but do not attend classes are still responsible for all fees.

Addresses for Student Accounts Purposes

It is each student's responsibility to ensure that the University has a valid mailing address for student fees, income tax receipts, and refund purposes. If students change their address on myTrent, all mailings will be distributed to this address.

Campus Card

The campus card is issued to students at the beginning of the term of study for which they have completed registration. To utilize full card benefits, students must be eligible financially by satisfying the minimum payment requirements. Winter term students will receive their campus cards at the beginning of Winter term.

Confidentiality of Student Fee Information

The handling of all personal information by the University is governed by the Freedom of Information and Protection of Privacy Act. All information regarding student fees is treated as confidential and will normally only be released to individual students. In cases where sponsoring government and private agencies and organizations or individuals are paying fees on the student's behalf, the student may wish to waive the right of privacy and allow the University to release information about the status of fees to avoid any interruption in payment. To ensure that the necessary fee information is available to sponsoring agencies, etc., students must complete the Release of Information Form, found under Forms on the Academic tab in myTrent.

Payment of Fees

Deadlines: trentu.ca/financialservices/deadlines.php.

Payment is due in full for the Fall term on September 1 and due in full for the Winter term on January 9. Students registering after payment deadlines will be required to pay their fees upon registration. Fees for students registered for the Summer session are due upon registration. Please see the website for all payment deadline details.

Outstanding library fines are to be settled with the Library. Contact either Library location for available payment options. Departmental charges added to accounts for laboratory fees, field trips, etc., as advised by course instructors, are to be paid in the term during which they are charged.

Payment Methods

Current payment methods are summarized here:

trentu.ca/financialservices/paymentfees/payment.php

Advance Payments

A non-refundable tuition payment (amounts vary based on number of registered credits and program) is due in June for all students. Students receiving OSAP are also responsible for paying the advance payment of tuition by the deadline. Peterborough students in residence are required to pay a separate deposit; please check with Housing Services (p. 479; trentu.ca/housing) for details and deadline. Advance payments are applied to student accounts as payment towards the registration and residence/dining fees. Trent University Durham – GTA students in residences should check www.trentu.ca/durham/student-life/student-support-services/residence-and-housing for Durham-specific information.

Late Payments

A late payment fee will be levied to all accounts if payment is not made by any fee deadline for any academic session. Please visit trentu.ca/financialservices/paymentfees/deadlines.php for a list of due dates.

Interest

Daily interest charges will apply to all balances outstanding after the payment due date and will be added on the first day of each month until the outstanding balance is paid in full. Visit the Financial Services website for more information.

Dishonoured Payments

There is a fee for any payment which is returned or dishonoured (insufficient funds). The University reserves the right to restrict students to a particular payment method to reduce the risk of returned payments.

Payment of Fees by OSAP and Out-of-Province Funded Students

Students are responsible for ensuring their loan application is complete and all requirements have been met. Students should contact Trent's Financial Aid Office (p. 474) for questions or assistance with their OSAP applications. OSAP students are responsible for remitting payment to the University by the posted deadlines. Fees paid after the posted dates will be charged a separate late fee for each missed due date and outstanding balances will be subject to interest—visit trentu.ca/financialservices for up-to-date information.

Registered Education Savings Plans (RESP)

Students who pay their fees from RESPs are subject to the same payment deadlines as non-OSAP funded students. Students are encouraged to contact the Office of the Registrar well in advance of the payment due dates to request the completion of the RESP forms provided by the student's financial institution. These forms may take up to 10 days to be processed and there is a fee for producing the form.

Registration Fees

Registration fees are comprised of tuition, ancillary and levy fees. Tuition fees are set in accordance with the Ministry of Advanced Education and Skills Development and once approved, will be posted on the web at trentu.ca/financialservices/tuitionfees. Registration fees will be billed to the student account and can be viewed on a statement available on the myTrent portal. Registration fees are billed based on course load and the student's home location.

Home Location

Your campus home location is the campus where you will take the majority of your courses, receive campus-specific communications, and utilize services such as academic advising, health and wellness, athletics, and transit if your course load qualifies you for the bus service.

Tuition Fees for General Undergraduate Programs

Flat Billing – Peterborough Home Location

Students registered in a minimum of 2.0 credits per term will be billed full tuition each term.

Per Credit - Peterborough Home Location

Students registered in a maximum of 1.5 credits per term will be billed tuition on a per credit basis.

Students – Durham Home Location

All Durham students will be billed tuition on a per credit basis.

Ancillary Fees for General Undergraduate Programs

Flat Billing – Peterborough Home Location

Students registered in a minimum of 2.0 credits per term will be affiliated with one of the five residential colleges and will pay full ancillary fees. For a full list of ancillary fees, please see trentu.ca/financialservices/tuitionfees.

Per Credit - Peterborough Home Location

Students registered in a maximum of 1.5 credits per term will be affiliated with one of the five residential colleges and will pay ancillary fees on a per credit basis.

Students – Durham Home Location

Durham students will pay ancillary fees on a per credit basis plus flat fee charges; please see the website for details.

Levy Fees for General Undergraduate Programs

Flat Billing – Peterborough Home Location

Currently under review. Please visit trentu.ca/financialservices/tuitionfees for more information.

Per Credit - Peterborough Home Location

Currently under review. Please visit trentu.ca/financialservices/tuitionfees for more information.

Students – Durham Home Location

All Durham students will be billed levy fees on a per credit basis.

Levies – Peterborough Home Location

Health and dental benefits are billed with a course load of 2.0 credits or greater over the academic year from September to April (based on the 2016 academic year but currently under review).

Students with alternate coverage can request a refund by completing the opt-out form on the Trent Central Student Association website. Per credit billed students can purchase a transit pass at any time during the academic year; available at the Campus Card Office. Please see the Trent Central Student Association website trentcentral.ca/transit for details.

Levies – Durham Home Location

Health and dental benefits and the Durham athletics fee are a flat fee billed at a course load of 0.5 credit. Students with alternate coverage can request a refund by completing the opt-out form on the Trent Durham Student Association website. Durham transit is included in the flat billing for students registered in a minimum of 2.0 credits per term.

Trent University and Fleming College

Trent University and Fleming College offer a number of programs on a joint basis. The fee structure for the courses taken under these joint programs at Trent University may differ slightly from the regular fee structure. The University's Student Accounts Office can provide more information about the fees charged by the University.

Auditing Courses

Any persons who wish to audit courses pay 50% of the regular tuition fee for regular credit courses. Auditing students do not pay ancillary fees. Seniors auditing a course pay only \$200 per half-credit course.

Senior Citizens

Degree seeking students 65 years and older pay full fees. Seniors in financial need may apply for a student bursary through the Financial Aid Office.

Notes

- International students pay additional tuition fees. Health insurance is included in registration fees and is a compulsory fee (see Health Insurance for International Students [p. 471](#)).
- New full-time students pay an additional, non-refundable fee for orientation and TI camp fee for International students, which is included in registration fees.
- The fees for the first term of study include a non-refundable deposit which is forfeited should a student withdraw. Students who do not meet the first term payment deadline in September and/or the second term deadline in January will be charged interest and a late payment fee each term. Students beginning their first term of study in the Winter term will forfeit the full value of the deposit should they withdraw prior to the withdrawal deadline (see Important Dates [p. 8](#)).
- There may be additional fees for field trips and course material in certain courses.

Residence & Dining Plan Fees

Peterborough Residence

trentu.ca/housing

Residence accommodations and dining plans are available to full-time and part-time Peterborough students based on availability. Rates for the rooms are approved through a collaborative budget process between students, faculty, and administration. The final rates for any particular year are posted on the Housing Services website by early June of each year. Current rates are listed on the web page or may be accessed by calling the Housing Services office. Posted rates include a furnished room in residence, a dining plan, and Internet service. All important dates with regards to application deadlines, and the opening and closing of residence, are also listed on the website (some details also on p. 8).

Students applying to the University must apply for residence to be considered for accommodation. The residence application is available online. Applications are considered complete once they have completed the application requirements as outlined on the housing website. Cancellations prior to the end of July will result in refunds processed to the student in accordance with the refund schedule. Please see the Housing website for details on eligibility, fees, and deadlines.

Peterborough Dining Plan

trentu.ca/housing/peterborough-on-campus/undergraduate/services

Students residing in any University residence are required to have a dining plan. A distinct dining plan is associated with each residence room type. The cost of a dining plan for any particular year are posted on the Housing Services website by early June of each year. Current rates are listed on the web page or may be accessed by calling the Housing Services office. Most purchases made on-campus are exempt from HST. Dining plans can be used at all on-campus food service facilities.

Each of the dining plans allow for unused portions to be carried over into the following year.

Off-campus students may purchase Voluntary Dining Plans through myTrent. All food service locations are open and available to off-campus students and dining plans can be used at all locations. Dining plans are non-transferable and non-refundable.

Trent University Durham – GTA Residence & Dining Plan

www.trentu.ca/durham/student-life/student-support-services/residence-and-housing

Residence accommodations and dining plans are available to full-time and part-time students based on availability. Details on how to access application, rate, and refund information can be found on the Trent University Durham – GTA housing web page.

Student Association and Organization Fees

Student association and organization fees are determined by student referenda that are held under the supervision of the Trent Central Student Association (TCSA) for students in Peterborough and the Trent Durham Student Association (TDSA) for students at the Durham campus. All students are required to pay student association and organization fees. These fees are not refundable unless noted. Fees for the coming academic year are finalized every April. Fee details are available here: trentu.ca/financialservices/tuitionfees.

All students are required to remit payment for health and dental benefits to Trent University with their registration/housing payment. Students who are eligible to opt out of the student benefits, with proof of alternate coverage by posted deadlines (p. 9 and online), will receive a refund from their respective student association less a small processing fee. Links to these student associations is found on the Student Accounts website: trentu.ca/financialservices.

Trent/Fleming Nursing program students pay separate ancillary fees and student association fees as listed on the Financial Services (Student Accounts) website.

School of Education students (full-time) also pay separate ancillary fees and student association fees as listed on the website. The transit fee is optional.

Other Fees

There are a variety of fees charged to students for the services offered through administrative departments at Trent University. For a full fee list, please see trentu.ca/financialservices/tuitionfees. This list is updated to reflect any changes from year to year. HST is charged when applicable.

Additional fees may be assessed directly by some departments for courses involving laboratory or field work or for course material. Some of these fees may be refundable. Additional fees are charged to students who participate in one of the Study Abroad programs. Academic departments will provide detailed information upon request.

Health Insurance for International Students

Effective July 1, 1994, the Ontario government ruled that international students and their dependents who are temporary residents of Ontario will no longer be eligible for coverage under the Ontario Health Insurance Plan (OHIP). International students, therefore, are required to purchase basic health insurance coverage to register for their courses at Trent University. Private coverage with Sun Life has been arranged through a joint initiative of the Council of Ontario Universities and Ontario universities. A compulsory health insurance fee, payable in full with the fee payment, must be paid to Trent University by all international students in order to provide this health insurance coverage.

Textbooks

The cost of books and materials varies according to individual course requirements. Both new and used textbooks are available from the Trent University Campus Store ([p. 493](#)). The Campus Store provides limited refunds of textbook purchases. Students are expected to familiarize themselves with the Campus Store's textbook refund policies.

Withdrawal from the University and Refund of Fees

Advance tuition payments, or the equivalent value, is forfeited if complete withdrawal occurs on or before the September deadline, or the January deadline for January start students. For the refund/withdrawal schedule, see the website at trentu.ca/financialservices/refund.php. Fees are assessed for the Fall term (September to December) and the Winter term (January to April). Refunds will be issued based on the date of withdrawal from the University and the refund date(s) associated with the term from which a withdrawal is processed.

When students register for courses they accept financial responsibility for fees associated with the registration. If proper withdrawal procedures are not followed, students will be charged for the registered courses and will be responsible for remitting the fees to the University. Students considering withdrawal from the institution should discuss academic and financial consequences with their academic advisors and staff in the Student Accounts office. If students are funded by OSAP, they should contact Financial Aid to understand the consequences of withdrawing on their student loans.

Ancillary fees are not refundable unless otherwise indicated.

Tuition fees are refundable only if students have followed official procedures for withdrawal from the University, which is completed through the Office of the Registrar. Refunds will not be processed without formal withdrawal.

Tuition Fees Refund Schedule

Note: (Applicable only to students billed on a per-credit basis.)

For the complete list of deadlines regarding tuition refunds, please see trentu.ca/financialservices/refund.php. This refund schedule applies to students paying on a per-credit basis. Credit will be issued to the student account based on the course type (e.g., FA, FW, WI), the drop date, and the applicable percentage. If a student withdraws before the September deadline, only the advance tuition payment, or equivalent value, is forfeited and must be paid.

Student association fees and student organization levies are non-refundable after the September deadline for the Fall term and non-refundable after the January deadline for the Winter term (applicable to students billed on a per-credit basis).

Summer Tuition Refund Schedule

The refund schedule for the Summer terms will be posted at trentu.ca/financialservices/refund.php once the term schedule is approved. A withdrawal fee is applicable for full withdrawals before the start of Summer session. Student association fees are non-refundable after the first day of Summer session terms.

Summer students can switch credits taken in the same term with no penalty as long as courses are dropped or added on the same day. Half-credit courses must replace half-credit courses and full-credit courses must replace full-credit courses; all changed courses must be taken at the same campus.

Dropping Courses

Peterborough home location students who drop courses but remain in at least 2.0 credits per term pay a flat billing rate and do not receive a refund for the dropped courses. Students dropping courses and registered in fewer than 1.5 credits will receive credit in accordance with the refund schedule, drop date and the course type.

Durham home location students who drop courses will receive credit to their student account in accordance with the refund schedule, the drop date, and the course type.

Refunds

The refund schedule is posted on the website at trentu.ca/financialservices/refund.php. The amount of credit issued is based on a student's course load, the course type, the refundable percentage, and the date courses are dropped or date student is withdrawn from the University. Dropping courses may generate a refund or reduce the amount owed.

Student association and organization fees are not refundable by the University. Students withdrawing and receiving a refund will have the refund processed within 45 days of the withdrawal date. Refunds for students who drop courses in the Fall term and are registered in the subsequent term will be issued after the drop deadline date for the Winter term.

Refunds of overpayments on accounts will not be processed unless 100% of all fees for the academic year have been paid.

Refunds of overpayments on accounts which were paid on the Trent University website will be refunded through the same process. Please note that only the amount paid to the University can be considered for refund. The service fee is not refundable. Refunds for excess funds transferred to the student account by wire payment will not be refunded by cheque to the student, but will be returned via original payment method less a service fee. All other payment methods will be refunded by cheque. Cheques will be sent by mail to the address on file for the student.

Income Tax Receipts

A tax certificate for fees assessed during the calendar year and eligible for the education deduction (T2202A) will be provided in February. Students may view and print an official T2202A Tuition, Education and Textbook Amounts certificate by visiting their Finances section on myTrent.

Financial Appeals

Students accept financial responsibility for fees associated with all registered courses at the time they complete registration. Students wishing to submit a financial appeal because of a serious, documented medical illness, or the death of an immediate family member, which led to the dropping of courses or full withdrawal, may do so in writing for a fee. The financial appeal should be submitted to the manager of Accounting Operations. Such cases must be documented completely. Financial appeals will not be considered when a condition or illness pre-existed the normal drop date or existed at the time of registration. Failure to plan financially for personal and educational commitments is not a basis for a financial appeal. The fee must be submitted with the appeal. Financial appeals will only be considered in writing with supporting documentation from the student. A successful academic appeal (e.g., CUP petition for late withdrawal) does not mean a student has grounds for a successful financial appeal. Written documentation should include references from any sources which can substantiate a student's personal situation.

Students will be notified of the decision in writing within 60 days of submission. The last date for submission of a financial appeal for an academic term is six months from the end of the term being appealed. An academic appeal is not the same as a financial appeal (see Academic Appeals for details, [p. 453](#)). A financial appeal will affect a student's account balance. If account balances remain unpaid, transcripts will not be released.

Unpaid Student Accounts

Students who have not paid their accounts in full will not be permitted to register for the next session. Access to myTrent will be restricted and grades, transcripts, and degree and diploma certificates will not be released until the financial obligations have been settled fully. Letter requests made to the Office of the Registrar will be subject to review and authorization by Financial Services (Student Accounts). Education students will not have credentials recommended to the Ontario College of Teachers if a balance remains outstanding.

Unpaid accounts of students who are no longer registered with the University will be placed with a collection agency and the students will be unable to register for any further courses until the outstanding balance has been paid. Trent University reserves the right to use any legal means to reclaim delinquent balances.

The University also reserves the right to request a pre-payment of the fees prior to registration for any account that has been delinquent.

Financial Aid

trentu.ca/financialaid

The Financial Aid Office administers the many financial aid programs available at Trent and provides assistance and advice to students seeking financial aid. Detailed information on financial aid is available on the Financial Aid website.

Thank You to Our Benefactors

trentu.ca/give

The funds we are able to offer students for financial aid and recognition of academic excellence include gifts from individuals, corporations, and other organizations through annual campaign and legacy giving programs, and through support from various levels of government. We are grateful to our past and present donors for their contributions, which benefit our students and support education and research at Trent University. For more information about the Trent University Endowment Fund please visit our website or contact us directly.

Type	Criteria	Application	When
Scholarships Prestigious Renewable In-Course	Based on GPA Must be enrolled in 5.0 credits unless approved for less	Prestigious scholarships require application All other scholarships awarded automatically	Prestigious applications due April 1 Students notified of final scholarship value in August Scholarships credited to student accounts in September and January
Prizes	Based on donor criteria Usually merit-based	Awarded automatically unless otherwise specified	Usually awarded at the end of calendar year by departments
Bursaries	Based on proven financial need Must be in receipt of OSAP, a student assistance program from home province, or First Nations Band Funding	General bursary application posted on myTrent student portal at the beginning of each term	Awarded in the first half of each term
Awards	Based on donor criteria Usually needs-based	Apply using general bursary application on myTrent student portal (Bursaries, above)	Awarded in the first half of each term
OSAP	Ontario Residents who are Canadian citizens	Apply through OSAP website: ontario.ca/osap	Visit ontario.ca/osap to set up your profile and be notified when the application opens for the upcoming academic year
Financial Aid for International Students	For more information refer to p. 476		

Scholarships

Trent University offers a full and diverse scholarship program designed to foster and reward high academic achievement among its students. All new entering Canadian students with a final admission average of 80% or higher will be considered for one of Trent University's Renewable Entrance Scholarships. In-course students who did not receive an entrance scholarship, and who achieve an average of 85% in 5.0 Trent University credits during an academic year, will be considered for an in-course scholarship; please see further details on the website.

All University scholarships may be held in conjunction with scholarships awarded by outside agencies when the conditions of the latter permit; however, a student may not receive funds from more than one major Trent University scholarship in an academic year.

Students with documented disabilities may be eligible to receive scholarships based on a reduced course load. Please contact the Student Accessibility Services Office for details ([p. 492](#)).

Externally Awarded Scholarships

A number of scholarships (and bursaries) are awarded by organizations outside the University. Some corporations have special programs for dependents of their employees. Students should consult their parents, secondary school guidance counsellors, and applicable websites to search for external awards. Some links to externally awarded scholarships are listed on the Financial Aid web page under Scholarships.

Prestigious Scholarships

Trent's Prestigious Scholarships include the Champlain Scholarship, the Board of Governors' Leadership Scholarship, the Michael Treadwell Scholarship, the Canada-Wide Science Fair Scholarship, and the Trent University Special Admissions Scholarship. These are renewable scholarships awarded to new Canadian students entering the first year of study who have displayed exceptional academic and extracurricular achievement, and who are judged likely to make a significant contribution to the life of the University. Students must apply for these scholarships; applications are usually available beginning in January each year. Full details and application deadlines can be found on the Financial Aid website under Scholarships. Previous winners of these scholarships have normally had an average of at least 90%. The winners are announced by early May each year.

Canadian students with a final entrance average of 80% or higher who did not apply, or are not eligible, for a Prestigious Scholarship will automatically be considered for a Trent University National Renewable Entrance Scholarship.

Trent University National Renewable Entrance Scholarships

These scholarships are awarded to Canadian students entering their first year at Trent with a final admission average of 80% or higher, who are not in receipt of a Prestigious or other Trent University entrance scholarship. Students entering directly from secondary school or transferring from a college or another university are eligible for consideration. Scholarship values are based on admission averages:

- 80% to 84%—\$1,000
- 85% to 89%—\$1,500
- 90% to 94%—\$2,500
- 95% or higher—\$3,000

Scholarships may be awarded for a maximum of four years of undergraduate study. No application is necessary. For a scholarship to be renewed, students must maintain an 80% average in 5.0 Trent University credits each academic year. Full details are available on the Scholarships page of the Financial Aid web site under Entrance Scholarships.

In-Course Scholarships

Canadian undergraduate students who did not receive a renewable entrance scholarship are automatically considered for an in-course scholarship at the end of their first year. Unless specifically noted, these scholarships do not require an application. Students already receiving a renewable entrance scholarship are not eligible to receive an in-course scholarship. These scholarships are listed at trentu.ca/financialaid.

Students who achieve an 85% average in 5.0 Trent University credits during the previous academic year are eligible for an in-course scholarship of \$1,000; students with an average of 90% or higher are eligible for a scholarship of \$2,000.

International Scholarships

For scholarships available to international visa students, please visit the website. They require a letter of application to Trent International accompanied by an application for admission to Trent University, certified transcripts, certified evidence of proficiency in English (see English Proficiency Requirements under Admissions, [p. 427](#)), and three letters of reference (including two from current or former teachers). For scholarships designated for United World Colleges or advertised through Canadian Education Centres abroad, application should be made directly to the appropriate United World College or Canadian Education Centre. Holders of renewable scholarships must remain in good academic standing for their scholarships to be renewed.

Medals

Medals are awarded to students with high academic standing upon graduation. They are listed in the Graduation and Convocation section of the Calendar under Academic Distinctions, [p. 458](#).

Prizes

Prizes are awarded by academic departments and colleges based upon academic excellence or other specific criteria. Full listings of the prizes offered at Trent University are available on the website.

Guidelines for Students with Financial Need

Ontario Student Assistance Program (OSAP)

The province of Ontario and the government of Canada provide integrated assistance programs to Ontario residents attending university through the Ontario Student Assistance Program (OSAP). To qualify for OSAP, students must be Canadian Citizens, Permanent Residents, or Protected Persons, and be enrolled in at least 60% of a full course load (40% for students with permanent disabilities who are registered with Student Accessibility Services). The purpose of the OSAP program is to assist students when the financial resources available to them from parents, spouses, summer employment, and other sources are insufficient to meet educational costs.

The OSAP funding year starts in September of each year. A new application is required for each funding year. Students may apply for funding on the OSAP website at ontario.ca/osap. Students should apply for OSAP at least six weeks before the start of their study session to ensure that funding will be available when they begin their studies.

Part-Time Canada Student Loans and Grants

Part-time students (registered in less than 60% of a full course load) with demonstrated financial need may qualify for a study grant or a Canada part-time student loan. Visit the OSAP website for application details ontario.ca/osap.

Students from Outside Ontario

Canadian students from outside Ontario who require financial aid should consult with officials in their home province to apply for provincial government student aid. Links to out-of-province government loan programs can be found on the Financial Aid website: trentu.ca/financialaid. Students from foreign countries, including the US, are strongly urged to consult with educational authorities and sponsoring agencies in their home country. Trent International (TI) provides information regarding financial programs for international students.

Bursary for Students with Disabilities

Sponsored by the province of Ontario and the government of Canada, Bursaries for Students with Disabilities (BSWD) are available to students with a financial need who require assistive devices for educational purposes. Applications are available at the Student Accessibility Services Office ([p. 492](#)).

Trent Work Study Program (TWSP)

The Trent work study program provides part-time jobs on campus during the study period for full-time Canadian students (minimum 60% of a full course load) with demonstrated financial need. Further information is available on the Financial Aid website or the Career Centre website at trentu.ca/careers.

Ontario Student Opportunity Trust Fund (OSOTF) & Ontario Trust for Student Support (OTSS)

In 1996-1997 the province of Ontario established the Ontario Student Opportunity Trust Fund to assist students with a financial need. Half of this endowed fund is provided by the province and half has been provided through fundraising by the University. Annual proceeds from investment earnings are available in the form of in-course bursaries to Ontario residents. A second phase of OSOTF was introduced in 2003. In some instances, academic excellence as well as financial need will be a determining factor. All bursaries and awards established or modified since 1996-1997 must adhere to the OSOTF guidelines listed below. In 2005 the province of Ontario established the OTSS matching gift program to replace the OSOTF program. The OSOTF guidelines noted above apply also to bursaries and awards established through the generosity of donors and matching OTSS funds.

Eligibility Guidelines:

Students must be Ontario residents to receive OSOTF and OTSS bursaries and awards. To qualify for provincial residency: prior to the beginning of their current full-time post-secondary study session, students or their parents or their spouses must have lived in Ontario for at least 12 consecutive months without being full-time post-secondary students.

Students must demonstrate financial need and be in receipt of OSAP to qualify for OSOTF and OTSS bursaries and awards. Eligible students may apply for OSOTF and OTSS bursaries using the General Bursary application available on the Financial Aid website.

Bursaries

Trent University offers bursaries to undergraduate students with financial need to assist with tuition and related educational costs. Full-time students must be in receipt of OSAP, or an out-of-province government student assistance program, to be eligible for bursary assistance. Part-time students who are in receipt of government aid for part-time studies may also apply for bursary assistance. The Undergraduate Bursary Application is available on the student portal at trentu.ca/mytrent during the first month of each study term.

In-Course Bursaries

Bursary funds are intended to supplement the resources a student has available from government student assistance programs, parents, and personal savings. Students with a documented need may apply for a Trent University general bursary or a donor sponsored bursary each term that they require assistance.

International Bursaries

Students who enrol in international study programs through Trent University are eligible to apply for any bursary listed in the Calendar, but there are some bursaries specific to Trent International. Details are available on the website.

External Bursaries

Many organizations and companies offer bursary assistance to post-secondary students. Information is available in secondary school guidance offices as well as Financial Aid offices. A few externally-funded bursaries are administered through the Trent University Financial Aid Office. Details and applications are posted on the Financial Aid web page.

Awards

Financial assistance through Trent University's award program is designed to acknowledge those students with outstanding academic qualifications and proven financial need. Many of these awards are made possible through the Ontario Student Opportunity Trust Fund established by the province of Ontario in 1996-97; a second phase was introduced in 2003 ([p. 477](#)). The trust fund represents an endowment fund. Annual proceeds from investment earnings are available in the form of awards to Ontario residents enrolled in full-time or part-time undergraduate or graduate studies. Students may apply for OSOTF and OTSS bursaries and awards using the Undergraduate Bursary form available through myTrent.

Residence & Housing

Peterborough

trentu.ca/housing

New students who apply to study at Trent University receive information about applying to residence with their offer of admission. Students may submit an application for residence by going to trentu.ca/housing and navigating to the application page. New students who complete the application requirements by the June deadline (see the website for details) will be guaranteed residence accommodation. Room selection time slots are ordered on a first-come first-served queue. For students who choose not to participate in room selection, Housing Services will assign a room based on the students preference choices, however, preferences cannot be guaranteed. Applications must be submitted online and accompanied by the application fee before they will be processed. To guarantee your accommodation you must also submit your residence deposit prior to the June deadline.

General inquiries concerning cost or the application process may be directed to Housing Services. Please see the Fees section ([p. 466](#)) and the Housing website for details about residences and dining plans. Information and applications for our Living Learning Communities, which provide theme or academic program-focused activities in co-operation with the college offices, faculty, and other departments on campus, are also available online.

Off-Campus Housing Service

Trent University, through a partnership with Places4Students, provides an online collection of numerous housing opportunities in the Peterborough region. The website provides a large real-time database of student housing vacancies in the area. The Housing Services office provides students with copies of the Residential Tenancies Act, basic information on renting an apartment or house, and transitional programming for students living off campus for the first time. Further details are available on the web page or by email request.

Trent University Durham – GTA

Trentu.ca/durham/student-life/student-support-services/residence-and-housing

Trent University Durham – GTA has partnered with Durham College and UOIT to provide a residence experience that offers convenience and great friendships. The residences, a short and direct Durham Transit bus ride from the campus, offer safe, clean, and comfortable living accommodations.

First-year Trent University Durham – GTA students are guaranteed a spot in residence if they meet the deadlines for accepting Trent's offer of admission and applying to residence. Students enrolled in January-start programs may apply to residence and will be approved based on room availability.

Off-Campus Housing Service

Trent University Durham – GTA, through a partnership with Places4Students, provides an online collection of numerous housing opportunities near campus. The website provides a large real-time database of student housing vacancies in the area.

Colleges at Trent

trentu.ca/colleges

Campus map: trentu.ca/howtofindus/trentcampus.php

Director of Colleges

S. Muehlethaler, BA (Laurier), MA (Connecticut)

Colleges Assistant

S. Edgar

In Peterborough, the Colleges of Trent University offer their own unique identities with a rich array of opportunities for intellectual, cultural, and social life. By belonging to a specific college, each student becomes part of a smaller community within the larger university, which provides an important sense of belonging. Founded on the principle of interdisciplinary learning, the Colleges promote dialogue about important social issues such as social justice, environmental sustainability, Canada's Indigenous peoples, international relationships, art and culture, and the health of individuals across the lifespan. Each college is also home to a unique mixture of academic departments, student services, living learning communities, and places to socialize.

Located within each college office are both peer-based and professional supports to assist with a wide variety of student needs, including help with accessing student services and campus resources, navigating degree requirements, assistance with course selection, and learning about campus involvement opportunities. Students are encouraged to use these services as a first point of contact for any circumstance, including mental and physical health, career directions, learning skills, and clarifying long-term goals.

By getting elected to the student-run college cabinets, members of the Colleges have the opportunity to take on additional leadership roles, including working closely with college staff and the general membership to plan programs and activities according to the interests of the community. Promoting student-faculty interactions, acknowledging accomplishments, building friendships, and helping members find inspiration are all core objectives of these activities. Cabinets also provide student representation on a large number of institutional decision-making committees, including Senate, budget committees, and advisory groups on strategic directions.

College awards ([p. 476](#)) honour academic excellence and contributions to the life of the college. Each college plays a key role in helping its members develop an intentional plan for learning outside of the classroom so that students are well-rounded, active citizens upon graduation. Involvement in co-curricular learning within the colleges helps to build skills that are well matched to what employers seek in prospective workers.

Each college includes a dining hall, classrooms, faculty and administrative offices, lounges and common spaces, and residences for students who live on campus. The majority of members of each college live in one of Peterborough's friendly neighbourhoods or commute from outside of the city. All students, regardless of where they live, are encouraged to participate equally in their college's community, and to make use of the services and facilities.

Catharine Parr Traill College

College Principal

M. Eamon, BA Hon (Ottawa), MA (Queen's), MPhil (Cambridge), PhD (Queen's)

College Assistant

K. Williams, BA (Trent)

Academic Advisor

J. Orsetto, BA (Trent), MA (Queen's)

Academic Skills Instructor

D. Capell, BA (Carleton College), MA (Rutgers)

Counsellor

K. Searle, MSW (Toronto), RSW

Named in honour of the noted author, botanist, and pioneer settler of the Peterborough area, Catharine Parr Traill College is one of the founding colleges of Trent University. Traill College is an active downtown hub for students. Situated beautifully on a drumlin overlooking central Peterborough, it plays a unique role in connecting Trent to the larger Peterborough community. Traill College is the home for several of Trent University's undergraduate and graduate programs in the humanities. It is a diverse home for both graduate and undergraduate students with a large proportion of upper year, mature and transfer students. Traill also offers a unique and welcoming space for all students in the joint Trent/Swansea law program and offers specialized supports for these students.

Space within the college's historically significant buildings and the modern Wallis Hall has been converted into office space for graduate students and faculty as well as residence for undergraduates and apartments for graduate students. Bagnani Hall provides state-of-the-art teaching facilities as well as the elegant Bagnani Room for small academic and social functions. The ground floor of Scott House has recently been renovated and now offers 24-hour access to all Traill College members. Facilities include Junior and Senior Common Rooms, College Library and printer stations, graduate and undergraduate reading rooms. The Trend (the college gastropub), situated on the first floor of Wallis Hall, offers great meals and a relaxing space 7 days a week.

The intellectual life of the college is supplemented by a wide range of cultural events and professional development activities, including development workshops, visiting speakers, guest lecturers, and visiting Fellows from other universities. These events give members of the college the opportunity to meet informally with visiting scholars and professionals from a variety of backgrounds. Traill is also home to the Thomas H. B. Symons Graduate Seminar Series, the Writers Reading series, open mic, poetry readings, and trivia nights in The Trend. The excellent facilities and quiet atmosphere of the college offer a comfortable working environment for both students and faculty. Regular bus service connects the college with the Symons Campus, and Traill's close proximity to downtown Peterborough provides easy access to the Peterborough Public Library, art galleries, movie theatres, live concerts, churches, restaurants, pubs, and more.

Champlain College

College Head

M. Sedge, BA (Guelph), Postgraduate Diploma (Fleming), Diploma (Trent)

Academic Advisor

T. Fridgen, BSc, MSc (Trent)

Academic Skills Instructor

D. Capell, BA (Carleton College), MA (Rutgers)

with **L. Miller-Pond**, BA (Lewis & Clark), BEd (FEUT)

Named in honour of the French explorer Samuel de Champlain, the college is situated directly on the banks of the Otonabee River. Discovery, adventure, reflection and engagement (D.A.R.E.) is the spirit of this college and a tribute to the history to that continues to shape our community. These buildings were part of the original design of the Symons Campus by master architect Ron Thom, and features the Great Hall, a student pub, and a locally sourced organic café. Active living and concern for international perspectives are just two of the many important aspects of the Champlain College culture.

Champlain is home to the departments of International Development Studies, Political Studies, and Trent International. In addition, Trent Students for Literacy, the Trent International Students' Association, the Trent Global Living Community, and the Active Living Community are located here. The Trent University Faculty Association, Alumni Affairs, and B!KE at Trent, which is a do-it-yourself bicycle repair shop, are also found at Champlain.

The college's two residential quads are divided into staircases with five bedrooms clustered on each floor (a mixture of singles and doubles). Some students are housed in facilities managed by the University but located off campus, known as the Champlain Annex. All members of the college, including those who live off campus in private homes, are welcome to use the common rooms, the music practice room, the Ceilie (a licensed pub), the Junior Common Room, the Morton Reading Room, and several group study spaces.

Lady Eaton College

College Head

L. Morris, BA (Wilfrid Laurier), BEd (Nipissing)

Academic Advisor

C. Freeman-Roth, BA (Guelph), MA, PhD (Waterloo)

Academic Skills Instructor

E. Stewart-Eves, BA (Trent), BEd (Queen's), MA (Trent)

Named in honour of Flora McCrea Eaton, a native of Omemee and one of the original sponsors of the University, the college has a creative energy, a passion for our local community, and a commitment to self-expression. Nestled against a tree-covered drumlin, the building houses student lounges, a dining hall, a music library and pianos, and is home to both Spiritual Affairs and Conference Services. A love of words, language, social justice, and big ideas is part of our tradition.

The residential wings and Commons Block enclose an outdoor quadrangle. For those who live in residence, there are a total of 214 single occupancy bedrooms, 5 apartments reserved mostly for upper-year students, and 12 double occupancy bedrooms, accommodating all genders. The college houses the departmental offices of Ancient History & Classics, History, French & Francophone Studies, Philosophy, Gender & Women's Studies, Social Work, and the offices of the deans of Social Sciences, Humanities, and Science.

The Living Learning Communities within the college include Expressions, and Leadership & Civic Engagement. Notable common areas include the Junior Common Room, the Pit, the LEC Cafeteria, a music room, and a TV room.

Otonabee College

College Head

A. Gerrits, BA (Trent)

Academic Advisor

C. Carlson, BA (Toronto), MA (McMaster), MS (Kansas State)

Academic Skills Instructor

A. Maxie, BSc (Guelph), MSc (Trent) with **L. Davies** (BSc (Waterloo), BEd (Alberta) and L. Miller-Pond, BA (Lewis & Clark), BEd (FEUT)

The college's buildings range along a cedar ridge overlooking the Otonabee River from which the college derives its name. In Ojibwe, Otonabee means "river that beats like a heart," which symbolizes the way this college looks to the horizon, and imagines how we can keep up with change in our fast-paced lives while still honouring our hearts. Through exploring how people interact with the world, we are curious about human sciences and environmental sciences. Whether it is understanding human rights, caring for people who are sick, or educating the next generation, this is a place where everyone belongs.

Physically connected to the college building on the west is the Science Complex, and spiritually connected to the east is the DNA Building. Otonabee is home to the School of Education and the departments of Sociology and Computing & Information Systems. Anthropology, Biology, Forensic Science, the Trent-Fleming School of Nursing, and Psychology are also connected to the college in the DNA and Life Health Sciences Building. In addition, here Otonabee houses the Centre for Academic Testing and the Centre for Human Rights, Equity & Accessibility.

Some notable spaces in the college include a Sociology resource room, the OC Commons, and Wenjack Theatre. Nearby are the Archaeology Centre, Mackenzie House, and a wildlife sanctuary with walking and ski trails. Eight houses, connected by an interior walkway called the Street, make up Otonabee's residence. Each house contains single, double, and a few triple occupancy bedrooms; a kitchenette; and a commons area. The Otonabee Quad, with a lovely green space and picnic tables, is located behind the School of Education offices and can be accessed from the basement level. All students, regardless of whether they live on or off campus, are welcome to participate in the life of the college.

Peter Gzowski College

College Head

L. Garneau, BA (Trent)

Academic Advisor

M. Buddle, BA (Guelph), MA (Northern British Columbia), PhD (Victoria)

Academic Skills Instructor

M. A. Armstrong, BA (Trent), MA (Toronto)

Opened in 2004, the college is named in honour of the University's eighth chancellor: author, broadcaster, columnist, and champion of literacy Peter Gzowski (1934–2002). Located in the building called Enweying, which is the Anishnaabe word for "the way we speak together," the college is animated by discussion and a deep respect for each other that is at the heart of our community. Through the pursuit of sustainability, the exploration of marketplaces and numbers, and the honouring of Indigenous traditions, we explore the world and the intersection of many different fields of study. While research is embedded in every part of the university, we provide a special home for the process of asking new questions about the world and learning to find the answers.

Academic departments housed in Gzowski College include Mathematics, Indigenous Studies, Economics, Business Administration, and the Office of Research. Reflective of the idea of integrating all peoples together, Enweying has space in our Atrium (the common area between the lecture halls) for a variety of special events. As home to First People's House of Learning, other unique spaces in the building include the Nozhem Performance Space, the Ernie and Florence Benedict Gathering Space, and close proximity to the Tipi.

The four elements of the First Peoples are integrated through the distinctive architecture of the building, represented by the colours of the medicine wheel. Gzowski College is adjacent to the Otonabee River and has 250 single occupancy residence rooms for undergraduate students in traditional-style residence hallways.