

UNCLASSIFIED STUDIES

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The Dean of Extension is responsible for Unclassified Studies

UNCLASSIFIED STUDIES FACULTY COUNCIL

D. G. Thompson, Dean of Extension
L. M. Brown, Extension Division
R. T. Burton, College of Engineering
R. M. Cassidy, College of Arts and Science
G. I. Christison, College of Agriculture
R. Epstein, Extension Division
B. A. Hobin, Extension Division
K. A. Hobin, Extension Division
P. Jonker, Extension Division
G. Joyce, Extension Division
S. McLean, Extension Division
G. M. Moss, Extension Division
D. I. Rae, College of Nursing
A. E. Renny, College of Commerce
S. D. Robinson, College of Education
E. H. Scissons, Extension Division
P. Settee, Extension Division
W. A. Skrapek, College of Arts and Science
M. Tennant, College of Kinesiology
A. T. Wong, Extension Division
G. D. Wood, Extension Division
Two students named by USSU
One sessional lecturer named by sessional lecturers

MEMBERS EX OFFICIO

R. P. MacKinnon, President
M. Atkinson, Vice-President (Academic)
A. J. Whitworth, Vice-President (Finance and Resources)
M. D. Evered, Acting Associate Vice-President (Academic)
M. E. Corcoran, Vice-President (Research)
V. Pezer, Associate Vice-President (Student Affairs and Services)
R. G. Kachanoski, Dean, College of Graduate Studies and Research
F. Winter, Director of Libraries
K. M. Smith, Registrar
University Secretary, T.B.A.
R. Cram, Director, Extension Credit Studies
S. Ritchie, Coordinator, Unclassified Studies Advising (Council Secretary)

GUIDING PHILOSOPHY OF THE UNCLASSIFIED STUDIES FACULTY COUNCIL (UFC)

The Unclassified Studies Faculty Council will develop and administer policies and procedures designed to give students opportunities for learning they might not otherwise have. The Council will encourage openness, flexibility and accessibility to meet the diverse needs of a mixed group of students that includes:

- recreational learners
- students who are undecided about the discipline they wish to study
- students seeking to meet degree program admission or re-admission requirements
- students with limited access due to their geographical location.

ACADEMIC POLICIES, REGULATIONS AND PROCEDURES

Academic policies, regulations and procedures related to students in Unclassified Studies are currently under review by the Unclassified Studies Faculty Council. Students wishing to obtain information about current policies, regulations and procedures are invited to contact the Unclassified Studies Coordinator of Advising.

ACADEMIC ADVISING

Academic advising is a partnership and shared responsibility between student and advisor. It helps students develop an educational plan that fits their abilities, interests, personal circumstances and career goals. Students in Unclassified Studies have access to their own advising service. An Unclassified Studies advisor will provide information and guidance on a wide range of academic, administrative and social concerns and will facilitate referrals to college advisors and other university services.

Sandra Ritchie, Coordinator, Unclassified Studies Advising
Lucille Otero, Assistant to the Coordinator
Unclassified Studies Advising
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GENERAL INFORMATION

Unclassified Studies is available to applicants who do not wish to enter a degree program at this time or who do not meet the admission requirements of a degree program. Students in Unclassified Studies are not admitted to or committed to a degree program. However, they are admitted to the university to take degree-level courses for credit. They may choose full-time or part-time study and may take courses on-campus, off-campus and through distance education formats.

Unclassified Studies gives applicants an opportunity to complete available selected courses and work toward meeting the competitive admission transfer average to a degree program. Courses may be chosen from selections offered by several colleges, including Agriculture, Arts and Science, Commerce, Education, Pharmacy and Nutrition and Kinesiology (formerly Physical Education). College transfer requirements are generally based on successful completion of a minimum of 18 credit units admissible to the specific college program and meeting the relevant competitive transfer average in place at the time of application for college admission. All courses taken in Unclassified Studies are included on students' University transcripts and, if selected in accordance with specific program requirements, have potential transferability to a degree program.

At their initial U-STAR access date for the Regular Session (September to April), students in Unclassified Studies are eligible to register for on-campus classes in the evening, for off-campus daytime or evening classes or for courses offered through distance education (independent studies, televised, multi-mode or online delivery). Beginning August 4, 2000, students in Unclassified Studies may register for available selected Regular Session on-campus daytime classes. Students in Unclassified Studies are also eligible to register for courses for credit during the May to August period.

ADMISSION

The requirements for admission to Unclassified Studies are outlined in the Admission portion of the General Information section of the *Calendar*.

STUDENT RESPONSIBILITY

Students in Unclassified Studies are bound by the same general obligations of student responsibility as students in colleges. The University Council's *Guidelines for Academic Conduct* may be read online at www.usask.ca/university_council/reports.shtml. *Student Appeals in Academic Matters*, and *Student Academic Dishonesty* are available from the Office of the Registrar and online at www.usask.ca/registrar/. *Examination Regulations* may be found at the end of the General Information section of the *Calendar* and online at www.usask.ca/registrar/. Students in Unclassified Studies should also consult the *Student Non-Academic Dishonesty Regulations*; the General Information section of the *Calendar*; the annually published *Registration Guide*, *Extension Bulletin*, and *Intersession-Summer Session Bulletin*; and the Student Responsibility section of the *Unclassified Studies Student Handbook*.

AVAILABILITY OF COURSES

The University's colleges determine which of their courses will be available to students in Unclassified Studies. Generally, U-STAR registration access is limited to numerous

100-level and some 200-level courses. Students in Unclassified Studies may go to the appropriate departmental office to seek written permission to register in upper-year courses.

In most cases, if a department is willing to give a student in Unclassified Studies permission to take an upper-year course, the student must take the written permission to the Office of the Registrar so staff can manually perform the registration on the student's behalf. Off-campus students should call the Unclassified Studies Advising office for information on how to access such permissions and registrations.

However, even in the case of receiving permission to register for certain courses, students must also meet course prerequisite requirements or have obtained a prerequisite waiver as explained in the following section.

PREREQUISITE REQUIREMENTS

As stated in the Prerequisites portion of the General Information section of this *Calendar*, all students are expected to refer to course descriptions in the University's General *Calendar* to determine prerequisite requirements for each course in which they wish to register. Prerequisites are established by a college after thorough examination of the course proposals. Therefore, a prerequisite will normally be waived only if an equivalent alternative learning experience can be identified.

Students in Unclassified Studies whose future intention is to pursue a degree from the University of Saskatchewan must be aware that colleges ultimately have the right to withhold course credit where a student has not met prerequisite requirements or obtained a written waiver. If students take a prerequisite class concurrently with an upper level class and fail or drop the prerequisite class, they must be aware of the potential for a college to ultimately determine that they may not receive credit for the upper level class.

Note: Certain 30-level Grade 12 subjects are required prerequisites for some university courses, particularly in the natural sciences. Adult Basic Education (ABE) subjects and General Equivalency Diploma (GED) do not meet the prerequisite requirements for any university level courses or programs.

Prerequisite Waiver Forms for students in Unclassified Studies are available from the office of Unclassified Studies Advising. Procedural instructions are included on these Forms. Students are reminded that any misrepresentation of prerequisites may lead to disciplinary action.

REGISTRATION

ACCURACY OF REGISTRATION

Students in Unclassified Studies who ultimately wish to qualify for college entry in order to complete a degree are responsible for ensuring that they meet the degree and program requirements of the

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specific college which offers their chosen degree. Students are therefore cautioned to check all regulations with respect to degree requirements with an advisor in the Dean's Office in the specific college from which they wish to obtain a degree. It is also recommended that students see a faculty advisor in the department of their intended major at least once a year.

All students should confirm their course numbers, sections and laboratories through U-STAR. Students are responsible for ensuring that they are attending the correct course, including number, section and term, for which they have officially registered. Important details on registration policies, procedures and dates for withdrawal without academic penalty are outlined in the Registration portion of the General Information section of the *Calendar*.

LATE ENROLMENT

Students in Unclassified Studies may seek permission to add a class or to change sections after the deadline for adding or changing classes by consulting with the instructor of the course they wish to enter and obtaining signatures of the course instructor and the department head on a Request for Late Enrolment form. Forms are available from the Office of the Registrar, the Unclassified Studies Advising Office, the Departmental office or the Regional College University Program Coordinator. Instructions for completion of the registration process are included on these forms. Details on late enrolment and the accompanying fees are included in the General Information section of the *Calendar*.

CHANGES IN REGISTRATION

Changes in registration (to add or drop a class or to change a section) are not official until completed through U-STAR. It is the student's responsibility to be aware of the different dates by which a course may be dropped in order to avoid academic penalty or to avoid financial penalty. Academic penalty and financial penalty dates are not the same. Details are contained in the Registration and Fee Assessment and Refunds portions of the General Information section of this *Calendar*.

Students in Unclassified Studies are reminded that withdrawing from a class after the specified dates means you will be assigned a grade of Withdraw Fail (WF), which is ultimately converted to a percentage grade of either 0% or 30%, depending on the regulations of the specific college from which the course was taken. This mark will be included in the calculation of an average. All grades remain on the transcript as part of the student's permanent university records.

THE UNIVERSITY GRADING SYSTEM

Students in Unclassified Studies should refer to the General Information section of this *Calendar* and to their Unclassified Studies Student Handbook for detailed information on grading, and should pay particular attention to the details under Grading Alternatives (non-numerical grades). Students in Unclassified Studies are reminded that non-numerical failing grades (e.g., ABF, INF, WF) will be converted to 0% or 30%, depending on the regulations of the specific college from which the course was taken. The percentage grade will be included in the calculation of an average. All grades remain on the transcript as part of students' permanent university records.

EXAMINATION REGULATIONS

FINAL EXAMINATIONS

All students are required to write a final examination in order to obtain credit for a course. As with college students, students in Unclassified Studies who miss a final examination will be assigned a grade of Absent (ABS). If Unclassified Studies Advising does not approve a deferred examination in the course, the ABS will automatically be converted to an Absent Fail (ABF), resulting in a final mark of 0% to 30%, as described in the preceding section on the University Grading System.

For detailed provisions governing examinations, refer to the University Council Regulations on Examinations section of the *Calendar* or www.usask.ca/registrar/.

DEFERRED EXAMINATIONS

A student who becomes ill during a final examination should notify the invigilator immediately of his or her inability to complete the examination. The student should then request a deferred examination through the Unclassified Studies Coordinator of Advising. *A student who has sat for a final examination and handed the paper in for grading will not be granted a deferred final examination.*

A student in Unclassified Studies who is absent from a final examination for medical reasons (such as personal illness or injury) or compassionate reasons (such as a death in the family or the illness of a child) may apply to the Unclassified Studies Coordinator of Advising for a deferred examination. *This application must be made within three days of the scheduled date of the missed examination, must include a completed Application for Deferred Examination Form (available from the Unclassified Studies Advising office) and be accompanied by detailed supporting documentation from a third party source.* For example, in the case of

personal illness or injury, the student should provide a letter from the attending physician indicating date of visit, nature of illness, expected period of incapacitation due to illness, and specifically, why the student was unable to write the exam at the scheduled date and time. In the case of compassionate grounds such as a death, the student should write a letter indicating the relationship of the deceased to the student and attach an obituary notice or funeral service card.

A Special deferred examination may also be approved for students who submit satisfactory evidence of inability to be present at the Regular deferred examination sitting. As detailed above, an Unclassified Studies Application Form must be completed and supporting documentation provided.

Refer to the Academic Schedule at the front of the *Calendar*, to the *University Council Regulations on Examinations*, and to the General Information section for further details and for dates when Regular Deferred Examinations are written.

STUDENT RIGHTS, APPEALS AND ACADEMIC DISHONESTY

For details, refer to the General Information section of the *Calendar* or to www.usask.ca/registrar/.

UNCLASSIFIED STUDIES STUDENTS' SOCIETY

In the fall of 1999, a joint invitation from the Extension Division and the University of Saskatchewan Students' Union (USSU) was extended to all students in Unclassified Studies to create an Unclassified Studies Students' Society (USSS). Paralleling the advantages of college students' societies, an Unclassified Studies Students' Society would give the Unclassified Studies student body an identity and a presence on the student society scene. Details on the status of this Society were unavailable at the time of printing the *Calendar*. Interested students in Unclassified Studies should contact the USSU Vice-President of Student Issues or the Vice-President Academic for more information (966-6962).

GOLDEN KEY NATIONAL HONOUR SOCIETY ELIGIBILITY

Membership in Golden Key is by invitation only and based solely on academic merit. Students in Unclassified Studies who have completed at least 30 credit units of study at the University of Saskatchewan, who are eligible for registration in the succeeding year and whose weighted average of all classes completed here is in the top 15% of the Unclassified Studies student body (cut off average 75%), may be invited to join Golden Key. For more information on the

Golden Key Honour Society, please see the General Information section of the *Calendar*.

AWARDS ELIGIBILITY

The University of Saskatchewan offers awards to students pursuing an undergraduate degree program. Students in Unclassified Studies are not admitted or committed to a degree program and therefore are not eligible for University of Saskatchewan awards during the time they are enrolled in Unclassified Studies.

However, following a year or more in Unclassified Studies, a student who applies and is accepted to a degree program at the University of Saskatchewan would then be eligible to apply for undergraduate awards. Eligibility for these awards would be based on all courses taken in Unclassified Studies during the last Regular Session (September to April). The majority of awards require students to have completed 24 credit units during the last Regular Session.

For additional details, students should consult the Undergraduate Awards Guide for Continuing Students. This publication is available from Student Awards, Office of the Registrar, beginning in February each year. The deadline for application for most undergraduate awards is June 1.

STUDENT IDENTIFICATION / LIBRARY CARDS

Students in Unclassified Studies who are registered in at least one on-campus degree credit level class in Regular Session and who have been assessed the part-time or full-time USSU, recreational and Place Riel fees are eligible for a student card. (If you have not been assessed on-campus student fees but would like to make use of services and facilities available to on-campus students, you may contact the Office of the Registrar and have the fees assessed on a voluntary basis.) Contact Consumer Services at 966-6779 for information on when the card service operates and what forms of identification students must take with them to Saskatchewan Hall to obtain their photo ID student card.

CAMPUS COMPUTER ACCOUNTS

Currently registered on-campus students in Unclassified Studies who have been assessed full-time or part-time student fees are eligible to purchase a campus computer account. The Arts and Science Computer Labs provide computer access for students in Unclassified Studies. However, some courses require a specific computer lab account. Students should check with their instructors to determine whether they require access to course-specific computer programming before purchasing a campus computer lab account.