

UNCLASSIFIED STUDIES

The Dean of Extension is responsible for students in Unclassified Studies.
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UNCLASSIFIED STUDIES FACULTY COUNCIL

Dean of Extension, T.B.A.

L.M. Brown, Extension Division

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

E.H. Scissons, Extension Division

P. Settee, Extension Division

G. Thompson, Extension Division

A.T. Wong, Extension Division

G.D. Wood, Extension Division

I. Christison, College of Agriculture

D. De Brou, College of Arts and Science

W.A. Skrapek, College of Arts and Science

A.E. Renny, College of Commerce

R.D. Fram, College of Education

R.T. Burton, College of Engineering

M. Tennant, College of Kinesiology

G.M. Remus, College of Nursing

Two students named by USSU

One sessional lecturer named by sessional lecturers

MEMBERS EX OFFICIO

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M. Atkinson, Vice-President (Academic)

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F. Winter, University Librarian

G. Barnhart, University Secretary

K.M. Smith, Registrar

R.G. 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 develops and administers policies and procedures designed to give students opportunities for learning they might not otherwise have. The Council encourages openness, flexibility and accessibility to meet the diverse needs of a mixed group of students including:

- 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 may 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 & Nutrition and Kinesiology. 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 on-line delivery). Beginning August 3, 2001, 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 Spring and Summer Session.

ADMISSION

Admission requirements for Unclassified Studies are outlined in the General Information section of the *Calendar*. Regulations and procedures for transfer from other post-secondary institutions or from a University of Saskatchewan college will not be applied until the 2002-2003 Regular Session.

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 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 this *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 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 the *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).

THE UNIVERSITY GRADING SYSTEM

Students in Unclassified Studies should refer to the General Information section of the *Calendar* and to their *Unclassified Studies Student Handbook* for detailed information on grading and 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 30% for purposes of calculating an Unclassified Studies Cumulative Percentage Average (C.P.A.)*. Unclassified Studies students should be aware that some colleges convert these non-numerical grades to 0% while others use 30% when including them in the calculation of an average for college purposes.

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 200-level courses, though some 300 and 400 level courses may sometimes be available. Where upper-year courses are not available on U-STAR, 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 Unclassified Studies Advising for information on how to access such permissions and registrations.

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.

PREREQUISITES

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. A prerequisite will normally be waived only if an equivalent alternative course can be identified.

Colleges may withhold course credit where a student has not met the prerequisite(s) or obtained a written waiver. If students take a prerequisite class concurrently with an upper-level class and fail or drop the prerequisite 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. Students are reminded that any misrepresentation of prerequisites may lead to disciplinary action.

STUDENT RIGHTS, DISCIPLINE AND APPEALS

The University's *Guidelines for Academic Conduct, Student Appeals in Academic Matters, Student Academic Dishonesty Rules, and Student Non-Academic Dishonesty Regulations* are online at: www.usask.ca/university_council/reports.shtml.

Examination regulations may be found at the end of the General Information section of the *Calendar* and online at www.usask.ca/university_council/reports.shtml. Students in Unclassified Studies should also consult the General Information section of the *Calendar*, the annually published *Extension Bulletin, Registration Guide, Spring and Summer Session Bulletin*, and the Student Responsibility section of the "Unclassified Studies Student Handbook" in the *Extension Bulletin*.

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 be eligible to apply for undergraduate awards. Eligibility is 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* available from the Office of the Registrar, or online at www.usask.ca/registrar.

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. 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.

TAKING COURSES AT OTHER UNIVERSITIES

VISITING STUDENT STATUS

Not all courses offered at other universities are acceptable for credit at the University of Saskatchewan. Unclassified Studies Advising confirms with the University of Saskatchewan transfer credit office whether courses the student has selected from another institution will transfer to the University of Saskatchewan. If an Unclassified Studies student subsequently gains admission to a University of Saskatchewan college, that college will determine if any of the transfer credits apply to the student's specific degree program. It is the student's responsibility to consult with an advisor in the Dean's Office of the degree-granting college to determine the potential for transfer credit.

It is the student's responsibility to have transcripts sent directly by the granting institution to the Office of the Registrar, University of Saskatchewan upon completion of these courses.

The traditional letter of permission to be a visiting student at another university cannot be issued to students in Unclassified Studies.

MAXIMUM NUMBER OF CREDIT UNITS

LIMITS

Unclassified Studies students, excluding Open Admission students and those who have been placed on probation by the Unclassified Studies Faculty Council, may register on U-STAR for a maximum of 30 credit units in Regular Session, with a maximum of 15 credit units in each term.

Students not on probation or under Open Admission may register in Spring and Summer Session for a maximum of 18 credit units but may not exceed 9 credit units per term, with a maximum of 6 credit units in a quarter.

Unclassified Studies students may apply to the Coordinator of Unclassified Studies Advising for permission to take additional credit units in Regular Session or in Spring and Summer Session if they satisfy the following conditions:

(i) successful completion of 30 credit units or more of university-level courses from the University of Saskatchewan or in combination with other post-secondary institutions for which transfer credit has been granted at the University of Saskatchewan; AND

(ii) their cumulative percentage average (C.P.A.) is 70% or higher; OR

(iii) where exceptional circumstances are deemed by the Coordinator of Unclassified Studies Advising to justify special permission.

Exemption to the limit may sometimes be granted by the Coordinator of Unclassified Studies Advising.

Open Admission Unclassified Studies students will be allowed to take a maximum of 24 credit units in an academic year.

Open Admission Unclassified Studies students may register without permission for a maximum of 12 credit units in Regular Session, with a maximum of 6 credit units in each term and for a maximum of 12 credit units in Spring and Summer Session, with a maximum of 6 credit units in each term and 3 credit units in each quarter.

Students on probation may take no more than 12 credit units per term in the Regular Session and no more than 6 credit units per term in Spring and Summer Session.

EXAMINATION REGULATIONS

FINAL EXAMINATIONS

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 a grade of Absent Fail (ABF).

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

DEFERRED FINAL EXAMINATIONS

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. *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) accompanied by detailed supporting documentation from a third party source covering the date of the missed examination. 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.

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

UNCLASSIFIED STUDIES PROGRESSION REQUIREMENTS*

**These standards will be applied beginning in April, 2002 and will apply to all students registered under Unclassified Studies.*

A minimum Cumulative Percentage Average (C.P.A.) is required to continue as a student in Unclassified Studies. A C.P.A. is the weighted average of the grades earned on all University of Saskatchewan courses attempted, including failures, in any session. In the case of any failed University of Saskatchewan course that has been repeated and passed, only the most recent mark will be included in the calculation. In the case of repeated failures in the same course, the highest mark achieved will be included in the calculation. For the grades of ABF, INF and WF, 30% will be used in the calculation. (Unclassified Studies students should be aware that other colleges may follow different rules for calculating averages and should take these policy differences into account if planning to transfer to another college.)

The C.P.A. is calculated in April, once the grades from the Regular Session are known, for all students in Unclassified Studies. For students who have attempted 18 credit units or more at the University of Saskatchewan at any time, the value of the C.P.A. indicates whether the student:

(i) meets the progression standard and may proceed to another year of eligibility to register in Unclassified Studies;

(ii) will be placed either on probation 1 or 2 and may proceed to another year of eligibility to register in Unclassified Studies, but may register in no more than 6 credit units in any term of the next Spring and Summer Session or in no more than 12 credit units in any term of the Regular Session; or,

(iii) will be required to discontinue from Unclassified Studies.

Students who have not yet attempted 18 credit units or more at the University of Saskatchewan retain their eligibility to register in Unclassified Studies for another year.

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Whether a student progresses, is placed on probation, or is required to discontinue depends upon the number of credit units that have ever been attempted at the University of Saskatchewan, the value of the C.P.A., and whether or not they are on probation at the time when the C.P.A. is calculated. The various outcomes are reported below.

Fewer than 18 credit units attempted:

- Progression Standard is met with any C.P.A.

18-30 credit units attempted:

- Progression Standard is met with a C.P.A. of 56.00%
- Probation 1 is assigned with a C.P.A. between 50.00% and 55.99%

- Probation 2 or Required to Discontinue is assigned with a C.P.A. of less than 50.00%
- 31-60 credit units attempted:*
- Progression Standard is met with a C.P.A. of 58.00%.
 - Probation 1 is assigned with a C.P.A. between 54.00% and 57.99%
 - Probation 2 or Required to Discontinue is assigned with a C.P.A. of less than 54.00%

60 or more credit units attempted:

- Progression Standard is met with a C.P.A. of 60.00%.
- Probation 1 is assigned with a C.P.A. between 58.00% and 59.99%.
- Probation 2 or Required to Discontinue is assigned with a C.P.A. of less than 58.00%.

Students on probation who meet the progression standard as indicated above (or who achieve a sessional C.P.A. of at least 60%) clear their probationary status. Students on Probation 1 who do not meet the progression standard are placed on Probation 2. Students on Probation 2 who do not meet progression standards are required to discontinue.

Students who are required to discontinue from Unclassified Studies or who have been placed on probation may appeal the decision in writing to the Unclassified Studies Faculty Council. Appeals will only be granted if extenuating circumstances can be shown to account for the poor academic performance. Corroborating documentation, such as a letter of explanation from a physician, is required.

The written appeal should be sent to the Coordinator, Unclassified Studies Advising, within 15 days of the date of the notification to the student.

Students who have been required to discontinue from Unclassified Studies will not be considered for re-admission to Unclassified Studies for at least three years. An application for re-admission, following an action of required to discontinue from Unclassified Studies from the University of Saskatchewan, must be accompanied by:

- a written explanation of past performance;
- documentation verifying any extenuating circumstances; and,
- a letter of intent.