

UNCLASSIFIED STUDIES

The Dean of Extension is responsible for students in Unclassified Studies.

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UNCLASSIFIED STUDIES FACULTY COUNCIL

W. Archer, Professor and Dean of Extension

L. M. Brown, Extension Specialist,
Extension Division and Associate Member
in Management and Marketing

R. G. Cram, Assistant Professor of
Extension, Extension Division

R. Epstein, Extension Specialist, Extension
Division

B. A. Hobin, Extension Specialist,
Extension Division

K. A. Hobin, Extension Specialist,
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P. Jonker, Extension Specialist, Extension
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G. Joyce, Extension Specialist, Extension
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Extension and Associate Dean (Research),
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E. H. Scissons, Professor of Extension,
Extension Division and Associate Member
in Psychology

P. Settee, Extension Specialist, Extension
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D. G. Thompson, Professor of Extension,
Extension Division

A. T. Wong, Professor of Extension,
Extension Division and Associate Member
in Curriculum Studies

G. D. Wood, Extension Specialist,
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T.B.A., College of Agriculture

D. De Brou, Associate Professor of History,
College of Arts and Science

W. A. Skrapek, Associate Dean
(Undergraduate Affairs) and Associate
Professor of Mathematics and Statistics,
College of Arts and Science

A. E. Renny, Assistant Dean,
(Undergraduate & Certificate Programs)

and Assistant Professor of Accounting,
College of Commerce

R. D. Fram, Assistant Dean (Undergraduate
Programs) and Professor of Curriculum
Studies, College of Education

R. T. Burton, Assistant Dean
(Undergraduate Programs) and Professor of
Mechanical Engineering, College of
Engineering

M. Tennant, Associate Professor of
Kinesiology, College of Kinesiology

M. B. MacDonald, Assistant Dean
(Academic Affairs) and Professor of
Nursing, College of Nursing

Two students named by USSU

One sessional lecturer named by sessional
lecturers

MEMBERS EX OFFICIO

R. P. MacKinnon, President

M. Atkinson, Vice-President (Academic)
and Provost

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and Administration)

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Dean of the College of Graduate Studies
and Research and Associate Vice-President
(Research), T.B.A.

F. Winter, University Librarian

G. Barnhart, University Secretary
Director, Extension Credit Studies, T.B.A.

Sandra 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 readmission 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. For further information about current policies, regulations and procedures 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 2, 2002, 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*.

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 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 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 (CPA)*. 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 successful completion of 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 *Student Appeals in Academic Matters, Student Appeals in Non-Academic Matters and Student Academic Dishonesty Rules*, are online at: www.usask.ca/university_secretary/student_appeals.shtml.

Guidelines for Academic Conduct are online at: www.usask.ca/university_council/reports.shtml.

Examination regulations may be found following the General Information section of

the *Calendar* and online at www.usask.ca/registrar/Current_Calendar/examregs/index.html. 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".

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 the Card Administration Office at 966-2220 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 receive a campus computer account. The Arts and Science Computer Labs provide computer access for students in Unclassified Studies.

For more information, consult the Arts and Science Computer Lab web page: <http://www.artslab.usask.ca>

TAKING COURSES AT OTHER UNIVERSITIES

VISITING STUDENT STATUS

Students who are "in good standing in Unclassified Studies" may apply for an Unclassified Studies Letter of Permission to be a visiting student at another university. *Although an Unclassified Studies Letter of Permission indicates the course(s) chosen transfer to the University of Saskatchewan, the Letter does not guarantee that such transfer credits will apply to any particular University of Saskatchewan degree program. Students who ultimately wish to have transfer credit applied to a specific degree program at the University of Saskatchewan must consult an advisor in the Dean's Office of the respective college.*

A student currently registered in Unclassified Studies wishing to receive visiting student status at another university must satisfy the following conditions:

1. The student must have completed at least 6 credit units of university level courses.
2. The student must have an Unclassified Studies cumulative percentage average (CPA) of at least 60%.

3. Students wishing to take senior courses at other universities must complete any necessary prerequisites.

Unclassified Studies students should contact the Unclassified Studies Advising Office to obtain an Application Form for Letter of Permission for Visiting Student Status and Transfer Credit. Procedural instructions and requirements of student responsibility are detailed on the form.

Requests require at least two weeks to be processed and should be submitted well in advance of enrolment deadlines.

A Letter of Permission, valid for one year, will be sent by the Coordinator of Unclassified Studies Advising directly to the Registrar's Office at the university the student wishes to attend as a visiting student. A copy will also be sent to the student. Students are responsible for providing the University of Saskatchewan with their current mailing address. Students who change their place of residence in order to study elsewhere on a Letter of Permission must submit a change of address form to the Office of the Registrar at the University of Saskatchewan.

Students who decide not to enrol in the course(s) for which a Letter of Permission has been granted or decide to substitute a course, enrol in additional courses or drop a course, must communicate this in writing to the Coordinator of Unclassified Studies Advising and/or arrange for a new Letter of Permission reflecting the changes.

It is the student's responsibility to have transcripts of courses completed at another university sent directly by the granting institution to the Office of the Registrar, University of Saskatchewan on completion of the course(s), whether or not a passing grade was obtained.

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.

Students on probation may take no more than 12 credit units per term in the Regular Session. It is strongly recommended that students who have been placed on probation by the Unclassified Studies Faculty Council not register for more than a maximum of 12 credit units at Spring and Summer Session, and should not exceed 6 credit units per term or 3 credit units per quarter.

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 (a maximum of 6 credit units per term) and for a maximum of 12 credit units in Spring and Summer Session (a maximum of 6 credit units per term and 3 credit units per 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 (CPA) 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.

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), which converts to 30% in calculation of an Unclassified Studies Cumulative Percentage Average (CPA).

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

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 medically unfit to write the exam at the scheduled date and time. In the

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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 CPA AND PROGRESSION REQUIREMENTS*

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

A minimum Cumulative Percentage Average (CPA) is required to continue as a student in Unclassified Studies. A CPA is the weighted average of the grades earned on all University of Saskatchewan courses attempted, including failures, in any session. The credit units for a course are counted only once in this total if the course has been retaken. In the case of any University of Saskatchewan course which has been retaken, only the most recent grade will be used in the calculation of an Unclassified Studies CPA. For the non-numeric grades of ABF, INF and WF, a percentage grade of 30% will be used in the calculation. Grades of P/F (Pass/Fail) or CR (Completed Requirements) will not be included in the CPA 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.)*

To calculate the Unclassified Studies CPA:

(1) Multiply the grade in each course taken at the University of Saskatchewan (including failures and subject to the retake policy and non-numeric grade conversion policies described above) by the number of credit units in the course. The result is the weighted grade of the course.

(2) Add together the weighted grades of all courses taken.

(3) Add together the number of credit units taken.

(4) Divide the total weighted grades by the total number of credit units. The result is the Cumulative Percentage Average for Unclassified Studies.

The CPA is calculated in April, once the grades from the Regular Session are known. For students currently registered in Unclassified Studies who have attempted 18 credit units or more at the University of Saskatchewan *at any time*, the CPA indicates whether the student:

- (i) meets the progression standard and may proceed to another year of full-time registration eligibility 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 (credit unit limits for students on probation are outlined on previous page)
- (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.

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 CPA, and whether or not they are on probation at the time when the CPA is calculated. The various outcomes are reported below.

Fewer than 18 credit units attempted:

- Progression Standard is met with any CPA

18-30 credit units attempted:

- Progression Standard is met with a CPA of 56.00%.

- Probation 1 is assigned with a CPA between 50.00% and 55.99%.

- Probation 2 or Required to Discontinue is assigned with a CPA of less than 50.00%.

31-60 credit units attempted:

- Progression Standard is met with a CPA of 58.00%.

- Probation 1 is assigned with a CPA between 54.00% and 57.99%.

- Probation 2 or Required to Discontinue is assigned with a CPA of less than 54.00%.

61 or more credit units attempted:

- Progression Standard is met with a CPA of 60.00%.

- Probation 1 is assigned with a CPA between 58.00% and 59.99%.

- Probation 2 or Required to Discontinue is assigned with a CPA of less than 58.00%.

FACULTY ACTIONS: PROBATION AND REQUIRED TO DISCONTINUE

Students on probation must meet the Progression Standard as indicated above or achieve a sessional CPA of at least 60%. 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 Standard are required to discontinue. Students being placed on Probation or Required to Discontinue from Unclassified Studies will be notified by letter. This notification will be sent in late May or early June. Students should ensure that they inform the University of any address changes so that they will hear about their faculty action in time to appeal if necessary.

APPEALS

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.

READMISSION AFTER THREE YEARS

Students who have been required to discontinue from Unclassified Studies will not be considered for readmission to Unclassified Studies for at least three years. An application for readmission 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 and potential to succeed if readmitted;
- documentation verifying any extenuating circumstances; and,
- a letter of intent.

Certain procedural aspects related to readmission are currently under review. The applicant is encouraged to contact the Coordinator of Unclassified Advising.