

Unclassified Studies

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

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UNCLASSIFIED STUDIES FACULTY COUNCIL

W. Archer, Dean and Professor of Extension
L. M. Brown, Extension Specialist, Extension Division
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, Extension Division
P. Jonker, Extension Specialist, Extension Division
G. Joyce, Extension Specialist, Extension Division
K. Matheos, Assistant Professor of Extension, Extension Division
S. McLean, Associate Professor of Extension and Associate Dean (Research), Extension Division
D. Morrison, Associate Professor of Extension, Extension Division
P. Settee, Extension Specialist, Extension Division
D. G. Thompson, Professor of Extension, Extension Division
A. T. Wong, Professor of Extension, Extension Division
G. D. Wood, Extension Specialist, Extension Division
R. T. Tyler, Associate Dean of Agriculture (Academic) and Professor of Applied Microbiology and Food Science
A. E. Aitken, Associate Professor of Geography and Associate Member in Geological Sciences and in Anthropology and Archeology, College of Arts and Science
T. G. Steele, Associate Dean (Undergraduate Affairs), College of Arts and Science and Professor of Physics and Engineering Physics
A. E. Renny, Assistant Dean, College of Commerce and Assistant Professor of Accounting
W. E. Pawlovich, Assistant Dean (Student Affairs), College of Education and Professor of Educational Psychology and Special Education
R. T. Burton, Assistant Dean (Undergraduate Programs), College of Engineering and Professor of Mechanical Engineering
K. W. Russell, Associate Professor of Kinesiology and Associate Member in Anatomy and Cell Biology
M. B. MacDonald, Assistant Dean (Academic Affairs), College of Nursing and Professor of Nursing
Two students named by USSU
One Sessional Lecturer named by Sessional Lecturers

MEMBERS EX OFFICIO

R. P. MacKinnon, President
M. Atkinson, Provost and Vice-President Academic
A. J. Whitworth, Vice-President (Finance and Administration)
S. Franklin, Vice-President (Research)
D. Hannah, Associate Vice-President (Student and Enrolment Services)
T. B. Wishart, Dean of the College of Graduate Studies and Research and Associate Vice-President (Research)

F. Winter, University Librarian
G. Barnhart, University Secretary
Å. Kachan, Director of Student Record Services and Registrar
C. McEachern, Director, Extension Credit Studies
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.

ADMISSION

Admission requirements for Unclassified Studies are outlined in the Admission 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, Student Records & Convocation 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 Tuition & Fee 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).

PROGRAMS

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 Student and Enrolment Services Division 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 the Course Descriptions 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.

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 Student Record Services 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 Admissions office, 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 Unclassified Studies Probation are not allowed to take more than 12 credit units per Term in the

Regular Session. No Probationary credit unit limit is applied at Spring and Summer Session. However, students who are on Regular Session Probation are strongly advised not to register for more than 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.

UNCLASSIFIED STUDIES CPA AND PROGRESSION REQUIREMENTS

A minimum Cumulative Percentage Average (CPA) is required to continue as a student in Unclassified Studies. An Unclassified Studies CPA is the weighted average of the grades earned on all University of Saskatchewan courses attempted in any session, including failures. Certificate level courses and Diploma in Agriculture courses are not included. 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 May, 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%.

Probation And Required To Discontinue Faculty Actions

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 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.

Students on Unclassified Studies Probation are not allowed to take more than 12 credit units per Term in the Regular Session. No Probationary credit unit limit is applied at Spring and Summer Session. However, students who are on Regular Session Probation are strongly advised not to register for more than 12 credit units at Spring and Summer Session, and should not exceed 6 credit units per Term or 3 credit units per Quarter.

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 Subcommittee for

Student Appeals Against Faculty Actions. 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 stating that a probation or Required to Discontinue Faculty Action is being assigned.

Re-admission 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.

Following the requisite three year discontinuance, applicants seeking readmission to Unclassified Studies must submit the following to Admissions, Student and Enrolment Services:

- U of S Application for Admission/Re-Admission/Transfer Form;
- the non-refundable application fee;
- written explanation of past performance and potential to succeed if re-admitted;
- documentation verifying any extenuating circumstances (e.g. letter from physician, psychologist or other third party professional);
- Resume; and
- letter of intent, including student's mailing address, telephone and email.

Admissions will forward the material to the Coordinator of Unclassified Studies Advising for review.

Students wishing to appeal an admission decision under these circumstances must do so as soon as possible after the decision has been rendered. Requests for appeal must be in writing, including any relevant supporting documentation, addressed to the Coordinator, Unclassified Studies Advising, Extension Division, University of Saskatchewan, 333 Kirk Hall, 117 Science Place, Saskatoon, SK S7N 5C8 for a review by members of the Subcommittee for Student Appeals Against Faculty Actions. Results of the appeal decision will be provided to the student in writing.

In accordance with the General Principles Governing Admission Decisions and the Appeal Process approved by University Council February 14, 2002, and amended March 21, 2002, "grounds for appeal of an admission decision shall be limited to (1) unit procedural errors, or (2) evidence that the information used in the decision was wrong or incomplete. A failure by the candidate to provide accurate and complete information in accordance with the admission policy shall not be grounds for an appeal. The decision of the individual, committee or board that adjudicates the appeal shall be final."

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 the first Friday in August, 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.

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

Jason Doell, Reception and Records Assistant

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UNIVERSITY GRADING SYSTEM

Students in Unclassified Studies should refer to the Examinations & Grading 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.

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/studentappeals.shtml.

For help with interpreting plagiarism and other academic dishonesty rules, see www.usask.ca/honesty.

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

Examination regulations may be found in the Examinations & Grading section of the *Calendar* and online at www.usask.ca/calendar/general/exams&grades/examregs. Students in Unclassified Studies should also consult 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 Registration, Student Record Services and have the fees assessed on a voluntary basis.) Contact the Card Administration Office at 306-966-2220 for information on when the card service operates and what forms of identification students must take with them to Marquis Hall to obtain their photo ID student card.

CAMPUS COMPUTER ACCOUNTS

Currently registered on-campus Unclassified Studies students who have been assessed full-time or part-time student fees are provided with computer access through the College of Arts and Science. Students are also able to use any of the campus open-access computer facilities. Further information is available from the student computing web guide at <http://studentcomputing.usask.ca>

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, Examinations & Grading 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 medically unfit 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*. For further details and for dates when Regular Deferred Examinations are written consult the Examinations & Grading section of the *Calendar*.