



USSU Academic Handbook

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Academic Advocacy

The USSU Academic Advocacy Office serves as a general information source for undergraduate students regarding their rights and responsibilities. We are here to advise you on the informal and formal academic policies and procedures of the University of Saskatchewan.

If you find yourself in need of an advisor, an advocate, or have any general academic-related questions, do not hesitate to contact us. The Vice-President of Academic Affairs and the Academic & Governance Assistant are here to assist you.

What is academic integrity and how to avoid academic dishonesty?

Academic integrity, as defined by the university is “a commitment, even in the face of adversity to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage.” This means that the student must create work that is reflective of their abilities. The student must take responsibility to familiarize themselves with what qualifies as academic integrity and what is dishonest.

Academic dishonesty can happen unintentionally, so it is important to be aware of the factors that can lead to this.

- Time management is important! Getting behind in school work can make cheating tempting.
- When researching, note down citations so you don't forget where you found your information.
- Avoid sitting next to friends/siblings during exams.
- Do not assume that what one instructor allows translates to what other instructors will allow as well. Ask your professors what is and is not allowed.
- Refer to your syllabus as that is a contract between the student and instructor.

What counts as academic misconduct and how to avoid it?

Academic misconduct describes cheating (in all of its forms). The following is a list of academic misconduct that can lead to an allegation:

- Providing false information to gain admission to a program or academic advantage.
- Stealing notes, research work or other intellectual properties produced by others.
- Using work that you produced in one class to fulfill a requirement in another class.
- Creating fake resources.
- Knowingly interfering with another person's opportunities.
- Attempting to use or using personal relationships, bribes or threats to gain academic advantage.

Many instances of academic misconduct are done unintentionally due to carelessness or mistakes made on the student's part. The University of Saskatchewan Regulations on Student Academic Misconduct policy outlines what constitutes academic misconduct. As a student, one of your responsibilities is to be informed about what academic integrity is and isn't.

The university offers many resources to help students learn more about academic integrity and what this means. For online resources and information about academic integrity, please refer to the University Library and the University Secretary.

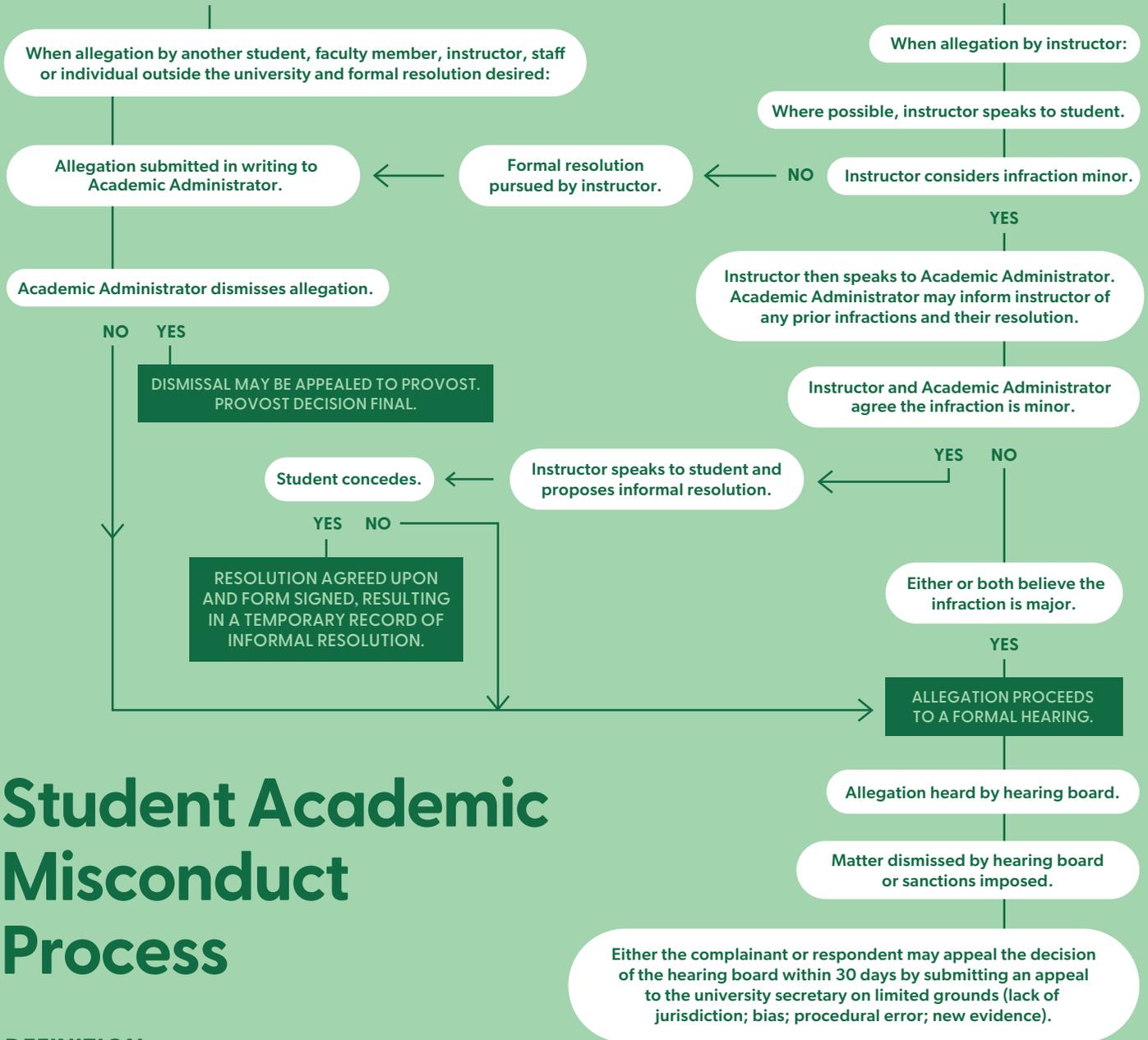
If you are ever unsure whether your work may be in breach of academic integrity guidelines, always make sure to check with your instructor in advance.



Suspicion of Academic Misconduct

FORMAL

INFORMAL

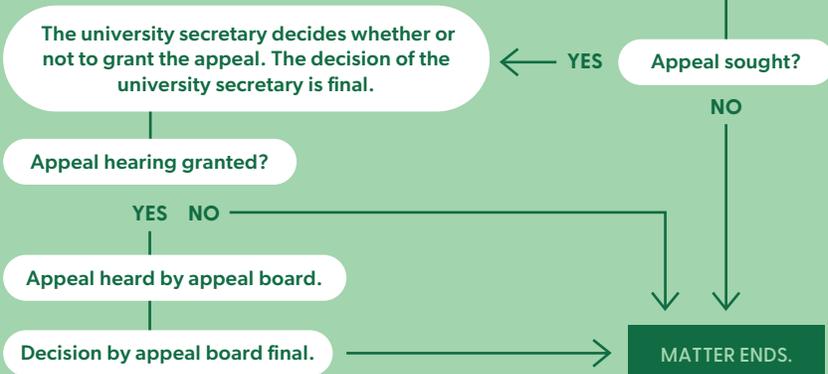


Student Academic Misconduct Process

DEFINITION

Academic Administrator:

The Dean, Executive Director, or faculty member designate of the College or School that is responsible for the course or other academic activity to which the allegation relates or where the matter falls outside the responsibility of a College or School, the Provost and Vice-President Academic.



Grievance & Appeal Questions

What is the process if I am accused of academic misconduct by an instructor?

If accused by an instructor of academic misconduct, the complainant will follow the informal procedure and speak with the student to discuss the concern. If the instructor believes that the cheating is serious or a resolution is not possible, then the next step will be a formal procedure.

The first step is to speak informally with your instructor about the allegation to discuss an appropriate remedy. The University of Saskatchewan Student Academic Misconduct Regulations outlines different remedies that your instructor may pick at their discretion: you may receive a grade of zero, a failing grade, a reduced grade, or you may be asked to resubmit your work. Your instructor will be required to submit an Informal Resolution of Academic Misconduct form to notify you of the remedy imposed.

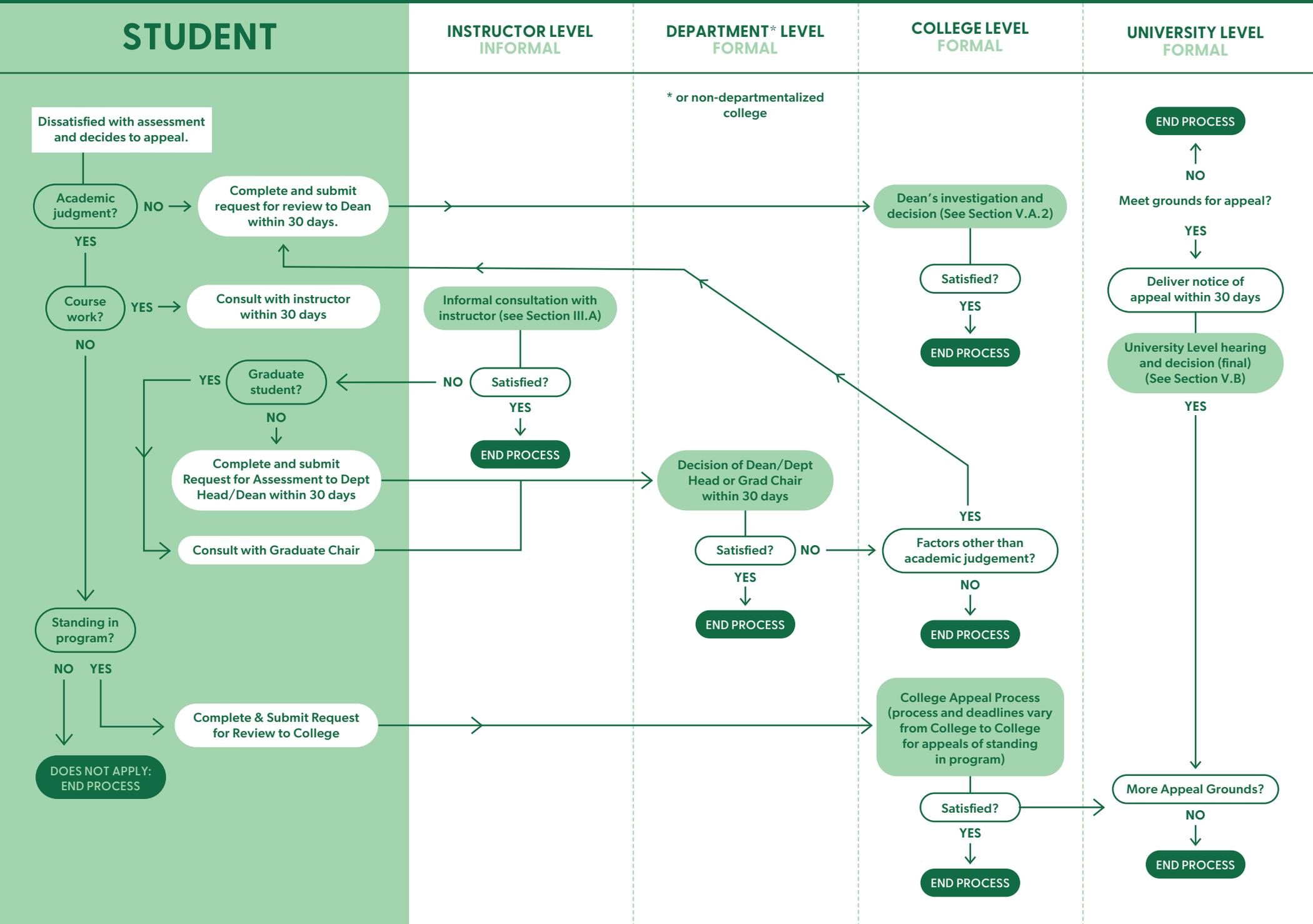
However, an allegation of academic misconduct can reach the formal level in two instances: if the allegation is severe, the instructor can request a formal hearing, or if you dispute the remedy proposed by your instructor. Within fourteen (14) days of the remedy proposal, you can request a formal hearing.

I believe that the mark I got in a class, exam, or assignment is unfair. What can I do from here?

- 1** If you are unsatisfied with the grading and assessment in one of your classes, the first step is to consult with your professor or the individual who did the marking within 30 days of receiving the grade.
- 2** Suppose you are unsatisfied with the outcome of this informal consultation. In that case, you can submit a formal Request and Report of Re-Assessment Form to the Department offering the course (or the Dean's office in a non-departmentalized College) within 30 days from when you received your first grade. Submitting this form has a \$20 fee and can be pursued after you have informally consulted the individual who did the marking.
- 3** If you are not satisfied with the result of the formal assessment and believe that the academic outcome may have been affected by other factors, you may appeal the decision by submitting a written statement and a request for review to the dean of your college within 30 days from the date you were informed of the decision.
- 4** If you are still not satisfied, the last step you can take is to file a University level appeal if you believe the outcome of the assessment may have been influenced by discriminatory treatment or failure to follow university policy and procedures.



Student Appeals



Frequently Asked Registration & Class Questions

How do I choose my program of study?

The University of Saskatchewan has course and program catalogues for different programs offered by the university and you can use these to learn about various programs that are offered. These catalogues provide an insight into the academic policies of various programs and show course and credit unit requirements for each degree, diploma or certificate. These catalogues also provide course descriptions and class syllabi for each course offered and can help you choose your classes. You can look at course requirements for various programs and plan and choose your program accordingly.

You can access the university's program and course catalogue by visiting: programs.usask.ca

How do I plan for my degree?

The tool to plan your degree is called DegreeWorks and is available in the *Student Academic profile* channel on paws. You can check the progression of your degree and the classes you need to take and can also see if you meet the requirements for various degrees/programs. DegreeWorks helps with mapping their degree and enables students to formulate a long term plan to complete your degree. You can also explore your options for other programs as you will be able to check if the classes you have taken meet requirements for other programs.

How can I register for a class after the registration deadline has passed?

If the registration deadline has passed for the term, you can still register for classes by getting an override. You can apply for the override online using the Student and Academic Services. You will be charged a \$35 fee for each class added.

You can access the online override form by visiting: students.usask.ca/academics/registration/permission.php#Classoverrides

What is an academic hearing & what should I expect?

When academic-related matters are not resolved informally, a hearing may take place to resolve the situation. This hearing can occur either on a College level, or a University level. If you submit an appeal to your College or Department or if you are accused of

If you submitted an appeal to your College or Department or have been accused of academic misconduct, this may go to a College-level hearing. At the College level, a hearing board will be established. The composition of the hearing board varies from College to College, but typically has faculty and student representation.

If you choose to appeal the decision that the College-level hearing board arrived at, then this will go to a University hearing stage. You can appeal a College-level hearing outcome only on specific grounds outlined in the University of Saskatchewan Procedures of Student Appeals in Academic Matters, Section V.B.1. At this stage, the University Secretary appoints three individuals, one who is a student and two who are University Council members.

It is important to note that University-level hearing boards are less specialized than College-level hearing boards since they are composed of University Council members from other Colleges across the university. The University-level hearing board decisions are restricted to the University of Saskatchewan Procedures of Student Appeals in Academic Matters, Section B.5.

The purpose and intent behind having a hearing is to ensure that the parties involved can state their case to an impartial body. Both parties have the opportunity to present their side of the story fairly so that the hearing board can determine the appropriate outcome. Both parties may issue a statement, be represented by an advocate, bring evidence forward, call witnesses, and ask questions.

I failed a class due to serious personal circumstances. How can I get it withdrawn?

If you have failed a class due to personal extenuating circumstances such as physical or mental illness, the death of someone close, or any circumstances that affect your academic performance but are out of your control. You can apply for a retroactive withdrawal to the College. A retroactive withdrawal removes a failing mark and changes it to a withdrawal, or “W” on your transcript, which does not affect your average.

What are my rights as a student in academic grievance procedures?

Fairness and equitable treatment is a value outlined in the University of Saskatchewan’s Mission, Vision, and Values statement and the USSU Academic Advocacy Office is here to ensure that these values are upheld in academic matters. There are policies and processes the university has in place to ensure procedural fairness. Students have the right to appeal a decision that they believe infringes on the principles of fairness and equity. The role of the USSU Academic Advocacy Office is to assist you along the way and provide guidance and support.

In an academic hearing, students have the right to a fair and unbiased hearing and have the right to have an advocate or representative present. In an academic misconduct meeting, the student is presumed innocent unless proven otherwise.

How will an allegation of academic misconduct affect my academic standing?

If you can resolve an allegation of academic misconduct at the informal stage with your instructor, this outcome will not be permanent on your academic record. Suppose you are found at fault at the formal hearing stage. The hearing board is responsible for determining the appropriate sanction(s) that may or may not result in a permanent or non-permanent endorsement of academic misconduct on your transcript.



Where do I go for Academic Advice?

Each department and College in University have academic advisors for students. These advisors can help you plan your program requirements and find the quickest way to complete your academic program. They can also help to verify your degree requirements and guide you through your program with their extensive experience. You can book an appointment with an advisor by emailing them or through an online booking system.

To find an academic advisor for your program and book an appointment, visit: students.usask.ca/academics/advisors.php#Undergraduateadvisors

I do not have a prerequisite for a class. Can I still take it?

Yes, you can still take a class even if you are missing a prerequisite. If you are missing a prerequisite for a class, you can fill the prerequisite or corequisite waiver form and follow the process given by your college. For this year, you can also apply for an override and select missing a prerequisite in the online override form to get an override to register in the class that you are missing the prerequisite for.

For more information about the prerequisite waiver and where to submit it, visit: students.usask.ca/academics/registration/permissionphp#PrerequisiteandorCorequisiteWaiver

Can I drop or unenroll from my university classes if I am not doing well?

You can always make registration changes and drop classes before the deadline for registration changes to avoid any tuition charges or possible academic penalties. If you want to drop a class after the deadline, you would only get a partial refund of tuition and your transcript would list the class with a "W" rather than a grade. It is always important to check the Class registration and withdrawal deadlines.

To know the registration and withdrawal deadlines and the amount of tuition credits refunded, please visit: students.usask.ca/academics/deadlines.php#Standardtermschedule

I am struggling with my classes. Where can I get some help?

The University of Saskatchewan Library provides various educational resources for students to access. You can go to the University learning Hub this year to access various academic supports, including Math and Stat help, Writing help, Research help, study skill help and structured study sessions.

To access the learning hub, visit: library.usask.ca/studentlearning/#LearningHub

Contact Us

For questions about academic-related concerns, please do not hesitate to call or email us.

Vice-President of Academic Affairs

vpacademic@ussu.ca USSU Office - Upper Place Riel
(306) 966 6968 Room 110

Academic & Governance Assistant

aga@ussu.ca USSU Office - Upper Place Riel
(306) 966 6989 Room 110

For more information about academic policies and procedures, visit our website at ussu.ca/academic-advocacy

University Academic Policies & Forms

There are numerous policies concerning student academic affairs available at usask.ca. The USSU Academic Advocacy Office will help you navigate these policies, but please refer to the following:

- *University of Saskatchewan Procedures for Student Appeals in Academic Matters*
- *Request for and Report of Re-Assessment Form University Appeal Form*
- *Regulations on Student Academic Misconduct Informal Resolution of Academic*
- *Misconduct University of Saskatchewan Academic Courses Policy on Class Delivery, Examinations, and Assessment of Student Learning*

University Resources

Student Learning Services

library.usask.ca/studentlearning
(306) 966 2886

Campus Legal Services

ussu.ca/campus-legal-services

Access and Equity Services (AES)

students.usask.ca/health/centres/access-equity-services.php
(306) 966 7273
aes@usask.ca

Aboriginal Students Centre

students.usask.ca/aboriginal
(306) 966 5790
asc@usask.ca

International Student and Study Abroad Centre (ISSAC)

students.usask.ca/international
(306) 966 4925
international.students@usask.ca

Office of the University Secretary

governance.usask.ca/about/index.php#Role
(306) 966 4632
university.secretary@usask.ca



