ACADEMIC HANDBOOK



Land Acknowledgement

Grounded together on Treaty 6 Territory, the traditional territory of the Cree, Saulteaux, Blackfoot, Dene, and Dakota Peoples, and the homeland of the Métis, the University of Saskatchewan Students' Union (USSU) works to reaffirm and strengthen relationships with Indigenous Peoples and communities.

We call upon students, staff, and faculty to recognize the colonial nature of institutionalized knowledge and to consider creative ways in which their education can aid in the ongoing processes of decolonization.

Through coming together in gratitude, humility, and respect for learning, we actively remember and work to dismantle colonialism, institutional racism, and oppression. We will amplify student voices and the voices of the land to build and guide accessible and accountable spaces, transcending colonial binaries and divisions.

In values of sustainability, integrity, and collaboration, we commit to leading, learning, and advocating for all students.

CONTENTS

USSU Academic Advocacy Office		
Contact Us	5	
Understanding Your Rights as a Student	6	
Academic Misconduct	7	
AI & You	7	
Avoiding Misconduct Pitfalls	9	
The Misconduct Process	10	
Appealing an Academic Misconduct Decision	12	
Your Syllabus	13	
Grade Appeals & Reassessments	14	
Academic Standing & Probation	15	
Academic Supports & Resources	16	
USSU Centres	20	
PAWS	21	
Student Survival Strategies	23	
Frequently Asked Questions (FAQ)	24	
Preparedness Checklist	25	
Key Academic Dates	25	
More Information	25	

USSU Academic Handbook 2025-2026

Your Guide to Navigating Academics at the University of Saskatchewan

Welcome to a new academic year! Whether you're just starting your first class or preparing to graduate, navigating university life comes with questions about grades, professors, policies, and what to do when things go wrong. This handbook is here to help!

Created by the University of Saskatchewan Students' Union (USSU), this book is your guide to everything academic at USask.

The USSU Academic Advocacy Office

The USSU Academic Advocacy Office exists to support you through any academic issue or uncertainty. If you're unsure about a policy, struggling with a grade, or being accused of misconduct - we can help you through the process.

The office regularly helps students with:

- Navigating the academic misconduct process
- Understanding university policies and appeals procedures
- Preparing documentation and writing appeals
- Advocating on your behalf to university administration

Everything that comes through our doors is kept completely confidential! So don't hesitate to reach out if:

- You've been accused of misconduct and don't know what to do
- You believe your grade was unfair, but aren't sure of how to challenge it
- You're confused about something in your syllabus
- You want to file an appeal, but don't know where to start

The Vice President of Academic Affairs and the Academic & Governance Assistant are always here to help you, so feel free to reach out!

Contact Us

Vice-President of Academic Affairs

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

Academic & Governance Assistant

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



Scan the QR code to learn more about the USSU Academic Advocacy Office, or visit ussu.ca/academic-advocacy

University Academic Policies & Forms

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



Access Forms

- 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

Understanding Your Rights as a Student

At the University of Saskatchewan, students have academic rights. These rights are grounded in university policies and exist to ensure that your academic experience is fair, respectful, and inclusive.

What Are Your Rights?

A Fair and Unbiased Assessment:

You have the right to be graded fairly and objectively, which means that you cannot be graded differently based on your identity (race, ethnicity, gender, sexual orientation, religion, ability, etc.) or any personal history with the instructor. You also must be evaluated based on the criterion outlined in the syllabus.

Receiving a Syllabus on the First Day:

By the first day of class, your instructor is required to give you a syllabus, and this document serves as a contract between you and the instructor. A syllabus must outline grading criteria, how assessments are weighted, required texts and materials, policy on Al usage, any relevant dates or deadlines, your instructor's contact information, and information about accommodations.

Access to Accommodations:

You have the right to request academic accommodations for documented disabilities (learning, physical, or other), any religious observations or spiritual practices, and for family or caregiving responsibilities. Accommodations are arranged through Access and Equity Services (AES).

To Appeal Decisions:

If you believe that you have been graded unfairly, wrongly accused of misconduct, or unjustly removed from your program, you have the right to formally appeal any of those decisions. The USSU Academic Advocacy Office is available to help you with the appeal process.

A Safe and Inclusive Learning Environment:

Every student deserves to feel safe and respected in class, and that includes freedom from discrimination and harassment. If you feel unsafe or treated unfairly in class, you can contact the USSU, the Student Affairs and Outreach team, or University Administration such as associate deans or vice provosts.

Academic Misconduct

What is Academic Misconduct?

Academic misconduct is any action that gives you, or someone else, an unfair academic advantage or misrepresents your own academic work. The University of Saskatchewan defines misconduct broadly, and it applies to all students in any assessment or academic activity.

Even if you cheat by accident, you can still be found responsible. Which is why it is so important to know the rules beforehand.

Examples of Academic Misconduct

- Plagiarism: Using someone else's words or ideas without proper citation.
- Cheating: Using unauthorized materials, devices, or help during an assessment.
- Unauthorized collaboration: Working with others to complete an assessment when it is not permitted.
- Fabrication: Inventing data, falsifying results, or making up sources.
- Impersonation: Having someone else do your academic work, or doing work for someone else.
- Unauthorized or Misattribution of Al: Using tools such as generative Al when it was not permitted by your instructor, or failing to cite or acknowledge Al use.

Al and You

Generative Artificial Intelligence (GenAI) is a tool that is strictly regulated in academic sectors, and it includes applications such as ChatGPT, Grammarly, or Microsoft Copilot. GenAI refers to technology that can generate new content based on prompts given by the user. It is also being integrated into many systems you may already use, such as Microsoft Word, Zoom, Canva, and more.

USask's Policy on Al

As of May 2025, USask recognizes that GenAl cannot be fully banned because it is becoming embedded in most common software. Instead, what matters is if you can use it, to what capacity, and if you have properly disclosed it

The University also requires that the expectations for acceptable and unacceptable usage of GenAl are to be clearly set and explained by instructors. Read your syllabus carefully and ensure that you understand your instructor's rules for using Al.

When Does Al Use Become Misconduct?

The two ways that AI can lead to academic misconduct are:

- 1. Unpermitted Assistance: Using Al in ways that your instructor did not allow.
- 2. Missing or Inadequate Attribution: You included content or ideas originating with or derived from GenAl but did not acknowledge the source.

As a student, you are responsible for understanding what your instructor expects regarding Al use, disclosing any use of Al, avoiding any tools that are not approved by the university (especially free and public tools that store your data), and only using AI to the extent permitted by your instructor.

If you are accused of using AI in an unauthorized manner, you have the right to see any evidence and request a hearing.

Best Practices Regarding AI Use

DO	DON'T		
Read the course syllabus for rules regarding GenAl, and ask your instructor if clarification is needed	Skim over the section and assume that GenAl usage is always permitted		
Cite all Al generated or aided writing	Submit Al generated work as your own		
Keep a record of the prompts and edits that you used	Try to hide or delete your Al use history		
Use tools that are approved by the university	Submit private data to open/public tools without permission		

Al Detection Tools

As of May 2025, no detection software has been approved by the University of Saskatchewan. These tools are considered unreliable and often provide false positives. You cannot be found guilty of misconduct due to a detection tool.

Avoiding Misconduct Pitfalls

Students commit academic misconduct accidentally or when they feel desperate. So, it is important to be aware of factors that can increase the likelihood of misconduct occurring.

- Struggles with Time Management: Feeling behind, overwhelmed about, or unprepared for an assessment can make cheating tempting.
 Stay on track with your work so you have time to ask questions and get clarification. Remember that it's always better to receive a lower grade honestly than to face the consequences of academic dishonesty.
- Poor Mental Health: Stress, exhaustion, or homesickness can increase the likelihood of cheating. Make sure you take care of your mental health and that you seek support to guide you.
- Misunderstandings: Many students don't understand what is expected
 of them, and it can lead to accidental misconduct occurring. Read your
 syllabus carefully, and, if needed, talk to your instructor to clear up
 any confusion. Always ask for clarification if you're confused about the
 regulations!
- Forgetting to Cite Sources Properly: When researching, make sure to write down citations so you remember where you found information. If you are having trouble with citations, talk to librarians, tutors, or the writing center for help!

The Misconduct Process

If an instructor reviews your work and suspects academic misconduct, they will collect evidence and decide how to proceed. The instructor will go through a formal or informal pathway.

Informal Pathway:

An informal resolution is a way to handle small or first-time issues without triggering a formal misconduct investigation. It involves an informal conversation between you and the instructor and a chance for both of you to explain your position. If you admit to misconduct, both you and the instructor will work together to come up with an academic consequence, such as a reduced mark or a resubmission with a penalty.

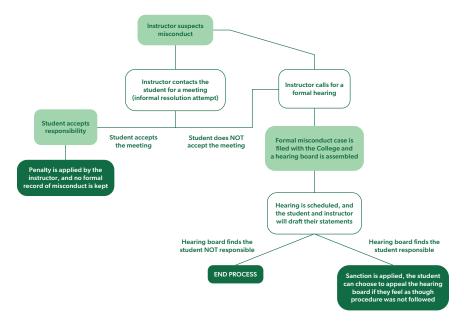
You have the right to accept or reject the informal resolution, you are not obligated to agree with the decisions your instructor makes. If you reject it or the situation is too serious, the instructor will file a formal report.

Formal Pathway:

A formal resolution is used for serious or repeated cases, or when you reject an informal option. This is the full misconduct process done through the university, in which your instructor will file a misconduct allegation through your college.

You will then be notified in writing with a description of the allegation and a summary of the evidence. Then, a hearing board will be assembled. Prior to the hearing, you will be given the chance to submit any evidence or documentation that you have. At the hearing, you will present your case. You are also able to bring an advocate, such as someone from the USSU. The hearing board will decide if you are responsible or not for the alleged violation, and if you are found responsible, they will assign a sanction.

Misconduct Process Flowchart



Sanctions

Sanctions can vary depending on the severity of the misconduct committed and whether the student has a previous record of academic misconduct. Sanctions can include a grade of zero on the assessment, failing the course, academic suspension, or expulsion.

Your Rights During the Misconduct Process

If you are accused of misconduct, you are entitled to:

- · Be presumed innocent until a decision is made
- Receive all evidence being used against you
- · Bring a support person or advocate
- · Ask questions and present your own evidence

Appealing an Academic Misconduct **Decision**

Grounds for Appeal

You are able to appeal a misconduct finding, but only under these specific grounds of appeal:

- 1. Alleged significant failure to follow procedural regulations of the relevant college or the university dealing with assessment of students' academic work or performance, or administrative decisions or alleged misapplication of regulations governing program or degree requirements;
- 2. Alleged differential treatment of the student as compared to the treatment of other students in the course or program, where the alleged differential treatment affected assessment of the student's academic work or performance;
- Alleged discrimination or harassment, as set out in the university's Policy on Discrimination and Harassment Prevention and procedures for addressing issues of discrimination and harassment, where the alleged violation affected the assessment of the student's academic work or performance; or
- 4. Alleged failure to implement the approved policy and procedures of the university dealing with accommodation of students with disabilities, when the alleged failure affected assessment of the student's academic work or performance:
- 5. That new evidence has arisen that could not reasonably have been presented at the initial hearing and that would likely have affected the decision of the original hearing board.

Submitting an Appeal

If you disagree with the outcome of your initial academic decision, you may submit an appeal. The first formal stage of appeal is a college-level appeal, and is typically heard by your college's hearing board. You must follow the college's procedures and deadlines, which vary slightly between colleges.

If you are dissatisfied with the outcome of your college-level appeal, you may then submit a university-level appeal to the University Secretary. You will have 30 days from the date you receive the college's decision to do so. An appeal to the University Secretary is the final level of appeal within the university. If your appeal is denied at this stage, there are no further steps available.

Where to Get Help

While the misconduct process can feel isolating, you don't have to go through it alone. The USSU Academic Advocacy Office can review your allegation letter and help clear up any confusion, help you prepare your appeal, support you during the appeal hearing, and connect you with other supports.

Your Syllabus

A syllabus is a formal document provided by your instructor at the start of the course; it will outline what you will learn, how your grade will be determined, and what rules apply in the course. At USask, a syllabus must be provided for every course. Reach out to your instructor if you do not receive one.

What Your Syllabus Must Include

According to university policy, every syllabus must contain course information, the lecture and lab times, learning outcomes, a grading breakdown, policies regarding late submissions, policies regarding GenAl, accommodation instructions, and how to contact your instructor.

Tips for Using Your Syllabus

We recommend that you save your syllabus, so that you have a backup in case Canvas is unavailable. Make sure you pay attention to assignment weights and deadlines, Al usage policies, exam expectations, and rules about collaboration.

It's also a good idea to add assessment dates to your calendar; this will let you spot overlapping assessments early, know when to start studying, and adjust your schedule accordingly.

If Your Syllabus Changes Mid-Semester

Instructors are sometimes allowed to make reasonable adjustments to the syllabus, but they must explain the change clearly, give sufficient notice, and apply the changes fairly to all students.

For example, an essay deadline being adjusted due to being behind the course schedule is reasonable. Your instructor adding a major new assessment worth 25% two weeks before the end of the term is not.

If you believe that a syllabus change is unfair, talk to your instructor. If it is still unresolved, contact the USSU, and we can advocate for you.

Al in the Syllabus: What to Look For

As of the most recent regulations on AI, instructors are expected to explicitly state their rules about using AI tools in the syllabus.

This may look like: 'no use of Al tools is permitted in this course', or 'you may use AI to brainstorm ideas, but not to write content. Disclosure is required'.

If your syllabus is vague about AI or does not address it, ask for clarification before using it, and keep a written record of your instructor's response.

Grade Appeals and Reassessments

Sometimes, you may feel that a grade you received does not accurately reflect your work. Whether it's a miscalculation, unclear feedback, or an unfair assessment, you have the right to ask questions or submit an appeal.

Informal Consultation

Before you begin any formal processes, you are asked to try and resolve the issue directly with your instructor. This consultation should happen within 30 days of the assessment being made available.

This meeting is meant to help you understand how your grade was calculated, and to review whether all your work was included, all parts were marked, and there were no calculation errors made. If a mistake is found, your professor can change the grade.

If this consultation is not satisfying, you can choose to submit a request for a formal reassessment.

Formal Reassessment

A formal reassessment is a re-evaluation of your assessment by someone other than your original instructor, appointed by your department or college.

To submit the request, you will complete a Request for and Report of Reassessment Form and submit it to the academic administrator of the department. Make sure you submit the form within 30 days of receiving your original grade.

In the report, make sure to include a written explanation of your concern, the assessment in question, and a \$20 reassessment fee (which will be refunded if your grade increases by at least 5%, or moves from a Fail to Pass).

The administrator will decide if the reassessment is feasible, if they decide it is not, that decision is final. If feasible, a qualified reassessor will be appointed to review your work. The reassessor will not know your original grade, and will use the original grading structure and rubric from your course.

The new grade may be higher, lower, or the same as the original. The instructor will be consulted before the new grade is finalized, and you will be notified of the outcome.

Academic Standing and Probation

If your grades drop below the minimum required average (typically 60%, but it can vary by college), you may be placed on academic probation or be required to discontinue from your studies. You will receive a formal notice from your college explaining your current status, what you need to do to return to good standing, and the deadlines for submitting any appeals.

If you believe that you've been unfairly placed on probation or assessed incorrectly, you may file an appeal, speak to an academic advisor, the University Governance Office, or the USSU Academic Advocacy office for help navigating this process.

Academic Supports and Resources

USask offers a wide range of academic, personal, and career support services; ranging from writing help, mental health services, and degree planning.

The Learning Hub

The Learning Hub is located on the first floor of Murray Library, and it offers academic support to students.

- The Writing Centre: Where you can work with trained tutors to improve your essay structure, citations, grammar, or even to develop a thesis statement and arguments.
- Math and Stats Help Centre: Drop in here for help with math and statistics courses, and ask for help on homework or practice problems.
- Study Skills Coaching: Book time to improve your time management skills, reading comprehension, academic confidence, and to get advice on how to take notes or prepare for tests.
- Peer Assisted Learning: Small-group study sessions led by upper-year students for high-demand courses such as CHEM 112 or PHYS 115.

Academic Advising

Every USask college has its own academic advisors, they are your experts on everything related to your degree.

Advisors can help you with planning your classes and course load, choosing or changing majors, understanding program requirements, transferring credits from other institutions, navigating academic difficulties, and preparing for graduation and applying for convocation.

To book an appointment with an academic advisor, log into PAWS, go to your college channel, and use the 'Academic Advising' or 'Book an Appointment' link.

Appointments are free, and many colleges will offer virtual or phone consultations as well as in-person sessions.

Access and Equity Services (AES)

AES offers accommodations and support for students with physical or mental health conditions, learning disabilities, or students who need accommodations for religious or caregiving purposes.

Common accommodations include extra time or a quiet room for exams, note-taking or recording lectures, flexible assignment deadlines, and alternative formats of exams. You must be registered with AES to get accommodations.

To register with AES, you can log into PAWS and find the AES channel, then submit the required documentation, such as a medical form. Once your request and documentation are reviewed, you will be invited to book an appointment, and your advisor will help you request accommodations through the service.



We recommend registering early! It can take time to get documentation and registration done, so it's best not to wait until midterms have begun.

Student Wellness Centre

The Student Wellness Centre is your on-campus health clinic and counselling service. Whether you are dealing with stress or illness, this is the place to go.



The Wellness Centre offers mental health counselling and therapy, appointments with a doctor or nurse, STI testing and contraception, and prescription refills.

Empower Me

Empower Me is a confidential mental health and wellness service available 24/7, 365 days a year.



It is available through the USSU StudentCare Insurance plan, and it offers support for stress, depression, performance anxiety, relationship difficulties, nutrition issues, and more.

Student Affairs and Outreach

Student Affairs and Outreach is a team of registered social workers who provide holistic and confidential support to students across all areas of campus life. Whether you're feeling overwhelmed, facing a crisis, or just need help navigating a tricky citation, they are here to support you.

SAO offers tailored support for students in specific programs and roles. These include specialized coordinators for the College of Engineering, Nursing, and the Edwards School of Business, as well as support for Huskie athletes and students who live in residence.



The team can also help if you're worried about another USask student, they will guide you on the signs to watch for and who to contact if the student is at immediate risk. SAO also offers workshops and mental health education, and these are open to all students, staff, and faculty.

Career Services

Career services help you connect to career opportunities, whether it is a part-time job, a summer position, or something long-term.



They offer career coaching, help with resumes and cover letters, conduct mock interviews, and host career fairs and employer panels. You can visit them on campus in Place Riel, or email them at career.services@usask.ca.

Residence Services



If you live in residence, the Residence Services team can help you with room transfers, maintenance requests, and meal plans. They also run events, movie nights, and other opportunities.

Childcare Support



If you're a student parent, USask offers child care through several licensed centres near campus. Space is limited, so we recommend applying early! Priority is given to students, followed by faculty and staff.

Indigenous Student Support

The University of Saskatchewan is located on Treaty 6 Territory and is the Homeland of the Métis. Supporting Indigenous students is a central part of USask's commitment to reconciliation, inclusion, and success.

If you are an Indigenous student, you have access to cultural supports, academic resources, community gatherings, and dedicated advising through the Gordon Oakes Red Bear Student Centre.

The Gordon Oakes Red Bear Student Centre is a welcoming and student-focused community that brings Indigenous students together to collaborate, learn, and support each other. They have Elders and Traditional Knowledge Keepers, smudge rooms and ceremonial spaces, study lounges and quiet spaces, offer peer mentoring and workshops on student wellness and cultural identity, and offer support with scholarships, bursaries, and Indigenous student funding.

USSU Centres

The USSU operates three centres in the Memorial Union Building (MUB) and one centre in Place Riel. These are safe, inclusive spaces run by students, for students. All the centres are free to access, and no appointments are needed.

Each centre offers peer support, education, events, resources, and the chance to better connect with other students.

Pride Centre

The Pride Centre is designed for 2SLGBTQQIA+ students and allies, and offers a warm and inclusive environment. The centre has lounges, peer mentorship and support, gender and sexual health workshops, and other resources.

This is a space to be yourself, meet others, and feel seen.

Women's Centre

The Women's Centre is a safe space for women and gender-diverse students. It focuses on support, empowerment, and advocacy. Services include free menstrual products, consent education, events on body image and reproductive rights, and peer support.

The Women's Centre is open to all women and is a safe, dynamic, comfortable, positive space to organize around feminism and activism.

Help Centre

The Help Centre provides information, referrals, and personal support to undergraduate students. They offer peer support, eating disorder support, mental health support, an exam file, and services like a free phone, candy, condoms, and a kitchenette.

The centre provides all services in a confidential, informed, and safe environment. Pop in for support, a positive space, or just to see some friendly faces!

Food Centre

The Food Centre is for students facing food insecurity. The centre offers free emergency hampers, hosts community food drives, runs a fresh food market at reasonable prices, and has a cookbook with affordable recipes!

Come in and ask for support when needed, everything is confidential, judgment-free, and available to all undergraduate students.

Interested in Volunteering?



Students and volunteers run the USSU Centres. We are always looking for volunteers, and it is a great way to build friendships, develop leadership skills, and make campus better for everyone! Scan the QR code to apply!

PAWS

PAWS is the online portal the university uses for academic information and services such as course tools, weekly class schedule, registration, tuition and fees, textbooks, grades, transcripts, T2202As, and printing. As well as communication services such as email, calendar, university announcements, and web conferencing.

DegreeWorks

DegreeWorks is a planning tool built into PAWS that helps you monitor your academic progress. It shows the courses you have completed, what courses you have remaining for your program, and credit totals, and it allows you to plan 'what if' scenarios with different majors and minors.

It is important to remember that DegreeWorks can make mistakes and miss program changes. So, always confirm your plan with an academic advisor.

Course Registration

Every year, registration opens up in June for the fall and winter terms, and opens in March for spring and summer courses. You register for classes through the PAWS registration channel, and you will receive a time slot for registration, which opens up on a specific date.

You can also use the planning tool to create a schedule and see how your classes will fit. Make sure to double check any prerequisites or restrictions, and register as early as possible to secure seats.

Class Overrides and Waivers

If a class is full, conflicts with your schedule, or you don't have the required prerequisite or corequisite, you may be able to submit an override form or waiver.

You can submit a 'request a class override form' to request to override certain class restrictions, such as special approval (departmental approval, instructor's signature, etc.), class limit override, class restriction override (e.g. the class is only open to a particular college, major, program, or level), time conflict override, lecture/lab exemption, or a prerequisite/corequisite waiver. These requests are not always granted, so keep in mind when planning.

Withdrawing From Classes

You can choose to withdraw from a class, but depending on when you drop, it can affect your transcript and tuition refund.

If you drop the course before the withdrawal deadline (usually in the second week of class), no record appears on your transcript, and no fees are charged.

If you drop the course after the withdrawal deadline but before the refund deadline, a withdrawal (W) will show on your transcript, and you may receive a 25 to 75 percent tuition refund depending on when you withdrew. Check the USask academic calendar for the exact withdrawal dates.

If you drop the course after the refund deadline but before the final day of class, a W will appear on your transcript, and you will not receive a refund.



After the final day of class, you are unable to drop the course, and the grade you earn will appear on your transcript unless extenuating circumstances apply. Scan the QR code for withdrawal deadlines.

Student Survival Strategies

University can be overwhelming at times, and between the assignments, readings, and exams, it's easy to feel stressed out. Here are some tips from the USSU on how to handle it all!

- Use office hours! Professors and TAs are required to hold office hours, and they genuinely want students to come. Use office hours to get clarification on lectures, get feedback on assignments, prepare for exams, and talk through concepts you're struggling with.
- 2. Start assignments early! Procrastination is one of the most common academic pitfalls. Starting assignments and beginning to study early gives you enough time to ask your instructor questions, visit help centres, revise and polish your work, and avoid the last-minute panic.
- 3. Use the library! While the library is a quiet and distraction-free place to study, it also offers study rooms where you can book for solo or group study, get help from librarians with research or citations, and borrow computers and equipment. USask has plenty of libraries to choose from, so pick your favourite!
- 4. Talk to AES early! If you think you might need accommodations, don't wait until midterms or finals. The sooner you start the process, the more support you can receive.
- 5. Take care of your health! Your physical and mental health is vital for doing well in school, and stress, anxiety, and burnout are common in university. USask offers a lot of support, like the Student Wellness Centre or Student Affairs and Outreach. Reach out for help if you feel overwhelmed, don't suffer in silence.

Frequently Asked Questions (FAQ)

What happens if I fail a class?

You'll receive an F on your transcript. However, you can retake the course and while both grades will appear on your transcript, only the more recent grades count towards your GPA. Some programs will limit the number of retakes allowed

How many classes should I take?

To be considered a full-time student, you need at least 9 credit units per term, usually 3 classes. Most students take 4 or 5 courses per term, but it's okay to take fewer if you're balancing other commitments. Take however many courses you feel will best support your wellness and health.

What if I'm sick on the day of a final exam?

You need to apply for a deferral within 3 business days of the exam date. Submit the Request for Final Exam Deferral form to your academic advisor with documentation (like a doctor's note). If approved, you'll pay a \$40 fee and write the exam at a later date.

Can I switch majors?

Yes! Many students switch programs during their degree. Meet with an academic advisor to explore your options and understand how your current credits transfer.

How will an allegation of academic misconduct affect mv academic standina?

If you can resolve an allegation of misconduct at the informal stage with your instructor, the outcome will not be permanent on your academic record.

If you are found at fault at the formal hearing stage, the hearing board will be responsible for determining the appropriate sanctions which may or may not include a misconduct endorsement on your transcript.

What is SLEQ?

SLEQ stands for Student Learning Experience Questionnaire. It's a survey sent at the midterm point and at the end of each course to gather student feedback about your experience. Responses are anonymous, and instructors use them to improve their teaching.

Preparedness Checklist

☐ I have read the syllabus for all my classes
☐ I know how to reach an academic advisor
☐ I understand what counts as academic misconduct
☐ I know where I can get help with my classes
\square I know where to go for mental and physical health support
☐ I know how to use PAWS
☐ I know the campus resources that are available to me

Key Academic Dates



Scan the QR code to check the **official academic calendar** for registration deadlines, drop dates, refund periods, and exam windows.

More Information



The University
Governance Office



Campus Groups and Societies



University Program Catalogue



Campus Essentials

Good Luck!

Best of luck with the academic year! The USSU Academic Advocacy Office is dedicated to supporting you, informing you of your rights, and ensuring fairness in your academic journey. Feel free to reach out to us if you have any questions.





