

5. ATTENDANCE AND EVALUATION

5.1 Responsibilities of Students

Students' responsibilities include:

1. reading, understanding, and complying with the University's and its department's academic regulations;
2. reading, understanding and complying with degree and program requirements in the Calendar, and obtaining clarification from their department, faculty or college office if necessary;
3. following course prerequisites (listed preceding or following course descriptions in the Calendar) and the recommended or required sequencing of courses;
4. requesting academic advising on a regular basis. While faculty and advising staff provide guidance, students are ultimately responsible for their program and degree selection and compliance with course and degree requirements;
5. reading and understanding procedures and deadlines for registration, for making changes to their registration, and for withdrawal (sections 1.2 and 3);
6. reading and understanding procedures and deadlines for applying for awards (see Student Success Services Office);
7. ensuring that their course registrations for each semester are correct by checking their web record (section 8.2.6);
8. reporting any errors in their course registration to their faculty or college office before the end of the first week of classes;
9. before dropping courses, consulting the appropriate University office or external agency about the consequences of a reduced course load for student loans or other external funding, awards, or visas;
10. obtaining and carrying a student photo ID card (section 3.12);
11. paying fees on time (sections 1.1 and 4.7);
12. verifying the appropriateness of grades awarded them by checking their web record;
13. ensuring that any appeals of grades received are made within six weeks of the date that the grades are posted to the web;
14. keeping the University provided with a current, valid mailing address at all times by updating their web record; and
15. applying for graduation by posted deadlines (section 6.3).

5.2 Responsibilities of Instructors

1. During the first three hours of instruction in any course, the instructor will provide students with a written course outline which should include:
 - The content of the course
 - Any prerequisites for the course
 - A list of assignments and examinations, with due dates if possible
 - The grading scheme: weightings of the assignments and examinations
 - The instructor's policy on attendance, if any (see section 5.3)
 - The instructor's policy on late assignments and missed examinations

Any later proposed changes to the grading scheme must be circulated in writing and students registered in and attending the course must consent to the changes (see section 5.6.5).

2. During the semester and at examination time, instructors will maintain proper records of the assessments of the different parts of the work subject to assessment.
3. Students' final examination papers will be retained for a period of six months.
4. Instructors will submit grades for approval of the department head or dean (as appropriate) no later than 5 calendar days after the date of the final examination. In the case of courses having no final examination, grades are to be submitted within 10 calendar days of the start of the Fall or

Winter final examination period; or within 5 days of the start of the final examination period in Spring/Summer and other shorter parts of term.

5. At least 75% of the work used to arrive at a student's grade should be of such a nature that it can be reassessed by an independent examiner. When an instructor wishes to deviate from established practices, and especially when methods of evaluation may make it impossible to follow these recommendations, such evaluation methods must be approved by the dean.
6. Practicum supervisors are encouraged to adopt a method of evaluation that provides continuous information to students on their performance during a practicum. All supervisors are responsible for maintaining all of the documentation on which the evaluation is based.
7. Instructors are expected to conduct their courses in such a way as to obtain evidence of student writing skills, in term papers, essays, reports, or other written work, and to demand competence in writing for a passing grade.
8. Instructors will report suspected cases of academic misconduct in course that they are teaching to the dean or designate of the faculty offering the course.

5.3 Attendance

Regular and punctual attendance at classes provides a foundation for academic success, and is expected of all students. When the persistent lateness or absence of a student jeopardises the learning or the evaluation of the work of other students in the course, the student may be subject to penalty, including being dropped from the course or being barred from writing the final examination. One written warning will be provided to the student before such action is taken.

5.4 Force Majeure

The First Nations University of Canada/University of Regina accepts no responsibility for the continuance of any class or course of instruction which may not be completed as a result of an act of God, fire, riot, strikes, lockout, any act of terrorism, or any cause beyond the control of the University.

5.5 Term Work

Term work comprises all assignments, examinations, and tests that are conducted during the semester and contribute to the student's final grade in a course, but excludes the final examination.

5.6 Examinations

5.6.1 Identification for Examination Purposes

Examiners are authorised to require candidates to show photo identification for admission to examinations.

5.6.2 Conduct During Examinations

Violations of any of the following examination regulations are punishable by expulsion from the examination room and such additional penalties, as the dean of the faculty offering the courses may consider appropriate (see section 5.14.5).

1. Food and beverages are not allowed in the examination room.
2. Candidates shall not bring into the examination room any books, papers, or other materials or electronic devices except on the written permission of the examiner in the subject concerned or as indicated on the examination paper.
3. No candidate shall be permitted to enter the examination room later than thirty minutes after the beginning of the examination or allowed to leave within thirty minutes after the examination has commenced.
4. Candidates shall hold no communication of any kind with other candidates within the examination room.
5. Unless the supervisor has granted permission, candidates may leave their seats only to turn in their answer books.

5.6.3 Scheduling

No final examinations for on-campus credit courses will be scheduled in the last three hours of scheduled lectures, nor in the day(s) between the end of lectures and the first day of the final examination period, without prior written approval from the instructor's dean, with a copy to the Registrar. The due date of take-home and mid-term examinations, and quizzes worth more than 10% in the total evaluation of the course, fall within the terms of this statement; but due dates for term papers, projects, essays, and practical exams (laboratory, presentations, recitals, exhibitions) do not.

5.6.4 Cancellation of Examination Papers

A student who becomes seriously ill or is informed of urgent family problems during an examination should report immediately to the person supervising the examination, hand in the unfinished paper, and request that it be cancelled. A dated, signed medical certificate or, for family problems, other supporting documentation must be provided to the student's faculty or college office (final examinations) or instructor (mid-term examinations) within three days following the date of the examination.

A request for cancellation after the fact, when an examination has been written and the paper handed in for marking, will be denied.

Deferred examination policies and procedures apply to cancelled final examinations, while action taken with respect to a cancelled mid-term is at the discretion of the instructor (see section 5.8)

5.6.5 Final Examinations

Final examinations in most courses are held at the end of the semester in a designated examination period. Dates and times of examinations are published with course schedule information on the web before registration begins. Locations where the examinations are to be written are added to the web course schedule towards the end of the semester. In a few cases (generally in senior courses), instructors and students will agree upon an examination date and time after the course begins; these have a published comment of "TBA."

Once a final examination date and time have been published, they cannot be changed without the written consent of all students in the course, and the approval of the instructor's Dean.

Not all courses have a final examination. If the course is to have a final examination, this information will normally be included in the course outline as well as on the web course schedule.

5.7 Supplemental Examinations

The privilege of writing supplemental examinations is granted at the University only to students enrolled in the Faculty of Engineering (refer to section 13.7.2 for the governing regulations).

5.8 Deferral of Final Examination and/or Term Work

5.8.1 Grounds for Deferral

Extensions of deadlines for completion of assignments or writing of final examinations may be granted to students on the basis of illness, or accident, or other extreme and legitimate circumstances beyond their control.

5.8.2 Withdrawal Option

If students become very ill or encounter other serious difficulties early in the semester or when little or no course work has yet been completed, withdrawal may be a better option (sections 3.13 and 4.13). If in doubt, students may consult their faculty or Academic Advisor for advice.

5.8.3 Authority to Approve Deferrals

The authority to approve deferrals of term work (assignments and mid-term examinations) within the semester belongs to the instructor of the course. All deferred work must be completed by the date of the

final examination (or, if there is no final examination, by five days after the end of lectures) in order to allow the instructor to submit grades promptly.

In the case of mid-term examinations, the instructor may assign a make-up examination or may transfer the weight of the examination to another examination or assignment, including the final examination. Some faculties have regulations governing this process.

The authority to approve deferrals of final examinations and/or term work beyond the date of the final examination belongs to the Director of Student Success Services. Special students (accelerated, casual, visiting) should apply to the University Registrar.

5.8.4 Applying for a Deferral Beyond the End of the Semester

Students should notify their Academic Advisor and their instructor as quickly as possible if they are unable to write the final examination or otherwise complete the course. Communication by telephone or e-mail is acceptable. Requests for deferral received more than two weeks after the final day of the examination period will be denied.

5.8.5 Supporting Documentation

Students should expect that supporting documentation will be required and must be submitted before a deferral is approved. For illness or accident, supporting documentation will take the form of a certificate or letter from the attending physician clearly indicating the start and end dates of the illness and the student's inability to write an examination, to complete assignments, and/or to attend classes, as relevant to the particular request. The University's recommended medical certificate form is available from the First Nations University of Canada Registrar's Office, or may be printed from the web at www.uregina.ca. For other circumstances, students should consult their faculty or college office about acceptable forms of documentation.

5.8.6 Faculty Procedures

The Academic Advisor will consult with the instructor of the course to establish that the student is in good standing: that is, that the student would have a reasonable chance of passing the course if a deferred final examination and/or deferral of term work were granted.

When a decision has been made, the Director of Student Success Services will notify, in writing, the student, the instructor, the head of the department and the dean of the faculty offering the course, and the Office of the Registrar.

5.8.7 Maximum Length of Deferral

Missing course assignments must be submitted, and deferred final examinations written, by January 31 for Fall courses, by May 31 for Winter courses, and by September 30 for Spring/Summer courses. In cases of prolonged illness or other incapacity, deans and their designates have the authority to extend the deferral to the end of the semester: that is, to the end of Winter semester for Fall courses, to the end of Spring/Summer semester for Winter courses, and to the end of Fall semester for Spring/Summer courses.

Students who are unable to complete the deferred work by the deadline because of extreme and legitimate circumstances beyond their control may be eligible for aegrotat standing (section 5.9) or a medical or compassionate withdrawal (section 3.7) and should consult their faculty or college before the expiry of the deferral.

5.8.8 Course Load

The combination of uncleared deferrals and new registrations may not exceed 15 credit hours unless the student's dean, or designate, formally approves a cumulative overload.

5.8.9 Grading of Deferrals

An interim grade of DE (“deferred”) is assigned for a deferred final examination or deferral of both final examination and term work. An interim grade of IN (“incomplete”) is assigned for deferral of term work alone. When the deferred final examination has been written, and/or missing work completed, the instructor (or, in the instructor’s absence, the department head or department head’s designate) will grade the work and assign a percentage grade to replace the interim grade.

Beginning on May 15, September 15, and January 15 for the previous Fall, Winter, and Spring/Summer courses respectively, the Office of the Registrar will convert any unreplaced grade of DE to a grade of NP, and any unreplaced grade of IN to a percentage grade based on the portion of the course completed or to a grade of NP, as determined by the instructor and approved by the dean of the faculty or college that offered the course. The grades of students who were granted a deferral only to the end of the first month of the subsequent semester may be converted by the Registrar’s Office earlier than the schedule indicated above.

5.8.10 Unexpected Delay in Course Completion

When completion of a course is delayed, for reasons intrinsic to the course, beyond the due date for submission of grades, the dean of the faculty offering the course may approve the assignment of grades of NR for those students who are affected, until the course can be completed.

5.9 Aegrotat Standing

In rare circumstances, aegrotat standing in one or more courses in a semester may be granted on medical or compassionate grounds to a student who meets the following conditions:

- the student is prevented from completing the semester by serious illness or other extreme circumstances beyond the student’s control;
- the student’s illness is certified by a physician, or, other circumstances are certified by a professional in the relevant field or confirmed by other documentation acceptable to the dean;
- a deferral of term work and/or final examination is not appropriate because of the nature or severity of the illness or of the other circumstances;
- the student has completed at least 50% of the work contributing to the grade in the course; and,
- the instructor of the course confirms in writing that the student has demonstrated an understanding of the course material.

Aegrotat standing is granted by the dean of the faculty or college in which the student is enrolled. The uncompleted work may be term work, the final examination, or a combination of the two.

5.10 Grading System

Since 1984 Fall semester, the University of Regina has employed a percentage grading system. A grade of less than 50% is a failing grade for undergraduate programs.

5.10.1 Grading Descriptions

5.10.1.1 Grading

90-100 An outstanding performance with very strong evidence of:

- an insightful and comprehensive grasp of the subject matter;
- a clear ability to make sound and original critical evaluation of the material given;
- outstanding capacity for original creative and/or logical thought;
- an excellent ability to organise, to analyse, to synthesise, to integrate ideas, and to express thoughts both in speech and in writing.

80-89 Very good performance with strong evidence of:

- a comprehensive grasp of the subject matter;

- an ability to make sound critical evaluation of the material given;
- a good capacity for original, creative, and/or logical thinking;
- a very good ability to organise, to analyse, to synthesise, to integrate ideas, and to express thoughts both in speech and in writing.

70-79 Above average performance with evidence of:

- a substantial knowledge of the subject matter;
- a good understanding of the relevant issues and a good familiarity with the relevant literature and techniques;
- some capacity for original, creative, and/or logical thinking;
- an above-average ability to organise, to analyse and to examine the subject material in a critical and constructive manner, and
- to express thoughts both in speech and in writing.

60-69 A generally satisfactory and intellectually adequate performance with evidence of:

- an acceptable basic grasp of the subject material;
- a fair understanding of the relevant issues;
- a general familiarity with the relevant literature and techniques;
- an ability to develop solutions to moderately difficult problems related to the subject material;
- a moderate ability to examine the material in a critical and analytical manner, and to express thoughts in writing.

50-59 A barely acceptable performance with evidence of:

- a familiarity with the subject material;
- some evidence that analytical skills have been developed;
- some understanding of relevant issues;
- some familiarity with the relevant literature and techniques;
- partially successful attempts to solve moderately difficult problems related to the subject material and to examine the material in a critical and analytical manner;
- basic competence in writing.

0-49 An unacceptable performance.

5.10.1.2 Alphabetical Grades

With the exception of the grade of NP (see “Calculation of Grade Point Averages,” below), none of the following grades has a numeric value. Grades of AG, C, and P are passing grades. Grades of F, N, NP, and XF are failing grades. The remaining grades are neutral.

AG	Aegrotat standing	IP	In Progress
AU	Audit, no credit	MC	Maintenance of Candidacy
AW	Audit withdrawal	N	No Credit for Hours Shown
C	Credit for hours shown	NP	No Paper (=course abandoned)
CW	Compulsory Withdrawal	NR	Not Yet Reported
DE	Deferred examination	P	Pass Standing
F	Failure	W	Withdrew from Course
IN	Incomplete	XF	Academic Misconduct

5.10.2 Calculation of Grade Point Average

Academic standing is determined by use of a grade point average, calculated by (1) multiplying, for each course, the credit hours by the grade earned, (2) adding together the products of that multiplication, (3)

adding together the credit hours for the courses used, and (4) dividing the first sum by the second. The calculation is not rounded but is truncated to two decimal places.

Only percentage grades, grades of NP and grades of XF are used in GPA calculations. Grades of 0%-39% and NP are all counted as 40% in the calculation; grades of XF are counted as 0%, and grades of 40% to 100% are used as recorded.

5.10.3 Types of GPA Calculation

The GPA calculation is applied to different selections of courses for different purposes. The following are the major kinds of GPA calculation:

1. Cumulative grade point average (CGPA): The CGPA is based on all University of Regina courses taken, whether passed or failed, repeated or not.
2. Undergraduate grade point average (UGPA): The UGPA is also based on all University of Regina courses taken, but when a course has been repeated, only the grade in the most recent approved attempt is used (refer to the rules on repeating courses, see section 5.12).
3. Program grade point average (PGPA): The PGPA is calculated according to UGPA rules, but is based only on the courses that are used in a particular program. A failing grade in a required course is included in the calculation until the course has been successfully repeated (refer to the rules on repeating courses, (see section 5.12).
4. Term GPA (TGPA): The TGPA is calculated according to CGPA rules, and is based on all courses taken in a particular semester (Fall, Winter, or Spring/Summer).

5.11 Reassessment of Grades

Students have the right to request the reassessment of any grade, including a grade in a practicum course.

5.11.1 While the Course is in Progress

A student who disagrees substantively with the grading of a piece of term work may ask the instructor to re-grade it. If the grade is lowered or remains the same, the student may appeal to the head of the department offering the course (or, in non-departmentalized faculties, to the dean or designate).

5.11.2 When the Course is Finished

5.11.2.1 Informal Reassessment

A disagreement over a final grade should first be discussed with the instructor. The instructor will review the grading records and, if an error is found, the grade will be changed accordingly. A student who is unable to contact the instructor should contact the department head.

5.11.2.2 Formal Reassessment

If informal discussion fails to resolve the disagreement, the student may formally appeal for reassessment by submitting the following to the First Nations University of Canada Registrar's Office:

1. a completed Reassessment of Final Grade form or a letter requesting reassessment;
2. the fee for reassessment (the fee will be refunded if the grade is raised by at least 5% as a result of the reassessment);
3. the original (graded) copy of all term work.

The Registrar's Office sends the materials to the head of the department offering the course (or, in non-departmentalised faculties, to the dean or designate).

First, the original instructor, if available, makes the reassessment. If this does not result in a higher grade, a reassessment is made by one or, if possible, two other instructors in the same discipline.

The department head, dean, or designate advises the Registrar's Office of the result of the reassessment, and the Registrar's Office notifies the student.

A First Nations University of Canada student who is unsatisfied with the result of the reassessment may discuss the matter with the Vice President of Academic.

5.11.2.3 Deadline for Requesting a Reassessment

Formal requests for reassessment must be initiated by the student within 6 weeks of the date that the grade is posted to his or her web record. For the skill portions of physical activity (KHSA) courses, the reassessment must be applied for no later than 7 days after the grade is posted to the web record.

5.11.3 Grade Changes due to Arithmetical Errors

Instructors may initiate a grade change because of an arithmetical error or erroneous marking within a time period not exceeding the end of the next semester after the course was offered.

Since the recording of grades for a course is the formal dissolution of the course and the final record of results, instructors may not initiate a grade change for a grade as a result of subsequent special consideration being given to a student, such as further examination or submission of more work.

Refer to section 5.7 of this Calendar for information about supplemental examinations, and to section 5.8 for information about deferral of final examinations beyond the end of the semester.

5.11.4 Interim Grading During Investigation or Appeal of Academic Misconduct

If a grade roster must be submitted when a student is under investigation for, or has appealed a ruling of, academic misconduct, the instructor will enter a grade of NR (Not Yet Reported) for that student.

5.12 Repeating Courses

No student may repeat a course (except for English 100) more than once. In exceptional circumstances, students may request permission from their faculty to repeat a course for the second time. English 100 may be repeated twice. When a course is repeated, the grade obtained in the final authorized attempt becomes the grade of record for that course. All courses officially attempted are listed on students' transcripts.

5.13 Evaluation of Academic Performance

5.13.1 Academic Standing Regulations

Changes in the regulations governing academic standing (that is, the privileges of admission to, continuation at, and graduation from the University) apply to all students, including new students, continuing students, and re-admitted students.

5.13.2 Deans' Honours List

Students who obtain high standing in a semester's course work receive the designation of "Dean's Honours List" for that semester on their official transcript. For this purpose, high standing is defined by the university as a Term GPA of at least 85.00% on at least 12 credit hours of numerically-graded courses on which the Term GPA is calculated. The Faculty of Education requires 15 credit hours of which 12 hours must be numerically-graded. The Faculty of Science requires 15 credit hours, all of which must be numerically-graded. The Faculty of Social Work does not have a Dean's Honours List.

Students who are enrolled in two programs concurrently (see section 2.6.7) will be eligible for inclusion on the Dean's Honours List for their primary program only.

5.13.3 Probation and Discontinuance (RTD)

5.13.3.1 Grounds

1. Failure to meet the minimum performance standard.
2. Failure in a third completed attempt at English 100.
3. Term GPA of NP in a full-time course load (minimum 9 credit hours).
4. Failure to meet a faculty or program regulation.

The first three grounds result in University-level action. The fourth results in action at the faculty or program level.

5.13.3.2 Timing of Evaluation

Timing of the evaluation and the application of faculty action are at the discretion of the faculty. Most faculties review performance following every semester. The minimum academic performance standard is not applied until students have attempted 24 credit hours.

5.13.3.3 Limit to Evaluation

Academic performance before Fall 1984 is not included in evaluations of cumulative performance.

5.13.3.4 Re-Admission & Transfer

See section 2.6.

5.13.3.5 Concurrent Programs

For students who are enrolled in two programs concurrently (section 6.13), University academic performance regulations will be applied by the faculty of the primary program. If the programs are in two different faculties, each faculty will apply its regulations governing performance within the faculty and program.

5.13.4 Probation (University)

5.13.4.1 Minimum Academic Performance Standard

The minimum undergraduate grade point average (UGPA) that must be maintained once 24 credit hours have been attempted is 60.00%.

5.13.4.2 University Academic Probation

Students who fail to meet the minimum academic performance standard are placed on university academic probation. These students are permitted to continue studies. They may also transfer faculties unless the regulations of the receiving faculty prohibit this.

5.13.5 RTD or Requirement to Discontinue Studies (University)

5.13.5.1 Two-semester RTD for Failure to Meet the Minimum Academic Performance Standard

If students fail to meet the minimum UGPA of 60.00% upon completion of an additional 15 credit hours since the application of university academic probation, they are required to discontinue (RTD) for two semesters from the university.

5.13.5.2 Two-semester RTD for a Term GPA of “NP”

Any full-time student receiving grades of NP (or a combination of grades of NP and F) in all courses in a given semester will be required to discontinue from the university for two semesters.

5.13.5.3 Conditions on Registration

When a faculty admits or readmits a student on petition, it may set conditions on registration. These may include a limit on the number of courses that may be taken, mandatory academic advising, and/or performance conditions such as a requirement to pass all courses in the first semester.

5.13.5.4 Failure to Meet Performance Conditions

When a student is readmitted but fails to meet performance conditions, the student is required to discontinue indefinitely from the Faculty (see “Faculty Probation and RTD”, below)

When a student is readmitted (permitted to continue) because of a successful appeal (see section 5.13.7.2), but fails to meet performance conditions, the original RTD is reinstated.

5.13.5.5 Probation after Readmission

When readmitted, students are not on university academic probation. Students whose UGPA is below 60.00% at the end of the first semester they attend after being readmitted are placed on university academic probation. They have a further 15 credit hours to attain the minimum standards before being required to discontinue again.

5.13.5.6 Indefinite RTD

Students who have been required to discontinue studies at the university, have subsequently been readmitted, and have failed to meet the minimum requirements of the university for a second time (under either the minimum academic performance standard or the term GPA of NP rule) are required to discontinue indefinitely from the university.

5.13.5.8 Failure in English 100 at the Third Attempt

Students who receive a failing grade in a third completed (i.e., passed or failed) attempt at English 100 are required to discontinue indefinitely from the university.

5.13.5.9 Minimum Length of an Indefinite RTD

The minimum length of an indefinite RTD is two years (six semesters).

5.13.5.10 Recalculation of the UGPA after an Indefinite or “Accumulated Failures” RTD

If students have not been registered in classes for six consecutive terms and are accepted for readmission to a faculty, their failed courses are excluded from the calculation of the Undergraduate Grade Point Average (UGPA). The same process is observed for students who were or will be readmitted following the former one-year RTD based on accumulated failed credit hours (regulation in effect from 1989 to 2001).

5.13.6 Faculty and Program Probation and RTD

5.13.6.1 Faculty Probation

Students may be placed on faculty probation at the discretion and according to the regulations of the faculty.

5.13.6.2 Faculty and Program RTDs

Students may be required to discontinue from their current faculty or program for failure to meet a faculty or program requirement or for a second failure in a mandatory course. Refer to the faculty sections for regulations that may result in faculty action.

Students who are enrolled in two programs concurrently (section 2.6.7) may be required to discontinue from one but not the other. When a student is required to discontinue from the primary program and the secondary program remains valid and current, a new student primary program record will be created by either the Registrar's Office (programs in different faculties) or the student's faculty or college (programs in the same faculty).

5.13.6.3 Minimum Length of a Faculty or Program RTD

The minimum length of a faculty or program RTD is two semesters. The minimum length of an indefinite faculty or program RTD is two years.

5.13.7 Notification and Appeals

5.13.7.1 Notification to Students

Students are notified in writing by their faculty or college of any faculty action. Letters are sent to the students' current mailing address as recorded in the university's student information system.

5.13.7.2 Appeals

University academic probation and all RTDs may be appealed to the faculty by the deadline set in the faculty's or college's letter of notification. Late appeals will not be heard. (For more information contact the Student Success Services Office.)

5.13.7.3 Registration While Appealing

Students who have been required to discontinue are not permitted to remain in classes during the appeal process. At the discretion of the student's faculty, a student who is registered in a cooperative education work term that has already begun may be permitted to complete the work term before beginning the period of discontinuance.

5.13.7.4 Refund of Tuition Fees

Students whose registration is cancelled receive a full refund of tuition and course- and semester-based fees.

5.13.7.5 Transcript Record

University, faculty, and program RTD rulings and rulings of university academic probation appear on students' official transcripts. Rulings of faculty probation do not appear on official transcripts.

5.14 Student Behaviour

5.14.1 General

5.14.1.1 Student Behaviour

Students of the First Nations University of Canada/University of Regina are expected to conduct themselves responsibly and with propriety both in their studies and in their general behaviour, and are expected to abide by all policies and regulations of the First Nations University of Canada/University of Regina. Misconduct, which may be academic (that is, in academic studies) or non-academic (in general behaviour), is subject to disciplinary action.

5.14.1.2 Scope

Throughout these regulations, all references to the University include the First Nations University of Canada, the University of Regina and its other federated colleges. All references therein to a "faculty" shall be read as include the relevant College or program, the Centre for Continuing Education or the Institute français, where the context requires.

5.14.1.3 Principle of Progressive Discipline

Actions taken and penalties imposed when misconduct has been determined will be guided by the principle of progressive discipline. To that end, penalties assigned and actions taken will:

- Normally increase in severity for second and subsequent acts of misconduct.
- Take into account the severity of the misconduct.
- Educate with respect to correct behaviour and the consequences of future misconduct.

5.14.2 Academic Misconduct

5.14.2.1 Academic Integrity

Assignments, tests, and examinations are designed for students to show the instructor how well they have mastered the course material. When the instructor evaluates the student's work, it must therefore be clear which ideas and words are the student's own. The general principles of academic integrity for students doing course work are that they are to do their own original, individual work, unless told otherwise by the course instructor, and are to give credit for other people's ideas or words. Students should be aware that, while collaborative or group work on assignments may be encouraged in some disciplines, it is not acceptable to others (refer to the last point in section 5.14.2.3). Discussion of ideas with faculty and other students (that is, intellectual debate) is both allowable and important, provided that credit is given in written work for ideas that are not one's own (see section 5.14.2.2). Group study (as distinct from group work on an assignment that is to be graded) is likewise permissible unless explicitly forbidden by the instructor.

5.14.2.2 Violations - Acts of Academic Misconduct

Acts of academic dishonesty or misconduct include acts which contravene the general principles described in section 5.14.1. In this section, some of these acts are described. Others which are not explicitly described here may also be considered academic misconduct. All forms of academic

misconduct are considered serious offences within the University community. For the penalties, see section 5.14.5.

1. **Cheating**

Cheating constitutes academic misconduct. Cheating is dishonest behaviour (or the attempt to behave dishonestly), usually in tests or examinations. It includes:

- unless explicitly authorized by the course instructor or examiner, using books, notes, diagrams, electronic devices, or any other aids during an examination, either in the examination room itself or when permitted to leave temporarily;
- copying from the work of other students;
- communicating with others during an examination to give or receive information, either in the examination room or outside it;
- consulting others on a take-home examination (unless authorized by the course instructor);
- commissioning or allowing another person to write an examination on one's behalf;
- not following the rules of an examination;
- using for personal advantage, or communicating to other students, advance knowledge of the content of an examination (for example, if permitted to write an examination early);
- altering answers on an assignment or examination that has been returned;
- taking an examination out of the examination room if this has been forbidden.

2. **Plagiarism**

Plagiarism is a form of academic dishonesty in which one person submits or presents the work of another person as his or her own, whether from intent to deceive, lack of understanding, or carelessness. Unless the course instructor states otherwise, it is allowable and expected that students will examine and refer to the ideas of others, but these ideas must be incorporated into the student's own analysis and must be clearly acknowledged through footnotes, endnotes, or other practices accepted by the academic community. Students' use of others' expression of ideas, whether quoted verbatim or paraphrased, must also be clearly acknowledged according to acceptable academic practice. It is the responsibility of each student to learn what constitutes acceptable academic practice. Plagiarism includes the following practices:

- not acknowledging an author or other source for one or more phrases, sentences, thoughts, code, formulae, or arguments incorporated in written work, software, or other assignments (substantial plagiarism);
- presenting the whole or substantial portions of another person's paper, report, piece of software, etc. as an assignment for credit, even if that paper or other work is cited as a source in the accompanying bibliography or list of references (complete plagiarism). This includes essays found on the Internet.

Students who are uncertain what plagiarism is should discuss their methodology with their instructors.

Note: The Department of English Style Guide is available inexpensively from the University Bookstore. Students may also consult online resources such as the University of Toronto Writing Centre's "How Not to Plagiarize": www.utoronto.ca/writing/plagsep.html.

3. In addition to the matters described above, academic misconduct subject to discipline also includes (but it not limited to) the following:

- Falsifying lab results;
- Padding a bibliography with works not read or used;
- Helping another student in an act of academic dishonesty; for example, writing a test or paper for someone else, or preparing materials for another student's studio project;
- Providing false or incomplete information or supporting documents/materials on an application for admission, re-admission, or transfer (see also section 2.1.2);
- Providing false information to obtain a deferral of term work or examination;
- Altering or falsifying, or attempting to alter or falsify, grade information or other records of academic performance (one's own or someone else's);

- Obtaining or attempting to obtain an academic advantage by non-academic means such as bribes or threats;
 - Hindering other students in obtaining fair access to University materials and facilities; for example, cutting an article out of a Library copy of a journal;
 - Theft of another student's notes;
 - Alteration or destruction of the work of other students;
 - Behaviour that interferes with the evaluation of another student's work, such as failure to participate in a group project.
4. The two acts listed below may be considered to be academic misconduct unless authorized by the course instructor.
- Submitting the same work for credit in more than one course. Students who wish to submit work they have prepared for another course must consult the course instructor and receive permission to do so.
 - Working jointly, with another student or group of students, on an assignment that is to be graded. If no explicit instructions are given by the instructor about group work, students who wish to work together must request the instructor's permission in advance.

5.14.2.3 Procedure

Any academic or administrative member or official of the University who has reason to believe that academic misconduct has occurred shall immediately notify the relevant Dean, or his or her designate (the "Investigating Dean"). Where the academic misconduct occurs in connection with a particular course, the Dean or designate of the faculty offering the course shall be the Investigating Dean. For all other acts of academic misconduct, the Dean or designate of the student's faculty or college shall be the Investigating Dean.

Upon receiving notification, the Investigating Dean shall investigate the alleged academic misconduct immediately, which process will include offering an opportunity for the student to explain the incident, and conducting any further investigation deemed necessary to ensure procedural fairness. Upon receiving notification, the Investigating Dean will also immediately notify the University Secretary of the alleged misconduct. If the Investigating Dean is not the Dean of the student's faculty, the Investigating Dean will also notify the Dean of the student's faculty of the alleged misconduct. If the academic misconduct has been established, the Investigating Dean may take the appropriate academic action, and impose the appropriate penalty with respect to that course.

The Investigating Dean will make the disciplinary decision on the academic misconduct and will advise the student of the disciplinary decision in writing. A copy of the disciplinary decision will be provided to the University Secretary, the student's faculty, and the Registrar's Office.

Where a student commits academic misconduct in two or more courses in the same semester or there is a record of previous misconduct, the Dean or designate of the student's faculty may assign a penalty additional to these assigned by the Investigating Dean (see section 5.14.2.3)

For Special Students, the student's Dean is the University Registrar.

5.14.3 Non-Academic Misconduct

5.14.3.1 Student Behaviour

Consideration for others and respect for each person is a principal way of life within the university community. The basic behavioral philosophy of the University of Regina is that students, academic staff, support staff and administrators must be able to work and study in an environment that is free from harassment, discrimination, and intimidation, that all members of the community are entitled to fair and humane treatment, and that all will conduct themselves appropriately, respectfully and responsibly.

A primary responsibility of the University is to provide its students with the opportunity for inquiry and the freedom to discuss and express one's views openly without fear of retaliation, or abuse of person or property. These attributes are the foundation of good citizenship.

To this end, students have an obligation to act in a fair and respectful manner toward their peers, the faculty, staff, administration and the physical property of the University and others. Integrity and personal conduct, both on-campus and off-campus, are critical elements in achieving these goals.

5.14.3.2 Jurisdiction

These regulations cover the conduct of all First Nations University of Canada/University of Regina students in University related activities, or with respect to and on University property, or involving any member of the University community. University related activities include activities of any type operated under University auspices at any location, whether on or off campus (including on any Co-op work term, practicum, internship or research project).

5.14.3.3 Violations

Non-academic misconduct subject to discipline hereunder includes, but is not limited to the following ("Violations"):

- a violation of the published rules, regulations, practices, procedures or policies of the University or of any authorized rule-making body within the University, including all academic and administrative units, any residence, and a violation of any professional code of conduct applicable to any faculty or department;
- theft, vandalism and wilful or negligent damage to the property of the University or of a member of the University community, the Student's Union or any other University organization;
- disruption of instructional activities (being any conduct which makes it difficult to proceed with scheduled lectures, seminars, discussion group meetings and related activities, or with examinations, tests, or use of library, laboratory or research facilities);
- assault of any nature, or the threat of any assault;
- the unauthorized use or the misuse of any University facilities, equipment or services;
- the violation or breach of any Federal, Provincial or Municipal laws, so far as they are relevant to student conduct;
- harassment or discrimination in contravention of the principles articulated in the policies of the University, The Saskatchewan Human Rights Code or the Canadian Charter of Rights and Freedoms;
- illegal drug use;
- the failure to comply with the directions of officials of the University acting within the scope of their authority;
- any conduct which harms or threatens to harm the proper functioning of University programs or activities, the rights of members or guests of the University, the safety or well-being of members or guests of the University, or the property of the University, its members and guests;
- falsification or misuse of University records for improper or fraudulent purposes.

5.14.3.4 Procedure

Any individual may report a Violation to:

- Campus Security;
- Dean of the student's faculty;
- Campus Manager
- Manager of the student's residence (for Regina campus students residing in the U of R residences); or
- First Nations University of Canada Director of Student Success Services.

The Director of Student Success Services will investigate the alleged Violation immediately. This process may include taking a statement from the complainant, informing the respondent of the allegation, offering an opportunity for the respondent to reply to the allegation, and conducting any further investigation deemed necessary to ensure procedural fairness. In some cases following the investigation, Campus Security will prepare an Incident Report in prescribed form. The Incident Report will summarize the investigation and findings, and may recommend a penalty in respect of the Violation, which may include referral of the matter to a law enforcement agency.

The Incident Report will be provided to the Director of Student Success Services. If the Director of Student Success Services determines that the Violation did occur, the Incident Report will also be forwarded to the Associate Vice-President (Student Affairs).

Upon receipt of an Incident Report, the Associate Vice-President (Student Affairs) will review the misconduct in question and recommend a course of action, including an appropriate disciplinary penalty. The Associate Vice-President (Student Affairs) shall be entitled to call upon the assistance of the Advisory Team which shall comprise the following individuals: the Associate Vice-President (Student Affairs), the Dean of the accused student's faculty, the Manager of Campus Security, and such other appropriate Administrative personnel as may be required.

The Associate Vice-President (Student Affairs) will make the disciplinary decision on the Violation and will advise the student of the disciplinary decision in writing. The Associate Vice-President (Student Affairs) will provide a copy of the disciplinary decision to the University Secretary and the student's faculty. If the disciplinary decision involves suspension or expulsion, a copy shall also be provided to the Registrar's Office for action with respect to the student record.

The reporting of a Violation, and an investigation and discipline hereunder shall not disentitle an individual from seeking recourse or making a complaint under any other University policy, nor does the bringing of any complaint under the University policy prevent the University from investigating any Violation and imposing any discipline hereunder therefore. All rights and remedies under all University policies are cumulative, and a student may be subject to discipline for a Violation under more than one policy, code of conduct, regulation or procedure of the University or any authorized rule-making body within the University, including all academic and administrative units, residences, faculties or departments.

It is recognized that an offence can be of one or more of a criminal, non-academic and academic character, e.g. theft of a key to obtain a copy of an examination paper. In these cases, it is understood that both academic and non-academic discipline, and criminal penalties may arise.

5.13.3.5 External Investigation

Where the Violation falls within the scope of the Criminal Code of Canada or any other federal or provincial statute, the matter may be referred to law enforcement for consideration. Campus Security will liaise between University and Law Enforcement Officials. The Violation will concurrently be reviewed by the Associate Vice-President (Student Affairs) for an internal disciplinary decision.

Notwithstanding that a Violation may have been referred to law enforcement officials for external investigation and action (including judicial action), the University may choose to proceed with an internal investigation and disciplinary decision hereunder.

5.13.3.6 Presidential Intervention

The First Nations University of Canada President (or the Acting President, as the case may be) has the power to exclude any Student from the University and its Campus at any time, until the next meeting of the Council Discipline Committee. This will be done if, in the opinion of the President, this action is necessary to avoid disruption to the University, protect the interests of students, faculty, staff or visitors to the University or to protect the property of the University.

If the investigation of the Violation is such a case has been complete prior to the next meeting of the Council Discipline committee and the disciplinary decision rendered, the continued exclusion of the Student shall be determined through the disciplinary decision. If the investigation of the Violation in such a case has not been completed prior to the next meeting of the Council Discipline Committee, or if a disciplinary decision has not been rendered, the Student shall attend before the Council Discipline committee to show cause why he or she should not continue to be excluded from the University and its campus until such time as a disciplinary decision is made. The Council Discipline Committee may either continue the Student's exclusion, or permit the Student to return to the University on such terms and restrictions as Council Discipline Committee shall impose.

5.14.4 Penalties

5.15.4.1 General

Determination of the penalty for acts of misconduct will be done on a case-by-case basis with consideration for similar previous incidents. In determining the appropriate penalty, consideration will also be given to the extent of the misconduct, whether there have been previous cases of misconduct, and other mitigating or aggravating circumstances. A repeat case of academic misconduct will normally result in a more severe penalty and may include expulsion.

Withdrawal from the University while an alleged Violation is being investigated does not prevent the subsequent rendering of a disciplinary decision and assignment of a penalty if the misconduct is substantiated.

There may be academic and financial consequences for misconduct, including an appropriate notation on the Student's transcript, and no refund of fees.

5.14.4.2 Non-Academic Misconduct

The possible penalties for an act of non-academic misconduct may include any one or more of the following, or another appropriate penalty at the discretion of the Associate Vice-President (Student Affairs):

- forfeiture of fees
- restitution for damage
- fines
- if not in violation of any collective bargaining agreement, University community service or remedial measures may be considered
- alternative dispute resolution
- loss of, and/or requirement to repay, scholarships or other awards
- probation
- eviction from residence
- restriction of access or use of any University facilities, equipment or services
- expulsion from the Co-op program
- suspension
- termination of any internship, practicum or research project, without any refund of fees
- expulsion
- exclusion from campus

University penalties for acts of non-academic misconduct are assigned by the Associate Vice-President (Student Affairs).

5.14.4.2 Academic Misconduct

The possible penalties for an act of academic misconduct include any one or more of the following, or another appropriate penalty at the discretion of the Dean:

- reduction of a grade on an assignment, essay, report or examination
- notation on the student's file
- zero credit on an assignment, essay, report or examination
- reduction of a grade in a course
- zero credit in a course
- a grade of XF (academic misconduct)
- loss and/or repayment of scholarships and other awards
- requirement to take a course in ethics
- suspension or expulsion from a program
- suspension or expulsion from the University
- withholding or rescission of a credential

Penalties for acts of academic misconduct in connection with a particular course are assigned by the Dean or designate of the faculty offering the course. The penalty for other acts of academic misconduct is assigned by the Dean or designate of the student's faculty or college.

5.14.5 Administration of the Penalties of Suspension and Expulsion

Suspension is dismissal from the University for a fixed period. Students may apply for readmission for the first semester after the expiration of the penalty; no petition is required.

Expulsion is dismissal from the University for an indefinite period (in no case less than two calendar years). A student who has been expelled must petition to the Council Discipline Committee for permission to apply for readmission.

A student who is appealing a penalty of suspension or expulsion may continue to register for an attend classes until the appeal process has been exhausted, unless the student has been excluded from campus. Where the appeal process has been exhausted and a penalty of suspension or expulsion is the final outcome of that process, the student will be withdrawn from courses in progress with grades of CW (“compulsory withdrawal”) and no refund of tuition and fees. Registrations in future parts of term will be cancelled.

A student who is suspended or expelled, and who is also excluded from campus will be immediately withdrawn from courses in progress with grades of CW and no refund of tuition and fees. Registrations in future parts of term will be cancelled. Where the student appeals the suspension or expulsion and the appeal is successful and the penalty is rescinded, the student will be reinstated in courses in progress, if possible, or will have the course records deleted from the official transcript and receive a full refund of tuition and fees. Registrations in future parts of term will be reinstated to the extent possible.

When a student is suspended and does not appeal, registration in future parts of term will be cancelled. With respect to courses in progress, the Dean or Associate Vice-President (Student Affairs), as the case may be, may:

1. withdraw the student with grades of CW and a full refund of tuition and fees, in which case the suspension is effective immediately; or
2. permit the student to finish the semester, in which case the suspension takes effect with the next semester.

The Dean or Associate Vice-President (Student Affairs) may choose to consult the student in reaching a decision, which will be based mainly on the nature of the offence and the timing of the suspension.

When a student who has a suspension pending has been granted permission to compete courses in progress, the student will be withdrawn immediately from courses in progress with grades of CW and no refund of tuition and fees. Registrations in future parts of term will be cancelled.

Students who have been suspended or expelled from the University and who are subsequently readmitted to the University will not receive transfer credit for any courses they may have taken from other institutions during the period of their dismissal

5.15 Appeals and Petitions

5.15.1 Council Discipline Committee

Students may appeal the imposition or severity of a penalty for misconduct (academic or non-academic) to the Council Discipline Committee. Requests for a hearing must be submitted, in writing and within 30 days of the date of imposition of the penalty, to:

The University Secretary
University of Regina AH 505.3
Regina SK S4S 0A2
Tel: 306-585-4436; fax: 306-585-5255.

Students who have been expelled for misconduct may submit an application for readmission and letter of petition to the Council Discipline Committee. If their petition is approved by the Committee, students must still met the academic requirements for admission, readmission, or transfer to their chosen faculty.

At the discretion of the Registrar, an applicant who has been dismissed for disciplinary reasons from another post-secondary institution may be required to petition to the Council Discipline Committee and receive permission to apply for admission or renewal before being considered on academic grounds. If the applicant is admitted, the previous dismissal may be considered in any future proceedings for misconduct.

5.15.2 Senate Appeals Committee

If the student or the Director of Student Success Services is dissatisfied with the decision of the Council Discipline Committee, either may appeal the decision to the Senate Appeals committee. The onus is on the appellant to demonstrate that the decision of the Council Discipline committee was manifestly unfair or contrary to the evidence presented at the Council Discipline Committee hearing. No witnesses are permitted, and no new evidence is entertained.

5.15.3 Council Committee on Student Appeals

With the exception of matters to be heard by the Council Discipline Committee, all appeals and applications by students regarding faculty decisions will be heard by the Council Committee on Student Appeals. Formal requests for appeals must be submitted in writing to the University Secretary.

Grounds for an appeal to the Council Committee on Student Appeals include, though are not limited to, the following:

- There is additional relevant information which was not considered at the faculty level;
- There was a problem in procedure at the faculty level;
- The substance of the case was not considered correctly at the faculty level. For example, relevant rules and regulations were applied incorrectly;
- Even if relevant rules and regulations were applied correctly, the resulting decision is unfair or unreasonable in the circumstances.

In accordance with the rules of natural justice, students appealing to the Council Committee on Student Appeals have a right to a fair hearing. This includes the right to be notified of hearings, the right to be present and represented at the hearings, the right to present arguments, and the right to question the dean or person designated by the dean.

Procedures of the Council Committee on Student Appeals include, but are not necessarily limited to, the following:

- the student's or representative's presentation, with opportunity for the dean/designate and Committee members to ask questions;
- the dean's or designate's presentation, with opportunity for the student/representative and Committee members to ask questions;
- an opportunity for final statements by the student or representative and dean/designate;
- the student/representative and dean/designate then withdraw from the hearing and the Committee makes its decision on the appeal.
- The student is informed as quickly as possible of the results of the appeal and reasons for the decision.
- A record of the hearing is kept by the University Secretary.

The Council Committee on Student Appeals meets on the fourth Wednesday in August to consider appeals pertaining to the previous academic year. It may meet at other times of the year if necessary. The Committee reports annually to Executive of Council.

5.15.4 Appeals of Grades

Appeals of grades are handled by the procedure for Reassessment of Grades (section 5.11).

5.16 Records

When a final disciplinary decision (after the expiry of all appeal periods or completion of any appeals) involves a grade of XF, or suspension or expulsion, or withholding or rescission of a credential, a copy of the disciplinary decision shall be provided to the Registrar's Office for action with respect to the student record. Acts of misconduct that are penalized by a grade of XF, suspension, expulsion, or the withholding or rescission of a credential are recorded permanently on the student's official transcript.