

University of Regina & Faculty of Education Summary of Academic Regulations & Reminders (Undergraduate)

All University of Regina (U of R) students are responsible for complying with the rules, regulations, policies and procedures contained within the Undergraduate Calendar (<https://www.uregina.ca/student/registrar/resources-for-students/academic-calendars-and-schedule/undergraduate-calendar/sections.html>). Please pay particular attention to “Student Code of Conduct” (§5A) and “Academic Regulations” (§5B) and note the policies, expectations and information as outlined below:

1. **Professional Conduct** - Teaching is a helping profession. In order for the profession to achieve its goals and values, to enhance the quality of public education in the Province, and protect its members and those whom it serves the Faculty of Education has established sound and reliable criteria and procedures for evaluating the suitability of aspiring teachers. The criteria specify appropriate conduct for students in teacher education. The procedures specify processes for screening, regulating and monitoring their professional conduct. The Faculty of Education has the right and responsibility to assess students' professional conduct in terms of the criteria outlined above and in terms of criteria outlined in the following documents. It will take appropriate actions in accordance with the following legislation, policies and guidelines:

- The University of Regina Academic Regulations
- The Canadian Teachers' Federation Code of Ethics
- The Saskatchewan Teachers' Federation Code of Ethics
- The Education Act, 1995, Saskatchewan
- The Board of Teacher Education and Certification, Guiding Principles and Beliefs
- Student Review Policy, Faculty of Education.

2. **Progress in the Program** (§11) - *Under current faculty regulations, progress in the program is based on academic standing and professional development. Faculty selection and review committees determine students' eligibility to progress into all professional semesters, including internship. It is the responsibility of each student to become familiar with the selection criteria and procedures.*

Faculty Action: *At the end of each semester, students with poor academic records and/or unsatisfactory professional development will be subject to faculty action. Students will be required to discontinue or will be placed on faculty probation.*

3. **Students with Special Needs** - Any student with a disability, injury or illness who feels they may need academic accommodation should discuss this with the course instructor after contacting the Centre for Student Accessibility, located in Riddell Centre 251, phone 306-585-4631, or email accessibility@uregina.ca.
4. **Attendance & Punctuality** (§5B) - *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 jeopardizes 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. **Late Assignments** - Action regarding late assignments may vary from instructor to instructor. Expectations or due dates for assignments, as well as the marks that may be deducted for late assignments are noted in the course syllabus. (For example, some instructors deduct one mark for each day late.) Normally, all required elements of the program must be successfully completed by each student.
6. **Language Competence** - Students are expected to meet recommended standards of language competence as part of graduation requirements in the Faculty of Education.
7. **Student Code of Conduct** (§5A) - Students of the 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 University. Misconduct, which may be academic (that is, in academic studies) or non-academic (in general behaviour), is subject to disciplinary action.
8. **Acts of Academic Misconduct** (§5A) - *Acts of academic dishonesty or misconduct include acts which contravene the general principles of Academic Integrity. Some of these acts are described below. 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.*

Cheating on Tests or Examinations - *Cheating constitutes academic misconduct. Cheating is dishonest behaviour or the attempt to behave dishonestly. It includes, but is not limited to:*

- using books, notes, diagrams, electronic devices, smart devices, or any other aids during an examination, either in the examination room itself or when permitted to leave temporarily unless explicitly authorized by the course instructor or examiner;
- copying the work of other students;

- communicating with others during an examination to give or receive information, either in the examination room or outside it or through the use of electronic communication devices;
- 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;
- altering answers on an assignment or examination that has been returned;
- removing an exam or exam related materials from the examination room if not permitted to do so.

Note: In all cases of misconduct during an examination students will have a notation made in the examination booklet detailing the type of behavior observed, the date, and the time.

Plagiarism - Plagiarism is a form of academic dishonesty where the work of another person is submitted without acknowledgement, whether from intent to deceive, lack of understanding, or carelessness. It is expected that students will examine and refer to the ideas of others unless the course instructor states otherwise. These ideas must be incorporated into the student's own analysis and must be clearly acknowledged through citations, 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 in each class. Plagiarism includes, but is not limited to, 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;
- presenting passages and/or 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. This includes copying sources of information found on the Internet;
- paraphrasing text while maintaining the basic paragraph and sentence structure.

Students who are uncertain of what plagiarism is are encouraged to discuss it with their instructors and should consult the vast resources available on this topic that can be found on the internet and in most libraries. The APA and MLA citation guides are also valuable sources of information but students may need to consult other sources of information to follow the format required by their instructor.

- 9. Invigilators' Rights** - An invigilator who suspects a student of cheating has the authority to ask the student to do such things as empty pockets, pencil cases, etc., and roll up their sleeves. The invigilator should ensure they have a witness when asking the student to perform the request. The invigilator should not badger the student or unduly disrupt that student's (or other students') ability to complete the examination. If the student refuses to cooperate, the invigilator can not do more except to make written note of the students' refusal when reporting on the matter under the disciplinary regulations.
- 10. Withdrawal from a Course** - Students who are not attending but haven't formally withdrawn are still registered, are liable for fees, and will be assigned a grade of "NP" for failing to complete the course. Students may drop classes in UR Self-Service up to the deadline for withdrawing from a course without a failing grade. Changes after the deadline, must be made in their faculty or college office, or students may mail, fax or email registration requests (students should check with their faculty or college office). Please consult the Undergraduate Calendar for refund deadlines (§1) and for making changes to class registration (§3).
- 11. Deferrals** - If you become unable to complete your term work or final exams (i.e. due to illness, accident, death in the immediate family, illness/accident of immediate family member, domestic affliction, sanctioned University activity, jury duty, other extreme circumstances, etc.), you may be eligible to apply for a deferral of final examinations and/or term work. Please consult the Undergraduate Calendar - Academic Regulations (§5B) and contact the Faculty of Education's Student Services Centre, Room 355 (tel: 306-585-4537 / email: education@uregina.ca) or your faculty student services office as soon as possible for advice regarding deferrals.
- 12. Harassment, Discrimination Prevention & Conflict Resolution Services** (§8) – This service promotes respectful behavior by everyone on campus; students, faculty, and staff. Everyone in the University community has a role to play in ensuring that the University is free from discrimination, harassment and bullying. There are ways to make the university a positive and productive environment by; treating others with respect and dignity, evaluating one's own beliefs and behaviors, participating in seeking solutions, speaking up if you or others are being treated inappropriately and seeking out consultation and support. Anyone with inquiries, seeking advice or information, looking to resolve conflict arising from harassment and discrimination or wishing to discuss alternate resolution options or file a complaint can contact HDPCRS in the Dr. William Riddell Centre, Room 251.14 (tel: 306-585-5400 / email: respect@uregina.ca).
- 13. University of Regina Email** (<https://webmail.uregina.ca>) - *The University of Regina's official means of communication is through email to your University of Regina email account. For many purposes, the University will make no other form of contact. Please ensure that you regularly monitor your university email account, and it is your responsibility to keep all contact information current and accurate in UR Self-Service.* Students have a **2GB** quota for email and can obtain information about their email address and password at www.uregina.ca/is/student/. If you are not receiving email, check to see if you are over quota or if you have enabled email forwarding. **Email delivery cannot be guaranteed if it is being forwarded.**
- 14. UR Self-Service and Contact Information** - Please update your contact information at the beginning of each semester (address, email, phone numbers, etc.) at UR Self-Service: https://banner.uregina.ca/prod/sct/twbkwbis.P_WWWLogin. Using UR Self-Service, you can also change your PIN (strongly recommended); register for or drop classes; check class schedules; check grades and transfer credits; search up-to-date credit and non-credit course timetables; consult course descriptions; order & pay for textbooks; settle accounts by credit card; view and print T2202A Education Deduction Certificate; and view and print a confirmation of enrolment or unofficial transcript.