Instructor’s Guide
Spring/Summer, Fall 2017 & Winter 2018

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Flexible Learning Division
Centre for Continuing Education
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INFORMATION IN THIS GUIDE IS SUBJECT TO REVISION AT ANY TIME.
Flexible Learning Division Contact Information

Flexible Learning Division
Centre for Continuing Education
University of Regina
Room 3310, First Nations University
Regina, Saskatchewan S4S 0A2

Email: flexible.learning@uregina.ca
Phone: 306-585-5804  Fax: 306-585-5779
Office Hours: 8:15 am-12:00 noon & 12:45-4:30 pm

Division Head
(For Academic/Instructional Concerns)
Willadell Garreck  306-585-5897

Program Manager
(For Administrative/Course Concerns)
Terri Allard  306-585-5781

Program Coordinator
Myla Nicolas  306-585-5836

Program Assistant
Lisa Sisson  306-585-5774

LIVE-Streamed Flexible Delivery
Support Services Specialist
UR LIVE  306-585-4474
Room 169, Education Building
ur.live@uregina.ca

General Information, Flexible Delivery
Support Services Specialists
Tehra Nagy  306-585-5804
Becca Coppens  306-585-5732

Online Support
Myla Nicolas  306-585-5836
ur.online@uregina.ca

Online Exam Invigilation
cc.e.studentservices@uregina.ca
306-585-5807

Registration
(For Admission/Registration Concerns)
Jordan Courtney  306-585-4114
distance.registration@uregina.ca

Centre for Continuing Education

Central Business Services
Reimbursement of Expenses - 306-585-5720

Student & Instructor Services
Appointment Letters, Final Exam Invigilation for Online Courses - 306-585-5807

Regional College & Saskatchewan Polytechnic Campus Contact Information

Please refer to pages 24 & 25.
Key Dates & Deadlines

REGISTRATION FOR SPRING, SUMMER & FALL 2017:

March 7 - First day of registration
April 3 - First day of open registration

SPRING/SUMMER 2017:

Term Dates: May 8 - August 26
University Closed: May 22, July 3, August 7

FALL 2017:

Term Dates: Sep 6-Dec 21
Class Dates: Sep 6-Dec 5
Examination Dates: Dec 8-Dec 21
September 19
- End course-add period
- End of no-record drop period
- End of 100% refund period
October 3 - End of 50% refund period
November 15 - End of grade-of-W drop period
University Closed: Sept 4, Oct 9, Nov 13, Dec 23-Jan 1

WINTER 2018:

Term Dates: Jan 8-Apr 30
Class Dates: Jan 8-Apr 13
Examination Dates: Apr 17-Apr 30
January 19
- End course-add period
- End of no-record drop period
- End of 100% refund period
February 2 - End of 50% refund period
March 15 - End of grade-of-W drop period
University Closed: Jan 1, Jan 31, Feb 19 - 24, Mar 30

Please refer to the Undergraduate Calendar for deadlines and important dates at:
www.uregina.ca/gencal/ugcal/
ACADEMIC CALENDAR

2017 Spring/Summer

Parts of Term (start of classes - end of examination period) dates:
1: May 8 - August 26
2: May 8 - June 1
3: June 5 - June 28
4: May 8 - June 28
5: July 4 - July 27
6: August 1 - August 25
7: July 4 - August 24
10: May 8 - August 9

2017 Fall Term Dates - September 6 to December 21

Final examinations for the fall and winter semesters are usually held within the twelve days following the last class meeting. The examination periods are:

2017 Fall Semester: December 8 to December 21
2018 Winter Semester: April 17 to April 30

Check your appointment letter for starting and ending dates. Contact us if you do not know the date of your final examination. Please check with the regional college or Saskatchewan Polytechnic campus for class location. Contact information for regional colleges, Saskatchewan Polytechnic campuses and NORTEP/NORPAC is listed on pages 24 and 25 of this guide.

CANCELLATION OF A CLASS

Various conditions may necessitate the cancellation of a class. Cancelled classes should be re-scheduled. Please notify Flexible Learning at 306-585-5804 or Flexible.Learning@uregina.ca when you cancel a class.
TEXTBOOKS

Please contact your faculty or department office as soon as possible to order your text(s) or to indicate a textbook does not need to be ordered. A requisition must be entered whether or not you order a text. The University of Regina Bookstore is located in Room 139, College West Building or visit www.uregina.ca/student/bookstore.

Students can access their textbook list and purchase textbooks online at www.uregina.ca/student/bookstore OR may call the University of Regina Bookstore toll free at 1-888-478-2665 or 306-585-4755. Once ordered, students will be sent their textbook(s) by mail, bus or courier if they live outside of Regina.

NOTE: Northlands College - Students registered through Northlands College for a University of Regina course at La Ronge, Creighton and Buffalo Narrows may be able to purchase their textbooks directly from Northlands College (306-425-4314).
REIMBURSEMENT OF EXPENSES

Travel Authorization Form

The travel authorization form must be submitted prior to travel. Only one form is required for the semester, and must be signed and submitted before your travelling begins. Completing and submitting this form provides an extra level of insurance. This form can be found at http://www.uregina.ca/fs/forms/index.html

Travel Expenses

Travel expense claims may be submitted monthly or altogether at the end of the semester to Central Business Services, Room 102, College Building, University of Regina, Regina, SK S4S 0A2.

Please submit all travel expense claims two weeks after the end of part of term (POT) date for the spring and summer semesters.

Original receipts for ALL expenses incurred MUST be attached to the claim form. Only one form is required per claim. If more than one trip is claimed, indicate the dates for each trip on the form or on an attached sheet. If you use your own car, you will be reimbursed at the rate of 42 cents per kilometre for your travel to and from the course location. Please refer to our website at www.uregina.ca/cce/distance-online/faculty-support for a mileage chart based on an official highway map from Saskatchewan Highways and Transportation to assist you with mileage calculations. Please note that instructors who are travelling to instruct a course receive an additional “travel allowance”. This allowance is intended to compensate instructors for time spent travelling and they are entitled to claim mileage as well.

Please note the reimbursement claim form can be found at: www.uregina.ca/fs/forms/index.html. You may complete this form, print it off and submit it to our office. Please be sure to sign the form.

Please contact Central Business Services at 306-585-5720 with any questions.

Travel Policies

The detailed travel policies are available on the University of Regina’s web site at: www.uregina.ca/policy/browse-policy/policy-EMP-050-005.html
1. **Hotel**

Indicate the actual hotel expenses paid including all taxes in the first column. Indicate amount of GST paid in the fourth column. The actual itemized paid hotel bill must be attached to the travel claim.

2. **Meals**

Travellers may claim the lesser of reasonable and actual meal costs. Actual meal costs must be supported by paid receipts and must be reasonable.

The University has established per diem amounts for reimbursement of meals while travelling which are considered reasonable without presentation of paid receipts. The per diems are the maximum allowed to a traveller if unsupported by receipts; if actual expenditures are less, the lesser amount must be claimed.

3. **Mileage**

If you fill in the reimbursement claim form online, the amounts will autofill once you’ve added the kilometres or manually enter kilometres in box and amount will be calculated at Central Business Services.

4. **Bus and Taxi**

Please include original receipts or ticket stubs.

**Hotels and Meals**

If these expenditures are necessary, you will be reimbursed by including them on your Reimbursement Claim. **Original itemized (not debit/credit card receipt totals) receipts must be attached for all hotel and meal expenses.**

Some hotels have reduced rates for University personnel. Please check with the hotel when you register and indicate that you work for the University of Regina.

You will be required to pay GST on most travel expenses, including hotel, meals, mileage, and taxi, and then claim reimbursement from the University. Please ensure that the GST registration number appears on your receipt.

**Other Expenses**

If you find it necessary to incur other expenses, please notify the Central Business Services, CCE at 306-585-5720 before these are made, and we will work out the necessary arrangements.

**Please note the reimbursement claim form can be found at:** www.uregina.ca/fs/forms/index.html. You may complete this form, print it off and submit it to our office. Please be sure to sign the form. Please contact Central Business Services at 306-585-5720 with any questions.
POSTING FOR FLEXIBLE LEARNING COURSE INSTRUCTORS

So as to observe the terms set out in the URFA contract, Flexible Learning requests that the appropriate Faculty/Department post for sessional instructor positions under the University of Regina website: www.uregina.ca/hr/careers

The posting time for Spring, Summer & Fall semester off-campus courses is usually the month of January or February but Fall postings could be as late as June if a course is added late. For the Winter semester the posting time for off-campus courses is the usually the month of June but could go as late as August. Please check the website during these months for the sessional instructor postings. All sessional instructor positions must be applied for. Contact the college in your area for information on what courses are being planned or contact us at Flexible.Learning@uregina.ca.

UR COURSES

www.uregina.ca/urcourses

Instructors who wish to use UR Courses can access the faculty request form on the UR Courses website to request access to UR Courses or contact the IT Support Centre at (306) 585-4685; Email: IT.Support@uregina.ca. If you are planning on using UR Courses or developing a course for an upcoming semester and have not requested the course(s), please take the time to fill out the Course Request Form found on the UR Courses Login page. Information for instructors including the Course Request Form, Instructor Guides and Training can also be found at www.uregina.ca/urcourses/instructors/index.html. Manuals for UR Courses are available at: www.uregina.ca/is/training/manuals/u-of-r-software.html

For information on the services IT Support offers, go to: www.uregina.ca/is/

EMAIL FOR INSTRUCTORS

As an instructor you will be given a University of Regina email account. In accordance with the University of Regina policy on Freedom of Information and Protection of Privacy, all correspondence pertaining to student matters must be communicated through a University of Regina email address. All faculty and university related email will be sent to your University of Regina email address. This email address is also used to notify you of course cancellations and other important information. If you choose not to use this email, you must have it forwarded to an email account you use.

For information please go to www.uregina.ca/is/staff/groupwise-email
ACADEMIC ADVISING

Students are to contact their faculty or federated college for academic advising prior to registering. Academic advising is recommended for new students. Faculties and federated colleges offer telephone advising by appointment.

<table>
<thead>
<tr>
<th>Faculty/College</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts</td>
<td>306-585-4137</td>
</tr>
<tr>
<td>Business Administration</td>
<td>306-585-4724</td>
</tr>
<tr>
<td>Campion College</td>
<td>306-359-1251</td>
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<tr>
<td>Career and Professional Development, CCE</td>
<td>306-585-5807</td>
</tr>
<tr>
<td>Education</td>
<td>306-585-4537</td>
</tr>
<tr>
<td>Engineering &amp; Applied Science</td>
<td>306-585-4734</td>
</tr>
<tr>
<td>First Nations University of Canada</td>
<td>306-790-5950 Ext 3001</td>
</tr>
<tr>
<td>Graduate Studies &amp; Research</td>
<td>306-585-4161</td>
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<tr>
<td>Johnson Shoyama Graduate School of Public Policy</td>
<td>306-585-5469</td>
</tr>
<tr>
<td>Kinesiology and Health Studies</td>
<td>306-585-4360</td>
</tr>
<tr>
<td>La Cité universitaire francophone</td>
<td>306-585-4828</td>
</tr>
<tr>
<td>Luther College</td>
<td>306-585-5444</td>
</tr>
<tr>
<td>Media, Art, and Performance</td>
<td>306-585-5570</td>
</tr>
<tr>
<td>Nursing</td>
<td>306-337-3300</td>
</tr>
<tr>
<td>Science</td>
<td>306-585-4199</td>
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<tr>
<td>Social Work Regina</td>
<td>306-585-4554</td>
</tr>
<tr>
<td>Social Work Saskatoon</td>
<td>306-664-7370</td>
</tr>
<tr>
<td>Student Success Centre</td>
<td>306-585-4076</td>
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</tbody>
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ADMISSION AND REGISTRATION

ADMISSION: Admission procedures and deadlines are found at www.uregina.ca/futurestudents/

REGISTRATION: Students may register once they have been admitted, re-admitted or transferred unless they have outstanding holds on their account.

BY TELEPHONE: Monday through Friday,
8:15 a.m. - 12:00 p.m. and 1:00 - 4:15 p.m.
Telephone: 306-585-4114

BY FAX: 306-585-5203

ONLINE: By logging into UR Self-Service, students may add or drop courses 24 hours a day, 7 days a week!
www.uregina.ca/student/registrar/
Requests for changing, adding or dropping a course(s) after registration has been confirmed may also be done by telephone, fax, email, or online using UR Self-Service.

i) The student should have all required information available (student number, course abbreviation - number and section).

ii) Where written permission or exemption from a specified prerequisite is required for a course registration, the student should ensure such permission has been requested from the appropriate department head and/or dean’s office and that arrangements have been made to have it forwarded to the Distance Learning Clerk in the Registrar’s Office before phoning to register.

iii) Directions will be given concerning payment of fees and withdrawal deadlines.

**BY MAIL OR BY PERSON:**
Distance Learning Registration Clerk  
Office of the Registrar  
Administration-Humanities Building  
University of Regina  
Regina, Saskatchewan S4S OA2  
distance.registration@uregina.ca  
Note: Allow sufficient time for mailing

**UR SELF-SERVICE**

Using *UR Self-Service* instructors can:

- Access Personal Information
- Access Pay information and Tax forms
- Access Offer Letters

To access your UR Self-Service go to www.uregina.ca and click on the UR Self-Service link on the bar at the top of the page.
Registration Deadlines

Please refer to the Undergraduate Calendar for all registration deadlines. www.uregina.ca/student/registrar/calendars-schedule.html

Prerequisites
Instructors may recommend, but not approve, that a student may register for a credit course without having the prerequisite. Approval must be received from the dean or the dean’s designate and sent to the Distance Learning Clerk in the Registrar’s Office prior to registration.

Withdrawals
Non-attendance does not constitute withdrawal - notice of withdrawal must be given in writing and can be done by email (distance.registration@uregina.ca) or by telephone 306-585-4114 (students who phone still need to follow up with an email). Students dropping courses after the last official date for withdrawal will be assigned a failing grade.

For courses which do not follow the normal start and end dates of the regular semester, individual deadlines will be calculated. Students will be notified of the last day for receipt of class drops without penalty of a failing grade of “No Paper” (NP) at the time of registration.

Audit
Applicants who want only to audit courses (that is, to listen to lectures without receiving degree credit) do not have to be formally admitted to the University but must be formally registered for courses they are attending. Auditors may attend lectures, but may otherwise participate in classes only to the extent permitted by the instructor. Some courses are not open to auditors. The cost of auditing a course is 50% of the normal tuition for the course. Audit fees must be paid when the student registers for the course.

For off-campus students, the Distance Learning Registration Clerk will obtain approval from the instructor by telephone. Phone the Distance Learning Registration Clerk (306-585-4114) for information.

Senior citizens (persons 65 years of age or older) who wish to register in courses, either on a credit or audit basis, will have their tuition waived. However, they will be accessed lab, material and course fees where applicable. Please indicate “Senior Citizen” on the registration form.
FEES*
Tuition and related fees can be found at: www.uregina.ca/fs/students/fee-schedule.html

Note: specific courses may also have special materials or education fees applied - please check the University of Regina Undergraduate Calendar.

* FEES TYPICALLY ARE REVISED IN MAY BUT PLEASE NOTE ALL FEES AND PENALTIES ARE SUBJECT TO REVISION AT ANY TIME, WITHOUT NOTICE.

CLASS LISTS
By the first class, all instructors should be able to access the class lists through DOME (Dynamic Online Mark Entry), formerly Web Mark Entry at www.uregina.ca/student/registrar/web-mark-entry.html. Remind your students that if they are not properly registered, they will not receive a grade for the course. An Instructor’s manual, login information, and other information can be found on the website.

EXAMINATIONS
Midterm and Preliminary Examinations
Instructors are free to select the date(s) of any preliminary examinations they wish to give. These examinations will be conducted by the instructors during the scheduled course periods.

All preliminary examinations are to be typed and photocopied by the department under which the course is taught.

Examination booklets are to be obtained through the department under which the course is taught.

For LIVE-streamed and online courses, midterms and quizzes will be online and will not be invigilated.

Final Examinations (refer to 5.7.5 of the Undergraduate Calendar)
All final examinations for Flexible Learning courses will be scheduled by the Office of the Registrar when the course is scheduled as per 5.6.5 in the Undergraduate Calendar. Courses with take-home final examinations will use the scheduled final exam date as the due date. Final exams in courses that are online, televised or video-conferenced must be invigilated (proctored) by a University-authorized invigilator. For more information on final examinations for students in online courses, please see Online Exam Invigilation listed on the following page.
Examinations are scheduled during the regular examination period as published in the Undergraduate Calendar.

If it is necessary to hold your examination outside the normal examination period, please refer to section 5.7 of the Undergraduate Calendar.

Photocopying of Final Examinations
Examinations are to be typed and photocopied by the department under which the course is taught, with the exception of online and televised courses.

All examinations are to be typed on 8 1/2 x 11 plain white bond. The course I.D., instructor’s name, semester, length of examination (in hours) and centered page number, must be on each page. Instructors must indicate on the examination paper whether or not they want the question paper handed in at the completion of the examination.

Instructors are required to be present for their examination(s).

LIVE-streamed and Online Exam Invigilation (refer to 5.6.5.1 of the Undergraduate Calendar)
All final exams for online courses must be invigilated. Arrangements for online courses will be made by Student & Instructor Services (SIS) for in-province students to write any final exam under supervision; arrangements will be made by our Flexible Delivery Support Services Specialists, at 306-585-4474 or UR.LIVE@uregina.ca for any LIVE-streamed courses. Students will be prompted to complete a Final Exam Location Selection Survey. Locations listed include the U of R Main campus, Saskatchewan Colleges, and other select locations throughout the Province of Saskatchewan. If the locations listed are not suitable, students have the option to select “other”. Students who select “other”, including those out of province, will be responsible for arranging their own invigilator and paying all fees associated with the invigilation. Students who select “other” are directed to follow up with staff in Student and Instructor Services for information on the required next steps. These arrangements are subject to approval by Student & Instructor Services. Upon approval, written notification will follow to confirm the alternate arrangements.

Retention of Papers
During the semester and at examination time, instructors will maintain proper records of the different parts of the work subject to assessment. Students’ final examination papers will be retained by your academic department for a period of six months.

DEFERRAL OF FINAL EXAMINATIONS AND/OR TERM WORK
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.
WITHDRAWAL OPTION
If students become very ill or encounter other serious difficulties early in the semester or when little or no coursework has yet been completed, withdrawal may be a better option. If in doubt, students may consult their faculty or college office for advice.

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 dean of the faculty in which the student is enrolled. In practice, this authority is normally delegated by the dean to the faculty office (or, for students registered through a federated college, to the college’s academic or registrar’s office). Special students (accelerated, casual, visiting) should apply to the University Registrar.

APPLYING FOR A DEFERRAL BEYOND THE END OF THE SEMESTER
Students should notify their faculty or college 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 email is acceptable. Requests for deferral received more than two weeks after the final day of the examination period will be denied.

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 faculty and college offices and the Registrar’s Office, or may be printed from the web at www.uregina.ca/student/registrar/assets/docs/pdf/forms/medical_certificate.pdf. For other circumstances, students should consult their faculty or college office about acceptable forms of documentation.
Final Examination Returns
Council regulations state that examination results are to be reported to the Office of the Registrar within five calendar days after the writing of the examination. Instructors have the option of informing students of their final marks, but it must be indicated that these are “unofficial”. Only the faculty office and the Office of the Registrar can issue final marks.

Duplication of Course Materials
Please contact Flexible Learning at (306) 585-5804 or Flexible.Learning@uregina.ca regarding the process for duplication of course materials.

GRADES

Evaluation
During the first six hours of instruction of any course, the instructor is required to provide students with a written statement of the general basis of evaluation.

There is no Council regulation regarding the amount the final examination mark must count toward the final grade received; however, the final examination is normally a significant proportion of the final grade. The instructor should discuss this matter with the head of his department.

Grade Roster/DOME
DOME (Dynamic Online Mark Entry) is a new mark entry system that retains the same functionality as Web Mark Entry but greatly improves the underlying infrastructure and provides a more modern user interface. It enables faculty members to view courses assigned, view class rosters, and enter/submit final grades for approval. All historical information has been migrated to DOME so that you are able to view previous terms/years.

Visit www.uregina.ca/student/registrar/web-mark-entry.html to access the login, the DOME instructor manual, grade information, submission due dates, and other information.

For assistance with UR Courses, either visit the UR Courses web page or contact IT Support at 306-585-4685.

To ensure that an instructor is correctly entered on the system, the following information is necessary: first and last name and middle initial, date of birth and complete mailing address.

DOME inquiries can be directed to the Registrar’s Office.
Phone: (306) 585-4173
E-mail address UofR.Grades@uregina.ca
www.uregina.ca/student/registrar/web-mark-entry.html

To view the video tutorial showing you how to submit your grades using Web Mark Entry, go to: www.uregina.ca/is/training/manuals/video/wme.html
Grading System
www.uregina.ca/student/registrar/web-mark-entry.html

Do not assign any grade not listed below.

Percentage Values (00% - 100%)
- AG - Aegrotat Standing
- AU - Audit, no credit
- IP - In Progress (first semester of two-semester class)
- C - Credit
- N - No Credit
- P - Pass Standing
- F - Failure
- NP - No Paper (Failing Grade - follow rules)

- IN (Incomplete) **NOT TO BE ASSIGNED BY INSTRUCTORS.**
See regulations on Page 12 of this Guide under Deferral of Final Examination and/or Term Work. Final grades must be reported by the end of the next regular semester.

- DE (Deferred) **NOT TO BE ASSIGNED BY INSTRUCTORS.**
See regulations on Page 12 of this Guide under Deferral of Final Examination and/or Term Work. Final grades must be submitted by the Dean of the subject area by the end of the next regular semester.

- NP (No Paper) When a student fails to write the final examination or fails to complete a mandatory component of a course, or has not been attending courses, a non-numeric grade of NP must be assigned. In calculation of WPA's, grades of 40% - 100% will be used as recorded. Non-numeric and grades in range of 0 - 39% will be treated as 40%.

- W (Withdrew from Course) **NOT TO BE ASSIGNED BY INSTRUCTORS.**
Any student who has formally withdrawn from a course will not appear on the Grade Roster but will appear on Grade Confirmation, student’s history file and transcript.

If you require further information on grading procedures, please contact the Web Mark Entry Clerk (306-585-4173) or the Transcripts Clerk (306-337-2483).

Grade Changes

If you find it necessary to assign a grade DIFFERENT from that which was ORIGINALLY assigned and approved on Web Mark Entry, you must then use an official Grade Form (contact your department or faculty office). The Grade Form must be signed by the Department Head and Dean of the faculty. It will then be forwarded to the Registrar’s Office to be officially changed.

If you are unsure about what grade to assign, please read the section on ‘Grading System’ and consult with your department head or dean.
REASSESSMENT OF GRADES

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

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 regrade 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 nondepartmentalized faculties, to the dean or designate).

WHEN THE COURSE IS FINISHED

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.

Formal Reassessment

If informal discussion fails to resolve the disagreement, the student may formally appeal for reassessment by submitting the following to the Registrar’s Office:

1. a completed Reassessment of Final Grade form which may include 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-departmentalized faculties, to the dean or designate). The reassessment is first made by the original instructor, if available. 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 student who is unsatisfied with the result of the reassessment may discuss the matter with the Associate Vice-President (Student Affairs), Dr. William Riddell Centre Room 251, telephone (306) 585-4743, who will advise the student if there are any avenues for further appeal.

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.
RESPONSIBILITIES OF INSTRUCTORS
(section 5.2 of the Undergraduate Calendar)

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 contents 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
   • The instructor’s policy on late assignments and missed examinations
   Any later proposed changes to the grading scheme must be circulated in writing and consented to by the students registered in/attending the course.

2. During the semester and at examination time, instructors will maintain proper records of the assessments of 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 (not including Sundays) after the date of the final examination, grades are to be submitted no later than 10 calendar days after the 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. For numerically graded courses, instructors are expected to submit/enter the actual grade earned in the class. 40% should be entered only if it is the actual earned grade.

6. At least 75% of the work used to arrive at a student’s grade should be of such 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.

7. 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.

8. 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.

9. Instructors will report suspected cases of academic misconduct in courses that they are teaching to the dean or designate of the faculty offering the course.

Instructors should contact the department/faculty of which the course they are teaching is offered by for course content, coverage and expectations, etc. Instructors should contact the department/faculty of which the course they are teaching to order textbooks (see page 4).
IMPORTANT COPYRIGHT INFORMATION

The use of copyright protected works is a regular part of research, teaching, and learning. The University of Regina and its federated colleges encourage all members of the university community to ensure that in the exercise of their user rights, the rights of creators are also respected in accordance with the Copyright Act. It is the responsibility of each individual to ensure compliance with the Copyright Act as well as university policies, guidelines, and licensing agreements. Please visit the University of Regina’s Copyright website at: www.uregina.ca/copyright/. This site includes information to support you in that regard.

www.uregina.ca/copyright/
General Copyright Questions
E-mail: copyright@uregina.ca
Phone: 306-585-4642

UNIVERSITY LIBRARY

URED Library Services
URED (University of Regina Education At a Distance) provides library services for off-campus/distance education students, faculty, and staff.

All faculty, staff, and students have 24/7 access to library help via our Library website, Library Research Guides and Video Tutorials. During regular opening hours get library assistance via:
Chat: AskUs
Email: uread@uregina.ca
Toll-free phone: 1-800-667-6014 (leave message)
Regular phone: 1-306-585-5370

You are eligible for URED services if you:
• Reside and either enroll in (student) or instruct (instructor) the course outside of Regina
• Have a valid University of Regina ID number

Library Services for Distance Faculty/Staff/Students
• Off Campus Access – request activation of library barcode for access to our hundreds of online databases and thousands of online journals and books.
• Delivery of Library Material – request specific library items from the collections of the campus libraries: Archer Library, Campion Library, Luther Library and FNUNIV Library.
• Articles from Print-only Journals – request digital copies of journal articles.
• Interlibrary Loan (ILL) Service – request items not part of the University of Regina Libraries by completing the ILL form.
• Council of Prairie and Pacific University Libraries (COPPUL) card – request a COPPUL library card for in-person borrowing at other Canadian University Libraries.
Additional Services for Faculty

Course Planning Support

New to distance teaching, or just not quite sure how to incorporate library resources into your teaching? Your liaison librarian can advise on the availability of electronic and print resources, advise on creating research assignments that are feasible at a distance, and even prepare an online guide to class-relevant resources to get students started on their research.

Class Instruction

Whether you are teaching a face-to-face, televised, or online course, our liaison librarians can develop library/information literacy instruction for the students in your course. A Librarian can come to your site, deliver instruction via LIVE-stream, or develop online solutions to help your students find the information they need to succeed. Arrangements can also be made for instructors who wish to bring their out-of-town class to the University of Regina Library for an on-site visit. Instruction and assistance in locating materials will be made available, and library materials may be signed out at that time.

Planning for Library Use and Services - A Few Things to Consider

Depending on the requirements for each course:

1. Course outlines and recommended/required reading list.
   Provide your course outline and recommended/required reading list to UREAD at the beginning of the semester. The reading list details (journal title, volume/numbers and page numbers for journal articles) will help UREAD to give faster service to students.

2. Advance preparation of Library Resources
   The library can create a library research guide for your class or specific subject to assist students with navigation of the library’s extensive collection of electronic resources.

3. Delivery of Library Material
   For assignments where the library collection is required, please advise your distance students that UREAD works on a first-come, first-served basis. In order to avoid disappointment the distance students should contact UREAD one month prior to the deadline of the course assignment.

For more information, please contact:
URead, Dr. John Archer Library
University of Regina
3737 Wascana Parkway
Regina, SK S4S 0A2
Phone: 306-585-5370
Toll-free phone: 1-800-667-6014 (leave message)
Email: uread@uregina.ca
In cases where media players are available, the regional college or Saskatchewan Polytechnic campus in the centres will usually arrange for this equipment. If you should require these items, please get in touch with the appropriate contact person (listed on page 24 & 25).

The University of Regina, Main Library, provides access to some DVDs and other media, which can be ordered for class use.

The University of Regina Audio Visual Services, provides access to a wide variety of equipment. Bookings can be made in person in room ED 166, by telephone at 306-585-4476, by email at AV.Services@uregina.ca, or on the web at http://www.uregina.ca/is/av/. Additional information about Audio Visual Services is also available on the web site.

The University of Regina Photography Department, Printing Services, offers a variety of photographic services. Contact Photography at 306-585-4473.

**NOTE:** Any charges such as rental/shipping fees, materials or labor are to be paid by the faculty or department offering the course and prior approval must be obtained.
THE CENTRE FOR TEACHING AND LEARNING

Effective July 1, 2017, all operations and programs of the Centre for Teaching and Learning are on hiatus for the academic year 2017 - 2018. The Centre for Teaching and Learning (CTL) mandate is to enhance a learning-centered environment at the University of Regina. Check out the CTL website (www.uregina.ca/ctl/resources/) for teaching and learning publications and videos of past workshops.

HARASSMENT AND DISCRIMINATION PREVENTION SERVICES

Please see the following website for the University of Regina policy on harassment and discrimination: www.uregina.ca/hr/services/harassment-prevention/

STUDENT ACCESSIBILITY

The University of Regina strives to provide a fair and supportive learning environment for academically qualified students with special needs. To this end, the University seeks ways to develop and provide services which support the endeavors of students with special needs.

University Administration and Faculty

At the beginning of each semester, faculty are expected to ask students with special needs to present themselves to the instructor to discuss requested accommodations. For example, the following sentence might be included in the course syllabus: “If there is any student in this course who, because of a disability, may have a need to accommodations, please contact me to discuss this and, as well, contact the manager of the Centre for Student Accessability at 306-585-4631.”

Instructors may ask students who request accommodations to provide a written request and, in the case of major accommodations, supporting documentation. Documentation on file in the Centre for Student Accessability will be provided if the student has signed a release of information form.

Faculties are expected to develop procedures for implementing this policy which are consistent with their internal goals and needs. Deans of Faculties or their designates and instructors are responsible for reviewing specific requests and determining the process for implementing accommodations.
If disputes arise, Student Affairs and the Dean (of the instructors’ Faculty) will assist the student and instructor in coming to an agreement. If agreement is not reached through mediation, a decision will be made by the Vice President (Academic).

Instructors are expected to maintain records of major accommodations to teaching procedures and to provide copies of these records to the Dean of the Faculty offering the course to assist those involved in future cases of a similar nature.

Limitations
This policy has been developed to assist students attending courses on the main campus of the University of Regina. Although the University will attempt to assist off-campus students to the greatest extent possible, it cannot guarantee that such assistance will be available.

Centre for Student Accessibility
251 Ridell Centre, University of Regina
Regina, SK. S4S 0A2
Voice/TTY/Variable Volume
306-585-4631 Fax: 306-585-5650

www.uregina.ca/student/accessibility/

STUDENT ACCOUNTABILITY
Students registered at the University of Regina are expected to behave responsibly and with propriety and are expected to abide by the policies and regulations of the University of Regina. When students fail to meet these expectations, the University reserves the right, under the University of Regina Act, to take whatever action it deems warranted by students’ misconduct. The University will concern itself with misconduct including - but not limited to - the following examples:

1. Academic Misconduct
   i) Cheating: This includes but is not limited to dishonest or attempted dishonest conduct at tests or examinations, in which use is made of books, notes, diagrams or other aids not authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.
   ii) Plagiarism: This includes but is not limited to the presentation or submission of the work of another person, without citation or credits, as the student’s own work. Plagiarism is that form of academic dishonesty in
referring to the thoughts and writings of others; however, whenever such thoughts or writings are used in students' work, the author and source must be clearly acknowledged through footnotes, endnotes, or other accepted practices.

Substantial plagiarism exists when there is no recognition given to the author for phrases, sentences, thoughts, code, or arguments incorporated in written work or software.

Complete plagiarism exists when a whole essay or piece of software is copied from an author, or composed by another person and presented as original work. Unless prior approval has been obtained, a similar situation is created when the same essay or software is submitted for credit in more than one course.

All forms of academic dishonesty, including misrepresentation in essay work, are considered serious offences within the University community.

2. Disruption of Instructional Activities
This includes student conduct which makes it difficult or impossible to proceed with scheduled lectures, seminars, laboratory sessions, discussion group meetings, and related activities, and with examinations, tests or use of library facilities.

3. Damage to Property and Assaults on Individuals
This includes student conduct which leads to damage to or theft of University property or the personal property of members of faculty and staff, or of fellow students. It also includes assaults on any member of the University community.

For more information on Student Accountability, please refer to the University of Regina Undergraduate Calendar, available online at www.uregina.ca/gencal/ugcal/.
CONTACT INFORMATION
Regional College & Saskatchewan Polytechnic

CARLTON TRAIL REGIONAL COLLEGE
www.carltontraincollege.com
Toll Free: 1-800-667-2623
Shelley Romanszyn-Cross, VP Academics
Humboldt: 306-682-2623
Watrous: 306-946-2094
Wynyard: 306-554-3767

CUMBERLAND COLLEGE
www.cumberlandcollege.sk.ca
Gwen Pearce, Programmer, Continuing Studies
Melfort: 306-752-8109
Nipawin: 305-862-9849
Tisdale: 306-873-2525

GREAT PLAINS COLLEGE
www.greatplainscollege.ca
Shawna Smuk, Program Coordinator
Swift Current: 306-778-5450 or 306-773-1531

NORTHLANDS COLLEGE
TrainNorth.ca
Barb Finlayson, Coordinator
La Ronge: 306-425-4368

NORTH WEST COLLEGE
www.northwestcollege.ca
North Battleford: Marney Robinson, Coordinator
306-937-5144
Meadow Lake: Tracey Conrad, Coordinator
306-234-5100
PARKLAND COLLEGE
www.parklandcollege.sk.ca
Gwen Machnee, Coordinator
Yorkton: 306-786-2593

SOUTHEAST COLLEGE
www.southeastcollege.org
Toll Free: 1-866-999-7372

SASKATCHEWAN POLYTECHNIC CAMPUSES
Denise Hauda, Continuing Education Consultant
Saskatoon: 306-659-4033
Prince Albert: 306-765-1772
Moose Jaw: 306-691-8262

SASKATOON FACULTY OF SOCIAL WORK CONCOURSE
www.uregina.ca/socialwork
Saskatoon: 306-664-7370