ESL Program

Policies & Rules

Edited Jul 31st, 2018
I. ESL PROGRAM ADMINISTRATION

Dr. Harvey King  
Director,  
Centre for Continuing Education (CCE)

Jacqueline Spalding  
Director, ESL Program

Simone Hengen  
Academic Coordinator,  
ESL Program

ESL Administrative Office  
Location: WT 114  
Phone: 306-585-4585  
Email: esl@uregina.ca

- Tuition  
- Registration  
- Homestay  
- Official documents

Sunyung Park  
Student Advisor/Counsellor  
Office: LI 122  
Phone: 306-585-5252  
Email: Sunyung.Park@uregina.ca

- Academic support with  
  - Study Plans  
  - ESL Academic Policy  
  - The Global Learning Centre (with URI)  
  - Other academic issues  
- Support for  
  - Personal concerns  
  - Health Concerns  
  - Life Skills  
- Liaison with UR International to help with  
  - Entrance visas and study permits  
  - Other immigration questions  
  - Sask. Health Card Application  
- Explanation of services and options for students
# TABLE OF CONTENTS

| I. | ESL PROGRAM ADMINISTRATION | 2 |
| II. | ESL PROGRAM OVERVIEW | 5 |
|   | A. ACADEMIC PROGRAM | 5 |
|     | Description | 5 |
|     | Placement into the Program | 6 |
|     | Final Grade Calculation in the Academic Program | 6 |
|     | Passing the Level | 6 |
|   | ESL Prerequisite Courses for U of R Admission | 7 |
|   | B. FAST TRACK PROGRAM | 7 |
|     | Description | 7 |
|   | C. FUNDAMENTALS FOR SUCCESS PROGRAM | 7 |
|     | Description | 7 |
|   | D. ESL + 1 PROGRAM | 7 |
|     | Description | 7 |
|     | Qualifications | 7 |
|     | Approved University of Regina ESL + 1 Courses | 8 |
|     | Passing ESL + 1 | 8 |
|     | Applying to the ESL + 1 Program | 8 |
|   | E. FULL TIME STUDIES | 8 |
|   | F. U OF R EMAIL CORRESPONDENCE | 9 |
| III. | ESL TUITION FEES AND POLICIES | 10 |
| IV. | DEFERRALS OF TERM WORK AND/OR FINAL EXAMS | 11 |
|     | Authority to Approve a Deferral | 12 |
|     | Supporting Documentation | 12 |
|     | Apply for a Deferral | 12 |
| V. | WITHDRAWING AND DROPPING FROM THE ACADEMIC ESL PROGRAM | 11 |
|     | Dropping the Program and Homestay or Residence | 12 |
|     | Dropping the Program and Your Immigration Status | 12 |
|     | Dropping the Program and Your Saskatchewan Health Card | 12 |
|     | Dropping the Program and Your Mark Dropping the Program and Your Mark | 12 |
|     | Compassionate Withdrawals | 12 |
| VI. | ESL ATTENDANCE POLICY | 13 |
|     | Consequences of Poor Attendance | 13 |
|     | Appealing a Decision about Attendance | 14 |
| VII. | GRADE REASSESSMENT | 14 |
|     | Informal Grade Reassessment | 14 |
|     | Formal Grade Reassessment | 14 |
|     | Appealing a Decision About Grade Reassessment | 15 |
| VIII. | SCHEDULE CHANGES | 15 |
| IX. | ACADEMIC ACCOMMODATION | 15 |
| X. | ACADEMIC PERFORMANCE | 15 |
|   | A. PROBATION, DISCONTINUANCE AND RE-ADMISSION AFTER RTD | 15 |
Probation in the ESL Program – 2nd Failure at a Level ................................................................. 16
Required to Discontinue (RTD) – 3rd Failure at a Level .............................................................. 16
Re-admission to the ESL Program .................................................................................................. 16
Indefinite RTD and Re-admission to the ESL Program – 4th Failure at a Level ......................... 16

B. STUDENT ACADEMIC APPEALS ................................................................................................. 17
Appealing a Decision About Probation or Discontinuance .......................................................... 17
Before Making a Student Academic Appeal .............................................................................. 17
Student Academic Appeal Guidelines and Procedures ................................................................. 17

XI. ACADEMIC AND NON-ACADEMIC MISCONDUCT ............................................................. 18
A. ACADEMIC MISCONDUCT ........................................................................................................... 18
Plagiarism ........................................................................................................................................... 18
Cheating............................................................................................................................................. 19
Consequences of Plagiarism and/or Cheating ................................................................................. 19
B. NON-ACADEMIC MISCONDUCT: IN THE UNIVERSITY COMMUNITY ........................................ 19
University Community Behavioural Expectations ........................................................................... 19
Consequences of Non-Academic Misconduct in the University Community ............................... 20
C. NON-ACADEMIC MISCONDUCT: IN THE CLASSROOM .......................................................... 20
Classroom Behavioural Expectations ............................................................................................... 20
Consequences of Inappropriate Classroom Behaviour .................................................................. 20
D. APPEALING A DECISION ABOUT ACADEMIC AND NON-ACADEMIC MISCONDUCT ........... 21

XII. CITIZENSHIP AND IMMIGRATION CANADA (CIC) RULES .................................................. 21
A. STUDYING WHILE IN CANADA ................................................................................................. 21
B. WORKING .................................................................................................................................... 21
C. AFTER SUCCESSFUL COMPLETION OF ESL ......................................................................... 21
D. CHANGING INSTITUTIONS – YOUR RESPONSIBILITY ............................................................. 22
II. ESL Program Overview

A. ACADEMIC PROGRAM

Description

The Academic Program is the main English as a Second Language (ESL) Program at the University of Regina (U of R). Successful completion of this program gives students the English Language Proficiency requirement to be admitted to the University of Regina.

There are six levels, from 005 to Advanced English for Academic Purposes – Advanced EAP (Level 050). Each level has: a Core integrated class and one or two Skills classes. The levels are organized in the following way:

005 – 010 - 020

**CORE**
(15 hours/week)
Monday – Friday

**SKILLS**
(6 hours/week)
Tuesday - Friday

- **Communication**
  (3 hours/week)
  Tuesday & Thursday

- **Writing**
  (3 hours/week)
  Wednesday & Friday

005-050 ➔ Total hours/week = 21
 ➔ Total hours/semester = 252 (12 weeks)

030 – 040 – Advanced EAP

**CORE**
(15 hours/week)
Monday - Friday

**SKILLS**
*Communication OR Writing*
(6 hours/week)
Tuesday – Thursday

005-050 ➔ Total hours/week = 21
 ➔ Total hours/semester = 252 (12 weeks)
Placement into the Academic Program

New students to the Academic Program are placed into a level based on the results of their ESL placement test. The placement test is administered each semester during Orientation and includes an assessment of these skills: listening, speaking, reading, and writing.

Students may be directly admitted into the highest level - Advanced EAP (ESL 050) if they have submitted proof of either: IELTS (Academic) overall band score of 6.0 with no individual band score less than 5.5; TOEFL iBT score of 70 with no skill below 17; TOEFL Paper based score of 525; or CAEL score of 50. These scores must be submitted no later than the 100% Refund (minus tuition deposit) deadline. If documents are submitted prior to the start of the semester, there is no requirement to write the in-house placement test. Test results may not be more than 2 years old at the time of application to the ESL program if they are to be considered for placement.

Any student returning to the Academic ESL program after being absent for two or more consecutive semesters will be required to take the placement test. Students will be registered into the level determined by the test regardless of the level of their last attendance. Grades of ‘NP’ are counted as absences.

Final Grade Calculation in the Academic Program

Core Integrated class
Level 005 – Advanced EAP (Level 050) \[ \text{ (70%) } \]

Skills class
* 005-010 – Communication (15%) + Writing (15%)

\[ \text{ (30%) } \]

\[ \text{ (100%) } \]

Passing the Level

- **60% is a passing grade in the ESL Academic Program.**
- A student must pass the Core class in order to pass the level. If a student does not pass the Core class, he or she will not advance to the next level, even if the final grade calculation is 60% or more.
- If a student does not pass the Skills class(es) but has a final grade calculation of 60% or more, then the student passes the level.
- A student who fails the Core class but passes the Skills class(es) may take only the Core class the next semester and hold their Skills grade for one semester, unless the student’s visa or sponsorship requires the student to take more classes.

Note: A student has the right to have his or her grades reassessed. The Grade Reassessment process is explained on page 12.
ESL Prerequisite Courses for U of R Admission

- A Level 030, 040 or Advanced EAP (Level 050) student may take the Skills class of his or her choice; however, a Level 040 student planning to attend the U of R is required to take 040 Academic Writing.
- An Advanced EAP (Level 050) student planning to enter an undergraduate program at the U of R is strongly advised to take 050 Literature and Writing.
- An Advanced EAP (Level 050) student planning to enter a graduate program at the U of R is strongly advised to take 050 Advanced Writing.

B. FAST TRACK PROGRAM

Description
Fast Track is an intensive, accelerated ESL course that may be offered in April and August. It allows students to complete a level through ONE month of intensive study. Currently, Fast Track is available at Levels 020 and 030.

C. FUNDAMENTALS FOR SUCCESS PROGRAM

Description
Our ESL Program also offers classes during semester breaks and in the evenings during the semester. These classes are meant to: 1) help ESL students improve their chances of academic success; and 2) enable members of the community to improve their language skills for professional or personal reasons.

Note: These classes do not form part of our academic program and will not lead students to University of Regina admission.

The Fundamentals for Success courses are:

- Fundamentals for Writing Success
- Fundamentals for Communicative Success
- Fundamentals for Engineering Success
- Fundamentals for Business Success
- Fundamentals for Workplace Success

For further information about these courses, please visit the ESL office.

D. ESL + 1 PROGRAM

Description
This program gives ESL students the opportunity to begin their university credit studies before finishing their ESL program. In the ESL + 1 program, qualifying students enrolled in Advanced EAP (Level 050) may take one undergraduate course during their Advanced EAP (Level 050) courses.
Qualifications

In order to qualify, ESL students must be eligible for Advanced EAP (Level 050), (either by passing Level 040 or through our placement test), and they must be conditionally accepted to an undergraduate program at the University of Regina.

Approved University of Regina ESL + 1 Courses

Students can take one of:

- ACAD (Academic Foundations) 100
- AMTH (Adult Math) 001 or 002 or 003
- MATH (Mathematics) 103 or 110
- STAT (Statistics) 100 or 160
- ECON (Economics) 100 or 201
- CS (Computer Science) 100 or 110 or 115

Other university-level courses may be eligible for the ESL + 1 Program but the course needs to be approved by the ESL Director and the specific faculty on a case by case basis.

Passing ESL + 1

- A student who passes both Advanced EAP (Level 050) and the University credit course can start his or her U of R studies full time and receives credit for their University credit course.
- A student who fails Advanced EAP (Level 050) but passes the University credit course will only receive transfer credit for the University credit course after passing Advanced EAP (Level 050).
- A student who drops or is discontinued from Advanced EAP (Level 050) will automatically be discontinued from the University credit course.

Applying to the ESL + 1 Program

Please contact the Student Advisor/Counsellor (LI 122, 306-585-5252) to apply.

E. FULL TIME STUDIES

International students who have a Study Permit are REQUIRED to attend an institution as full time students. The ESL Program at the University of Regina designates a full time student as someone who registers in 3 semesters per academic year (September – August) AND who attends classes for 15 hours per week or more in each of those semesters. Under special circumstances, with prior written approval from the ESL Director, students may qualify for full-time status with 9 hours per week per semester.

The ESL Program offers a full complement of courses every semester, including the Spring/Summer. There is a scheduled break of approximately one month between each semester. Taking classes every semester will assist a student to progress through the program in a timely manner and fulfills study permit requirements. Under special circumstances which can be substantiated, the ESL Director may approve a Leave of Absence (LOA) from the program for 1 semester. The student must register for the semester immediately following the LOA to remain as an active student in the program.
Registration in any ESL course gives students hours towards full time designation, including Fundamentals for Success classes and customized programs. If for example a student only registers in a Skills class (3-6 hours/week), the student will not meet the minimum number of study hours to be categorized as a full time student by the University of Regina. This can negatively affect the student’s study permit eligibility or visa requirements. Therefore the student will be required to register for additional ESL classes in order to meet the minimum number of study hours required to be categorized as full time.

The ESL Program will not automatically register students in additional classes unless requested. It is the student’s responsibility to request registration that meets full-time study requirements

Please Note:

1) Studies in Fundamentals for Success classes and customized programs can advance students skills and help them score higher on the ESL Placement or Challenge test, but only a passing grade in the Advanced EAP (Level 050) fulfills the English Language Proficiency requirement for admission to University of Regina credit studies. A passing grade in Advanced EAP (Level 050) consists of 60% or higher in the Core class and an average of 60% or higher when the average of the Core and the Skills class is calculated.

2) Currently, students on a study permit who are registered in non-credit programming, such as the ESL Program, are not permitted to work off campus at any time regardless of whether or not they are on a scheduled break in studies. Any student on a Canadian study permit must consult the Immigration, Refugees, and Citizenship Canada (IRCC) website for the most current regulations which may pre-empt these policies. See: https://www.canada.ca/en/immigration-refugees-citizenship.html

F. U of R EMAIL CORRESPONDENCE

The ESL Program uses EMAIL SENT TO YOUR UNIVERSITY OF REGINA EMAIL ACCOUNT as an official means of communication. For many purposes, the ESL Office will make no further form of contact.

Please ensure you that you monitor your U of R email account regularly.

You may also have the email forwarded to your preferred email address. Please see UR Self- Service for more information on this.
III. ESL TUITION FEES AND POLICIES

<table>
<thead>
<tr>
<th>Type of Fee</th>
<th>Details About The Fee</th>
<th>Deadline</th>
<th>Amount</th>
</tr>
</thead>
</table>
| Non-Refundable Application Fee      | • First time domestic and international students (new to the U of R and the ESL Program) pay the one-time non-refundable application fee.  
• Returning students to ESL and students coming into ESL from U of R credit studies who have already paid an application fee to the U of R do not pay this fee again.  
• Never refundable.                                                             | December 1st, April 1st, or August 1st prior to the semester | $100.00      |
| Non-Refundable Registration Deposit | • For every student in every semester to guarantee a space in classes and the placement test.  
• Deposits can be transferred one time within a single academic year if the ESL office is notified in writing before the late placement test.  
• The first deposit a student pays for the ESL program is NEVER refundable; however, deposits for future semesters can be refunded if the ESL office is notified before the deposit deadline. | December 1st, April 1st, or August 1st prior to the semester | $400.00      |
| Placement Test                      | • For students who want only to take the placement test and are not registered in the ESL program.  
• No space in the ESL program is guaranteed for students who take only the placement test.                      | Contact the ESL Office for Availability | $150.00      |
| Tuition Refunds and Late Fees       | **Tuition is due on the first day of classes.**  
**100% Refund** – Students who withdraw by the end of the first week of classes receive a full tuition refund (minus the registration deposit).  
**50% Refund** - Students who withdraw by the end of the second week of classes receive a 50% tuition refund (minus the registration deposit).  
**No Refund** - Students who withdraw after the second week of classes and up to the start of mid-term exams will not receive a refund. Only under special circumstances are withdrawals permitted after mid-term exams have started.  
**Late Penalties** – A fee of 1.5% is charged on the balance of tuition that remains owing. Late penalties are assessed each month during the length of the semester. All balances are to be paid in full by the end of the semester.  
Drop forms must be received by 4:15 pm on the last class day of the week corresponding to the relevant refund period.  
Exact dates for each refund period are available online [www.uregina.ca/esl](http://www.uregina.ca/esl) or at the ESL Administrative Office (SR 114) | | |
| Unpaid Fees (including tuition, residence, copying, etc) | • Students who owe $500.00 or more will have a Financial Hold placed on their account.  
• With a Financial Hold, students will not be able to register for the next semester or receive letters or reports of any kind (e.g. acceptance, attendance, or grades). | Not applicable | $500.00 or more |
IV. DEFERRALS OF TERM WORK AND/OR FINAL EXAMS

Extensions for the completion of coursework and/or exams may be granted to students on the basis of illness, or accident, or other extreme and legitimate circumstances beyond the student’s control. A request and approval for such an extension is called a deferral. Deferrals may only be granted to students who have been making good progress in the class and would have a reasonable chance of passing the course if the deferral were granted.

If the student becomes very ill or encounters serious difficulties early in the semester when little coursework has been completed then a withdrawal may be a better option. Students should consult the Student Advisor/Counsellor for advice.

Authority to Approve a Deferral

The authority to approve deferrals of work (assignments, quizzes, mid-term exams) within the semester belongs to the instructor of the course. All deferred work must be completed before the week of final examinations (typically the final week of the program for the semester) in order to allow the instructor to submit final course grades promptly. The instructor will notify the ESL Director of all requests for deferrals they have received.

The authority to approve deferrals of final examinations and/or term work beyond the final examination week belongs to Director of CCE in consultation with the ESL Director.

Supporting Documentation

Students should expect that supporting documentation will be required to be submitted before a deferral is approved. For illness, 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 illnesses relevancy to the deferral request. For other circumstances, please consult the Student Advisor/Counsellor for appropriate supporting documentation.

Apply for a Deferral

Students should notify the Student Advisor/Counsellor and/or their instructor(s) as quickly as possible if they are unable to complete the course work or examinations. Requests for deferrals received more than two weeks after completion of the term’s program will be denied.

V. WITHDRAWING AND DROPPING FROM THE ACADEMIC ESL PROGRAM

On occasion a student has to leave the ESL program early. A student who leaves the program before the final exams should follow these steps:

1. Meet with the Student Advisor/Counsellor to explain the reasons for wanting to drop the program.
2. Have an Exit Interview with the Student Advisor/ Counsellor and fill out a Drop Form.
3. The Drop Form will be submitted to the ESL office, processed, and placed in your student file.
Note: if the Student Advisor/Counsellor cannot be reached, Drop Forms are available at the ESL office (SR 114).

**Dropping the Program and Homestay or Residence**

Students who drop the ESL Program are no longer qualified to be in Homestay and may no longer be qualified for on campus residence. If you are living in an ESL Homestay house or in residence, the ESL Office will inform the Homestay coordinator and Residence Services of your change in status.

**Dropping the Program and Your Immigration Status**

According to Citizenship and Immigration Canada, if you are on a Study Permit, you must attend an accredited educational institution full time. If you drop the program, you may not be able to renew your study permit or visa. You may be required to leave Canada immediately.

**Dropping the Program and Your Saskatchewan Health Card**

You are only entitled to hold a Saskatchewan Health Card as long as you are attending the program on a full time basis. If you drop the program, your health card will no longer be valid.

**Dropping the Program and Your Mark**

- Students who officially drop the program before the midterm exam (using the Drop Form provided by the Student Advisor/Counsellor or the ESL office) will receive a withdrawal (W). A withdrawal is not a failing grade.
- Students who stop attending the program after the midterm exams without special permission to drop, will receive a grade of No Paper (NP) which is a failing grade.
- Students who stop coming to classes at any time without officially dropping the program or having an exit interview will receive a grade of NP.
- Note that a grade of NP will count as a failure and will count towards a student being Required to Discontinue (RTD). Returning students who do not attend any classes, from the start of classes up to and including the last day of second week of classes, will be dropped from that course with no grade assigned.

**Compassionate Withdrawals**

Sometimes, if a student has a very important reason to leave the program (such as a death in the family or a serious illness or accident), a compassionate withdrawal can be granted after the midterm exam period. Please submit a written request and supporting documentation to the ESL Director. The ESL Director will then forward the request to the Director of CCE to make a decision which may or may not result in a refund of a portion of the tuition fees. Students may consult the Student Advisor/Counsellor for guidance on the request process.
VI. ESL ATTENDANCE POLICY

The University of Regina General Calendar states: “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.”

This policy is very important in our program because practice and guidance from your instructors will help you learn English. Absence or lateness will keep you from developing your skills and passing to the next level. In addition, absence or lateness interrupts the teacher and the class, causing the student to miss important information, and is unfair to classmates, especially during group activities that are common to ESL classes.

CIC (Citizenship and Immigration Canada) requires the University to report students’ academic status each term. CIC regulations require you to be a student in good standing in order to keep your student visa, and missing major components of your courses could result in a grade of NP, which could negatively impact your student visa status. See Page 18 for further details.

Please note the following:

- Instructors will mark your attendance, including late arrivals.
- If you are sick or know in advance that you will be absent or late, you must inform your instructor by phone or email before class. If it is an emergency, you may call the ESL office (306-585-4584) or the Student Advisor/Counsellor (306) 585-5252.
- You must provide a documented doctor’s note (or other relevant documents) for missed classes, major assignments, and midterms. You must then arrange with your instructor to make up the test or hand in the assignment late.
- You are responsible for consulting with your instructor on how to make up any missing work or assignments due to your absence.
- If you want to travel, you must talk to the ESL Director and receive permission to take extended time away from the ESL Program.
- If you miss, or are planning to miss, a final exam due to circumstances beyond your control, you must write an email, supported with documentation, to the ESL Director. The ESL Director will then forward the request to the Director of CCE. The Director of CCE will then determine whether a deferral will be granted.
- With prior student approval, attendance records may be reported to partner universities or financial sponsors.

Consequences of Poor Attendance

Students who do not attend classes may be asked to have a meeting with the Student Advisor/Counsellor. If their attendance does not improve, they will be given a written warning outlining the consequences of their absences. Consequences may include the following steps:

- being refused entry into a classroom
- losing grades for persistent absence or lateness
- receiving 0% for missed quizzes and assignments
- being dropped from the class
- receiving a grade of NP because required elements of the course have not been completed.

If problems continue after the written warning is received, the consequences will be enforced by the instructor. Additionally, a meeting with the ESL Director may be called which could result in further actions.

**Appealing a Decision about Attendance**

If you are not satisfied with a decision made because of your attendance, you can appeal to the CCE Student Appeals Committee to have the decision changed. For information about how to appeal to the CCE Student Appeals Committee, see page 14 STUDENT ACADEMIC APPEALS. For help with the process and other appeal processes, contact the Student Advisor/Counsellor at LI 122 or send an e-mail to the Student Advisor/Counsellor.

**VII. GRADE REASSESSMENT**

Sometimes a student feels the grade he or she received is wrong. If a student is not happy with their grades, the student can have his or her grades reassessed. There are two levels of grade reassessment in the ESL Program: Informal and Formal.

**Informal Grade Reassessment**

A student who thinks an error has been made in the calculation of their final grade can request an informal reassessment. This means that the grades for their class work and exams will be recalculated to ensure they are correct. This will be done by the instructor, and if he or she is not available, the ESL Director or the Academic Coordinator will do the reassessment. To request an informal grade reassessment, students must fill in a form which they can get from the Student Advisor/Counsellor or at the ESL office.

*Note:* It is recommended that students make this request no later than two weeks after they know their final grades.

**Formal Grade Reassessment**

If the result of the informal process is unsatisfactory, the student may formally appeal for reassessment by submitting the following to the University of Regina Registrar’s office:

- a completed Reassessment of Final Grade form which may include a letter requesting reassessment;
- the fee for reassessment (the fee will be reversed if the grade is raised by at least 5% as a result of the reassessment); and
- the original (graded) version of all term work.

The University of Regina 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. Reassessment will not lower the original grade.

Formal requests for reassessment must be initiated by the student within six weeks of the date that the grade is posted to his or her web record.

**Appealing a Decision About Grade Reassessment**

A student who is dissatisfied with the result of a Formal Grade 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.

For help with this process contact the Student Advisor/Counsellor at LI 122 or send an e-mail to the Student Advisor/Counsellor.

**VIII. SCHEDULE CHANGES**

After class schedules have been completed, and the student wishes to make a schedule change, the student must fill out the “ESL Schedule Change Request” form and submit it to the ESL Administration Office for review. Requests should be submitted as soon as possible and will not be considered after the first week of classes.

The Academic Coordinator will review your request and will make a decision on your schedule change.

This decision will be communicated to you via email. The decision is final and no further requests will be accepted. Decisions on schedule changes will be made immediately following the late placement exam for each semester.

**IX. ACADEMIC ACCOMMODATION**

Any student with a disability, injury or illness who feels he or she may need academic accommodation should discuss this with their course instructor after contacting the Centre for Student Accessibility, located in Riddell Centre 251, telephone 306-585-4631, email accessibility@uregina.ca .

**X. ACADEMIC PERFORMANCE**

A. **PROBATION, DISCONTINUANCE AND RE-ADMISSION AFTER RTD**

In the ESL Program, student performance is measured by passing a level. In the University, it is the Grade Point Average (GPA). If a student’s academic performance is too low, the ESL Program and the University monitor the student and help him or her work towards success. In the ESL Program, the Student Advisor/Counsellor supports student learning and becomes involved when students are having difficulty with academic performance.

First, a student whose performance is too low is put on probation, which means the student will be monitored by the Student Advisor/Counsellor and instructors. Then, if the student still cannot meet the minimum standard, he or she will be Required to Discontinue (RTD), which means required to
leave studies for a specified period of time. After the specified period of time, the student can ask to be re-admitted to continue studies.

**Probation in the ESL Program – 2nd Failure at a Level**

- After two failures at the same level (including an unofficial ‘drop’ after mid-terms - a grade of NP), a student will be given a Challenge Placement Test, paid for by the ESL Program, as an objective measurement of his or her level of English. If the Challenge Placement Test places the student at a lower level than their most recent level failed, they will be required to repeat that lower level. **Please note:** it is the student’s responsibility to register for the Challenge Placement Test.

- Failures do not have to be in consecutive terms.

- After writing the Challenge Placement Test, the student will have permission to repeat the level a third and final time. When repeating a level for a third time, a student must meet with the Student Advisor/Counsellor during the first week of classes, and every second week after that to discuss his or her study habits, goals, and future plans before continuing their studies in the ESL Program.

**Required to Discontinue (RTD) – 3rd Failure at a Level**

- If the student fails the level for a third time, he or she will be Required to Discontinue (RTD) from the ESL Program for one semester. Failures do not have to be in consecutive terms.

**Re-admission to the ESL Program after RTD**

- After one semester of absence from the program after a 1st RTD, the student can apply to take the placement test again and he or she will be readmitted to the ESL Program at the level indicated by the test result, even if he or she studied at a higher level before the RTD.

- The student must meet with the Student Advisor/Counsellor during the first week of classes, and every second week after that, to discuss his or her study habits, goals, and future plans before continuing their studies in the ESL Program.

**Indefinite RTD and Re-admission to the ESL Program – 4th Failure at a Level**

- If a student fails a level for the fourth time after readmission, the student will be withdrawn from the ESL program indefinitely, but at minimum for one semester. The student must petition to the ESL Director for readmission.

- To petition a student must submit a written plan proposing how they will be academically successful if readmitted and/or a rationale for what challenges contributed to their failures in previous semesters and how they will address those challenges. The Director will render a decision on readmission based on the strength of the student’s petition.

- If the petition is granted, the student must take the placement test again and he or she will be readmitted to the ESL Program at the level indicated by the test result, even if he or she studied at a higher level before the RTD.
In addition, once readmitted they must meet the Student Advisor/Counsellor during the first week of classes, and every second week after that to discuss his or her study habits, goal, and future plans before continuing their studies in the ESL Program.

B. STUDENT ACADEMIC APPEALS

Appealing a Decision About Probation or Discontinuance

Sometimes a student disagrees with an academic decision that the ESL Program has made about probation, discontinuance, or re-admission after RTD. If you are dissatisfied with an academic decision that the program has made, you can appeal to the CCE Student Appeals Committee which will listen to both sides of the argument.

The CCE Student Appeals Committee looks at appeals about probation, discontinuance and RTDs, and they also review requests from students to make exceptions from program requirements.

Note: The CCE Student Appeals Committee does not:
- look at grades. If you are dissatisfied with your grade, to find out how to do a grade reassessment see page 12; or
- look at appeals of Academic Misconduct and Non-Academic Misconduct decisions. If you are dissatisfied with a decision about Academic or Non-Academic Misconduct, see page 16.

Before Making a Student Academic Appeal

- Be familiar with the relevant regulations, policies, and procedures that apply to your situation. Know the general rules covering academic requirements, penalties and appeals procedures by consulting the appropriate documents (e.g. the University of Regina General Calendar).
  Consultation with the University’s Student Advocate and the ESL Student Advisor/Counsellor may help clarify the relevant regulations, policies and procedures.
- Try all informal means of resolving the difference of opinion. This includes meeting with instructors, the Student Advisor/Counsellor and the ESL Director.

Student Academic Appeal Guidelines and Procedures

STAGE ONE: Appeals to the CCE Student Appeals Committee are to be made in writing within two weeks of notification of the academic action and addressed to:

The Chair, CCE Student Appeals Committee
Centre for Continuing Education, Room 104
College Building, University of Regina
Regina, SK S4S 0A2

* Note: Late appeals will not be heard. The ESL Director will acknowledge these in writing.

If you decide to make an appeal, make a full presentation of all the aspects of the case, all the evidence that you wish to have considered, the desired relief (e.g. readjustment of grade, requirement to discontinue), and the grounds for that relief.
Your case will be stronger if supported with written documentation such as letters about your case, written to you or by you; evidence that a condition exists that is the basis for a claim on medical or compassionate grounds; and so on. Copies of all such documentation should be submitted with your appeal.

Make the strongest possible case for yourself and do not rely on any third party (e.g. instructors, ESL Director, the Student Advisor/ Counsellor) to make your case for you. The appeal process does not involve any independent fact-finding or investigation. The outcome of the appeal will depend solely on the evidence provided by the parties involved in the dispute.

STAGE TWO: If the student thinks that the CCE Student Appeals Committee resolution is still unjust, he or she may then submit another formal request for an appeal in writing to the University Secretary within 30 days of the decision letter from CCE.

Send your request letter to:

The University Secretary
Council Committee on Student Appeals
Administration/ Humanities Building, Room 505.4
University of Regina
Regina, SK S4S 0A2

Note: Disagreement or dissatisfaction with the CCE Student Appeals Committee resolution is not sufficient grounds for appealing to the Council Committee on Student Appeals; you must demonstrate that the decision was unfair or biased or otherwise deserving to be reversed.

For help with the CCE Student Appeals process and other Appeal processes, see the Student Advisor/Counsellor at LI 122 or send an e-mail to the Student Advisor/Counsellor.

XI. ACADEMIC AND NON-ACADEMIC MISCONDUCT

A. ACADEMIC MISCONDUCT

The University expects all members of the community to do their best work and to be honest about who has written research or ideas. The ESL Program has a policy on academic misconduct that follows the U of R policy, found on the following link: http://www.uregina.ca/gencal/ugcal/attendanceEvaluation/ugcal_77.shtml. Please read the following definitions of misconduct and be aware of the consequences.

Plagiarism

Plagiarism is using another person’s written work and pretending it is your own. Sources include books, magazines, journals, newspapers, computer programs, the Internet, or any published source. Plagiarism includes turning in any assignment that someone else wrote and pretending you wrote it.

If you write an essay for one course and you present the same essay for an assignment in another course (without permission of the instructor), that is also plagiarism. Memorizing lines from other people’s writing and from the Internet and using them in speaking assignments is also plagiarism.

If you use the exact words of someone else, you must put quotation marks around them and cite the author. If you get an idea from a writer but use your own words (paraphrasing and summarizing), you still must cite the author.
Cheating

Cheating is using a dictionary, notes, diagrams, a cell phone and/or help from another student during any class test, mid-term, or final examination. It includes asking others for information, giving information when asked during an exam, copying from the work of others during an exam, or allowing others to copy from your exam.

Note: During an exam, there should be no talking or communication of any kind.

Consequences of Plagiarism and/or Cheating

LEVELS 005, 010, 020, and 030

The instructor will warn students about the consequences of their Academic Misconduct in writing. A student will have the opportunity to change his or her behaviour, but if the student continues to commit Academic Misconduct, the ESL Director (and in some case the Director of CCE) will be notified, and will investigate the issue and decide if punishment is appropriate in the case.

LEVELS 040 and ADVANCED EAP (050)

Our ESL Program assumes that students in Level 040 and Advanced EAP (Level 050) are aware of University of Regina policies concerning plagiarism and cheating. Instructors will report all cases of plagiarism or cheating to the ESL Director. The ESL Director will assist the instructor in preparing a file so the Director of CCE can consult with the instructor, and investigate the issue, and decide if punishment is appropriate in the case.

For further appeal processes, see Appealing a decision about Academic and Non-Academic Misconduct on page 18.

B. NON-ACADEMIC MISCONDUCT: IN THE UNIVERSITY COMMUNITY

University Community Behavioural Expectations

The University of Regina is committed to creating and maintaining an environment in which members of the University community can live, work and learn in a collegial climate of mutual respect, free of harassment and discrimination. This policy means that:

- You should always feel safe and respected at the University of Regina. If anyone at the University takes away your ability to live and learn free of harassment and discrimination, you should contact someone to help you: the Student Advisor/Counsellor, your instructor, the ESL Director, or a representative from Campus Security or Student Services.
- You have a responsibility to make others feel safe and respected at the University of Regina. You must maintain the attitude of cooperation and respect towards all people at the University.
Consequences of Non-Academic Misconduct in the University Community

When members of the University community do not respect others, steal property, harass or disrupt the community etc, their actions are called “Non-Academic Misconduct.” Some Non-Academic Misconduct is very serious. If someone at the university reports Non-Academic Misconduct, there is an immediate investigation by Campus Security and the ESL Director, (and in some cases the Director of CCE) which may include interviews of the people involved and ends with a written report. The report is given to the Associate Vice-President of Student Affairs who decides if there should be any punishment.

Conversations you have with the Student Advisor/Counsellor or ESL Director about Non-Academic Misconduct (whether you report it or whether someone reports you) are not shared with any other students or instructors. They are kept confidential.

C. NON-ACADEMIC MISCONDUCT: IN THE CLASSROOM

Classroom Behavioural Expectations

Students come to the ESL Program and the University to learn, and they have the right to be in a classroom environment that promotes learning. This policy means that:

- you have the right to be in a classroom environment that promotes learning; and
- you have a responsibility to help build a classroom environment that promotes learning.

In order to build a beneficial classroom environment, students in ESL classes are expected to:

- attend class and be on time for class
- pay attention to the classroom activities and not chat among themselves
- use every opportunity possible to learn the target language
- allow their classmates every opportunity to learn the target language, and not distract them or the instructor with disruptive behaviour
- avoid using cell phones in class unless the instructor has designed a lesson that uses them and asks students to use them.
- always ask the instructor’s and any classmates' permission before recording anything in the class. This includes audio and video recording as well as the use of cell phones to take photographs or to record.

Consequences of Inappropriate Classroom Behaviour

Disrupting the classroom environment is also Non-Academic Misconduct, and students who do not follow the behavioural policies of the ESL Program will face consequences. Students will always first be given a warning in writing asking them to stop the inappropriate behaviour and outlining consequences that will follow if their behaviour does not change. These consequences may include:

- being required to leave the classroom
- being refused entry into a classroom
- losing grades
- (in extreme cases) being barred from writing the final exam.
If the inappropriate behaviour continues, the instructor will contact the ESL Director to make a decision about the case. The ESL Director may involve the Director of CCE and/or Associate Vice-President (Student Affairs). Please consult your class syllabus for details about attendance, lateness and other classroom behaviour.

D. APPELLING A DECISION ABOUT ACADEMIC AND NON-ACADEMIC MISCONDUCT

If you are dissatisfied with a decision about Academic or Non-Academic Misconduct, you can write a letter of appeal and send it to the University Secretary (or call their office at 306-585-5545) who will take your appeal to the (university-wide) Council Committee on Student Discipline. For information about how to appeal a decision made about either Academic or Non-Academic Misconduct, talk to our Student Advisor/Counsellor who will explain the steps you need to take and help you with the documents.

XII. CITIZENSHIP AND IMMIGRATION CANADA (CIC) RULES

A. STUDYING WHILE IN CANADA

As of June 1, 2014, all study permit holders in Canada will need to actively pursue studies. This means that:

- if you hold a study permit, you must remain enrolled and make reasonable and timely progress towards completing your program; and
- failing to do so could lead to your removal from Canada.

Your educational institution will report to Citizenship and Immigration Canada (CIC) on your continued enrolment and academic status. You may also be asked by an immigration officer to provide evidence of your continued enrolment and academic status. For more information see http://www.cic.gc.ca/english/study/study-changes.asp

B. WORKING

IMPORTANT: If you are currently studying English as a Second Language (ESL) at the University of Regina, you will NOT be eligible to work during your studies, unless you become eligible to apply for a work permit with a positive Labour Market Opinion from Employment and Social Development Canada.

It is your responsibility and your employer’s responsibility to ensure that you are eligible to work off campus without a work permit before you begin working. If you begin working off campus without meeting the eligibility requirements, you may be subject to enforcement action under the Immigration and Refugee Protection Regulations. Please visit the Citizenship and Immigration Canada website http://www.cic.gc.ca/english/study/study-changes.asp for more information.

C. AFTER SUCCESSFUL COMPLETION OF ESL

Students who are enrolled in a degree program that includes an ESL/FSL component (ESL+1) may be eligible to work off campus only once they have completed the ESL/FSL component. For more information see http://www.cic.gc.ca/english/resources/tools/temp/students/work-off-campus.asp
**Important information:** If you are studying English or French as a second language (ESL/FSL) or participating in general interest or preparatory courses, you are not eligible to work during your studies. For more information see [http://www.cic.gc.ca/english/information/applications/guides/5552ETOC.asp](http://www.cic.gc.ca/english/information/applications/guides/5552ETOC.asp)

**D. CHANGING INSTITUTIONS – YOUR RESPONSIBILITY**

If you apply for a study permit on or after June 1, 2014, you **must notify CIC** via your MyCIC account when you are transferring from one designated learning institution to another, even if it is at the same level of study. For more information see [http://www.cic.gc.ca/english/study/study-changes.asp](http://www.cic.gc.ca/english/study/study-changes.asp)

We strongly encourage you to visit the following CIC website to read through these changes:

[http://www.cic.gc.ca/english/study/study-changes.asp](http://www.cic.gc.ca/english/study/study-changes.asp)

For a summary of these changes on CIC's website, please click on the link below:


Please contact ESL Main Office for more information.