



UNIVERSITY OF SASKATCHEWAN

School of Public Health

SPH.USASK.CA

Master of Public Health (MPH)

Student Handbook 2023-24

Proudly located on Treaty 6 Territory of the Homeland of the Métis, the School of Public Health is housed within the University of Saskatchewan's Health Sciences Building — a state-of-the-art, integrated facility that supports and enables collaboration between students, faculty, researchers across all health disciplines and community partners.

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1. Introduction and support information

Introduction

The Master of Public Health (MPH) is a professional course-based degree program offered through the University of Saskatchewan School of Public Health (SPH).

The purpose of this handbook is to provide students with:

- important information regarding the requirements needed to complete the MPH program.
- the policies and expectations of the University of Saskatchewan and the School of Public Health.
- the support tools necessary to assist with frequently encountered student needs or requests.

NOTE: This handbook differs from the one used by students who have been admitted into the MPH Thesis option.

SPH contact information

If you need further guidance, please contact:

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MPH Graduate Programs Assistant
School of Public Health
sph.admissions@usask.ca

Marilyn Rana

MPH Practicum Program Assistant
School of Public Health
sph.practicum@usask.ca

STUDENT EMAIL AND COMMUNICATION

Upon enrolment, each student is issued a University of Saskatchewan (USask) email account by Information Technology Support Services. This email is accessed through PAWS at www.paws.usask.ca.

This email address will be used as the primary form of communication with the student. The School of Public Health is not responsible for sending or receiving SPH student communications involving non-University of Saskatchewan email addresses.

Graduate student support

The University of Saskatchewan College of Graduate and Postdoctoral Studies (CGPS) website is an important source of information for current graduate students. It offers advice on a range of topics including how to manage a graduate program, how to apply for a leave from a program, available academic help, guidance on teaching and professional skills, and more.

→ <https://cgps.usask.ca/onboarding/index.php>

A number of additional student support resources are listed near the end of this handbook.

2. Master of Public Health (MPH) program overview

The Master of Public Health (MPH) program trains public health professionals to measure, assess and manage increasingly complex population and public health issues. The program's aims and objectives are:

1. To prepare students to work in the public health field by providing foundational knowledge within the five core areas of public health:
 - **Biostatistics** — Collection, storage, retrieval, analysis and interpretation of health data; design and analysis of health-related surveys and experiments; and concepts and practice of statistical data analysis.
 - **Epidemiology** — Distributions and determinants of disease, disabilities and death in human and animal populations; the characteristics and dynamics of populations; the natural history of disease; and the biological basis of health.
 - **Environmental Health Sciences** — Environmental factors, including biological, physical and chemical factors that affect the health of a community.
 - **Health Services Administration** — Development, organization, administration, management, evaluation and policy analysis of health programs.
 - **Social and Behavioural Sciences** — Concepts and methods of social and behavioural sciences relevant to the identification and the solution of public health problems.
2. To partner with public health agencies in Canada, as well as the international community, in order to provide opportunities in which students can apply their foundational public health knowledge in the field and gain practical experience.
3. To familiarize students with the Public Health Agency of Canada (PHAC) core competencies and how the PHAC competencies relate to the five core areas of public health.
4. To regularly review and adapt its curriculum to reflect the current needs in public health, as identified by stakeholders.

MPH ONLINE PROGRAM

The Master of Public Health program is available to students as an online program. The online option is most suitable for part-time study (3-4 years). **Students in the MPH online program must reside in North America.**

MPH THESIS OPTION (MPH-T)

Students who are currently enrolled in the Master of Public Health (MPH) program and have a minimum GPA of 70% are eligible to apply to the Master of Public Health Thesis option (MPH-T). The MPH-T provides MPH students with the research experience necessary to pursue a PhD. The students admitted to this program will have sufficient time to complete the course load for the MPH program, in addition to a thesis that is consistent with the expectations for an MSc at the University of Saskatchewan.

A separate handbook is available for MPH-T students.

Students interested in the MPH-T must complete the application form. Applications are accepted on an ongoing basis and students are probationally accepted on application. Students must have identified a project/supervisor(s), write a thesis proposal, and have an Advisory Committee by May 1st. Formal

acceptance will be by May 1st. Advisory committee must ensure the proposal is defended before research commences (typically May/June).

Any questions regarding how to apply to the MPH-T should be directed to thesis.admission@usask.ca.

3. Terms, tuition and fees

Terms

There are three terms per year:

- **Fall** — September 1 to December 31
- **Winter** — January 1 to April 30
- **Spring/Summer** — May 1 to August 31
 - **Note:** required practicum is taken in S/S session. We do not offer PUBH courses during this time. IF a student is not registered in their practicum they may take an elective being offered elsewhere.

Tuition and fees

- Students pay tuition related to the number of courses they take each term. Rates are based on the number of credits assigned to each course (typically three credits).
- Tuition does not include student fees.
- Tuition will not be assessed when a student is on an approved leave, but student fees are still assessed.
- Students are required to pay tuition for any courses they take which are above the required 45 CU's required for the program.

For up-to-date information about program tuition and fees, payment and due dates, and to view an account summary, visit:

→ <https://students.usask.ca/money/tuition-fees/graduate-tuition.php>

4. Scholarships and awards

There are a variety of funding sources for graduate students at the University of Saskatchewan. Students are eligible to apply for a combination of SPH-exclusive awards, fellowships, or scholarships; university-wide competitions; department-specific opportunities; and national or external awards. Scholarships and awards are categorized as *University*, *Department*, *Tri-Agency*, *National* and *External*. Each scholarship and award has its own eligibility criteria and application process.

To search for scholarships and awards, please visit:

→ <https://grad.usask.ca/funding/scholarships.php#University>

5. Academic advising, grades, transcripts and appeals

Advising information for courses and registration

For comprehensive information about searching for classes, when to register, making changes, registration deadlines and more, please visit the link below:

→ <https://students.usask.ca/academics/classes.php>

Students can make an appointment with the School of Public Health Graduate Programs Assistant for advising, to discuss their progress, or to receive program planning assistance. Students can arrange a meeting with the MPH Program Director for career advice.

Academic standing requirements

- Students must attain at least 70% in the core-required courses
- Students must attain at least 60% in their elective courses
- Students must attain a cumulative overall average of at least 70% for a Master's program

Grades, transcripts and proof of enrolment

Student grades can be viewed in PAWS. Information on understanding grades and how to receive transcripts is available at the links below:

→ <https://students.usask.ca/academics/grades.php#Grades>

→ <https://students.usask.ca/academics/grading/grading-system.php#GradingSystem>

For students requiring a confirmation of enrolment letter, please see this Knowledge Base Article for how to request your Confirmation of Enrolment documents through PAWS:

→ <https://wiki.usask.ca/x/mZrKd>

ACADEMIC APPEALS

Appeals regarding evaluation, grading, and academic standing will be managed according to University Council's *Procedures for Student Appeals in Academic Matters*. The first formal step in a grievance procedure is to be taken within 30 days of the alleged grievance.

→ <http://policies.usask.ca/policies/student-affairs-and-activities/student-appeals.php>

6. MPH curriculum

The Master of Public Health (MPH) program at the School of Public Health is a professional course-based degree with a minimum 12-week practicum.

In order to graduate, students are required to complete the following:

- a minimum of 45 credit units consisting of:
 - 8 core-required classes (24 credit units)

- a practicum (**PUBH 992**, 6 credit units)
- 5 additional courses related to their area of interest (15 credit units)
- Public Health Seminar (**PUBH 990**)
- Introduction to Ethics and Integrity Course (**GPS 960**) and Ethics and Integrity in Human Research (**GPS 961**)

The program is designed for completion in two years of full-time study. Students may also choose to study part-time over a maximum of four years.

Core-required and elective-required courses

All MPH students must complete and pass the following eight core courses:

- **PUBH 800.3** — Epidemiology for Public Health
- **PUBH 803.3** — Health Promotion
- **PUBH 804.3** — Foundations of Public Health
- **PUBH 805.3** — Biostatistics for Public Health
- **PUBH 807.3** — Health Program Planning and Evaluation
- **PUBH 810.3** — Environmental Public Health I
- **PUBH 840.3** — Inter-disciplinary Public Health Practice*
- **PUBH 867.3** — Health Policy and Politics

All MPH students must also complete and pass the following elective course:

- **PUBH 806.3** — Public Health Pathobiology (*exemption possible, see Elective Courses section)

In addition, students must complete and pass:

- **GPS 960.0** — Introduction to Ethics and Integrity
- **GPS 961.0** — Ethics and Integrity in Human Research
- **PUBH 992.6** — Public Health Practicum*
- **PUBH 990.0** — Public Health Seminar**

NOTE: Courses ending in “.0” are zero-credit courses. Courses ending in “.3” are three-credit courses. Courses ending in “.6” are six-credit courses.

*** Students must finish their Public Health Practicum (PUBH 992) prior to taking the Inter-disciplinary Public Health Practice course (PUBH 840).** Other prerequisites for the course must also have been completed.

**** Students must also be registered for the Public Health Seminar (PUBH 990) every Fall and Winter term until degree completion. Attendance at the seminars is mandatory.** Students must attend at least 75% or a minimum of 36 seminar sessions during their program and give a short presentation regarding their practicum.

Upper-year students will present their practicum work during the Public Health Seminar. Presentations will be 15-20 minutes long and will provide students with the opportunity to share their practicum experience and to enhance their communication and presentation skills.

Elective courses

Electives are generally completed in the second year of study and may be selected in consultation with the Graduate Programs Assistant. **Students must complete a minimum of 15 credit units (five 3-credit courses) in addition to the core-required courses in order to fulfill the elective requirement.**

PREREQUISITE REQUIREMENTS

It is the students' responsibility to ensure that they have the required prerequisites for the elective courses they wish to enroll in.

To look up courses and find detailed information on course prerequisites, corequisites, and other special notes, please visit:

→ <https://www.usask.ca/calendar/coursecat/>

MPH APPROVED ELECTIVES LIST

All electives that been approved by the University of Saskatchewan School of Public Health for credit toward the Master of Public Health (MPH) program are located in the *MPH Approved Electives List* on our School of Public Health PAWS channel.

To access the *MPH Approved Electives List*, visit the SPH PAWS Channel, found in the My College section of your left-hand PAWS menu or directly accessible from <https://paws5.usask.ca/sph#sph>

REQUIRED ELECTIVE: PUBH 806

***PUBH 806** — Public Health Pathobiology is a required elective course. In this course, students will develop knowledge of the basic principles of biology — in health and disease — fundamental to the practice of public health.

EXEMPTION

Master of Public Health students who have a clinical health science background and possess the following degrees are exempt from taking **PUBH 806** as an elective:

- MBBS
- MSChB
- MBBCH (Bachelor of Surgery)
- Bachelor of Medicine, Doctor of Medicine
- BDS (Dentistry)
- Nursing (RN, BScRN)
- DVM (Vet Med)
- BSc Pharmacy
- BEMS

- Physical Therapy

Students who do not possess any of the degrees listed above are required to register for **PUBH 806** — Public Health Pathobiology.

ELECTIVES OFFERED BY THE SCHOOL OF PUBLIC HEALTH

MPH students can select from a comprehensive list of School of Public Health elective courses. Students are encouraged to enroll in elective courses offered by the SPH, but they are also permitted to enroll in approved electives offered by other colleges and schools at the University of Saskatchewan.

NON-SPH ELECTIVES OFFERED BY THE UNIVERSITY OF SASKATCHEWAN

These types of electives must be on the *MPH Approved Electives List* in order to be applied toward the MPH program. Students wishing to enroll in a USask course that is not on the *MPH Approved Electives List* may submit the course outline via email to the **Graduate Programs Assistant** for review.

Please note that a course review may take up to 8 weeks.

COURSE PERMISSIONS AND AVAILABILITY

Before students may enroll in a course offered by another college or school at the University of Saskatchewan, they are required to request permission from the instructor of the course by emailing the instructor and then submitting it to the respective College or School.

Not all elective courses are offered every year. Students are encouraged to review the online course calendar to determine when a desired elective may be offered:

→ <https://students.usask.ca/academics/classes.php>

ONLINE ELECTIVES OFFERED BY OTHER POST-SECONDARY INSTITUTIONS

Students are permitted to enroll in approved courses offered by other Canadian post-secondary institutions in order to fulfill their electives requirement. A number of university agreements have been outlined below in order to help MPH students request approved online courses from other universities and apply the credit toward their graduate program.

These types of electives must be on the *MPH Approved Electives List* in order to be applied toward the MPH program. In cases where a partner institution offers an online course that is not on the *MPH Approved Electives List*, please submit a course outline to the Graduate Programs Assistant for review.

NOTE: Tuition for *Western Deans' Agreement (WDA)* and *Saskatchewan Universities Graduate Agreement (SUGA)* courses will be charged at the University of Saskatchewan (not the host university) and any fees will be assessed at the host institution. Tuition and fees for *Canadian University Graduate Transfer Agreement (CUGTA)* courses will be paid at the host institution. **Students are responsible for ensuring that the host university provides an official transcript to the USask School of Public Health upon course completion.**

CANADIAN UNIVERSITY GRADUATE TRANSFER AGREEMENT (CUGTA)

Under the terms of the *Canadian University Graduate Transfer Agreement (CUGTA)*, a graduate student who is in good standing and enrolled in a graduate degree or diploma program at a Canadian Association of Graduate Studies member university may take courses at another member institution for transfer credit to the program at their home institution.

To view the list of member universities, please visit:

→ <https://cags.ca/membership-information/>

To enroll in a CUGTA course, students must complete the *CUGTA Application Form* and submit it to sph.admissions@usask.ca

→ <https://students.usask.ca/documents/graduate/cugta.pdf>

SASKATCHEWAN UNIVERSITIES GRADUATE AGREEMENT (SUGA)

The *Saskatchewan Universities Graduate Agreement (SUGA)* allows students to take courses from the University of Regina for credit toward programs such as the Master of Public Health. The *MPH Approved Electives List* outlines the SUGA courses that have been approved as an elective toward the MPH degree at USask.

To enroll in these online courses, students must complete the *Saskatchewan Universities Graduate Agreement (SUGA) Request Form* and submit it to sph.admissions@usask.ca

→ <https://cgps.usask.ca/documents/SUGA-fillable.pdf>

WESTERN DEANS' AGREEMENT (WDA)

The *Western Deans' Agreement (WDA)* allows students to take graduates courses for program credit from universities in Western Canada. The provinces included in this agreement are Manitoba, Saskatchewan, Alberta and British Columbia. The *MPH Approved Electives List* outlines the WDA online courses that have been approved as an elective toward the School of Public Health MPH degree.

To view the list of participating universities, please visit:

→ <http://wcdgs.ca/>

To enroll in a course, students must complete the *WDA Authorization and Course Registration Form* and submit it to sph.admissions@usask.ca.

→ <http://wcdgs.ca/content/dam/ex/wcdgs/Western-Deans-Agreement.pdf>

7. MPH Practicum Course (PUBH 992)

Overview

The University of Saskatchewan School of Public Health partners with public health agencies and researchers — in Canada and in the international community — to provide opportunities where students can apply their foundational public health knowledge in the field and gain practical experience. The Master of Public Health Practicum Course (PUBH 992) provides students with supervised field experience to formally integrate their academic studies while working within a provincial or federal governmental agency, a local public health unit or non-governmental organization.

Ideal practica include but are not limited to: research projects; surveillance initiatives; health promotion projects; needs analyses; and program evaluations.

Throughout their practica, USask Master of Public Health students contribute to an organization's resources, address public health issues, and develop personal confidence and skills as a public health professional.

COMPONENTS AND COMPLETION

The Master of Public Health practicum has several components:

- Survival skills workshops in Term 1
- Practicum skills workshops in Term 2
- Learning contract
- Ethics application
- Project proposal
- Interim assessment
- Final assessment
- Abstract, site deliverables and poster
- Participation in poster fair
- Presentation in PUBH 990

In order to receive a passing final grade in the practicum, students must participate in all practicum skills workshops, complete each component of the practicum and be assessed by the field supervisor and the practicum coordinator.

POTENTIAL LEARNING OUTCOMES

- Integration, synthesis and application of public health knowledge and skills acquired in MPH courses to a real-world public health problem.
- Application of basic public health principles to:
 - community health needs assessment; and/or
 - the investigation of specific communicable disease; and/or
 - non-communicable disease or health issues.
- Enhancement and development of essential public health skills including:
 - problem identification;
 - analysis and problem solving;
 - interpersonal skills (including working as part of an interdisciplinary team); and
 - oral and written communication.
- Analysis and interpretation of quantitative or qualitative epidemiological data.
- Experience using statistical and database computer packages such as SAS, SPSS, Excel, Lotus, D-Base, and FoxPro or qualitative software such as NVivo.
- Effective written and verbal communication of health information to non-medical and/or professional audiences.
- Improved understanding of the structure and roles of interdisciplinary health professionals in a community health agency.

- In-depth knowledge on specific health issues studied during the practicum, as well as general knowledge of current health problems in Canadian communities and strategies for their prevention and control.

For complete details regarding MPH practicum placements, deadlines, protocols and more, please review the *Practicum Catalogue* available on Canvas by clicking “PUBH 992 Practicum Information,” or contact the Practicum Program Assistant at sph.practicum@usask.ca

Choosing a practicum placement

Students are responsible for applying to, interviewing for, and securing their own practicum. The School of Public Health (SPH) provides a *Practicum Catalogue* of possible practicum opportunities for spring/summer placement and other terms (if available). Students may apply to the practica options provided by the SPH or they may seek their own practicum placement and request approval of a site/project.

The School of Public Health advises graduate students to undertake their practica with organizations that:

- require the student to apply graduate-level public health competencies acquired in the MPH program;
- address a practical public health problem/issue;
- can advance the student’s knowledge and skills while benefitting the organization;
- have a field supervisor who has public health experience, gives constructive feedback, clearly communicates expectations, understands the student’s needs, and is available and approachable; and
- provides the necessary organizational environment and supports for students to experience success.

PRACTICUM PLACEMENT THROUGH THE PRACTICUM CATALOGUE

The University of Saskatchewan School of Public Health works with various public health stakeholders to create approved practicum placements for its students. These placements are compiled in the *Practicum Catalogue* which is available on Canvas in the PUBH-992 Practicum Information Course (available the term prior to attending Practicum).

SEEKING A PRACTICUM PLACEMENT INDEPENDENTLY

If desired, students may choose to seek practicum locations independently. **All independently-sourced practica proposals must be approved by the practicum coordinator.** Students are strongly advised to start planning early — at least three months before the practicum is due to begin — and to talk to the Practicum Coordinator, faculty members, and other students about potential practicum agencies outside of the School of Public Health *Practicum Catalogue*.

NOTE: Field supervisors who have not previously supervised a practicum must be approved by the practicum coordinator. A detailed curriculum vitae will be required for review.

PRACTICUM COSTS AND STIPEND

Students are not guaranteed to receive stipends for their practica and, therefore, must plan their finances accordingly. In addition to the registration costs associated with PUBH 992, students are also responsible for living expenses and other potential expenses (such as travel) incurred while attending the practicum.

Practicum prerequisites, duration and timing

PREREQUISITES

Students may start their practica after MPH prerequisite courses are successfully completed (**PUBH 800, 803, 805, 807, 810, 867, GPS 960 and 961**). When the student has completed the prerequisites and secured a practicum placement, the School of Public Health will grant the student permission to enrol in PUBH 992.

DURATION AND TIMING

To meet the Public Health Agency of Canada (PHAC) requirement for a public health practicum, the practicum must be a minimum of 12 weeks and consist of at least 350 hours.

The Master of Public Health practicum is most generally completed between May and August, beginning after final grades from the first year of study have been received by the School of Public Health (usually the first week of May and not before the start of the spring/summer term). In some instances, practica may be completed in the fall or winter terms — provided that students have successfully completed the practicum prerequisites and have received approval from the practicum coordinator.

Most often, the MPH practicum is completed full-time but it may be completed part-time with approval from the practicum coordinator.

AUTHORITY TO TRAVEL FORM –

→ https://artsandscience.usask.ca/chemistry/documents/auth_travel.pdf

Travel may be required as part of a student practicum or for research/conference purposes. The purpose of the *Authority to Travel Form* is to ensure appropriate information has been captured to support risk management, to facilitate emergency contact with students while travelling, and to ensure any travel-related insurance claims are processed as quickly as possible.

- An *Authority to Travel Form* must be completed for all out-of-province and in-province travel.
- Students must submit an *Authority to Travel Form* before the travel date. It is the student's responsibility to ensure the form is signed and to keep a copy of the signed form.
- If the *Authority to Travel Form* is submitted after the intended travel dates, students may not be reimbursed for related claims.

8. Student absences and changes to program engagement

Leaves of absence

Leaves of absence are available to students for compassionate, medical, parenting, educational, and 'Co-op Program' / Industry reasons.

Leaves of absence are normally granted in four-month blocks to coincide with the three registration terms throughout the year:

- **Fall** — September 1 to December 31;
- **Winter** — January 1 to April 30; and
- **Spring/Summer** — May 1 to August 31.

Maternity, adoption, and parenting leave may be granted for eight, twelve or eighteen month blocks.

The graduate chair or the head of the academic unit has the authority to approve a first-time leave request of up to four months for compassionate or medical reasons. Short-term leaves of less than one month should also be managed within the home academic unit. **Extensions to the initial leave period must be approved by the USask College of Graduate and Postdoctoral Studies (CGPS).**

Requests for leaves should be discussed as early as possible with the graduate programs assistant so that appropriate accommodations can be made prior to the beginning of the leave. Requests should be made in writing by the student.

The leave period is not included in the time period for completion of the degree, and tuition is not assessed during the leave.

For information on types of leaves, applying for a leave, and implications of a leave, please visit:

- <https://cgps.usask.ca/policy-and-procedure//leaves-accommodations/Accommodations-and-Supports.php - 131LEAVESOFABSENCE>

Withdrawal

Students who wish to withdraw from their graduate program must submit a [Notice of Withdrawal from Graduate Program Form](#) to the College of Graduate and Postdoctoral Studies. In addition, they must immediately withdraw from any currently-registered courses through the registration channel in PAWS. Failure to do so can result in a faculty action of *Required to Discontinue (RTD)* that will remain on the student's official academic record.

- <https://students.usask.ca/graduate/appeals-leaves-extensions.php#Withdrawal>

Requirement to Discontinue (RTD)

Upon recommendation of the academic unit (academic unit head or graduate chair) or staff within the College of Graduate and Postdoctoral Studies (CGPS), a student may be required to discontinue at any time for failure to achieve satisfactory progress in any aspect of the graduate program. Such students must be invited to meet with the chair of the graduate program as soon as evidence of unsatisfactory performance is available. If applicable, a student's advisory committee must be invited to attend the meeting.

When an academic unit or a CGPS staff member recommends to the CGPS Associate Dean that a student be required to discontinue, they must also inform the student in writing by providing a copy of the recommendation. If the Associate Dean of the College of Graduate and Postdoctoral Studies upholds the recommendation, official notification of the requirement to discontinue will be sent by the associate dean to the student.

Details regarding the *Requirement to Discontinue* can be found here:

- <https://students.usask.ca/academics/required-to-discontinue.php#Academics>

Extensions to time in program

Official program time limits are four years for Postgraduate Diploma and Master's programs, and six years for PhD programs. This time is measured from the beginning of the first term of registration for work which is included in the Program of Studies, excluding any periods of approved leave. Time extensions may be considered for students who encounter unforeseen problems while actively trying to finish their program. Employment is not a valid reason for an extension request.

Master of Public Health students should submit a letter that requests the extension (and includes the reasoning behind it) to the MPH graduate programs assistant. **Only one extension request will be allowed per student, so it is important to plan accordingly and mutually commit to achieving the timelines submitted.** The MPH Program Director will review the request and determine if it shall be approved.

Once a student's extension has been approved and processed by the College of Graduate and Postdoctoral Studies (CGPS), the assigned CGPS advisor will send an email notifying the student and the appropriate contacts in his or her academic unit. Students who are on extension are responsible for maintaining continuous registration and paying applicable tuition and fees.

For full instructions and forms involving extensions, please visit:

→ <https://wiki.usask.ca/x/OARYb>

9. Student conduct and academic integrity

Guiding principles

The university documents that lay out USask rules and procedures are the *Student Academic Misconduct Regulations (University Council)* and the *Standard of Student Conduct in Non-Academic Matters (University Senate)*. Both documents are based on the same Guiding Principles from the *Policy on Student Discipline*:

- Freedom of expression
- Mutual respect and diversity
- Commitment to non-violence
- Commitment to justice and fairness
- Security and safety
- Integrity

Academic integrity

Students shall perform their academic work with honesty and integrity. Integrity is expected of all University of Saskatchewan students in their academic work — class participation, examinations, assignments, research, and practica — and in their non-academic interactions and activities as well.

The USask *Academic Integrity* document is available here:

[USASK ACADEMIC INTEGRITY](#)

- Perform your own work unless specifically instructed otherwise. Check with your instructor about whether collaboration or assistance from others is permitted.
- Use your own work to complete assignments and exams. If you are including work you have done previously, be sure to identify that work so it is clear what new work you are presenting.
- Follow examination rules.
- Cite the source when quoting or paraphrasing someone else's work.
- Discuss with your professor if you have any questions about whether sources require citation.
- Discuss with your professor if you are using the same material for assignments in two different courses.
- Be truthful on all university forms.
- Use the same standard of honesty with fellow students, lab instructors, teaching assistants, sessional instructors and administrative staff as you do with faculty.

INTEGRITY IN NON-ACADEMIC ACTIVITIES

Misconduct that disrupts the activities of the university or harms the legitimate interests of the university community could be cause for non-academic disciplinary action.

Academic misconduct

Academic misconduct is the term the university uses to describe cheating. **There is an onus on every student to become informed about academic misconduct.**

Types of cheating are listed in the *Student Academic Misconduct Regulations* of University Council:

ACADEMIC MISCONDUCT

ACADEMIC MISCONDUCT DEFINED

The following constitute academic misconduct that may be the subject-matter of an allegation under the *Student Academic Misconduct Regulations*:

1. Providing false or misleading information or documentation to gain admission to the university or any university program.
2. Theft of lecture notes, research work, computer files, or other academic or research materials (including data) prepared by another student or an instructor or staff member.
3. Using work done in one course in fulfillment of any requirement of another course unless approval is obtained from the instructor by whom the material is being evaluated.
4. Alteration or falsification of records, computer files, or any document relating to a student's academic performance.
5. Violation of the university's *Responsible Conduct of Research Policy*:

<https://policies.usask.ca/policies/research-and-scholarly-activities/responsible-conduct-of-research-policy.php>

6. Fabrication or invention of sources.
7. Academic misconduct involving examinations such as:
 - a. failure to observe any stated rule with regard to the procedure used in an examination (or an activity undertaken for academic credit) where such a failure could result in the student gaining relatively greater credit.
 - b. altering answers on a returned examination.
 - c. when prohibited, removing an examination (including creating a digital copy) from the examination room.
 - d. seeking to acquire or acquiring prior knowledge of the contents of any examination question or paper with the intention of gaining an unfair advantage.
 - e. attempting to use, possessing, or using notes or other sources of information or devices not permitted by the course instructor in an examination.
 - f. consulting or seeking the assistance of others when writing a “take home” examination unless permitted by the course instructor.
 - g. providing false or misleading information with the intent to avoid or delay writing an examination or fulfilling any other academic requirement.
 - h. failing to observe the terms of any agreement to not disclose the contents of an examination.
 - i. misrepresenting or conspiring with another person to misrepresent the identity of a student writing an examination or engaging in any other form of assessment.
8. Knowingly doing anything designed to interfere with the opportunities of another person to have his or her contribution fully recognized or to participate in the academic program.
9. Preventing others from fair and equal access to university facilities or resources, including library resources.
10. Using or attempting to use personal relationships, bribes, threats or other illegal conduct to gain unearned grades or academic advantages.
11. Knowingly assisting another person engaged in actions that amount to academic misconduct, including the supply of materials prepared by the student to another student for use by that student as the work or materials of that student.
12. Plagiarism (the presentation of the work or idea of another in such a way as to give others the impression that it is the work or idea of the presenter). Adequate attribution is required. What is essential is that another person should have no doubt which words or research results are the student’s and which are drawn from other sources. Full explicit acknowledgement of the source of the material is required.
13. Unprofessional conduct that occurs in academic or clinical settings or other work placements, or that is related to the student’s area of professional practice.

When an instructor believes a student is guilty of academic misconduct, the procedures that follow are used.

Procedures following suspected academic misconduct

INFORMAL PROCEDURE

Sometimes misconduct is the result of carelessness, misunderstanding of the rules, or miscommunication. The instructor should discuss the matter with the student informally, where possible.

The instructor is to consult with the college or school's academic administrator to determine whether an informal resolution would be appropriate under the circumstances. If it is determined to be appropriate and the student concedes the misconduct, the instructor has the authority to impose one or both of the following penalties:

- Reduce the grade on the assignment or exam by a percentage appropriate to the degree of the academic misconduct, to as low as zero.
- Require the student to rewrite the assignment or exam.

A student who disagrees with the allegation of cheating or with the suggested penalty may request a formal hearing.

An informal resolution of academic misconduct is recorded on a form (signed by the student and the instructor) that is then kept by the student's college or school for at least five years or until the student completes the degree program. Prior informal resolutions are used to determine if a subsequent offense should go to a formal hearing.

FORMAL PROCEDURE

For more serious misconduct, or in cases where the student disputes the allegation or the penalty, a college or school hearing board will hear the matter. Procedures for hearings are described in the *Student Academic Misconduct Regulations*.

If the student is found to have committed academic misconduct, the hearing board has the authority to impose sanctions, such as:

- reprimand or censure of the student;
- reduction of the grade on the assignment, exam, or entire course, to as low as zero;
- requirement of the student to rewrite the assignment or exam;
- requirement of the student to submit an essay or a presentation on academic misconduct;
- suspension or expulsion of the student; and
- postponement, denial or revocation of the student degree, diploma or certificate.

A penalty imposed by a hearing board is reported to the student's college or school and to the university, and becomes part of the student's record. In research funded by an external agency, a finding of misconduct is reported to that agency.

Further appeal of a hearing board decision or penalty is permitted only on grounds of lack of jurisdiction, bias, substantial procedural error or new evidence.

APPEALS IN ACADEMIC MATTERS

→ <https://governance.usask.ca/student-conduct-appeals/academic-misconduct.php#About>

→

NON-ACADEMIC MISCONDUCT POLICY AND PROCEDURES

→ <https://governance.usask.ca/student-conduct-appeals/non-academic-misconduct.php>

STUDENT CONDUCT AND APPEALS INFORMATION SHEETS

→ <https://governance.usask.ca/student-conduct-appeals/index.php#TypesofStudentConductandAppeals>

10. Student services and information tools

Academic calendar

A listing of academic-related events and deadlines at the University of Saskatchewan.

→ <http://www.usask.ca/events/month.php?cal=Academic+Calendar>

Access and Equity Services

Access and Equity Services is guided by Saskatchewan's Human Rights legislation and the duty to accommodate individuals requiring accommodations based on disability, religion, family status and gender identity.

→ <https://students.usask.ca/health/centres/access-equity-services.php>

Applying to graduate

There are two convocation ceremonies every year at USask — Spring Convocation and Fall Convocation. Students who are nearing completion of their program must apply for graduation even if they are not attending the convocation ceremony. Consult the university calendar for application deadlines.

→ <https://students.usask.ca/academics/graduation.php>

Co-curricular record

The Co-curricular record (CCR) is a personalized and official record of university-approved and facilitated activities which students have been involved. It will help students find opportunities to learn outside of the classroom and then will capture those activities, and the learning outcomes derived from them, on an official document that the student can use in furthering their employment and educational goals.

→ <https://ccr.usask.ca/home.htm>

Exam information and scheduling

Information on exam schedules, rescheduling exams, deferred and supplemental exams, appeals and more is available here:

→ <https://students.usask.ca/academics/exams.php>

Frequently used forms

Frequently used forms such as *Name Change Form*, *Late Enrolment in a Class*, *Request to Extension to Time in Program* and more can be found here:

→ <https://students.usask.ca/forms.php>

Gordon Oakes Red Bear Student Centre

The Gordon Oakes Red Bear Student Centre is dedicated to supporting the academic and personal success of Métis, First Nations and Inuit students. The centre offers personal, social, cultural and academic support through programs, services and events held throughout the academic year.

→ <https://students.usask.ca/indigenous/>

Graduate Students' Association

The Graduate Students' Association (GSA) is a not-for-profit organization that represents over 4000 graduate students at the University of Saskatchewan. The GSA provides professional, academic, and social activities and services, and promotes awareness of issues relevant to graduate students.

→ <https://gsa.usask.ca/>

School of Public Health Students' Association

The School of Public Health Students' Association (SPHSA) aims to provide leadership, advocacy, and support for all students in the SPH through partnerships with the University of Saskatchewan, the School of Public Health and the community.

→ sphsacouncil@gmail.com

IT Support Services

Email, PAWS, and technology support.

→ <https://itsupport.usask.ca>

International student information

Find everything a person needs to know about life as an international student at USask including immigration matters and information on working and living in Canada:

→ <https://students.usask.ca/international/index.php>

Resources and services for international students and those wanting to go abroad can be found through the International Student and Study Abroad Centre (ISSAC).

→ <https://students.usask.ca/international/issac.php>

Jobs and volunteering

Employers are interested in well-rounded students who have a range of experiences that show their willingness to get involved, take initiative, and take advantage of opportunities to develop themselves. Learn about job postings and search tips, co-ops and internships, working in Canada, and more here:

→ <https://students.usask.ca/jobs/jobs.php>

Pride Centre

A welcoming place for people of all sexual orientations and gender identities.

→ <https://ussu.ca/main-page/centres/pride-centre/>

Protective Services

24-hour assistance with campus safety or security issues.

→ <http://www.usask.ca/protectiveservices/contact-us/index.php>

Recreation Services facilities

USask students are invited to take advantage of the Physical Activity Complex (PAC), squash courts, pools and more.

→ <https://rec.usask.ca/>

Safewalk

Safewalk volunteers walk people safely to their destination on or near campus from Sunday to Thursday, 8:30 p.m. to 11:30 p.m. Outside of these hours, Protective Services provides walking escorts. This service is free and available to students, staff, faculty and campus visitors.

→ <https://students.usask.ca/essentials/be-safe.php>

Student Affairs and Outreach

Offers mental health intake, student outreach, crisis response, and consultation to those concerned about a student.

→ <https://students.usask.ca/health/centres/student-affairs-and-outreach.php>

Student Central

Don't know who to call? Start at Student Central for help with questions about finances, registration, academic life, and more.

→ <https://students.usask.ca/student-central.php>

Student Employment and Career Services

Career and employment skills, workshops, and events.

→ <https://students.usask.ca/jobs/career-services.php>

Student Learning Services

Programs and services to help students develop academic skills plus support for learning in areas such as writing, math, studying, and research.

→ <http://library.usask.ca/studentlearning>

Student Wellness Centre

The Student Wellness Centre offers urgent and non-urgent physical and mental health care to USask students and their spouses and children.

→ <https://students.usask.ca/health/centres/wellness-centre.php>