

DEPARTMENT OF CIVIL, GEOLOGICAL, AND ENVIROMENTAL ENGINEERING  
UNIVERSITY OF SASKATCHEWAN

**HANDBOOK FOR GRADUATE STUDENTS**

**Part 2**

**2017-2018**

Welcome to the Department of Civil, Geological, and Environmental Engineering. Here is a checklist of tasks that all students will need to complete once they have arrived on campus. These tasks are very important, as they will allow students to register for courses, access the university computer network and receive stipends and/or scholarships. Also additional information is provided to cover frequently asked questions, such as process for voluntary withdrawal from the graduate program and leave requests.

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## **1. International Student Administrative Requirements**

### **Study Permits**

A copy the student's Study Permit and Passport must be entered into their official student file. Departments Graduate Assistant, located in ENGR 2B60, will need to add these documents to the student's existing file.

### **Account Holds**

An Account Hold occurs if a student received a Conditional Acceptance to the University of Saskatchewan. A hold will result in a student being unable to register for courses at the University of Saskatchewan. The nature of the hold(s) will be described in the student's official acceptance letter. In order to have any/all holds removed the student must, in person, go to the College of Graduate and Postdoctoral Studies office located in room C180 in the Administration Building and present the required documents. Once this is done, the holds will be removed and the student will be free to enroll in classes.

### **Social Insurance Number**

If a student is receiving any form of financial support he/she will be required to have a Social Insurance Number (SIN). If a student is required to obtain a SIN, a letter of Confirmation of Enrollment can be obtained through their PAWS channel and taken to the Saskatoon Service Canada Office located inside of Market Mall, 2325 Preston Avenue.

### **International Student & Study Abroad Centre (ISSAC)**

If an International Student requires assistance in regards to visa applications, funding, work permits, or other inquiries associated with International studies, the student may visit the International Student and Study Abroad Centre located in Room 80 of Lower Place Riel.

## **2. Domestic & International Student Administrative Requirements**

### **Tuition**

Student must make arrangements to pay tuition. Tuition will appear on a student's account after they have registered for classes. If a student wishes to make monthly tuition payments, he/she can go to Student Finance and Awards in the Administration Building.

### **Student Finance and Awards, SESD**

E40-105 Administration Place

University of Saskatchewan

Saskatoon SK S7N 5A2

Hours: 8:30 a.m. – 4:30 p.m. Monday to Friday

Tel: 306-966-4595

Email: [student\\_accounts@usask.ca](mailto:student_accounts@usask.ca)

Students can also pay tuition with on-line banking, PAWS and through the mail. More information can be found <https://students.usask.ca/money/tuition-fees/pay.php#Howtopay>

### **University of Saskatchewan Computer Network Access**

Ensure you have created a password for your Network Service ID (NSID) (this is the code you were given when you were admitted (e.g.abd123)). You will need your NSID and password to access the U of S computer system and to register. If you have problems with your NSID you can contact the IT Service Desk in the following ways:

**TELEPHONE SUPPORT: 306-966-2222 or 1-800-966-4817 Toll Free in Canada**

**EMAIL SUPPORT: [servicedesk@usask.ca](mailto:servicedesk@usask.ca)**

**IN-PERSON SUPPORT** (ID will be required)

**Room 70 Arts Building ([Arts 70](#))**

**1st floor of Murray Learning Commons – Murray Library**

**First floor of the Health Sciences Learning Commons** in the Leslie & Irene Dubé Health Sciences Library

### **Student ID & Library Card**

Students require a Student ID card, which will allow them to have access to University Facilities and to be able to apply for a U-Pass. Students can only receive a card once they have registered for courses. Student ID can generally be procured from the Student Bookstore located in Marquis Hall. During the first portion of the Fall term this location is subject to change because of the higher influx of students entering the University.

### **U-Pass**

The U-Pass offers students huge savings for transportation on Saskatoon Transit and is mandatory for most students. U-Pass stickers can be picked up or reactivated at the Information Centre in Upper Place Riel. Students must reactivate their U-Pass stickers each term.

## **3. Graduate Course Requirements**

### **Graduate Research Classes CE 992, CE994 and CE 996**

#### **M.Eng. Students CE 992**

In addition to 24 academic credit courses, approved by the supervisor, M.Eng students are required to be enrolled in CE 992 in Term 1, 2, and 3 for each Academic year for the duration of their time in program. Course permission is not necessary for students to register in this course. Student may register on their own without approval. Failure to do so will result in the need to submit a late enrollment form (Appendix A).

#### **M.Sc. Students CE 994**

In addition to 15 academic credit courses, approved by the supervisor and the Advisory Committee, M.Sc. students are required to be enrolled in CE 994 in Term 1, 2, and 3 each Academic year for the

duration of their time in program. Course permission is not necessary for students to register in this course. Students may register on their own without approval. Failure to do so will result in the need to submit a late enrollment form (Appendix A).

### **Ph.D. Students CE 996**

In addition to 6 academic credit courses, approved by the supervisor and the Advisory Committee, Ph.D. students are required to be enrolled in CE 996 in Term 1, 2, and 3 each Academic year for the duration of their time in program. Course permission is not necessary for students to register in this course. Students may register on their own without approval. Failure to do so will result in the need to submit a late enrollment form (Appendix A)

### **CE 990 Seminar**

#### **Monthly**

The CE 990 Course is a series of seminars held during Terms 1 and 2 each Academic year. Students must attend each seminar topic once in order to be eligible for graduation. It is recommended that students attend the seminars during their first year of studies. Failure to attend all seminars during the duration of the student's time in program will result in a delay during the student's graduation process.

#### **Annual**

The Annual CE 990 Graduate Students Seminar is hosted in January, sometimes February, of every year. M.Sc. students are required to give a research presentation, at least, once during their time in program. Ph.D. students are required to present twice during their time in program.

### **Graduate Classes**

All students must meet with their supervisor(s) in order to determine which classes the student will take. The student will be required to take a Course Registration Form (Appendix B) with them to the meeting with their supervisor. This form must be filled in and signed by the supervisor and the appropriate course instructors. Once this form is completed it may be returned to the Graduate Assistant (GA) in room 2B60. If this form is not submitted to the GA, then the classes will not be added to the Student Program of Studies, and they will be unable to register in the course(s) they are required to take.

### **Undergraduate Classes**

The number of undergraduate courses that can be taken for credit towards the student's degree can be found in the Academic portion of the Graduate Student Handbook. In order to take an undergraduate course, the student must receive permission from their supervisor(s). Once permission has been obtained, the student may register for the course, but must make sure they notify the Graduate Assistant in order to have the course added to their Program of Study, and have the undergraduate class tuition waived.

### **GSR 960 – Introduction to Ethics and Integrity**

GSR 960 is an online ethics course offered by CGPS. This course MUST be taken during the student's first term at the University of Saskatchewan. Failure to do so will result in a hold on the student's account, which will prevent the student from registering in any further courses/academic terms. Students are required to complete this course in order to be eligible to graduate,

**Note**

Additional GSR courses may be required depending on the nature of the student's research. A decision regarding the student's enrollment in these additional courses will be made by the student's supervisor

1. GSR 961 – Research involving humans
2. GSR 962 – Research involving animals

**Add/Drop Deadlines**

A list of Add/Drop deadlines for each academic term can be found at the link below:

<https://students.usask.ca/academics/programs.php#Registrationdeadlines>

These dates pertain to the final dates that a student can register for a course before they need to submit a late enrollment form (Appendix A), and the last day(s) they are able to withdraw from a course. If a student withdraws from a course after the first set of Add/Drop dates, the student will receive a 'W' on their academic transcript. This indicates a student withdrew from the course. Please note that there will be no refund of tuition, as graduate students pay flat a Graduate level tuition, which is not based on the number of courses they are enrolled in.

**Late Enrollment**

In the event a student does not register for a course before the first Add/Drop Deadline, a late enrollment form must be completed and submitted to Student Central, located in the Administration Building. An administrative fee of \$35.00 must be paid for each late enrollment form submitted (Appendix A). The late enrollment form can be found at this link:

<https://students.usask.ca/documents/class-override.pdf>

**Auditing a Course**

Students may audit a course with permission from their supervisor. Permission must also be obtained from the course instructor and the head of the department, or department designate – department graduate chair. Once permission has been given, the student will need to notify the Graduate Assistant in order to have the auditing fee waived. The student must also fill-in and submit a Permission to Audit Form: <https://students.usask.ca/documents/audit.pdf> (Appendix C) about auditing a course can be found here:

<https://students.usask.ca/academics/programs.php#Repeatingorauditingclasses> .

## 4. Health, wellbeing and personal safety

Graduate studies can be a stressful time for students. Intense course work, late-night studying, the stress of research and anticipation of results, and the lonely hours of preparing and defending your thesis are part of graduate studies. These factors can have a personal toll on students' physical and mental health. The University of Saskatchewan has a comprehensive plan for students' health and wellbeing. The following provides information regarding the student health plan, health services available on campus, and an overview of recreational programs.

### Medical Health

Two parts of medical health at the University of Saskatchewan are to be considered: primary provincial health care and University Student Health Plan.

### Provincial Health Coverage

All residents of Saskatchewan are covered by Provincial Health Care coverage. Details on coverage and enrollment can be found at the following webpage: <https://students.usask.ca/health/health-plans.php#AccessingHealthCare>. Permanent residents of Saskatchewan are enrolled and are required to apply for a health care card if they do not currently have one. Canadian residents who are new to Saskatchewan are to apply within 90 days of moving to the province. International students (and their family members) are eligible for enrollment provided the following conditions are met:

Eligibility requirements for the enrolled student:

- have a valid study permit
- provide proof of a registered, full-time status at the University Of Saskatchewan
- have a Saskatchewan residence address
- Eligibility requirements for students' spouse and children:
  - be living with you at a Saskatchewan residence
  - have immigration documents allowing them to stay longer than six months (visitor record)
  - proof of living at a Saskatchewan residence

**STUDENTS WHO DO NOT HAVE EXISTING SASKATCHEWAN PROVINCIAL HEALTH COVERAGE ARE TO APPLY FOR HEALTH CARE CARD AT THE FOLLOWING WEB PAGE:**

<https://www.ehealthsask.ca/residents/health-cards/Pages/Apply-for-a-Health-Card.aspx>

### University of Saskatchewan Student Health and Dental Plan

As part of admission, graduate students are enrolled in the University's extended health and dental, vision and travel coverage plan. Information regarding the Graduate health plan is found at the following web page:

[http://www.studentcare.ca/View.aspx?locale=en&uid=UniversityofSaskatchewangraduatestudentsGSA\\_Home&](http://www.studentcare.ca/View.aspx?locale=en&uid=UniversityofSaskatchewangraduatestudentsGSA_Home&)

In addition, the following web page provides a summary of the coverage provided by the extended health plan:

<http://www.continuumplan.com/covered.php>

### **Personal Wellbeing**

Graduate studies is an individual pursuit that can involve extended periods of solo-work that will challenge the limits of your knowledge. This pursuit can cause uncertainty in yourself, feelings of isolation, increase of workload and can have a detrimental impact on your personal life. In addition, international students face additional challenges in dealing with new climates, new city, new cultures and separation between their family and support network. **For any student, resources are available and accessible at The University of Saskatchewan to guide you through graduate studies.** The following provides an overview of services available at the University:

<https://students.usask.ca/health/centres/counselling-services.php#Servicesforstudents>

International students who are wanting to connect to other students and services are encouraged to visit the International Students and Study Abroad Center. Details of the center and resources available are found at the following web page:

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

**Students are encouraged to discuss their personal wellbeing and any outside issues that are affecting their studies with their supervisor.**

### **Physical Activity and Recreation**

It is not uncommon to spend a full day at the computer screen during graduate studies and repeat the process the next day! Students are encouraged to balance their studies with pursuits outside of academia. The University of Saskatchewan offer numerous facilities, programs, and services to assist in physical activity and recreation. Details are provided at the following web pages:

Physical Activity:

<https://students.usask.ca/health/athletics.php>

Clubs and Student Groups:

<https://fms.ussu.ca/fmi/webd?homeurl=https://fms.ussu.ca/index.html#RatifiedCampusGroups>

## **5. Required Health and Safety Training**

Graduate students in the Department are required by U of S and College of Engineering policy to take requisite occupational health and safety training provided through U of S Safety Resources. As well, all graduate students must participate in local worksite specific orientation training provided by the faculty and/or staff responsible for the laboratories and facilities to be used during their program of studies.

Regardless of the expected length of service or employment arrangements, all graduate students are expected to self-register and attend all requisite Safety Services courses as soon as the courses are available and it is reasonably possible to attend; typically within the first two months of service. ***There is no cost for this training, and time spent at the courses is considered time “at work” towards your program requirements.***

The College of Engineering’s Researcher, Graduate Student and Worker Orientation Checklist link is provided in Appendix F (and is available online at <http://engineering.usask.ca/service-and-support/safety->

[security.php](#)). Further to laboratory-specific safety training, the Orientation Checklist identifies the following notable requirements:

- Laboratory Safety Course (online course; required for all graduate students)
- Workplace Hazardous Material Information System (WHMIS) (online course; required for all graduate students)
- Safety Orientation for Employees (half-day classroom course, required for all graduate students)
- Safety Orientation for Supervisors (half-day classroom course, required for graduate students who will serve as laboratory teaching assistants, or in other situations where they are responsible for supervising others)

**The Laboratory Safety Course and the WHMIS course are valid for three years.** As such, students taking longer than three years to complete their programs will have to re-take these courses shortly before they expire.

Course descriptions and registration forms can be found at the following website:

<http://safetyresources.usask.ca/services/training/index.php>

Students must submit certificates demonstrating successful completion of each course to their supervisor, the Graduate Assistant, and (if requested) to laboratory technical staff.

Students may not access U of S laboratories, nor may they serve as laboratory teaching assistants, until they have completed the required safety training. All key request forms must have a copy of the completed and fully authorized orientation checklist attached if laboratory space access is being requested.

## 6. Employment

If a student is a M.Sc. or Ph.D. student, and receiving funding, then they must fill in the appropriate income tax forms – TD1 and TD1SK. These tax forms can be found at the links below:

- <https://www.canada.ca/en.html>

Once the forms have been completed the student must take them to the Department of Civil, Geological, and Environmental Engineering's Graduate Secretary located in Room 2B60 Engineering. Further employment documents, such as direct deposit forms, can also be collected from the Administrative Assistant. If a student does not yet have a bank account, they should open one as soon as possible.

## 7. Graduate Desk, Laboratory Space, and Building Keys

### Graduate Desk Space

M.Sc. and Ph.D. students are entitled to have a work space. A student should first consult with their supervisor to determine if their supervisor has any available space for them in either a room or lab

controlled by their supervisor. In the event that a supervisor does not have space, the student may submit a desk request form – located in Appendix D and be placed on the wait list for a graduate desk.

### **Building Keys**

In order to obtain building keys a student must complete a key request form – located at this link: <http://engineering.usask.ca/documents/service-and-support/Engineering%20Key%20Request%20Form.pdf> . Once completed, the student can return the form to the Graduate Commons, Room 2B60 in the Engineering Building. Keys generally take 2 to 4 weeks to be delivered. Once the keys are ready to be collected the student will receive an email to notify them that the keys may be picked up from Room 1B97.3 in the Engineering Building. Students should first meet with their supervisor to determine what building, room, and laboratory keys the student may require. **Students cannot obtain keys without first having completed the required safety training (Appendix F).**

## **8. Voluntary Withdrawal from the Graduate Program**

Students who wish to withdraw from their graduate program must submit form GSR 203- Notice of Withdrawal from Graduate program Form (Appendix H) to the Graduate Assistant in Room 2B60, Engineering. Additionally, students must withdraw from any courses they are currently registered for through PAWS immediately. **Failure to do so can result in a faculty action of Required to Discontinue (RTD) that will remain on your official academic record. No further written communication from College of Graduate and Postdoctoral Studies will follow. Please check PAWS (<http://paws.usask.ca>) to confirm your status.**

## **9. Leave 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 registration terms (Sept 1 to Dec 31; Jan. 1 to Apr 30; May 1 to Aug 31). Maternity, adoption, and parenting leave may be granted for eight or twelve month blocks.

The Head of the academic unit or Graduate Chair has the authority to approve a first-time leave request of up to 4 months for compassionate or medical reasons. For maternity, parental or adoption reasons, the leave may be approved for up to 12 months immediately following a birth or adoption. 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 CGPS.

Requests for leaves should be discussed as early as possible with supervisors so that appropriate accommodations can be made prior to the beginning of the leave. Requests should be made in writing by the student for a minimum leave of four months to a maximum leave of twelve months by following the steps in Appendix I.

## **10. Miscellaneous Information & Forms**

### **Academic Honesty**

Carefully read the document in Appendix G, and be sure to visit all of the links included in the document. Once done, please sign and return to the Grad Commons Office, Room 2B60, Engineering, so that a copy of the document may be put in your academic file.

### **Emergency Contact**

This form is entirely optional for a student to fill in. The information, if given, will be placed in a sealed envelope in the students file, and ONLY used in the event a student becomes ill, must be hospitalized, or has gone missing. If a student wishes for emergency contact information to be placed in his/her file then they may fill in the following form and submit it to the Graduate Assistant in the Graduate Commons, 2B60 Engineering. Please see Appendix E.

### **Map of the University**

<https://www.usask.ca/maps/>

## Appendix A – Class Permit/Override and/or Late Enrolment



# Class Permit/Override and/or Late Enrolment in a Class

This form is intended only for students who register using PAWS. Consult with your College if you do not register using PAWS.

**Note:** If the following statements are true then go directly to your College (you do not need to use this form):

- I wish to exceed my maximum credit unit limit
- I wish to repeat a class for which I already have credit

### Student Information (Please Print)

Last Name	First Name	Middle Name(s)
Student Number	Tel:	E-mail

### request (Check all that apply)

- Override of a class limit
- Override of a class restriction (e.g. the class is only open to a particular college, major, program, or level)
- Override of a time conflict
- Lecture/Lab exemption
- Adding a class after the add/drop deadline (\$35 late addition fee charged per class)\*
- Changing sections after the add/drop deadline (\$35 late addition fee charged per class)\*

\* Students are responsible for arranging special accommodation with their instructor for final examination conflicts that result from registering in a class after the add/drop deadline.

### class for which above action IS to be taken: (all fields need to be completed)

course reference Number (crN)	Subject	Number	Section	credit units	term	lab/tutorials

**Step 1:** Have the Instructor of the class sign and date below

Instructor's Name	Instructor's Signature	Date (mm/dd/yyyy)
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**Step 2:** Have the Department Head sign and date below

Department Head or Designate's Name	Department Head or Designate's Signature	Date (mm/dd/yyyy)
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**Step 3:** Take this form to the Departmental Office to have the correct permission(s) or override(s) placed on your record in the system (verify after in PAWS under "Check your Registration Status" for the correct term)

Departmental use only: Initial each permission entered into system and date.

Limit	Time	Permission	Restrict	Date (mm/dd/yyyy)
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**Step 4:** Is today's date on or before the last day to add or drop classes for the term?

<p>• <b>Yes</b>, it is on or before the last day to add or drop classes for the Term</p> <p><b>register yourself in PawS!</b></p>	<p>• <b>No</b>, it is after the last day to add or drop classes for the Term</p> <p><b>come to Student central with this completed form to be registered in the class</b></p>
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### declaration

I understand that I am responsible for all fees assessed due to the above.

Student's Signature	Date
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FOR OFFICE USE ONLY
Entered by
Date

## Appendix B – Graduate Studies Class Permission

### Graduate Studies Class Permission 2016/2017

Name: \_\_\_\_\_

Student No. \_\_\_\_\_

E-Email Address: \_\_\_\_\_@mail.usask.ca

**Degree (circle one):**    PGD        M.Eng.        M.Sc.        Ph.D.

Session	Subject	Number	CRN	Term	Dept/Inst Approval

Student Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

*\*\* If you are requesting permission to register in an undergraduate class or a class offered outside your home department, you will require an additional signature:*

**Remember: You must maintain registration in your home department's 990 & also 992 (for MENG); 994 (M.Sc.) or 996 (Ph.D.) for the entirety of your graduate program.**

**GSR 960.0 - Introduction to Ethics and Integrity.** This is a program requirement for All Graduate Students! It is an online course & you should register for this in the first term of your program.

## Appendix C – Permission to Audit



## Permission to Audit and/or Change of Audit/Credit Status

This form is intended only for students who register using PAWS. Consult with your College if you do not register using PAWS.

**Note:** Registration as an audit student is not allowed prior to the start of classes.

### Student Information (Please Print)

Last Name	First Name	Middle Name(s)
Student Number	Tel:	E-mail

### Request (Check all that apply)

- Permission to Audit a Class (if "Audit Allowed with Permission" is listed in Class Search). If permission is not required, this form is not needed. Go directly to Student Central to be registered.
- Changing from Audit to Credit status (Students may change from audit to credit prior to the withdrawal deadline in a term and will be assessed the full tuition cost. A \$35 fee applies if this change is requested after the deadline for registration changes.)
- Changing from Credit to Audit status. (Changes from credit to audit status must be made before the withdrawal deadline.)

### Class(es) for which above action is to be taken: (all fields need to be completed)

Course Reference Number (CRN)	Subject	Number	Section	Credit Units	Term	Lab/Tutorials

**Step 1:** Have the Instructor of the class sign and date below

Instructor's Name	Instructor's Signature	Date (mm/dd/yyyy)
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**Step 2:** Have the Department Head sign and date below

Department Head or Designate's Name	Department Head or Designate's Signature	Date (mm/dd/yyyy)
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**Step 3: ONLY IF A PERMISSION IS REQUIRED** for exceeding the enrolment limit and/or for an override of a class restriction. Take this form to the Departmental Office to have the correct permit(s) placed on your record in the system. If not, go directly to step 4.

Departmental use only: Initial each permission entered into system and date.

Limit	Permission	Restrict	Date (mm/dd/yyyy)
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**Step 4:** Submit the completed form to Student Central to be registered in the class.

### Declaration

I understand that I am responsible for all fees assessed due to the above.

Student's Signature	Date
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FOR OFFICE USE ONLY	
Entered by	
Date	

### Student Central

Student and Enrolment Services Division ■ University of Saskatchewan ■ 105 Administration Place ■ Saskatoon, SK S7N 5A2 Canada  
Tel: 306-966-1212 ■ Toll Free (in Canada) 1-877-650-1212 ■ Fax: 306-966-6730 ■ Email: askus@usask.ca ■ Website: students.usask.ca

Last updated: January 2014

## Appendix D – Graduate Desk Application Form

### Graduate Student Desk Application – Civil and Geological Engineering

Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Program: M.Sc.      M.Eng.      Ph.D.      PGD

                 Full Time                      Part Time

Start Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

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#### Office use only

Desk #: \_\_\_\_\_ Date Granted: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

## Appendix E – Emergency Contact

**CONFIDENTIAL**

### EMERGENCY CONTACT INFORMATION

Voluntarily Submitted by Faculty, Staff and Graduate Students

College of Engineering

#### General Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Telephone #: \_\_\_\_\_

#### Contact Information

Contact Person: (#1) \_\_\_\_\_ (#3) \_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Contact Person: (#2) \_\_\_\_\_ (#4) \_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Telephone #: \_\_\_\_\_

#### Medical Information

Doctor's Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

Sask. Health #: \_\_\_\_\_

Allergies: \_\_\_\_\_

\_\_\_\_\_

#### Other Pertinent Info:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please fill in all or partial information and return to the Graduate Student Commons, Room 2B60 Engineering to be placed in your student file and to be used for personal emergencies only.*

## **Appendix F – Safety Orientation Checklist**

<http://safetyresources.usask.ca/services/training/index.php>

## Appendix G – Academic Honesty

### Declaration of Academic Honesty

Graduate Program  
Department of Civil, Geological, and Environmental Engineering  
University of Saskatchewan

I, \_\_\_\_\_ acknowledge that (Print Name)

- I have read and understood Principle 1: Learning and Growth on the University of Saskatchewan’s website <http://www.usask.ca/secretariat/governing-bodies/council/resources/guidelines-for-academic-conduct.php>
- I have read and understood Principle 2: Honesty and Integrity on the University of Saskatchewan’s website <http://www.usask.ca/secretariat/governing-bodies/council/resources/guidelines-for-academic-conduct.php>
- I have read and understood Principle 3: Respect and Dignity of Others on the University of Saskatchewan website: <http://www.usask.ca/secretariat/governing-bodies/council/resources/guidelines-for-academic-conduct.php>
- I have read and understood the Academic Misconduct information found on the University of Saskatchewan’s website <http://www.usask.ca/secretariat/student-conduct-appeals/academic-misconduct.php>
- I am aware of the university’s policies and procedures for cases of academic dishonesty and the penalties that could be imposed; an overview of this information as well as the complete Student Academic Dishonesty Rules can be found on the University of Saskatchewan’s website <http://www.usask.ca/secretariat/governing-bodies/council/resources/guidelines-for-academic-conduct.php>

I, \_\_\_\_\_ agree to abide by these policies. (Print Name)

Signed, \_\_\_\_\_  
(Signature)

Student Number: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit the completed and signed form to the Graduate Secretary.

## Appendix H – Notice of Withdrawal



**UNIVERSITY OF  
SASKATCHEWAN**

**College of Graduate and Postdoctoral Studies**

Room C180 Administration Building, 105 Administration Place, Saskatoon SK CANADA S7N 5A2  
Telephone (306)966-5751, Fax: (306)966-5756, General E-mail: [grad\\_studies@usask.ca](mailto:grad_studies@usask.ca)

**GSR 203**  
**NOTICE OF WITHDRAWAL**  
**FROM GRADUATE**  
**PROGRAM**

Students who wish to withdraw from their graduate program must submit this form to the CGPS. Additionally, students must withdraw from any courses they are currently registered for through PAWS immediately. **Failure to do so can result in a faculty action of Required to Discontinue (RTD) that will remain on your official academic record. No further written communication from CGPS will follow. Please check PAWS (<http://paws.usask.ca>) to confirm your status.**

FAMILY/ SURNAME / LAST NAME	GIVEN NAME(S)	STUDENT NUMBER
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DEPARTMENT OR PROGRAM:

DEGREE:

EFFECTIVE DATE OF WITHDRAWAL:

REASONS FOR WITHDRAWAL (Check as many as appropriate):

- Medical Problems
- Financial Problems
- Personal Issues
- Program was not what you expected
- Difficulty with Supervisor
- Difficulty with Advisory Committee
- Pursuing Education Elsewhere Accepted
- Employment
- Other - please specify:

\_\_\_\_\_  
(Signature of Graduate Student)

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Authorizing Graduate Chair- PLEASE PRINT)

\_\_\_\_\_  
(Authorizing Graduate Chair - SIGNATURE)

DATE: \_\_\_\_\_

## **Appendix I – Steps to Applying for Leave of Absence**

When requesting a leave of absence, please follow the steps below:

- 1) Submit your request to your supervisor/committee in writing. Included in this request must be the following:
  - A clear indication of what type of leave you are requesting
  - An explanation of the circumstances necessitating the leave
  - Medical documentation, where applicable
  - Please note that specific diagnoses, details of conditions, details regarding medication, treatment, etc. are NOT required.
  - We request that medical notes state how long the physician has been treating the student and specific dates/duration of time away being recommended by the physician. We also ask that the functional limitations of the student be described to ensure appropriate accommodation
- 2) Once your request has been approved by your supervisor/committee, it can be given to the Graduate Assistant in Room 2B60, Engineering. The Graduate Chair for the department has to approve the request. The request should not be submitted directly from the student to CGPS – it must be submitted by the academic unit to the CGPS Advisor assigned to that unit. All of the information and documentation outlined in Step 1 must be included in the request forwarded to CGPS.
- 3) Once your leave has been approved and processed by CGPS, the assigned CGPS Advisor will send an e-mail notifying you and the appropriate contacts in your academic unit. While you are on leave, you are not assessed tuition. Additionally, leaves of absence do not count toward your time in program.