

GRADUATE STUDENT
HANDBOOK
MASTER OF HEALTH ADMINISTRATION

schoolofpublicpolicy.sk.ca

JOHNSON
SHOYAMA 
GRADUATE SCHOOL OF PUBLIC POLICY
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MESSAGE FROM THE MHA PROGRAM DIRECTOR

On behalf of faculty and staff, it is my great pleasure to welcome you to the Johnson Shoyama Graduate School of Public Policy (JSGS)'s Master of Health Administration (MHA) program.

Here, we are focused on building leadership, management, and policy capacity for current, emerging, and future health sector leaders. This program brings together students from across Canada, as well as from some international jurisdictions, to explore and analyze health services from a policy perspective. As I'm sure you can relate, our students are determined to understand how policy decisions impact healthcare organizations, and how to influence those decisions to improve the health status of individuals, families, and communities. This has never been more apparent and necessary in light of the COVID-19 pandemic.

Since the program launched in 2013, our student body has grown to include talented and motivated individuals with diverse professional experiences and deep knowledge across the healthcare sector. Your time in program will be enhanced through interactions with your fellow students, and leaders in the healthcare sector, senior public servants, and JSGS faculty.

This graduate handbook contains information you will find useful throughout your program. Please review it in detail and refer back to it often as you progress through your studies.

Congratulations for taking this important step in your career, and I look forward to working with you throughout your program.

Amy Zarzeczny

Associate Professor & MHA Program Director
Johnson Shoyama Graduate School of Public Policy
University of Regina campus





GETTING STARTED

The Johnson Shoyama Graduate School (JSGS), University of Regina (U of R), and University of Saskatchewan (USask) are committed to creating a culture that promotes and supports the health and well-being of our students, faculty and staff.

Welcome (virtually!) to the JSGS U of R campus. We are proudly situated on the territories of the nêhiyawak, Anihšînāpēk, Dakota, Lakota, and Nakoda, and the homeland of the Métis/ Michif Nation, and on Treaty 4 lands. We also have a presence on Treaty 6 lands, with our USask campus.

Please feel free to contact us by phone (306-585-5460), email (jsgs@uregina.ca) or by zoom with any questions or concerns you may have. Our office hours are Monday to Friday, 8:30 a.m. to 4:30 p.m. (CST), and we are closed for lunch from 12:00 to 1:00 p.m.

JSGS U of R mailing address:

Johnson Shoyama Graduate School of Public Policy
3rd floor, 2155 College Avenue, College Avenue Campus.
University of Regina
Regina, SK S4S 0A2

To help you transition smoothly into your online graduate program, here are a few tips to get you started:

- **Connect with and learn from your cohort.** During your program, you will be surrounded by a rich array of individuals from all areas of the healthcare sector. Use this to your advantage by learning from others' experiences and by building your network.
- **Pace yourself.** As either a full- or part-time student, it is important to recognize that balance (personally, professionally and academically) will be important as you make your way through the program.
- **Take advantage of the opportunities presented.** Participate in [online seminars](#) offered several times each month by students, faculty, and guest lecturers.
- **Stay engaged with what is going on in the school.** [Sign-up for our e-newsletter](#) and don't miss out on the latest announcements and publications.
- **Reach out.** If you are struggling with any aspect of graduate life, there are programs, resources and people who are here to support you.

IMPORTANT CONTACTS

MHA ACADEMIC ADVISOR

We are here for you! MHA students are encouraged to first contact the JSGS Academic Advisor about any questions you may have regarding your program. Our staff can:

- help you register for classes,
- provide payment and registration deadline information,
- explain financial appeal procedures,
- help you navigate [UR Self-Service](#) and [URCourses](#),
- provide information about student loans, awards, exams, transcripts, degree information, convocation, and more.

The MHA Academic Advisor can be contacted at jsgs.advisor@uregina.ca.

JOHNSON SHOYAMA GRADUATE SCHOOL STUDENT ASSOCIATION (JSGS-SA)

The JSGS-SA serves as your voice at faculty meetings and within the larger graduate student associations on both campuses. The JSGS-SA also works together to organize social events for students, fundraisers within the community, and the annual Wine and Cheese networking event where students can interact with various public servants (and alumni). [Get to know your student representatives!](#)

U OF R FACULTY OF GRADUATE STUDIES & RESEARCH

The [U of R Faculty of Graduate Studies and Research](#) (FGSR) provides a number of opportunities for you to develop your professional and academics skills. Learn more about information, workshops and events available to all graduate students.

FGSR also sets and administers important policies and procedures that shape U of R graduate programs. Please become familiar with their website and, in particular, the [Graduate Calendar](#).

U OF R STUDENT AFFAIRS AND STUDENT SUPPORTS

U of R Student Affairs offers a wide variety of services and supports to enhance student life. [Click here for more information](#).

IT SUPPORT CENTRE

The IT Support Centre is the single point of contact for all issues, problems or questions related to Information Services and computing at the U of R. Students who have any difficulty accessing their email, UR Self-Service or URCourses should contact the IT Support Centre.

Email: IT.Support@uregina.ca

Phone: 306-585-4685 | Toll-free: 1-844-585-4685

ONLINE RESOURCES

STUDENT IDENTIFICATION

There are two main types of identification for students studying online:

- Student number - All students are assigned a 9-digit number that acts as your [UR Self-Service](#) login ID. This number appears on your official letter of offer and will never change.
- Novell login - A unique ID that provides access to email, library resources, UR courses and other tools. For more information or help, contact the IT Support Centre.

UR COURSES

[URCourses](#), a Moodle-based platform, is the primary Online Learning Environment (OLE) used at the U of R. You can log into URCourses using your Novell ID. Each of your courses will have its own URCourses site. These sites act as virtual classrooms and are the primary means for you to access course materials, participate in course activities and engage with your professor and other students. Students only have access to the sites for courses they are registered in, and access is typically enabled on the first day of the semester.

COMPUTER NETWORK ACCESS

University computer and network services, including campus secure WIFI, can be accessed using your Novell ID. Some sites to familiarize yourself with include the [U of R homepage](#) and [UR Self-Service](#) (Personalized Access to Web Services).

EMAIL

Students should check their @uregina.ca e-mail account regularly, as JSGS and the university send all official and important information to this address. You can also forward this e-mail to a personal account of your choice. [Learn how to do this here.](#)

TUITION AND FEES

The most current and up to date tuition and fee information can be [found here](#). Tuition and fees are subject to change. Tuition and fees are due on the first day of classes. However, the U of R allows for a 28-day grace period to make your payment before late payment charges are added to the account. Late payment charges are applied at 1.5% of the outstanding balance per month.

U OF R LIBRARY

Access to the library's many electronic collections of full text resources and database services is available to students from within the Library, from all the computer labs on campus, or from home. To access resources off campus, you will need your Novell ID. Primary access to all resources can be [made here](#).

If you have specific questions about the library or its resources, contact Michael Shires. He is the librarian responsible for public policy, and can be reached by email at michael.shires@uregina.ca or 306-585-5418. Of course, all library staff are able to help with issues as well.

REFWORKS

RefWorks is a web-based bibliography and database manager that allows users to create personal databases and bibliographies by importing citation content from text files or online databases. It allows users to manage references in writing their papers and automatically format the paper and the bibliography. [Click here for more information about RefWorks.](#)

WRITING ASSISTANCE

Written communication skills are vital for health system leaders, public administrative managers, policy analyst, and in any other professional position. Regardless of the purpose of the written product, it must be effective, concise, clear and grammatically correct. The University Student Success Centre provides in person, online and group writing assistance. For more information, visit the [writing support webpage](#).



YOUR ACADEMIC PROGRAM

MASTER OF HEALTH ADMINISTRATION (MHA)

As an MHA student, you are required to complete 30 credit units, consisting of two in-person residencies (3 credit units) and nine online courses (27 credit units) from the following set of course offerings:

- JSGS 812 - Indigenous Health Policy
- JSGS 814 - Biostatistics for Public Health
- JSGS 817 - Health Policy
- JSGS 823 - Health Promotion
- JSGS 824 - Health Program Planning and Evaluation
- JSGS 826 - Human Resources Management in Health Care
- JSGS 827 - Health Care Organization and Administration
- JSGS 829 - Decision Making and Leadership in Healthcare Organizations
- JSGS 832 - Population-Based Health Program Management
- JSGS 833 - Performance Measurement in Healthcare Organizations
- JSGS 834 - Financial Management of Healthcare Organizations
- JSGS 837 - Health Economics
- JSGS 841 - Health Law and Policy
- JSGS 843 - Data Science for Health Analytics and Decision Support
- JSGS 856 - Health Information Privacy Policy
- JSGS 858 - Enterprise Information Management
- JSGS 886 - MHA Placement
- JSGS 887 - Clinical Terminologies and Classification Systems
- JSGS 888 - Health Informatics and Health Information Technology

You must also complete two in-person residencies (1.5 credit units each):

- JSGS 830AA – MHA Residency I
- JSGS 830AB – MHA Residency II

Each MHA Residency is typically offered once per academic year, with one usually scheduled in Fall and the other in Spring. You must attend both of the residencies to complete your program; however, they can be taken in either order and at any time during your program (e.g., beginning, middle and/or end of program).

Each Residency is scheduled over a weekend, and is held at the U of R College Avenue campus. Students are responsible for making their own travel and accommodation arrangements. If you would like to inquire about on-campus facilities for short-term stay, please contact [Residence Services at the U of R](#). Please note that exceptions and modifications to the in-person delivery format will be made, as needed, in response to public health concerns raised by COVID-19.

In addition to your required courses, you must also complete the following non-credit course:

- GSRT 800AA: All new graduate students at the U of R must complete GSRT 800AA Academic Integrity Tutorial, offered and required by the Faculty of Graduate Studies and Research (FGSR). This is a zero-credit, online course that must be taken in your first term of study and typically can be completed within just a few hours. You will need to register for this course through UR Self-Service. Students who do not successfully complete this requirement by the end of their first term of study will not be permitted to register in the next term or subsequent terms until the course is completed.

NOTE: All JSGS masters students at the U of R campus must complete their studies within six years of commencement.

HEALTH INFORMATICS AND INFORMATION MANAGEMENT (HIIM) MAJOR

The HIIM major focuses on the capture, quality, protection, and use of health information for the management and administration of the Canadian health care system. It is intended for students with a background in the clinical sciences, health services, and computer and information sciences; however, anyone with an interest in the intersection of health information, business, and planning may wish to inquire.

Those of you majoring in HIIM are required to complete 30 credit units, consisting of seven required online courses (21 credit units), two elective online courses (6 credit units), and the two in-person residencies (1.5 credit units each).

Required MHA-HIIM courses:

- JSGS 814 - Biostatistics for Public Health
- JSGS 834 - Financial Management of Healthcare Organizations
- JSGS 843 - Data Science for Health Analytics and Decision Support
- JSGS 856 - Health Information Privacy Policy
- JSGS 858 - Enterprise Information Management
- JSGS 887 - Clinical Terminologies and Classification Systems
- JSGS 888 - Health Informatics and Health Information Technology
- Two elective courses from the MHA program offering.

If you are currently enrolled in the MHA program, but wish to transfer into the MHA-HIIM program, please submit a new application specific to that major. Application information can be found here: <https://www.schoolofpublicpolicy.sk.ca/admission/regina.php#Startyourapplication>.

“The MHA-HIIM was developed to address the demand for advanced education in the management of health information in Canada. Research suggests a masters degree in MHA-HIIM will broaden the skills of those already working in the field, increase the number of skilled workers, and advance the professional core competencies. Real-time, high volume data is being created; however the derived information must be of a high quality to be trusted and useful. The information must also support multiple purposes including direct patient care, population health planning, and financial/resource allocation. Graduates of the MHA-HIIM will be well equipped to enter this fast-paced dynamic work environment and make a meaningful contribution to any health team.”

Kelly Abrams, PhD
JSGS Adjunct Professor and former Vice President, Canadian College of Health Information Management

EXPERIENTIAL LEARNING OPPORTUNITIES

MHA Placement

The MHA Placement class (JSGS 886, 3 credit units) provides you with an opportunity to enhance your graduate experience with a one-month placement within a partner organization (e.g., the Saskatchewan Ministry of Health). During this time, you will work on an assigned policy project under the supervision of both a mentor within the partner organization and a JSGS academic supervisor. The MHA Placement is an opportunity for students to apply what they are learning in their coursework to a current health policy, administration, or system-related issue. Students are expected to spend the equivalent of one-month of full-time work on the project. At the completion of the project, students prepare and present a report on the experience and their learning.

To qualify for the JSGS MHA Placement Program (both the competitive and student-initiated pathway), you must be a current (not graduated) JSGS MHA or MHA-HIIM student with a cumulative average of at least 75% in your program. You

must also have completed a minimum of 9 credit hours in your program.

There are 2 routes for the MHA Placement:

- 1. Student Initiated Pathway:** Students take the lead on identifying a potential partner organization, connecting with a prospective mentor within that organization, and, together with that prospective mentor, develop a Placement Proposal.
- 2. Competitive:** Calls for applications are sent out when opportunities are available. Watch your email for more information!

[Click here for details on both routes including timelines and requirements for the Placement Proposal.](#)

Canadian College of Health Leaders (CCHL)—Certified Health Executive Program (CHE)

JSGS has a strategic alliance with the CCHL's CHE program. The CCHL, formerly known as the Canadian College of Health Service Executives (CCHSE), is a national, member-driven, non-profit association dedicated to ensuring that the country's health system benefits from capable, competent and effective leadership. The CHE Program is a capabilities-based certification program, developed collaboratively with College members, staff, and Board. Given the constant changes within the Canadian health system, all elements of the CHE Program are regularly reviewed and revised by the CHE Program Committee and the Professional Standard Council.

JSGS's strategic alliance with CCHL's CHE allows you to participate in CCHL membership and take a modified version of the CHE at a reduced cost. CCHL and CHE participation is optional and entirely voluntary for MHA students. CCHL makes CHE admissions decisions independently from JSGS. [Find out more information about the CHE programs and benefits of CCHL membership.](#)



“We know that skills shortages in health informatics and health information management pose a serious risk for the Canadian healthcare system. That is why we developed the MHA-HIIM program—the first of its kind in the country. This program was designed with leadership in mind and captures the interdisciplinary and convergent practices in the Health Informatics (HI) and the Health Information Management (HIM) professions. It addresses the need for upskilling and skills broadening due to increased complexity and responsibility within the profession. Key learnings target areas where there is most industry demand and expected future growth, such as business intelligence and analytics, information policy and standards, information and systems governance.”

Ramona Kyabaggu
JSGS Assistant Professor and MHA-HIIM Coordinator

COURSE CURRICULA AND SCHEDULE

Our courses typically involve a combination of readings to complete, activities to participate in, live and recorded webinars, discussion forums and assignments (e.g., papers, briefing notes, presentations, reports, etc.). [Detailed information on all JSGS courses can be found on the JSGS website.](#)

COURSE LOAD

JSGS considers students in the MHA program to have a full-time course load when you take two classes (6 credit units) in each term (fall/winter). The MHA is designed (though not required) to be a part-time program. If you are registered in one course per term, you are considered a part-time student.

The recommended maximum course load is four classes (12 credit units) per semester in fall and winter terms. JSGS also offers spring/summer courses, but due to the condensed nature of these courses, a maximum of two is recommended. Remember, these are suggestions. If you have questions or unique circumstances, feel free to contact the Academic Advisor for assistance.

TRANSFER CREDIT

Transfer Credit is awarded when you have successfully completed coursework at this or another accredited institution of higher education. This coursework may be transferred to the U of R and can reduce your overall program and fees by the number of courses accepted. Transfer credit only applies to courses that have not been used to satisfy another academic credential and cannot be granted for any grade less than, or equivalent to, 70%.

Please visit the [Faculty of Graduate Studies and Research website](#) for full details about transfer credits and agreements.

COURSE REGISTRATION

Registration for graduate students at the U of R opens at set times during the academic year. Registration for Spring/Summer and Fall courses takes place in March. Registration for the Winter classes takes place in October.

Please log into [UR Self-Service](#) to check your registration status. If you were admitted as a fully-qualified student and accepted your admittance by FGSR online, you should be able to register as soon as the system opens. If you were admitted dependent on some condition (finishing your undergraduate degree or providing official copies of transcripts, for instance), you will not be able to register until you have submitted the remaining documentation to FGSR's office (JSGS does not compile the original documents).

In order to register, you need to have your UR Self-Service user ID. This is the nine-digit student ID number that was sent to you by mail in your official letter of offer.

To register:

1. Log into [UR Self-Service](#) (with user ID and pin).
2. Click on "Student Services".
3. Select "Registration", and then "Search for Classes", or "Add/Drop/Search for Classes."
4. Make sure you choose the proper term.
5. Search for courses by subject, and narrow down your search by course number, title, instructor, day or time.
6. Click on "Class Search".
7. Click on the Course Reference Number (CRN) to find more information (i.e., availability, restrictions, descriptions and prerequisites).

One note of caution—please ensure that you are careful when selecting your TERMS. Make sure you are registering for the correct year and term (e.g. 2020-2021 Term 1 or Term 2). If you are in the wrong term, the system will simply inform you that the CRN does not exist, not that it is for a different term!

If you have any questions concerning the online registration process, please access the U of R Registrar's website. You can also contact the JSGS Academic Advisor for assistance. Please note that classes often fill very quickly, so we recommend registering as soon as registration opens. We also ask that you do not register for more classes than you intend to take. Doing so prevents your colleagues from registering.

COURSE REGISTRATION CHANGES

Registration changes can be made on UR Self-Service without penalty as long as done within appropriate deadlines. Additional information and appropriate forms can be [found here](#).

To add/drop a course:

1. Log into [UR Self-Service](#).
2. Click on “Registration” at the main Student Services menu.
3. Select “Check Your Registration Status”.
4. Here, you can view your Time Ticket, Holds, Academic Standing... and more!
5. If you are ready to register and know your CRN’s, go back to the “Registration” menu and click on “Add/Drop/Search for Classes”.
6. Select a term.

To add a course:

1. Scroll down to “Add Class Worksheet”.
2. Enter your CRN’s in the boxes, starting from the left.
3. Click on “Submit Changes”.
4. Continue to register for classes until all of your selected courses appear in the “Current Schedule” section.

To drop a course:

1. Scroll down to “Current Schedule”.
2. Click on the drop down arrow and choose the available option to drop.
3. Click on “Submit Changes”.

To view your updated schedule:

1. Scroll to the top and click on “Student Services”.
2. Click on “Registration”.
3. Select “Detailed Class Schedule”.

How to get added to a waitlist

Wait lists are important for registering when a course is at registration capacity. If a class you are interested in is full, you are advised to register for the wait list as seats often open up closer to the beginning of the semester. It is important to check your @uregina.ca email address daily when waiting for a seat as new seats are available for only 24 hours before the system automatically moves on to the next person on the wait list.

How to register for the waitlist:

The steps for registering for a waitlist are the same as registering for a seat in a class.

1. Log into [UR Self-Service](#) (with user ID and pin).
2. Click on “Student Services”.
3. Select “Registration”, and then “Search for Classes”, or “Add/Drop/Search for Classes.”
4. Enter the CRN of the class into the ‘Add Classes Worksheet’ field. Note, you cannot select the class from the ‘Search for Classes to Add’ section directly, because the class is full.
5. Click ‘Submit Changes’.
6. The following error messages will appear under “Registration Add Errors” when you attempt to register for a class that has already reached its capacity:
 - *Open - n Waitlisted*: indicates that the seat(s) is/are available in the section, but they are being held for waitlisted student(s). You can only place yourself on the waitlist.
 - *Closed - n Waitlisted*: indicates that the number of available seats is zero and that n student(s) is/are already on the waitlist. You can only place yourself on the waitlist.
 - *Closed - Waitlist Full*: indicates there is no open seat in the section or on the waitlist. No additional students can be added to the waitlist.
 - **n equals the number of students on the waitlist.**
7. Using the “Action” dropdown menu, select either “None” or “Waitlist”. “None” will delete the CRN from the registration window. “Waitlist” will add you to the waitlist.
8. Click “Submit Changes”.
9. If you select “Waitlist”, the course will be added to your Current Schedule, and will be identified as a waitlisted class.

Once a seat becomes available, the student at the top of the priority queue will be notified by email. Please ensure to register in the timeframe identified. If you miss the deadline, you will automatically be removed from the waitlist. [Click here for more information](#).

For your benefit, FGSR provides detailed information regarding the rights and responsibilities of graduate students. This information is not intended to legislate the relationship between students and faculty but rather to outline and clarify some basic principles which will foster a positive experience for all individuals. [Click here to read information relevant to you and your studies](#).

In addition to this, FSGR has outlined a number of [policies and procedures](#) that you should familiarize yourself with. This information ranges from academic appeals, academic conduct, copyright, ownerships of intellectual property, and much more.

FGSR has been working to automate graduate student requests. As an introduction to this new process, the following forms will be available for online request through UR Self-Service: requests to transfer, program extension, voluntary withdrawal, leave of absence, program changes and progress reports. [All other forms required by FGSR are available online here.](#)

TUITION, FEES AND PAYMENTS

Tuition fees cover courses taken, research/seminar hours, student activities, materials and services. [To view the most recent fee schedule, please click here.](#)

Students are responsible for consulting the [Academic Schedule](#) each term to familiarize themselves with pay tuition payment and refund deadlines.

Students may also check UR Self-Service (My Refund Schedule) or the Class Refund Schedule to view the deadlines that are specific to the classes in which they have registered for each term or part of term.

HEALTH AND DENTAL FEES:

To help University of Regina students receive health services they need, URSU has partnered with a health service provider to provide students with extended health and dental coverage over and above what is provided by Saskatchewan Health.

Graduate students taking 6.0 credit hours in the Fall term should be automatically covered. [For more information on the Health and Dental Plan visit the URSU website.](#) Refer to the “Can I change my coverage?” link for information on opting out of the health and dental coverage.



ACADEMIC POLICIES

ACADEMIC HONESTY AND INTEGRITY

The following information is taken from the [U of R's Policies and Procedures manual](#).

U of R students are expected to conduct themselves responsibly and with propriety both in their studies and in their general behaviour, and are expected to abide by all policies and regulations of the university. Misconduct, which may be academic (that is, in academic studies) or non-academic (in general behaviour), is subject to disciplinary action.

Assignments, tests and examinations are designed for you to show the instructor how well you have mastered the course material. When the instructor evaluates your work, it must be clear which ideas and words are your own. The general principles of academic integrity for students doing course work are that you are to do your own original, individual work, unless told otherwise by the course instructor, and are to give credit for other people's ideas or words. You should be aware that while collaborative or group work on assignments may be encouraged in some disciplines, it is not acceptable in others. Discussion of ideas with faculty and other students (that is, intellectual debate) is both allowable and important, provided that credit is given in written work for ideas that are not one's own. Group study (as distinct from group work on an assignment that is to be graded) is likewise permissible unless explicitly forbidden by the instructor.

Cheating constitutes academic misconduct. Cheating is dishonest behaviour (or the attempt to behave dishonestly), usually in tests or examinations. It includes:

- unless explicitly authorized by the course instructor or examiner, using books, notes, diagrams, electronic devices, or any other aids during an examination, either in the examination room itself or when permitted to leave temporarily;
- copying from the work of other students;
- communicating with others during an examination to give or receive information, either in the examination room or outside it;
- consulting others on a take-home examination (unless authorized by the course instructor);
- commissioning or allowing another person to write an examination on one's behalf;
- not following the rules of an examination;
- using for personal advantage, or communicating to other students, advance knowledge of the content of an examination (for example, if permitted to write an examination early);
- altering answers on an assignment or examination that has been returned; and,
- taking an examination out of the examination room if this has been forbidden.

Plagiarism is a form of academic dishonesty in which one person submits or presents the work of another person as his or her own, whether from intent to deceive, lack of understanding, or carelessness. Unless the course instructor states otherwise, it is allowable and expected that you will examine and refer

to the ideas of others, but these ideas must be incorporated into your own analysis and must be clearly acknowledged through footnotes, endnotes, or other practices accepted by the academic community.

INTELLECTUAL PROPERTY POLICY

FGSR serves as a resource to graduate students on all matters related to graduate studies, including Intellectual Property. Students are encouraged to contact the Dean's office for advice, information, or assistance in addressing concerns.

FGSR's Intellectual Property Policy has been reviewed by the Intellectual Property Committee and is consistent with the University's Intellectual Property Policy. The policy itself states, "Intellectual Property issues involving students will be addressed in a manner consistent with this policy." Graduate students need to be aware that individual circumstances may affect the interpretation of the policy. [Learn more about the university's policy regarding the ownership of Intellectual Property.](#)

ACADEMIC PERFORMANCE

Students admitted to JSGS, beginning January 2011 or later, should note that the passing grade for any course taken in any JSGS program is 70 per cent.

GRADE DESCRIPTORS FOR JSGS COURSES

JSGS faculty have adopted the following descriptors to provide you with a guide about how assignments and papers are marked. It is expected that the class average in JSGS courses will generally be in the range of 78-82 per cent.

85+ per cent (excellent)

An excellent superior performance with consistent strong evidence of:

- a comprehensive, incisive grasp of the subject matter;
- an ability to make insightful critical evaluation of the material given;
- an exceptional capacity for original, creative and/or logical thinking;
- an excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts fluently; and
- an excellent ability to apply theories to real-world problems and intersect with related disciplines.

80-85 per cent (very good)

A superior performance with strong evidence of:

- a comprehensive grasp of the subject matter;
- an ability to make sound critical evaluation of the material

given;

- a very good capacity for original, creative and/or logical thinking;
- an excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts fluently; and
- a strong ability to apply theories to real-world problems and intersect with related disciplines.

75-80 per cent (good)

A good performance with evidence of:

- a substantial knowledge of the subject matter;
- a good understanding of the relevant issues and a good familiarity with the relevant literature and techniques;
- some capacity for original, creative and/or logical thinking;
- a good ability to organize, to analyze, and to examine the subject material in a critical and constructive manner; and
- some ability to apply theories to real-world problems and intersect with related disciplines.

70-75 per cent (satisfactory)

A generally satisfactory and intellectually adequate performance with evidence of:

- an acceptable basic grasp of the subject material;
- a fair understanding of the relevant issues;
- a general familiarity with the relevant literature and techniques;
- an ability to develop solutions to moderately difficult problems related to the subject material; and
- a moderate ability to examine the material in a critical and analytical manner.

REASSESSMENT OF GRADES

As a student, you have the right to request a reassessment of any grade received. While the course is in progress, you should first talk to your instructor about the grade. If there is no change in the grade, you can appeal to the school's executive director. Once the course is completed, a disagreement over the final grade should again first be discussed with the instructor. If informal discussion fails to resolve the issue, it is possible to formally appeal for reassessment.

Additional information regarding reassessment of grades can be found in [FGSR's Graduate Calendar](#).



GRADUATION & CONVOCATION

As a student, graduation and the convocation ceremony is a pivotal moment in your academic career. It is a celebration of your achievements and a time to reflect on your time in program.

At the U of R, convocation is held twice each year, in June and October. [Please consult the U of R's Registrar's Office for additional information, exact dates, application, forms and deadlines.](#)

When you are near completion of your program, please remember that you must apply for graduation, even if you are not planning on attending the convocation ceremony. [Learn more about the steps required to apply for graduation.](#)

If you are not planning on attending convocation, please rest assured that your degree parchment will be sent out by mail. An official U of R frame for your parchment can be ordered and purchased online through Milburn Universal Designs. [Learn more about your frame options.](#)

www.schoolofpublicpolicy.sk.ca



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