# Faculty of Science Student Services - Contacts, Resources and Procedures

## Who do I contact for advice or help?
- **Department:** Your Associate Chair, Undergraduate; your mentor
- **Faculty:** Dr. Brenda Leskiw, Associate Dean, Undergraduate (492-4758)
- **Centre for Teaching and Learning:** A variety of services are available – for more information please check [http://www.ctl.ualberta.ca/](http://www.ctl.ualberta.ca/)

## Who makes decisions about deferred exams?
- **Midterm exams:** you do
- **Final exams:** the student’s Faculty
- Refer to Calendar Section 23.5.6 and the Faculty of Science Syllabus Template for more information.

## What services can I recommend to students who are struggling?
- **Advisors:** Honors and Specialization students should be directed to Departmental Advisors and General program students should be directed to the Faculty of Science On-line Appointment Booking System [http://ualberta.mywconline.com/](http://ualberta.mywconline.com/) and to our e-Advising service [advisor.science@ualberta.ca](mailto:advisor.science@ualberta.ca).
- **Student Success Centre:** [http://www.studentsuccess.ualberta.ca/](http://www.studentsuccess.ualberta.ca/)
- **Peer Support Centre:** [http://www.su.ualberta.ca/services/psc/](http://www.su.ualberta.ca/services/psc/)
- **University Wellness Services (Counselling and Clinical Services):** [http://www.mentalhealth.ualberta.ca/](http://www.mentalhealth.ualberta.ca/)
- **Student Accessibility Services:** [http://www.ssds.ualberta.ca/](http://www.ssds.ualberta.ca/)
- **Math&Stats Support Centre:** [http://www.mathstats.ualberta.ca/SupportCentre.aspx](http://www.mathstats.ualberta.ca/SupportCentre.aspx)

## What are the important deadlines I should know?
- **Course Add/Delete:**
  - Fall, Sept. 15/15; Winter, Jan. 15/16
- **Course Withdrawal:**
  - Fall, Nov. 30/15; Winter, April 1/16

Note: [http://www.registrar.ualberta.ca/calendar/Academic/Schedule/11.html](http://www.registrar.ualberta.ca/calendar/Academic/Schedule/11.html) lists all important deadlines.

## How do I create a course syllabus?
Use the course Syllabus Template available under TEACHING AND RESEARCH/Resources for Faculty on the Science webpage [http://science.ualberta.ca/](http://science.ualberta.ca/)

If you wish to create your own syllabus, please refer to Calendar section 23.4 to ensure all information required by GFC policy is included.

## Are there things I need to know about grading?
According to the Assessment and Grading Policy (UAPPOL), your course syllabus must contain a clear statement about how marks will be translated into grades. You still have discretion in how to do this, but should consult your Associate Chair before making a final decision.

- **Grade Appeals:** For specific information please consult the Faculty of Science Academic Appeals Policy available under RESEARCH AND TEACHING/Resources for Faculty on the Science webpage [http://science.ualberta.ca/](http://science.ualberta.ca/)

## How do I deal with academic misconduct?
Refer to:

The most important thing we can do is to talk to students about why we value academic integrity. We also need to try to prevent misconduct. Since most cases involve plagiarism, inappropriate collaboration, or cheating on exams, it is important to provide (repeatedly) students with clear instructions and to be vigilant during exams. For answers to questions or for information about how to avoid cheating in crowded classrooms please consult the OSJA website, your Associate Chair or the Associate Dean.