

RTD Procedures

As a student in the College of Arts and Science you are required to meet minimum performance standards as detailed at <http://www.usask.ca/programs/colleges-schools/arts-science/index.php>.

We have completed our average calculations for the 2012-2013 academic year and unfortunately you have not met the minimum standard and are 'Required to Discontinue' (RTD). This faculty action means that you will not be permitted to register in the College of Arts & Science for the 2013-2014 academic year between September 1, 2013 and August 31, 2014.

You may have experienced extenuating circumstances that impacted your academic performance. In these cases students can appeal the RTD. If you had extenuating circumstances such as:

- * medical problems (personal or family);
- * serious unexpected financial difficulty; and/or
- * compassionate situations (e.g. death in the family).

You can appeal the RTD IN WRITING within 30 days of this e-mail.

The appeal must:

- * be written by you;
- * contain documented evidence of the extenuating circumstances, e.g. a doctor's certificate or copy of an obituary;
- * provide your student number, mailing address, U of S email address, and telephone number (or numbers) at which you can be reached.

This appeal should be directed to the Academic Regulations Committee and can be sent to:

Undergraduate Student Office
College of Arts and Science
9 Campus Drive, Saskatoon S7N 5A5

Even though you have received a faculty action and are 'Required to Discontinue' there are a number of options open to you. You can meet with an academic advisor to explore your options by phoning the Undergraduate Student Office at 966-4231 to set up an appointment.

Below are some options to consider:

* As stated above, if your academic performance was hindered due to extenuating circumstances you can appeal the Faculty Action

* You could remain out of university for a year; identify barriers that may have hindered your success and plan for future academic and/or career undertakings.

* You may also apply to other post-secondary institutions to take courses for transfer credit towards your University of Saskatchewan Arts and Science degree program.

If you enroll in courses during your 'Required to Discontinue' year, you must meet the minimum transfer average of 60% on transferable courses to be considered for readmission to the College of Arts and Science.

Please Note: you will retain credit for courses successfully completed during the first two quarters of Spring/Summer 2013, but the marks received do not alter the 'Required to Discontinue' status.

After serving your faculty action, you can return to the College to complete an Arts and Science degree. Please seek advising before returning. Advisors can support you in goal planning, discussing course loads and degree requirements, helping you to develop an action plan to improve your academic performance.

Please Note: Should you decide to resume your studies in this College after August, 2014, you must apply for re-admission through Admissions, Student and Enrolment Services Division online at <http://www.usask.ca/admissions.php>.

Please Note: if this is not your first faculty action of "Required to Discontinue" an appeal will be required for readmission.

ACADEMIC DIFFICULTY

Subject: IMPORTANT MESSAGE ABOUT YOUR ACADEMIC STANDING

Dear Logan,

We are contacting you to remind you that you are currently in academic difficulty. This assessment is based on a review of your Term One final examinations and midterm grades in 6 credit unit courses, as of the end of December. Subsequent work completed in January and grades in deferred final examinations have not been included in this assessment.

At this time we are hoping to focus your attention to, and encourage you to consider options which will help you return to good academic standing before the end of Term Two. To do this we are offering you an opportunity to meet with an academic advisor during the week of February 4th to February 14, 2013.

An appointment with an academic advisor will help you to:

- * Set academic and/or career goals**
- * Pick the classes best suited to your academic interests**
- * Clarify the promotion, probation, and required to discontinue rules and regulations**
- * Learn about restrictions on repeating courses**
- * Learn how to calculate your average**

To take advantage of one of these advising sessions please call 966-4231 or stop by the Undergraduate Office, Room 265 Arts to schedule an appointment with us. Please inform the office that you received an e-mail and would like to make an appointment regarding academic success.

If you are an Aboriginal student please note that we have two Aboriginal Academic Advisors, and if you would like to see one of these advisors please notify when you are making your appointment.

The University Learning Centre offers free academic support to all U of S students. Visit <http://www.usask.ca/ulc/getbackontrack> or the PAL Desk on the first floor of the Murray Library for an introduction to the services provided by the ULC.

Gloria Brandon
Director of Student Academic Services
Undergraduate Office
College of Arts and Science

Sheryl Prouse
Director of Student Advising
Undergraduate Office
College of Arts and Science

RESOURCE LIST FOR ACADEMIC SUCCESS

To help you improve your current academic situation, we strongly encourage you to consider these options:

1. Reduce my course load by withdrawing by the deadline of February 15 for 6 credit unit Term One & Two courses, March 15 for 3 credit unit Term Two courses. Withdrawal after these dates will result in the assignment of a failing grade.

2. Visit the University Learning Centre in the Library or visit the website at <http://www.usask.ca/ulc/studyskills>

3. Do I need help with essays? Visit the University Learning Centre Writing Help for free, in-person one-to-one tutoring (<http://www.usask.ca/ulc/writing.php>) on the first floor of the Murray Library. If I prefer online writing help, I can visit the Online Writing Lab (OWL) for free e-tutoring at <http://www.usask.ca/ulc/writing/online>

4. Review the useful study tips at <http://artsandscience.usask.ca/students/academics/handouts/StudyTips.pdf>

5. Schedule an appointment with an academic advisor to assess my current goals, set new ones, and consider all of my options for either continuing this term, or choosing to return at a later date.

6. Change my major to one better suited to me and my needs.

7. Seek help from my instructor, and/or hire a tutor. Tutor information can be found at: <http://www.usask.ca/ulc/findatutor>

- 8. Visit the Student Employment and Career Centre website at <http://www.usask.ca/secc/>**
- 9. Create or get involved with an informal study group with my colleagues (study rooms can be booked at the Murray Library through PAWS on the Library Tab).**
- 10. Make an appointment at Student Counselling if I am experiencing personal or emotional difficulties. I can visit the website at <http://www.students.usask.ca/wellness/counselling/scs/> for more information.**
- 11. Make an appointment at Student Health if I am experiencing physical illness. I can visit the website at <http://students.usask.ca/wellness/health/shc/> for more information.**