



This information is available online at:

<http://artsandscience.usask.ca/students/help/actions-appeals.php>

Faculty actions and student appeals

Students in the College of Arts and Science must satisfy promotion and graduation standards in order to successfully complete their program requirements and convocate with their selected degree. Occasionally, students are faced with a faculty action during their studies. Academic advisors work with students to help them understand what a faculty action means for them. Advisors also provide insight into the various appeal processes available to the student.

- **If you are required to discontinue...**
- **Student appeals for faculty actions and requests for retroactive withdrawals**
- **Student appeals and rereads of assignments or exams**
- **University level appeals**

If You Are Required to Discontinue...

When a student is Required to Discontinue, it means their grades are below **promotion standards** and they are subject to **faculty action in which case they are either placed on probation or they are required to discontinue (RTD)**.

The College of Arts and Science Undergraduate Student Office reviews student grades in February and May each year. Upon review in February, if a student's grades are low and they appear to be at risk of falling below promotion standards, they will receive a 'warning' email alerting them to their academic standing. When grades are reviewed in May there are three possible outcomes for the student:

- **promotion** to the next year of study, **OR**
- **probation** for one year with a reduced course load of 24 cu maximum, **OR**
- the student is **required to discontinue** from their studies for one year

The table below outlines the grades required for promotion and the grades associated with faculty actions. As a student progresses in his/her program, promotion standard requirements increase.

| Credit Units Attempted | Promotion Standards | Probation | Required to Discontinue |
|-------------------------------|----------------------------|------------------|--------------------------------|
| 18 - 30 | 56% | 55.99 – 50.00% | 49.99% and below |
| 31 - 60 | 58% | 57.99 – 54.00% | 53.99% and below |
| 61 and above | 60% | 59.99 – 58.00% | 57.99% and below |

If you receive an email indicating that you have been placed on probation or that you have been required to discontinue, contact the Undergraduate Student Office, ARTS 265 and schedule an appointment with an academic advisor to review your grades and discuss your situation.

If you have experienced an extenuating circumstance that has resulted in your low academic performance, you may be eligible to appeal the faculty action.

Student Appeals for Faculty Actions and Requests for Retroactive Withdrawals

If a student experiences extenuating circumstances that negatively impact their academic success, they can submit an appeal to the **Academic Appeals Committee in the College of Arts and Science** to request:

- retroactive withdrawals from courses they have not written final exams for
- removal of probation status
- removal of Required to Discontinue status in exchange for probation status

Examples of extenuating circumstances:

- First year transition difficulties
- Death in the family and/or family emergency
- Personal health issues
- Undiagnosed learning challenges
- Criminal / legal emergency

The Academic Appeals Committee in the College of Arts and Science is an internal committee comprised of academic advisors from the Undergraduate Student Office. The content of student appeals is understood to be confidential information.

What should students include in an appeal letter?

- **Name, student # and contact information**
- **What are you requesting?**
 - retroactive withdrawals from courses **or** removal of probation status **or** exchange of RTD status for probation status **or** a combination?
- **What courses and/or terms are included in your request?**
 - Indicate the academic year and term request is being submitted for
 - Include specific course numbers for individual courses included
- **Description of extenuating circumstance**
 - Include enough detail so the committee understands your situation without divulging too much personal information that you are uncomfortable providing
- **Strategy for success in moving forward**
 - Include information regarding steps you have taken/will take to improve your situation so you may succeed in the future
 - This may include: visits with an advisor, a counselor, a medical professional; registration with Disability Student Services; tutoring, study skills workshops, retakes, lighter course load; and/or time off from school
- **Supporting document(s)**
 - Include documentation to support the explanation you have provided about your extenuating circumstance
 - This may include a letter from your counselor, doctor, professor, religious institution, DSS and/or a copy of an obituary
- **Length of appeal letter: 1-2 pages maximum** (not counting supporting documents)

Address all appeals to:

College of Arts and Science
Academic Appeals Committee
c/o Ms. Gloria Brandon, Director of Student and Academic Services
Undergraduate Student Office, Arts 265
University of Saskatchewan
9 Campus Drive
Saskatoon, SK
S7N 5A5

Students can **drop off** their appeal at the front desk of the UGSO or they can **e-mail it directly** to student-advice@artsandscience.usask.ca

Student appeals and re-reads of assignments and exams

Academic advisors in the Undergraduate Student Office are not involved with student appeals and re-reads of assignments and exams. **Appeals of this nature are managed at the departmental and/or College level and they include informal and formal requests.** Information on re-reads is included in this section in order to distinguish between the different appeals processes available to students and the procedures associated with each.

If a student has concerns with how their instructor has marked their exam, essay or other work, they are encouraged to informally contact the instructor(s) responsible for the evaluation before seeking a review under formal procedures.

This informal consultation should take place as soon as possible, but no later than 30 days after the instructor makes the grades available to the students in the class.

If the student is not satisfied with the outcome of the informal consultation, they can initiate a formal re-assessment request by completing the [Request for and Report of Re-assessment Form](#). The completed form must be submitted to the Department Head within 30 days from the time the student receives their informal assessment results from the instructor.

The result of a re-reading procedure initiated by the re-assessment form is final; there is no further appeal at the departmental level.

If, after the formal assessment, the student believes the academic outcome may have been affected by other factors, they may appeal the decision at the College level. In this case, they must submit a written statement and a request for review to the Dean or Provost of the College of Arts and Science within 30 days from the date they were informed of the Departmental decision.

Upon review, the dean or provost informs the student and the original instructor in writing as to the outcome of the investigation.

For full information, see [Student Appeals and Re-reads](#) on the U of S website.

University Level Appeal

Information on the University Level Appeal is included in this section in order to distinguish between the different appeals processes available to the student and the procedures associated with each. Academic advisors in the Undergraduate Student Office are not involved with University level appeals.

In the case of a serious grievance in which the student alleges discriminatory treatment, harassment, or failure to follow university policy and procedures, the University level appeal is available to address these issues.

The University level appeal must be **submitted within 30 days** from the time the student is informed of the College level decision. The student must complete and submit the [University-Level Appeal Form](#) to the University Secretary, the Dean of the college in which the situation occurred, the faculty member responsible for the course to which the allegation relates, and the Dean of the College of Arts and Science.

This appeal is not designed to result in a change of grade, but to address issues surrounding the situation in question. However, in many cases, special considerations will be granted if a student's academic standing has been compromised.

For full information on University level appeals, see [Student Appeals and Re-reads](#) on the U of S website.

Advising Links

[Advising Home](#)

[Course and Program Catalogue](#)

[DegreeWorks](#)

[Registration and Withdrawal Deadlines](#)

[Transfer Credit Equivalents](#)

[Academic Information and Policies](#)

[Academic Information Sheets and Request Forms](#)

[University Policies and Regulations](#)

Academic Advising

College of Arts and Science
Undergraduate Student Office
Room 265, Arts Building
University of Saskatchewan
9 Campus Drive S7N 5A5
Phone: 306.966.4231
Fax: 306.966.7171
student-advice@artsandscience.usask.ca

Office hours:
Monday – Friday 9:00 - 12:00 and 1:00 - 4:00

Academic Advising for Aboriginal Students

College of Arts and Science
Trish Monture Centre for Student Success
Room 248, Arts Building
University of Saskatchewan
9 Campus Drive S7N 5A5
Phone: 306 966-4288
or 306-966-4754
ASAO@arts.usask.ca

Office hours:
Monday - Friday 8:30 - 4:30

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