



Academic Promotion and Standards Policy

RESPONSIBILITY: Associate Dean, Academic

AUTHORIZATION: Student Academic Affairs Committee

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Purpose:

The purpose of this policy is to establish standards for satisfactory academic progress in the College of Engineering. This policy will also set the criteria to be applied when determining whether a student should be placed on academic action (i.e., Warning, Probation, Suspension, or Dismissal) and the corresponding implications associated with each academic action.

Terminology:

Good Academic Standing – status of a student who meets the College promotion and academic standards. A student is considered in good academic standing if they are not currently the subject of any academic action.

Minimum Academic Standard -sessional weighted average of 60% and have failed less than 9 credit units of classes.

Sessional Weighted Average (SWA) – the weighted average of all classes taken in the Fall and Winter terms in one academic year (September to April).

Weighted Average - calculated by multiplying the grade achieved in each class by the number of credit units for that specific class. The sum of the individual weighted marks is then divided by the total number of credit units as shown below:

Example:

Course	Grade	Credit units	Weighted marks (Grade x Credit units)
A	60	6	360
B	75	3	225
C	68	3	204
D	80	3	240
Total		15	1029

Weighted Average = $(1029/15) = 68.6\%$



Repeat year – Fall and Winter term of the first registration year after an academic action was issued.

Academic Action – Status imposed on any student who failed to meet the minimum Academic Standard for the Fall and Winter terms of an academic year. Several distinct types of Academic actions might be assigned to a student based on the student's academic performance for a given academic year (i.e., Warning, Probation, Suspension, Dismissal). It should be noted that students may receive an additional academic action if they do not register, and attempt repeat courses as mandated by a previous academic action.

Scope:

The Academic Promotion and Standard policy will apply to all undergraduate students in the College of Engineering, at the University of Saskatchewan.

Policy:

The academic status of students will be assessed at the end of the Winter Term and will be based on the Sessional Weighted Average (SWA) achieved.

To remain in good academic standing, a student must maintain a Sessional Weighted Average (SWA) of 60% with less than 9 credit units of courses with failing marks in the Fall and Winter terms in the academic year combined. A student who fails to meet the minimum requirement will face an unsatisfactory performance action, also known as academic action.

Students will be notified of any academic action by email using the student's NSID email address within 2 weeks after the completion of an assessment. Students who receive either an **Academic Warning** or an **Academic Probation** action are strongly recommended to complete Back-on-Track program requirements. It is important to note that the Back-on-Track program is only offered during the Spring and Summer terms and that the program is possible to complete remotely (which allows maximum flexibility for some students who may not be in Saskatoon during June, July, and August). However, students who are placed on **Academic Suspension** must complete Back-on-Track program requirements before they will be allowed to register for classes upon return.

Students with prior academic action who subsequently achieved satisfactory academic standing in their repeat year will return to good academic standing.

Any academic action will be placed on the student's record permanently.



1. Academic Action Categories

1.1 Academic Warning

Overview

At the end of the session (Fall and Winter), an engineering student will be placed on *Academic Warning* if any of the statements below are true:

- Sessional Weighted Average is greater than or equal to 55% but less than 60%, or
- Failed more than 8 and less than 15 credit units of courses taken in Fall and Winter terms combined.

Consequences:

- Undeclared students under Academic Warning will be allowed to register in all the remaining first-year required courses. However, if they want to register for upper-year courses, they will be limited to a maximum of 12 credit units per term.
- Upper-year students under Academic Warning will only be allowed to register in a maximum of 12 credit units per term unless the required courses to repeat for the term are more than 12 credit units.
- Students on Academic Warning are required to repeat all courses taken in the previous academic year (Fall and Winter Terms) in which a grade of less than 60% was received, resulting in an academic action. All repeat courses need to be completed by the end of the Winter Term in the repeat year. Failure to repeat any of the courses with a grade below 60% will result in an automatic Academic Suspension.
- Students under Academic Warning are not eligible to participate in the co-op internship program.

Subsequent Action

- Students on Academic Warning will be placed on *Academic Probation* at the end of the repeat year if:
 - Sessional Weighted Average is greater than 55% but less than 60%, or
 - Repeat average is greater than 55% but less than 60%, or
 - Failed more than 8 and less than 15 credit units during the repeat year.
- Students on Academic Warning will be placed on *Academic Suspension* at the end of their repeat year if:
 - Sessional Weighted Average is less than 55%, or
 - Repeat average is less than 55%, or
 - Failed more than 14 credit units during the repeat year.

Reinstatement to Good Academic Standing

- Students on Academic Warning will be reinstated to good academic standing at the end of their repeat year if:
 - Student attained a Sessional Weighted Average of at least 60%, and
 - Student received a weighted average of 60% or greater on the repeated courses, and
 - Student has less than 9 credit units of failed classes during their repeat year.



Note: *** It is strongly recommended that students on *Academic Warning* participate and complete the College of Engineering's Back-on Track (BoT) program. This will provide an opportunity for students to explore, practice and reinforce important academic skills while becoming more self-aware and better equipped to succeed in the upcoming academic years ahead.

1.2. Academic Probation

Overview

At the end of the session (Fall and Winter), an engineering student will be placed on *Academic Probation* if:

- Student is on Academic Warning, and
 - Sessional Weighted Average in the repeat year is greater than 55% but less than 60%, or
 - Repeat average is greater than 55% but less than 60%, or
 - Failed more than 8 and less than 15 credit units of classes during the repeat year.
- Student is in Good Academic Standing, and
 - Sessional Weighted Average for the current year is less than 55%, or
 - Failed more than 14 credit units of classes during the Fall and Winter term.

Consequences:

- Undeclared students under Academic Probation will be allowed to register in all the remaining first-year required courses. However, if they want to register for upper-year courses, they will be limited to a maximum of 9 credit units per term.
- Upper-year students under Academic Probation will only be allowed to register in a maximum of 9 credit units per term unless the required repeat classes for the term are more than 9 credit units.
- Students on Academic Probation are required to repeat all courses taken in the previous academic year (Fall and Winter term) in which a grade of less than 60% was received, resulting in an academic action. All repeat courses need to be completed by the end of the Winter Term in the repeat year. Failure to repeat any courses with a grade below 60% will result in automatic Academic Suspension.
- Students under Academic Probation are not eligible to participate in the co-op internship program.

Subsequent Action

- Students on Academic Probation will be placed on *Academic Suspension* at the end of their repeat year if:
 - Sessional Weighted Average is less than 60%, or
 - Repeat average is less than 60%, or
 - Student failed more than 8 credit units of classes during the repeat year.



Reinstatement to Good Academic Standing

- Students on Academic Probation will be reinstated to good academic standing at the end of the repeat year if:
 - Student attained a Sessional Weighted Average of at least 60%, and
 - Student received a weighted average of 60% or greater on the repeated courses and failed less than 9 credit units of classes during the academic year.

Note: *** It is strongly recommended that students on **Academic Probation** participate and complete the College of Engineering's Back-on Track (BoT) program. This will provide an opportunity for students to explore, practice and reinforce important academic skills while becoming more self-aware and better equipped to succeed in the upcoming academic years ahead.

1.3. Academic Suspension (Required to Discontinue)

Overview

At the end of the academic year (Fall and Winter term), an undergraduate student will be placed on *Academic Suspension* if:

- Student is on Academic Warning and
 - Sessional Weighted Average in the current academic year is less than 55%, or
 - Repeat average is less than 55%, or
 - Failed more than 14 credit units of classes during the academic year.
- Student is on Academic Probation and
 - Current year Sessional Weighted Average is less than 60%, or
 - **Repeat average is less than 60%, or**
 - Failed more than 8 credit units of classes during the academic year.

Consequences:

- Students on Academic Suspension will not be allowed to register for any courses in the College of Engineering for at least a year. In addition, students on *Academic Suspension* must complete the Back-on-Track (BoT) program before returning to their studies. If a student in this academic situation has not fulfilled the Back-on-Track (BoT) program requirements satisfactorily, they will not be permitted to register for courses.
- To return, a student must apply for readmission. Students who take courses in another college or institution while on Suspension must have a SWA of at least 60% to be readmitted to the College of Engineering. Students who do not take courses during the Suspension year and consequently reapply to the college the following year will be considered for readmission to the college.
- Students returning from Suspension must follow the requirements for students on Academic Probation.



- Upper-year students returning from Academic Suspension cannot transfer to another major unless approved by the Student Academic Affairs Committee (SAAC).
- Students returning from Academic Suspension are not eligible to participate in the co-op internship program until they are reinstated to good academic standing.

1.4. Academic Dismissal

Overview

A student whose academic performance resulted in a second Academic Suspension will be automatically dismissed from the College of Engineering.

Students dismissed from the College of Engineering may submit an appeal for readmission only after at least a full academic year has passed after dismissal has been given. If an appeal for readmission is successful, students will be required to complete the BoT program before they can register for courses.

All appeal documents should be received by the Engineering Student Centre (ESC) no later than June 1st of the upcoming academic year for which readmission is requested. Readmission is neither automatic nor guaranteed. An application for readmission must include:

- Reasons for previously not meeting the Minimum Academic Standard of the College, with supporting documentation.
- Steps taken (or being taken) to ensure that there is a better likelihood of academic success if readmitted.
- Official transcript of all courses taken at any other institutions during the Academic Suspension.
- Academic upgrading initiatives that were taken, if any.
- Summary of educational goals.
- Engineering-related work experience, if any.

If the appeal for readmission is not successful, a student will only be allowed to submit another appeal after one academic year has passed.

A student who successfully appealed for readmission and then subsequently dismissed a second time will not be eligible for further appeal for readmission.

1.5. Appeals

College-level appeal – to the Student Academic Affairs Committee (SAAC):



A student who has been placed on Academic Action may appeal their Academic Action in writing to the Student Academic Affairs Committee (SAAC) **within thirty (30) days of issuance of the notification letter.**

Appeals will only be considered based on legitimate extenuating circumstances that may have impacted the student's academic performance (e.g., health, family and/or psychosocial issues) or other grounds deemed acceptable by the SAAC. The appeal submission must include:

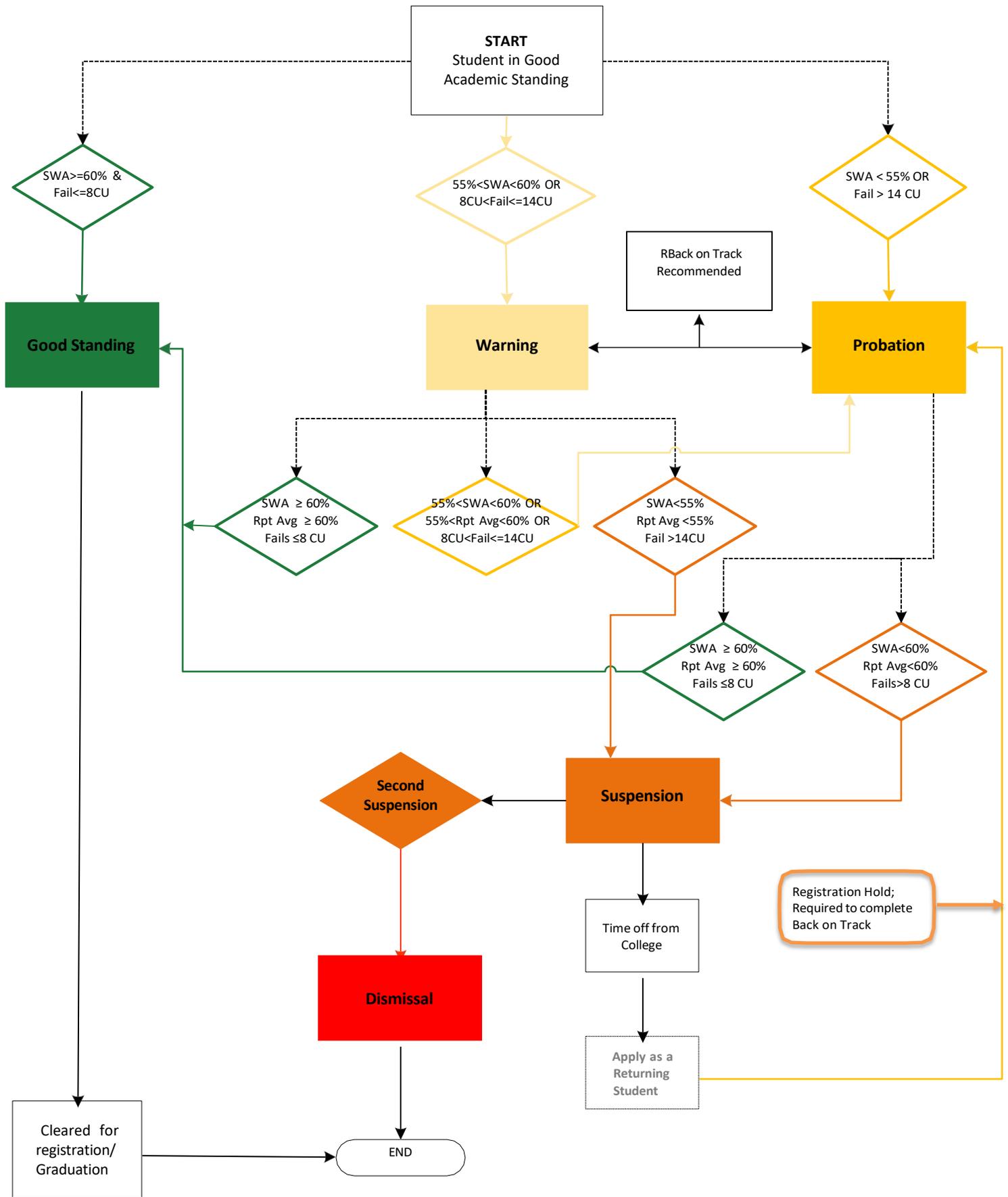
- A formal letter stating the reason for the appeal and explaining reasons for failing to meet the minimum academic standard,
- Supporting documentation to substantiate the extenuating circumstances that resulted in the unsatisfactory academic performance, and
- An academic success plan.

All appeal documents must be submitted as attachments in an email sent to the Engineering Student Centre (ESC) at esc@usask.ca.

University-level appeal:

Students have the right to appeal SAAC's decision to a university-level appeal board, on the limited grounds articulated in Section V.B. of the [Procedures for Student Appeals in Academic Matters](#).

Procedures for appeals are outlined in detail, including the initiation of the appeal, the appointment of an appeal board, the appeal procedure, as well as how findings and ruling of the appeal board will be managed in the above-listed document, as is the process for seeking assistance with appeals.



Notes:
 SWA – Average for Fall and Winter terms of the academic year; CU – Credit Units; Rpt Avg – Average grade for all repeated courses
 Previous Academic Standing is based on the student's assessment the last time they attended the college of engineering. This may or may not be from the previous academic year.
 A student is required to re-apply into the College if they are asked to leave following the assignment of a suspension status.