

# Academic Discipline: Faculty Actions and Associated Appeal Processes

## Academic Affairs

**Responsibility:** Dean, College of Engineering  
**Authorization:** Student Academic Affairs Committee, College of Engineering  
**Approval Date:** May 13, 2014  
**Amended:** -

## Revisions

Effective date of this policy: May 1, 2014

## Purpose

The purpose of the *Academic Discipline: Faculty Actions and Associated Appeal Processes* policy is to prescribe college-level requirements for academic performance standards and associated disciplinary actions, not including instances of academic misconduct.

## Authority and Responsibility

Under the Bylaws of Faculty Council, the Student Academic Affairs Committee, as well as its associated subcommittees, is granted the authority to recommend adequate and appropriate policies pertaining to academic matters, as well as to ensure that undergraduate students are treated fairly and in accordance with established policies within the College of Engineering.

The Student Academic Affairs Committee, as well as its associated subcommittees, is responsible for the enforcement of the policies and procedures prescribed in the *Academic Discipline: Faculty Actions and Associated Appeal Processes* policy.

To propagate optimal decision-making pertaining to academic discipline, as well as to encourage adaptation within the ever-changing higher education industry, the Student Academic Affairs Committee is responsible for ensuring the *Academic Discipline: Faculty Actions and Associated Appeal Processes* policy is reviewed and/or revised every three years. Any revisions are to be notated within the *Academic Discipline: Faculty Actions and Associated Appeal Processes* policy document (under the "Revisions" heading).

## Principles

It is not in the student's or College's best interest to allow a student to return to the College or to allow continuing with his/her program of study when there are strong signals that the student would not be successful. In making decisions, SAAC members would consider the likelihood of success of a student if he/she is allowed to return to the College or allowed to continue with his/her program of study. The principles that will guide SAAC deliberations and decisions are: fairness, transparency, and compassion.

## Scope of this Policy

All undergraduate students registered in the College of Engineering within the University of

Saskatchewan are subject to the provisions detailed in the *Academic Discipline: Faculty Actions and Associated Appeal Processes* policy.

In the event an actual or perceived discrepancy occurs pertaining to Faculty Actions, their associated policies, or any associated appeal processes, the provisions detailed in the *Academic Discipline: Faculty Actions and Associated Appeal Processes* policy supersedes and prevails.

## Policy Overview

This policy covers policies, rules, and procedures governing the following aspects of academic discipline within the College of Engineering, not including regulations associated with instances of academic misconduct.

### I. Faculty Actions

1. Advised to Discontinue
2. Required to Discontinue
3. Required to Withdraw

### II. Notifying Students of Faculty Actions

### III. Student Appeal Procedures Pertaining to Faculty Actions

1. General Appeal Procedures
2. Appeals to the Academic Misconduct and Appeals Committee (AMAC), College of Engineering

## Policy

### I. Faculty Actions

A student's academic performance is judged on the basis of his/her sessional weighted average (SWA). A sessional weighted average incorporates the final grade a student achieves in every course taken during the fall and winter academic terms. Students whose academic performance does not satisfy the expectations of the College of Engineering will receive one of three faculty actions, each described below;

#### 1. Advised to Discontinue

The College of Engineering will issue a Faculty Action entitled "Advised to Discontinue" to students whose academic performance meets one of the following two criteria:

- a. The student's SWA is greater than or equal to 55% but less than 60%, provided the student has failed between zero and six credit units in the current session.
- b. The student's SWA is greater than or equal to 55%, and the student has failed between seven and twelve credit units in the current session.

Students whose academic performance meets either of these two criteria are *advised* to discontinue their post-secondary studies for at least one year, but are not *required* to do so by

the College of Engineering.

In the event a student is advised to discontinue, the student will be required to repeat portions of the previous academic session upon their return, as well as comply with specific stipulations.

- c. Upon returning to their academic studies, a student who was advised to discontinue will be required to repeat all courses taken in the previous academic session in which they received a final grade of less than 60%, and
- d. Complete all repeat requirements by the end of the winter session in which the student returns to their academic studies, and
- e. Upon returning to their academic studies, a student who was advised to discontinue will be required to attain a weighted average of 60% or greater on all *repeated courses*.
- f. In the event the previous three stipulations are unattained during the returning academic session, the College of Engineering will issue a Faculty Action entitled "Required to Withdraw".

It is imperative to note that students who are advised to discontinue will also be subject to the following stipulations:

- g. Students who are advised to discontinue in their first year of academic studies will be ineligible to be accepted into an Engineering program.

## 2. Required to Discontinue

The College of Engineering will issue a Faculty Action entitled "Required to Discontinue" to students whose academic performance meets one of the following two criteria:

- a. The student's SWA is less than 55%, regardless of the number of failed credit units of courses in the previous academic session.
- b. The student fails thirteen or more credit units of courses in the previous academic session.

Students whose academic performance meets either of these two criteria are *required* to discontinue their post-secondary studies within the College of Engineering for at least one year.

In the event a student is required to discontinue and wishes to continue their academic studies after discontinuing for at least one year, the student will be required to apply for readmission to the College of Engineering. For further details on this process, please refer to the *Policy on Admission to Degree Programs*, available electronically on the Office of the University Secretary's website.

In the event a student who was required to discontinue is readmitted to the College of Engineering, the student will be required to repeat portions of the previous academic session upon their return, as well as comply with the following stipulations:

- c. Upon returning to their academic studies within the College of Engineering, a student who was required to discontinue will be required to repeat all courses taken in the previous academic session in which they received a final grade of less than 60%, and
- d. Complete all repeat requirements by the end of the winter session in which the student returns to their academic studies, and
- e. Upon returning to their academic studies, a student who was required to discontinue will be required to attain a weighted average of 60% or greater on all *repeated courses*.
- f. In the event the previous three stipulations are unattained during the returning academic session, the College of Engineering will issue a Faculty Action entitled "Required to Withdraw".

It is imperative to note that students who are required to discontinue will also be subject to the following stipulation:

- g. Students who are required to discontinue in their first year of academic studies will be ineligible to be accepted into an upper-year Engineering concentration.

To ensure consistency in the application of this policy, special consideration for students who are required to discontinue will only be granted under the following circumstances, as well, with the following stipulations.

- h. In the event a student who is required to discontinue and would be able to complete their degree within one academic session, the student may petition to the Student Academic Affairs Committee for permission to return immediately.
- i. Special consideration of this form will only be granted once during a student's academic studies within the College of Engineering.

While the above special consideration provision has been included in this policy, the granting of permission for a student who has been required to discontinue to return to the College of Engineering will be at the discretion of the Student Academic Affairs Committee.

### 3. Required to Withdraw

The College of Engineering will issue a Faculty Action entitled "Required to Withdraw" to students whose academic performance meets the following criterion:

- a. The student has received two or more Faculty Actions (either "Advised to Discontinue" or "Required to Discontinue") from the College of Engineering.

Students whose academic performance meet the above criterion and are *required to withdraw* from the College of Engineering will be indefinitely ineligible to continue their studies within the College of Engineering.

To ensure consistency in the application of this policy, special consideration for students who are required to withdraw will only be granted under the following circumstances, as well, with the following stipulations.

- b. In the event a student who is required to withdraw and would be able to complete their degree within one academic session, the student may petition to the Student Academic Affairs Committee for permission to return immediately.
- c. Special consideration of this form will only be granted once during a student's academic studies within the College of Engineering.

While the above special consideration provision has been included in this policy, the granting of permission for a student who has been required to withdraw to return to the College of Engineering will be at the discretion of the Student Academic Affairs Committee.

## II. **Notifying Students of Faculty Actions**

The College of Engineering will notify a student who has been issued a Faculty Action (of any form) in writing within sixty days of the end of an academic session. In general, the notification will detail any stipulations associated with the Faculty Action.

## III. **Student Appeal Procedures Pertaining to Faculty Actions**

It is imperative to note that every student has the right to appeal the issue of a Faculty Action by the College of Engineering. While the Student Academic Affairs Committee has the authority to consider an appeal and revoke any issued Faculty Action, appeals are generally only granted given extenuating circumstances.

### 1. **General Appeal Procedures**

Student appeals pertaining to Faculty Actions or their associated stipulations will be considered by the Appeals Subcommittee of the Student Academic Affairs Committee within the College of Engineering.

In the event a student wishes to appeal the issue of a Faculty Action (of any form), it is the responsibility of the student to submit such a request in writing, accompanied by any supporting documentation, as well as the "Faculty Action Appeal Form" (Appendix I in this document), to the Student Academic Affairs Committee. Any appeal must be submitted within thirty days of the issue of a letter informing the student of the Faculty Action. Exceptions to this requirement will only be made in instances where students have been approved for a deferred examination.

Students are encouraged to contact the Engineering Student Centre within the College of Engineering for further guidance and assistance with respect to their appeal.

### 2. **Appeals to the Academic Misconduct and Appeals Committee, College of Engineering**

It is imperative to note that appealing a verdict determined by the Student Academic Affairs Committee, or either of its subcommittees, can only be requested if a student has concerns that bias, discrimination, or procedural error resulted in incorrect decision making.

A student may appeal any verdict pertaining to Faculty Actions rendered by the Student Academic Affairs Committee, or either of its subcommittees, to the Academic Misconduct and

Appeals Committee within the College of Engineering.

In the event a student wishes to appeal a verdict determined by the Student Academic Affairs Committee, or either of its subcommittees, to the Academic Misconduct and Appeals Committee, it is the responsibility of the student to submit such a request in writing, accompanied by any supporting documentation, within thirty days of the issue of the letter informing the student of the decision.

## College-Level Appeal Pertaining to Faculty Actions

- This form must be delivered as soon as possible, but not later than thirty (30) days from the date the issuance of a Faculty Action has been sent in writing to the student.*
- A written statement outlining your intent and reason for appealing the issuance of a Faculty Action, as well as any supplementary information, should be submitted with this appeal form.*

<b>Name:</b>	<b>Student Number:</b> <b>NSID:</b>
<b>Address:</b>	<b>Telephone:</b> <b>Alternative Email:</b>

**Faculty Action Issued:**

- Advised to Discontinue
- Required to Discontinue
- Required to Withdraw

**Date the Faculty Action issuance was communicated in writing:**

**Supplementary Documentation Attached:**

- Yes
- No

**Type of Supplementary Documentation Attached:**

- Medical Documentation
- Other

By submitting the *Faculty Action Appeal Form* to the Student Academic Affairs Committee within the College of Engineering, you hereby acknowledge that you have reviewed and understand the *Academic Discipline: Faculty Action and Associated Appeals Processes* policy, as well as that all pertinent and substantiating information pertaining to your appeal has been submitted with this document. The Student Academic Affairs Committee will not request any further information throughout their deliberations.

For further clarification on the appeals process or any of its stipulations, please consult an Academic Advisor within the College of Engineering.

Applicant:

<b>Student Signature:</b>	<b>Date:</b>
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College of Engineering:

<b>Administrator Signature:</b>	<b>Date Received:</b>
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