



Regulations on Examinations & Academic Performance

EDWARDS UNDERGRADUATE PROGRAMS (BACHELOR OF COMMERCE (B.COMM.), CERTIFICATE IN BUSINESS (CBUS), CERTIFICATE IN ENTREPRENEURSHIP (CENT), AND ABORIGINAL ADMINISTRATION CERTIFICATE (ABAC))

EDWARDS SCHOOL OF BUSINESS, UNIVERSITY OF SASKATCHEWAN

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Examinations

Supplemental and deferred examination procedures and policies are subject to the university-wide regulations on supplemental and deferred examinations outlined in the Academic Courses Policy. For the regular supplemental and deferred examination schedule, students should refer to the Academic Calendar. Regulations specific to Edwards Undergraduate Programs students are provided below.

Regular & Special Deferred Examinations

1. Students will only be granted a regular deferred exam if they are absent from a final examination due to medical or compassionate reasons, supported by documentation.
2. Students will not be granted a special deferred exam unless there are mitigating circumstances to justify why a student cannot write during the regular deferred exam time period (e.g. failure to approve a special deferred exam impedes them from graduating).
3. Students must apply to their home college (not necessarily the college that offers the course they are registered in) within 3 business days of the missed exam. In the Edwards School of Business, students must meet with an Undergraduate Programs Advisor in the Edwards Student & Faculty Services Office, Room 185.
4. Students will then have 3 business days to complete the application form, obtain supporting documentation, have their instructor complete an instructor information form and submit all documents back to the Edwards Student & Faculty Services Office.
5. Deferred examinations will be accorded the same weight as the regular examination in the recalculation of the student's final grade.

Regular & Special Supplemental Examinations

1. Only students in their graduating year will be granted a supplemental examination.
2. Supplemental examinations will only be considered in courses taught in the Edwards School of Business, and for which there is a final examination, in the case where the student has received 40 to 49 percent. Students wishing to obtain supplemental privileges under this provision must make application, in writing, to the Edwards School of Business Academic Affairs Committee.
3. For courses taught by another college, the supplemental examination regulations of that college will prevail.
4. Supplemental examinations will be accorded the same weight as the regular examination in the recalculation of the student's final grade. The maximum final grade that a student may obtain as the result of a supplemental examination is a pass. This will be recorded in the student's average as a 50 percent.

Academic Performance Standards

Continuing Students

All Edwards Undergraduate Programs students who attempt a minimum of 18 credits between May 1 and April 30 each year must earn a yearly weighted average of at least **60%** to remain in good standing

and continue their studies in the Edwards School of Business. Students who do not meet this requirement will be subject to a Repeat Year or Requirement to Discontinue faculty action ([see below](#)).

All Edwards Undergraduate Programs students who attempt less than 18 credits between May 1 and April 30 each year are expected to earn a yearly weighted average of at least **60%**. Students who do not meet this requirement will be subject to a Partial Warning faculty action ([see below](#)).

Dean's Honour Roll

Once a year, the Dean of Edwards School of Business honours those students who have a yearly weighted average of 75% or higher by sending them a letter of congratulations on their academic performance. Recognition of this accomplishment is posted annually on the Dean's Honour Roll plaque displayed within the School. Upon graduation, students who have received this honour are recognized with a certificate.

The Dean's Honour Roll is given to:

- First, second, and third year students who earned an average of 75% or higher on at least 24 credit units taken during the academic year (September to April)
- Fourth year students (spring graduates) who earned an average of 75% or higher on at least 15 credit units
- Fourth year students (fall graduates) who earned an average of 75% or higher on at least 24 credit units

Students in study abroad programs can be considered for the Dean's Honour Roll providing they have completed 24 credit units or more between the University of Saskatchewan classes and study abroad classes. An average will be calculated using only the University of Saskatchewan classes and must be 75% or higher.

Students enrolled in the Business Co-operative Education Program are considered if they take at least 24 credits between September and April each academic year (COMM 380.0 will be considered as 15 credits). The average is calculated on Term 1 grades only.

Graduating Students

Students will be eligible for the **Bachelor of Commerce degree** if they have passed the program courses prescribed by the Edwards School of Business and achieved sufficiently high standing in these courses to meet each of the averages as follows:

- Cumulative Weighted Average of 60% on all courses required for B.Comm. degree completion
- Annual weighted average of 60% on Fall and Winter Term and Spring and Summer Term courses
- Weighted average of 60% in the courses taken to meet the requirements for a major

Students who do not meet one or more of these average requirements will be required to repeat one or more classes in an attempt to increase their average to meet the graduation standards. The new grade(s) will be substituted in the average calculation and if the recalculated average is 60% or higher, they will then become eligible to graduate.

Students in **certificate programs** will be eligible for graduation if they have passed the program courses prescribed by the Edwards School of Business and achieved sufficiently high standing in these courses to meet the average as follows:

- Cumulative Weighted Average of 60% on all courses required for certificate completion

Students who do not meet the average requirement will be required to repeat one or more classes in an attempt to increase their average to meet the graduation standards. The new grade(s) will be substituted in the average calculation and if the recalculated average is 60% or higher, they will then become eligible to graduate.

Degree with Distinction or Great Distinction

Students who have a Cumulative Weighted Average in courses taken at the University of Saskatchewan and credited towards the Bachelor of Commerce degree that is 75% or over but less than 80% are awarded their degree with Distinction; those who have a Cumulative Weighted Average that is 80% or over are awarded their degree with Great Distinction.

For students in the B.Comm./JD Second Degree Program, the average requirement must be achieved in the 90 credit units taken at the Edwards School of Business and in the grades earned in the second year of Law.

Degree with Honours or High Honours

The recommendation for the granting of a degree with Honours or High Honours will come from the department of the honours field. To be granted Honours, a student must maintain a Cumulative Weighted Average of 70% and a weighted average of 70% in courses in the honours field (includes the Honours Seminar). To be granted High Honours, a student must maintain a Cumulative Weighted Average of 80% and a weighted average of 80% in courses in the honours field (includes the Honours Seminar).

Honours or High Honours may be denied if the student's performance in the honours year is deemed to be below acceptable standards. Students who fail to maintain the standard of performance expected of an honours student, but who otherwise complete the regular program requirements of the college, will be awarded the regular Bachelor of Commerce degree

Faculty Actions

All Students

First Faculty Action (Did not fail 50% of courses attempted)

A student who attempts a minimum of 18 credit units with a yearly average below 60% (calculated on classes taken between May - April) who does not fail 50% or more of the courses attempted in an academic year and who has no previous faculty actions on their record will be assigned a **Repeat Year (RY)** faculty action and will lose credit for classes taken in that year with a grade between 50-59%. A student in this situation will be able to continue in the Edwards School of Business the following year,

but will need to repeat any classes in which they have lost credit for (identified with an "N" on the transcript, indicating no credit).

A student may attend Spring/Summer Session to raise their average and clear their faculty action. The student must repeat or substitute (with permission) the course(s) in which a grade of less than 60% was earned and raise the weighted average to 62%. For purposes of the average calculation, the grade(s) obtained at Spring/Summer Session will be substituted for the original grade(s). If the 62% average is obtained, the faculty action will be removed and credit will be restored for the grades between 50-59% that were not repeated during Spring/Summer session. If the 62% average is not obtained, the faculty action stands. Students will then have to repeat courses between 50-59% in the next academic year.

If a student with a faculty action attempts to clear the action by repeating courses at Spring/Summer Session and is not successful in removing the action, the grades in those courses will be included in the subsequent academic year's average.

First Faculty Action (failed 50% of courses attempted)

A student who attempts a minimum of 18 credit units, has not had a previous faculty action and who fails 50% or more of the courses attempted in an academic year (calculated on classes taken between May - April) will be assigned a **Requirement to Discontinue (RTD)** faculty action and will lose credit for all courses in which a grade of 50-59% was earned in that year. The first RTD action means that the student will not be allowed to continue in the Edwards School of Business for at least one academic year. These students do NOT have an opportunity to attend Spring/Summer session in an attempt to clear their faculty action. Consult the Re-Admission Standards for information on how to apply back to Edwards after receiving an RTD faculty action as an upper year student.

Two or More Faculty Actions

A student who attempts a minimum of 18 credit units with a yearly average below 60% (calculated on classes taken between May - April) who has received a previous RY or RTD faculty action will be assigned a **Requirement to Discontinue (RTD)** faculty action and will lose credit for all courses in which a grade of 50-59% was earned in that year. Receiving a second faculty action means that the student will not be allowed to continue in the Edwards School of Business for at least two academic years following their most recent action. These students do NOT have an opportunity to attend Spring/Summer session in an attempt to clear their faculty action. Consult the Re-Admission Standards for information on how to apply back to Edwards after receiving an RTD faculty action as an upper year student.

Partial Warning

A part-time student who attempts less than 18 credit units in an academic year (calculated on classes taken between May - April) will be assigned a **Partial Warning** if their yearly average falls below 60%. The Edwards School of Business believes that all students should have an adequate opportunity to prove their academic abilities. Therefore, no official faculty action is assigned, but a letter is sent to these students indicating that their average is below the minimum standard and that the grades will carry forward. When a student has attempted 18 credit units or more, an average will be calculated at the end of that academic year that includes all grades retroactive to the year in which the partial warning was

assigned. An appropriate action will be taken (see above) if the calculated average is below the minimum standard of 60%.

Other Academic Regulations

Time Period for Program Completion

Students returning to the program after an absence of five years or more will be placed under the curriculum requirements in effect on the date that the student is readmitted to the School. In 2006 and thereafter, upon first admission to the Edwards School of Business, students must complete the degree requirements within a ten (10) year time period. Under exceptional circumstances, the School may grant an extension.

Repeated Courses

Edwards will use the highest passing grade (50% or higher) received in any course applied towards the Undergraduate Program. As of June 1, 2018 students will be allowed to repeat courses for which they received a grade of 59 or less in order to attempt to increase their grade. The highest grade would then be used in their average calculation.

New General rule is that the course with the highest grade is used.

- A student is only allowed to repeat a course for which they received a grade of 59 or less.
- A repeat permit is required for a student to repeat a course in which they have received a grade between 50 and 59. However, if credit has been revoked for the course resulting in an N-grade, a repeat permit is not required.
 - A student cannot repeat a course in an attempt to improve a passing grade more than once.
 - If a student received a grade between 50 and 59, then subsequently received transfer credit, the UofS course would still be included. They would have to retake the class at the UofS to obtain a higher grade.
- If a student repeats a course for which they have received a grade of 60 or higher the repeat is not used (even if the grade is highest).

If a student fails a course (grade of lower than 50%), they are eligible to register in that class in a future term. In this case, if a student attempts a course more than once in a year (from May-April), Edwards will consider using only the second (or third) attempt when calculating the yearly average. If, with both grades the year average is calculated at 60%, or with only the second or third grade the year average is calculated at 62%, the student will remain in good standing in their program.

Transfer Students (January Admission)

Students who transfer to the B.Comm. program in January will not be considered full-time students in that academic year when considering eligibility for faculty actions, scholarships, or Dean's Honour Roll. Students may still receive a Partial Warning as a part-time business student. They become eligible as a full-time student when they are registered in the Edwards School of Business for a full academic year.

RE-ADMISSION to the Bachelor of Commerce (B.Comm.) Degree

Returning Students in Good Standing

Returning students have interrupted their studies for one or more years (defined as having not registered for four consecutive terms) and wish to return. Due to limited capacity in many COMM courses, we encourage returning students to apply by **May 1** but we will accept applications until **August 15**. The application will be assessed using the following regulations:

- Students with a clear average who have not completed any courses for which transfer credit is granted at any college or post-secondary institution are guaranteed readmission.
- Students who, during their absence, attempt between 3 and 15 transferable credit units will be assessed for readmission on the basis of having achieved an average of at least 60% on the transferable courses and being eligible to reapply as a returning student.
- Students who, during their absence, attempt 18 transferable credit units or more will be assessed for readmission as transfer students and will need to meet the transfer average in effect for that year.

Returning Students with a Faculty Action

Students must earn an average of 60% or higher on a yearly basis in order to remain in good standing in their program. Students who attempt a minimum of 18 credit units in a year and earn an average of 59.99% or lower are assessed a faculty action and credit is removed for all courses in which a grade of 50-59% was earned. Depending on the circumstances, students could be assigned a Repeat Year (RY) or Requirement to Discontinue (RTD) faculty action. The re-admission policies below apply to students who have received an RTD faculty action.

All Students

A student who does not meet yearly average requirements can receive two different faculty actions: a Repeat Year (RY) faculty action or a Requirement to Discontinue (RTD) faculty action.

One Faculty Action

- Students who are Required to Discontinue from the School with only one action on their record, and who do not complete any courses at another college or post-secondary institution during their RTD year, can reapply after one year and will be readmitted.
- Students who are Required to Discontinue from the School with only one action on their record and attempt 3-15 credit units of transferable post-secondary education during their RTD year can reapply and will be readmitted after one year provided, they achieve a minimum 60% average on the 3-15 credits taken during their RTD year.

- Students who are Required to Discontinue from the School with only one action on their record and attempt 18 credit units or more at another college or post-secondary institution during their RTD year must reapply and meet the transfer average in effect for that year.

Two or more Faculty Actions

- Students who are Required to Discontinue from the School, with two or more faculty actions on their record, will not be readmitted for at least two years following their most recent faculty action.
- After 2 years, a student can reapply for admission and will be required to submit a formal appeal letter, including supporting documentation, to the Edwards Academic Affairs Committee. The letter should include the reasons why the student has been unsuccessful in the past and what has changed to allow them to be successful in the future. Readmission will be determined by the Committee and the decisions made will be final and cannot be appealed.

NOTE: The Edwards School of Business recognizes faculty actions received by students from other colleges at the University of Saskatchewan.