

# Academic Discipline: December Withdrawal

## Academic Affairs

**Responsibility:** Dean, College of Engineering

**Authorization:** Student Academic Affairs Committee, College of Engineering Approval

**Approval Date:** November 28, 2017

**Amended:** -

## Revisions

Effective date of this policy: November 28, 2017

## Purpose

The purpose of the *Academic Discipline: December Withdrawal* policy is to prescribe college-level procedures related to students who perform poorly in the first term of their first year. The *Academic Discipline: December Withdrawal* policy is supplemental to the *Academic Discipline: Faculty Actions and Associated Appeal Processes* policy.

## 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.

The Student Academic Affairs Committee is responsible for ensuring the *Academic Discipline: December Withdrawal* policy is reviewed and/or revised every three years. Any revisions are to be noted under the "Revisions" heading of this policy document.

## Principles

The principles that will guide Student Academic Affairs Committee deliberations and decisions are: fairness, transparency, and compassion. In situations where a newly-admitted student has a poor academic performance in the Fall Session of their first year in the College of Engineering, the College will allow them to pause their studies for the Winter Session without receiving a faculty action, as outlined in the *Academic Discipline: Faculty Actions and Associated Appeal Processes* policy.

## 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: December Withdrawal* policy. In the event an actual or perceived discrepancy occurs pertaining to December Withdrawal and its associated policies, the provisions detailed in the *Academic Discipline: December Withdrawal* policy supersedes and prevails.

## Policy Overview

An undergraduate student's academic performance is judged on the basis of their sessional weighted average, and this average incorporates the final grade a student achieves in every class attempted during the Fall and Winter Sessions.

All undergraduate students in the College of Engineering are subject to the terms and conditions outlined in the *Academic Discipline: Faculty Actions and Associated Appeals Processes* policy. The *Academic Discipline: December Withdrawal* is a supplemental policy, focused on a narrow band of students for whom the College would like to provide the opportunity to take a step back from their studies without receiving either an Advised to Discontinue or Required to Discontinue faculty action.

It is imperative to note that the December Withdrawal option is afforded to students only once after the first term (Fall Session) of their first year common core in the College of Engineering, and is not granted as an option to students who transfer into their upper year of studies within the college.

## Policy

### I. December Withdrawal

In the event that a newly-admitted student has a poor academic performance in the Fall Session of their first year of studies in the College of Engineering, the College will allow that student to pause their studies for the Winter Session. In doing so, the student mitigates against the risk of receiving a faculty action, as outlined in the *Academic Discipline: Faculty Actions and Associated Appeals Processes* policy.

The College of Engineering will issue the faculty action code of *No credit for sessional grades below 60%* for students who meet the following criteria:

1. They are in their first year in the College of Engineering, and have not previously attended the College. Students who have previously attended the College of Engineering, or have transferred into an upper year, are not eligible for the *December Withdrawal*.
2. Their sessional weighted average for the Fall Session is less than 60% and/or they have three or more failures. Students whose averages are above the promotion threshold are not assessed a faculty action of any kind.
3. They have withdrawn from all Term 2 classes by the last day to make registration change (100% tuition credit). Students who fail to withdraw by this date will have their academic record assessed for promotion standards based upon their sessional weighted average. This includes all classes attempted in both the Fall and Winter Sessions. Should a student withdraw after the last day to make registration changes, but before the last day to withdraw (March 15), their academic record will be assessed for promotion standards based upon their sessional weighted average over the Fall and Winter Sessions. They are subsequently at risk of receiving a faculty action, as outlined in the *Academic Discipline: Faculty Actions and Associated Appeals Processes* policy.

The faculty action code of *No credit for sessional grades below 60%* remains permanently on a student's academic record, as do their grades from that Fall Session. Unlike other faculty actions within the College of Engineering, however:

1. There are no stipulations regarding a timeframe or minimum average for repeated courses.
2. In the event that a student fails to meet promotion standards in a future year, the *Academic Discipline: Faculty Actions and Associated Appeals Processes* policy prevails.

## **II. Full-time Status**

From time to time, students are required to maintain full-time student status (9 credit units or more) in order to meet student loan, study permit, or other requirements. Students who choose to take the December Withdrawal faculty action will no longer be full-time students in the Winter session, and they are advised to consult with the appropriate agency regarding the impact of withdrawing.

## **III. Notifying Students**

The College of Engineering will notify a student who has received the December Withdrawal faculty action code of *No credit for sessional grades below 60%* in May, subsequent to confirming that the student met all criteria. In exceptional circumstances, the College of Engineering reserves the right to issue the December Withdrawal faculty action code past the stated deadline of May of each year.

## **IV. Returning to the College of Engineering**

In the event that a student meets the criteria for December Withdrawal, they may resume their studies as early as the Spring or Summer Sessions immediately following the paused Winter Session. Students who do not complete classes in the College of Engineering for four or more consecutive sessions (Spring, Summer, Fall, Winter) will have their student status inactivated, and may need to reapply for admission to the College of Engineering.

As of the approval date of this policy, the College of Engineering's first-year common core is offered through St. Peter's College in Muenster, Saskatchewan. Students who resume their studies after December Withdrawal may do so at the St. Peter's College campus, space permitting.

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