



Retroactive Withdrawal Guiding Principles

RESPONSIBILITY: Engineering Student Centre

AUTHORIZATION: Student Academic Affairs Committee

APPROVAL DATE: October 21, 2019

REVISIONS:

Purpose:

The purpose of the *College of Engineering Retroactive Withdrawal Guiding Principles* is to frame college-level decisions regarding decisions made with respect to retroactive withdrawals.

Responsibilities:

The Student Academic Affairs Committee will review appeals for retroactive withdrawals in accordance with the University of Saskatchewan's *Academic Courses Policy on Class Delivery, Examinations, and Assessment of Student Learning*.

Definitions:

The University of Saskatchewan's *Academic Courses Policy on Class Delivery, Examinations, and Assessment of Student Learning* prescribes university-level requirements for delivery of academic courses, and the assessment of student learning including conduct of examinations. It also defines Retroactive Withdrawal as:

8.3 Retroactive withdrawal:

A retroactive withdrawal from a class can be granted when a student has received a failing grade in a class due to serious personal circumstances. It does not matter whether or not the student completed class work, including the final examination, for the class in such situations. As well, a retroactive withdrawal can be granted in situations where the student, or the University, has made a verifiable error in registration.

A retroactive withdrawal from a class can be placed on an academic record by the Registrar, provided the student has applied for this change to the College in which they are registered, and the College approves this appeal. Changing a failing mark to a Withdrawal removes these failures from the student's average.



Such a change in an academic record can be justified only on serious personal circumstances (such as a mental or physical illness or condition, death of someone close, or similar reasons beyond the student's control which prevented successful completion of the class) rather than academic grounds.

Other procedures already exist for academic appeals, as described in the University Council policy on [Student Appeals of Evaluation, Grading and Academic Standing](#) and the [Procedures for Student Appeals in Academic Matters](#).

Scope:

These Guidelines apply to undergraduate students in the College of Engineering.

Guidelines:

Students who have failed a class due to serious personal circumstances may appeal for a retroactive withdrawal to the Student Academic Affairs Committee in the College of Engineering.

In the event that a student wishes to appeal for a retroactive withdrawal, it is the responsibility of that student to submit such a request in writing, accompanied by any supporting documentation to validate the personal circumstance(s) under which the retroactive withdrawal is being sought.

Serious personal circumstances may include:

- 1) *Medical Reasons:* Filing an appeal on medical grounds means that the student personally experienced an acute or chronic illness, injury or disability and/or experienced a detrimental impact resulting from treatment or changes in treatment.

Supporting documentation from a health care provider confirming a condition of a medical, psychological, counselling, or like nature is required.

- 2) *Compassionate Grounds:* Filing an appeal on compassionate grounds means that there was something outside the student's control which negatively impacted the ability to successfully complete the class.

Documentation for these circumstances may include things such as a funeral card or obituary, a flight itinerary, a statement from a roommate or landlord, a statement from a family member, etc.



In the appeal letter, students must clearly describe:

- 1) The class(es) from which they are appealing to be retroactively withdrawn;
- 2) The personal circumstances that led to the failing grade;
- 3) Why they were unable to withdraw prior to the last day to withdraw without academic penalty (the last day of classes); and
- 4) Where applicable, their plan of action.

Aside from exceptional circumstances, appeals must be submitted no later than thirty (30) days from the date of receiving their final grade in the class for which the retroactive withdrawal is being sought.

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