The Council Committee on Undergraduate Admissions and Studies will meet on **Tuesday, September 15, 2009 at 1:00 p.m.** in the Boardroom, Fifth Floor, Administration/Humanities Building, AH 527.

**AGENDA**

1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES OF LAST MEETING, June 9, 2009

3. BUSINESS ARISING FROM THE MINUTES
   
   3.1 Recommendation regarding Repeated Courses

   The motion regarding Repeated Courses contained in Item 5.8 and approved by the CCUAS at its June 9, 2009 meeting was defeated at the June 24, 2009 meeting of Executive of Council.

4. OLD BUSINESS

   4.1 Report from the RTD Sub-committee – (Sub-committee members will be in attendance to lead and participate in the discussion), Appendix I, p. 2

5. NEW BUSINESS

   5.1 Report from the Faculty of Education Appendix II, p. 7

6. ITEMS FOR INFORMATION

7. CONCLUSION
5.12.3 MANDATORY ADVISING, PROBATION AND DISCONTINUANCE (RTD)

After every semester, deans or designates (hereinafter “deans”) monitor the performance of students registered in their Faculty to identify those whose academic performance puts them “at risk”. “At-risk” students are defined as those who, were their current level of performance to continue, would be unable to complete any of the Faculty’s academic programs. Deans may use a range of indicators to determine which students are at risk, such as a term grade point average (GPA) below 65% or failing grades in courses central to the student’s declared program of study.

5.12.3.1 Mandatory Advising and Probation
Students deemed to be at risk and who are not being required to discontinue their studies will be placed in one of the following three remedial states:

5.12.3.1.1 Mandatory Advising
Students will be placed in this state if a) they were not previously on probation and their academic performance during the most recent semester of study puts them at risk; or b) they were previously at stage-one probation and their academic performance in the most recent semester of study, if continued, would allow them to graduate.

Mandatory-advising status will not be indicated on students’ official transcripts; it will appear only on internal advising reports.

Students in mandatory-advising status will be directed to schedule an advising session with their home Faculty or College and have a CR (conditions-on-registration) hold placed on their accounts (which will prevent them from registering in any further courses until an advisor has met with them and lifts the hold). They may also be required to participate in programs designed to improve their academic performance. Students who do not attend an advisory session before the end of a semester of study during which they were in mandatory-advising status will automatically be moved to stage-one probation at the start of the following semester.

Students will be removed from mandatory-advising status if during a semester in which they were in this state their academic performance was such that they are no longer deemed to be at risk. Students may also be continued in this state or moved to stage-one probation.

5.12.3.1.2 Stage-One Probation
Students will be placed in this state if a) they were previously on mandatory-advising status and either failed to meet with an advisor or continued to be at risk; or b) they were previously on stage-two probation and their academic performance in the most recent semester of study, if continued, would allow them to graduate.

Stage-one probation status will not be indicated on students’ official transcripts. The note “Academic Probation I, [name of Faculty]” will appear on students’ advising records beneath each semester during which they were on stage-one probation.

Students on stage-one probation will be directed to schedule an advising session with their home Faculty or College and will have a CR (conditions-on-registration) hold placed on their accounts (which will prevent them from registering in any further courses until an advisor has met with them and lifts the hold). They may also be required to participate in programs designed to improve their academic performance, have limits placed on the number and/or type of courses they can take, be removed from one or more current courses, or be required to repeat certain courses to improve their understanding of fundamental concepts.

Students on stage-one probation will be moved to mandatory-advising status if their academic performance in the most recent semester of study, were it to continue, would allow them to graduate. Students may also be continued at stage-one probation or be moved to stage-two probation.
5.12.3.1.3 Stage-Two Probation
Students will be placed in this state if they were previously on stage-one probation and given their academic performance in the most recent semester of study they continue to be at risk.

Stage-two probation status will not be indicated on students' official transcripts. The note "Academic Probation II, [name of Faculty]" will appear on students’ advising reports beneath each semester during which they were on stage-two probation.

Students on stage-two probation will not be permitted to register in any new classes until they have met with an advisor. They will be restricted to a maximum of nine credit hours of study per semester; if they are already registered in more than nine credit hours of study during the semester in which they received notification of stage-two probation, they will be withdrawn from classes as required to meet the nine-credit-hour maximum. As soon as possible during any semester in which they are on stage-two probation, students will be notified in writing that unless their performance during the current semester (or if they aren't in any classes that semester, during their next semester of study), were it to continue, would enable them to graduate, they will immediately be required to discontinue their studies.

Students on stage-two probation will be moved to stage-one probation if their academic performance in the most recent semester of study, were it to continue, would allow them to graduate. Students may also be continued at stage-two probation or required to discontinue their studies.

5.12.3.2 Requirement to Discontinue
Students will be required to discontinue their studies immediately if during the previous semester they were on stage-two probation and their academic performance was such that they continue to be at risk. Notice of a requirement to discontinue will be sent out as soon as possible after all of the relevant grades for the previous semester have been reported.

The note “Required to Discontinue, [name of Faculty]” will appear on students’ advising reports and transcripts beneath the semesters immediately following which they were required to discontinue from the relevant Faculty.

Requirements to discontinue are indefinite but pertain only to the Faculty from which the student was discontinued. Students who have been required to discontinue their studies from a given Faculty may apply for re-admission to that same Faculty only after a minimum waiting period of six semesters. Students that have been required to discontinue from one Faculty may at any time (i.e. without any waiting period) apply to be admitted to another Faculty. Faculties will be under no obligation to admit or re-admit students that have been required to discontinue their studies.

5.12.3.4 Transferring to Another Faculty While in a Remedial State
Students in any of the three remedial states may at any time apply for a transfer to another Faculty. Other Faculties will be under no obligation to admit them.

Students who are accepted for transfer may immediately be placed in an appropriate remedial state by their new Faculty, at the discretion of that Faculty.

5.12.3.1 Grounds

1. Failure to meet the minimum performance standard.
2. Failure in a third completed attempt at English 100 (refer to §5.12.5.7).
3. Term GPA of NP in a full-time course load (minimum 9 credit hours).
4. Failure to meet a faculty or program regulation.

The first three grounds result in University level action. The fourth results in action at the faculty or program level.

5.12.3.2 Timing of Evaluation
Timing of the evaluation and the application of faculty action are at the discretion of the faculty. Most faculties review performance following every semester. The minimum academic performance standard is not applied until students have attempted 24 credit hours.

5.12.3.3 Limit to Evaluation

Academic performance before Fall 1984 is not included in evaluations of cumulative performance.

5.12.3.4 Re-Admission & Transfer

See §2.6.

5.12.3.5 Concurrent Programs

For students who are enrolled in two programs concurrently (see §6.2), University academic performance regulations will be applied by the faculty of the primary program. If the programs are in two different faculties, each faculty will apply its regulations governing performance within the faculty and program.

5.12.4 Probation (University)

5.12.4.1 Minimum Academic Performance Standard

The minimum undergraduate grade point average (UGPA) that must be maintained once 24 credit hours have been attempted is 60.00%.

5.12.4.2 University Academic Probation

Students who fail to meet the minimum academic performance standard are placed on university academic probation. These students are permitted to continue studies. They may also transfer faculties unless the regulations of the receiving faculty prohibit this.

5.12.5 RTD or Requirement to Discontinue Studies (University)

5.12.5.1 Two-semester RTD for Failure to Meet the Minimum Academic Performance Standard

If students fail to meet the minimum UGPA of 60.00% upon completion of an additional 15 credit hours since the application of university academic probation, they are required to discontinue (RTD) for two semesters from the university.

5.12.5.2 Two-semester RTD for a Term GPA of "NP"

Any full-time student receiving grades of NP (or a combination of grades of NP and F) in all courses in a given semester will be required to discontinue from the university for two semesters.

5.12.5.3 Conditions on Registration

When a faculty admits or readmits a student on petition or appeal, it may set conditions on registration. These may include a limit on the number of courses that may be taken, mandatory academic advising, and/or performance conditions such as a requirement to pass all courses in the first semester.

5.12.5.4 Failure to Meet Performance Conditions

When a student is readmitted on petition, but fails to meet performance conditions, the student is required to discontinue indefinitely from the Faculty (see "Faculty Probation and RTD", below).

When a student is readmitted (permitted to continue) because of a successful appeal (see §5.12.7.2), but fails to meet performance conditions, the original RTD is reinstated.

5.12.5.5 Probation after Readmission
When readmitted, students are not on university academic probation. Students whose UGPA is below 60.00% at the end of the first semester they attend after being readmitted are placed on university academic probation. They have a further 15 credit hours to attain the minimum standards before being required to discontinue again.

5.12.5.6 Indefinite RTD

Students who have been required to discontinue studies at the university since 2001, have subsequently been readmitted, and have failed to meet the minimum requirements of the university for a second time (under either the minimum academic performance standard or the term GPA of NP rule) are required to discontinue indefinitely from the university.

5.12.5.7 Failure in English 100 at the Third Attempt

Students who receive a failing grade in a third completed (i.e., passed or failed) attempt at English 100 are required to discontinue indefinitely from the university.

5.12.5.8 Minimum Length of an Indefinite RTD

The minimum length of an indefinite RTD is two years (six semesters).

5.12.5.9 Recalculation of the UGPA following Six-Consecutive-Semester Absence (Fresh Start)

Students who are readmitted to a faculty as of 2006 or later, and who have not registered in courses (added and/or dropped) for six consecutive terms prior to readmission, will have all previously failed courses excluded from the calculation of the Undergraduate Grade Point Average (UGPA). The same process was observed for students who were readmitted following the former one-year RTD based on accumulated failed credit hours (regulations in effect from 1989-2001).

5.12.6 FACULTY AND PROGRAM PROBATION AND RTD

5.12.6.1 Faculty Probation

Students may be placed on faculty probation at the discretion and according to the regulations of the faculty.

5.12.6.2 Faculty and Program RTDs

Students may be required to discontinue from their current faculty or program for failure to meet a faculty or program requirement or for a second failure in a mandatory course. Refer to the faculty sections for regulations that may result in faculty action.

Students who are enrolled in two programs concurrently (see §2.6.6) may be required to discontinue from one but not the other. When a student is required to discontinue from the primary program and the secondary program remains valid and current, a new student primary program record will be created by either the Registrar’s Office (programs in different faculties) or the student’s faculty or college (programs in the same faculty).

5.12.6.3 Minimum Length of a Faculty or Program RTD

The minimum length of a faculty or program RTD is two semesters. The minimum length of an indefinite faculty or program RTD is two years (six semesters).

5.12.8 NOTIFICATION AND APPEALS

5.12.8.1 Notification to Students

Students are notified in writing by their faculty or college of any faculty action. Letters are sent to the students’ current mailing address as recorded in the university’s student information system.
APPENDIX I

5.12.8.2 Appeals

Academic probation and all RTDs may be appealed to the faculty by the deadline set in the faculty’s or college’s letter of notification (refer to faculty sections of the Calendar for appeal procedures). Late appeals will not be heard.

5.12.8.3 Registration While Appealing

Students who have been required to discontinue are not permitted to remain in classes during the appeal process. Course registrations are cancelled by the students’ faculty or college. At the discretion of the student’s faculty, a student who is registered in a cooperative education work term that has already begun may be permitted to complete the work term before beginning the period of discontinuance.

5.12.8.4 Refund of Tuition Fees

Students whose registration is cancelled due to probationary or RTD status receive a full refund of tuition and course- and semester-based fees.

5.12.7.5 Transcript Record

University, faculty, and program RTD rulings and rulings of university academic probation appear on students’ official transcripts. Rulings of faculty probation do not appear on official transcripts.
The following motion approved at Faculty of Education Council on May 14, 2009 is offered for consideration:

1. ITEM FOR APPROVAL

MOTION #1
That the “Selection Criteria” for the Faculty of Education listed in §2.3.4.1 be deleted from the Undergraduate Calendar.

Selection criteria
Saskatchewan residents are given priority in selection. A Saskatchewan resident is defined for this purpose as one who

- is resident in Saskatchewan or is a member of a family unit resident in Saskatchewan, is employed in or transferred to Saskatchewan for employment (or is a member of a family unit becoming resident via employment); or
- has completed high school or college level education in Saskatchewan; or
- has parents who are Saskatchewan residents.

Rationale: In view of the University’s Strategic Enrolment Management Plan, the Faculty of Education would like to increase enrolment by removing the selection criteria and thereby making entrance to Teacher Education Programs available to a wider audience.