

# ACADEMIC REGULATIONS

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## Preamble

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All University of Regina (U of R) students are responsible for complying with the rules, regulations, policies, and procedures contained in this section as well as those in other sections of the Academic Calendar and other official University publications and announcements which may be issued from time to time.

The University reserves the right to change policies and regulation whenever such action is deemed appropriate or necessary.

Throughout these regulations, the term faculty, federated college, or academic unit refers to all U of R Faculties, the Centre for Continuing Education, Federated Colleges, and La Cité universitaire francophone.

## Force Majeure

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The U of R accepts no responsibility for the continuance of any class or course of instruction which may not be completed as a result of an act of God, fire, riot, strikes, lockout, any act of terrorism, or any other cause beyond the control of the U of R.

## Instructor Responsibilities

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Students of the U of R can expect their instructors to:

Provide them with a written course outline within the first three hours of instruction which should include:

1. The content of the course.
2. Any prerequisites for the course.
3. A list of assignments and exams, with due dates if possible.
4. The grading scheme: weightings of the assignments and exams\*.
5. The instructor's policy on attendance.
6. The instructor's policy on late assignments and missed exams.
7. \*Any proposed changes to the grading scheme must be circulated in writing and consented to by the students registered in and attending the course.
8. Maintain proper records of the work subject to assessment during the term and at exam time.
9. Retain final exam papers for a period of six months.
10. Participate in the appeal of grade process.
11. Submit grades for approval of the department head or dean (as appropriate) no later than five University business days after the date of the final exam. In the case of courses having no final exam, final grades must be submitted for approval of the department head and dean (as appropriate) no later than 10 calendar days (not including Sundays and statutory holidays) after the start of the Fall or Winter final exam period; or within five days of the start of the final exam period in Spring/Summer and other shorter parts of term.
12. Submit / enter the actual grade earned in the class for numerically graded courses.
13. Ensure that at least 75% of the work used to arrive at a student's grade is of a nature that it can be reassessed by an independent examiner. When an instructor wishes to deviate from established practices, and especially when methods of evaluation may make it impossible to follow these recommendations, such evaluation methods must be approved by the dean.
14. In the case of a practicum, adopt a method of evaluation that provides continuous information to students on their performance and maintain all of the documentation on which the evaluation is based.
15. When appropriate, conduct their courses in such a way as to obtain evidence of student writing skills, in term papers, essays, reports, or other written work, and to demand competence in writing to obtain a passing grade.
16. Report suspected cases of academic misconduct to the dean or designate of the faculty, federated college, or academic unit offering the course.

For further information on academic misconduct refer to the [Student Code of Conduct and Right to Appeal](#) section.

## Attendance

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Regular and punctual attendance at classes provides a foundation for academic success and is expected of all students. When the persistent lateness or absence of a student jeopardizes the learning or the evaluation of the work of other students in the course, the student may be subject to penalty. One written warning will be provided to a student before action is taken. This includes, but is not limited to:

- being dropped from the course;
- being barred from writing the final exam;
- being barred from attending a class or components of a class.

## Course Work

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Course work comprises all assignments, exams, labs, and tests that are conducted during the term and contribute to the student's final grade in a course but excludes the final exam. All course work will be completed no later than the last day of regularly scheduled classes of the relevant term or part-of-term.

## Audio and Video Recording of Classes

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Students may audio-record or video-record classes only if they have received authorization from the instructor. Such authorization may come about as a result of a request made to the Centre for Student Accessibility. In the case of classes that involve participation by students, consent of the other students in the class is also required.

If students receive authorization, the following conditions apply:

The materials remain the intellectual property of the instructor.

The materials may only be used for the purposes of private study and may not be used by any other persons other than the student receiving the authorization.

Unless there is a different agreement between the student and the instructor, the materials must be destroyed immediately after the end of the term in which the class has taken place.

Any violation of this policy will be considered an act of misconduct and will be dealt with through that process.

## Exam Scheduling

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The following regulations apply to the scheduling of exams:

No final exams, mid-term exams, or tests worth more than 10% in the total evaluation of the course will be scheduled for on-campus credit courses in the last three hours of scheduled lectures, or in the day(s) between the end of lectures and the first day of the final exam period, without prior written approval from the instructor's dean, with a copy to the Registrar. Practical assessments such as exhibitions, juries, and recitals are exempt.

Mid-term exams are held on the published date(s) of the course outline.

Final exams are held in a designated exam period. Courses with take-home final exams will use the scheduled final exam date as the due date.

Exam locations are added to the web course schedule towards the end of the term. Once a final exam date and time have been published, they cannot be changed without the written consent of all students in the course, and the approval of the instructor's dean.

Information about final exams (including take-home finals) will be included in the course outline, as well as on the [UR Self-Service](#) class schedule.

## Exam Regulations

Students are required to ensure they are familiar with and follow the following exam regulations.

**Identification for Exam** – Exam invigilators are authorized to require students to show photo identification for admission to exams. The preferred form of photo ID is a U of R Student ID Card. Government issued photo id is also acceptable. If a student's identity cannot be confirmed, exam invigilators have the authority to refuse admission to the exam room. Students should have their photo ID face up in the top right corner of their desk at all times during the exam.

**Admission to an Exam Room** – No student shall be permitted to enter the exam room later than thirty minutes after the beginning of an exam. No additional time will be provided to a candidate who arrives late to an exam.

**Leaving the Exam Room** – No student shall be permitted to leave the exam room within thirty minutes after the exam has commenced. Unless permission has been granted by the exam invigilator, students may only leave their seats to turn in their answer book(s).

**Cheating** – Students caught cheating on an exam will have the suspected incident along with the date and time of the suspected incident notated on their exam answer booklet. All incidents of suspected cheating will be investigated accordingly.

**Food and Beverage** – Only water is allowed in an exam room provided it is in a bottle that does not have a label.

**Electronic Devices** – Electronic devices are not allowed in an exam room unless otherwise permitted by the instructor. This includes, but is not limited to, smart devices, cell phones, wireless devices, calculators, and other electronic devices. All electronic devices must be turned off and stored in designated areas.

**Personal Belongings** – All personal belongings are brought at the student's own risk and must be stored in designated areas. The only materials students are allowed to have at their desk during an exam are writing instruments and approved calculators, notes, and/or textbooks. Any other personal items, including bags of any kind, must be set-aside in the designated area prior to the exam start.

**Blank Paper** – Candidates are not allowed to bring blank paper to an exam. Blank paper will be provided.

**Exam Question Clarification** – Candidates may only consult an invigilator for clarification of an exam question.

**Communication** – Communication with other candidates is strictly prohibited.

All students are required to sign and date all examination books used during an exam.

## Cancellation of Exam Papers

A student who becomes seriously ill or is informed of urgent family matters during an exam should report immediately to the person supervising the exam, hand in the unfinished paper, and request that it be cancelled. A dated, signed medical certificate or other supporting documentation must be provided to the student's faculty, federated college, or academic unit (final exams) or instructor (term exams) within three days following the date of the exam.

A request for cancellation after the fact, when an exam has been written and handed in for marking, will be denied.

Deferred exam policies and procedures apply to a cancelled final exam, while action taken with respect to a cancelled term exam is at the discretion of the instructor (see [Deferrals](#)).

## Invigilation of Distance Learning Exams

Final exams in distance learning courses (on-line, televised, or video-conferenced) must be invigilated by a University-authorized invigilator except for courses with take-home final exams. The Student and Instructor Services (Credit) office at the Centre for Continuing Education will arrange for exams at designated, pre-authorized sites within Saskatchewan. Students who wish to write at a different site within

Saskatchewan or to write outside Saskatchewan must receive approval from the Student and Instructor Services (Credit) office at the Centre for Continuing Education for the proposed site and proposed invigilator and are responsible for any additional costs resulting from their proposed site and invigilator.

Students in the Faculty of Nursing are expected to write their exams at the site in which the course is delivered.

The Student and Instructor Services (Credit) office at the Centre for Continuing Education maintains a list of authorized sites and can help in finding an appropriate invigilator, but the student is ultimately responsible for making invigilation arrangements outside of the pre-authorized sites.

Students must provide photo identification to the invigilator prior to writing.

## Deferral of Final Exams or Course Work

### Late Course Work Submission

Students may encounter situations that prevent them from handing course work in on time. In these cases, the instructor's policy on the late submission of course work applies.

### Grounds for Deferral

Extensions of deadlines for completion of assignments or writing of exams, including final exams may be granted to students who are in good standing on the basis of:

- serious illness;
- accident;
- serious illness or death of an immediate family member;
- domestic affliction;
- participation in sanctioned university activities (varsity athletics or academic conference for example);
- involuntary job changes; or
- other extreme circumstances beyond their control.

Deferrals will not be granted on the basis of personal or leisure travel arrangements made by the student or others on their behalf.

## Deadlines and Procedures for Deferral Request

### Deferral of Course Work and Term Exams

Requests to defer course work during the scheduled class dates must be requested prior to the due date of the course work and directed to the course instructor. The course instructor may extend the due date up to the date of the final exam. If there is no final exam in the course, deferred course work must be completed no later than five days after the scheduled end date of classes.

When an instructor approves the deferral of a term exam, they may assign a make-up exam or transfer the weight of the term exam to another exam or assignment that has not yet been submitted, including the final exam. The manner in which deferred course work is made up will be consistent with the policies on deferred course work in the faculty, federated college, or academic unit that is offering the course.

Requests for the deferral of course work that are made after the scheduled final exam date of a class are subject to the approval of the dean (or designate) of the student's faculty, federated college, or academic unit. Students must complete an Application for Deferral of Course Work and/or Final Exam and include supporting documentation to their faculty, federated college, or academic unit for approval. Requests must be received within three business days of the scheduled final exam date or they will be denied.

### Deferral of Final Exam

Students who are unable to write their final exam must notify their course instructor or their faculty, federated college, or academic unit. Initial communication by telephone or by e-mail is acceptable. Students must submit an Application for Deferral of Course Work and/or Final Exam including supporting documentation within three business days of the scheduled final exam date.

### Maximum Length of Deferral

The maximum length of a deferral of course work or final exam that is approved by the dean (or designate) is as follows:

- Fall courses – by January 31
- Winter courses – by May 31
- Spring/Summer courses – by September 30

In cases of prolonged illness or other incapacity (an absence from the U of R for two weeks or more), a dean (or designate) may extend a deferral up to the end date of the following term in which the course was taken. A deferral for a fall course, for example, may be extended to the end of the winter term.

### Course Instructor Procedures

The course instructor should keep a record of any deferral of course work or term exams that they approve. For this reason, the course instructor will communicate the terms of the approval via the student's U of R e-mail account.

### Faculty and Academic Unit Procedures

When a student requests a deferral of course work or the final exam to the dean (or designate), the dean (or designate) will consult with the course instructor to establish that the student is in good standing and has a reasonable chance of passing the course if the deferral were to be granted.

When a decision is made, the dean (or designate) will notify the student, the course instructor, the head of the department, the Registrar's Office ([registrar@uregina.ca](mailto:registrar@uregina.ca)), and the student services area of the faculty, federated college, or academic unit offering the course in writing via their U of R e-mail accounts. This communication will include the details of the deferral and the associated deadlines for completion.

In the absence of the course instructor, the department head is responsible for arranging, setting, and grading a deferred exam.

### Supporting Documentation

Acceptable documentation in support of a deferral includes:

**Illness or accident:** Students may submit a [Student Self Declaration of Illness](#) form in support of their request for a deferral with the understanding that the U of R retains the right to request additional documentation. If further documentation is required, your medical professional must complete the [Student Medical Certificate](#) form stating your inability to continue your studies.

**Death in the immediate family:** You must provide an obituary or death certificate.

**Illness/accident of immediate family member:** If you needed to provide care to an immediate family member due to an unexpected illness or accident, the medical professional must complete the [U of R Student Medical Certificate](#) form.

**Domestic Affliction:** Proof such as a letter from a lawyer, counsellor, etc.

**Sanctioned University Activity:** Proof, including the date, of the activity from an officer of the University (athletic director (or designate), instructor, etc.).

**Jury duty:** The letter advising you have been selected and are required to attend.

**Involuntary job changes:** A letter, on company letterhead, from your employer, confirming the date of the move.

**Other extreme circumstances.** A letter from a professional familiar with the circumstances or other support documentation as determined by the dean (or designate).

The U of R retains the right to request additional documentation. The dean (or designate) of the student's primary academic unit will determine if additional documentation is required

### Maximum Course Load Including Deferrals

The combination of incomplete deferrals and new course registration may not exceed 15 credit hours at the undergraduate level or 12 credit hours at the graduate level unless a cumulative overload is formally approved by the student's dean (or designate) of the student's faculty, federated college, or academic unit. For this reason, a deferral might not be granted if the deferral(s) exceed the maximum credit hours allowed.

### Deferrals and Impact on Full-time Status

Deferrals only count as class registration in the original term of registration and cannot be used to achieve full-time status in a subsequent term.

### Grading of Deferrals

If the student does not complete the course work or term exam as approved by a course instructor, a grade of zero is assigned to the course work or term exam that has been deferred and a percentage grade for the course is submitted.

When a deferral has been approved by a dean (or designate) an interim grade of DE (deferred) is assigned for a deferred exam or deferral of both final exam and course work.

A grade of IN (incomplete) is assigned for a deferral of course work alone.

When the deferred final exam and/or course work has been completed, the course instructor will grade the work and assign a percentage grade to replace the interim grade. In the absence of the course instructor, the department head (or designate) is responsible for grading the course work and assigning the percentage grade.

On the day following the deadline for completion of deferrals, the Registrar's Office will convert grades as follows:

Grades of DE will be converted to NP (not passed).

Grades of IN will be converted to a percentage grade or to a grade of NP as determined by the course instructor and approved by the dean (or designate).

### Unexpected Delay in Course Delivery

When the delivery of a course is delayed for reasons intrinsic to the course, beyond the deadline for submission of grades, the dean (or designate) of the faculty, federated college, or academic unit offering the course may approve the assignment of the grade NR (not reported) for those students who are affected until the course can be completed.

### Aegrotat Standing

In rare circumstances, aegrotat standing in one or more courses in a term may be granted on medical or compassionate grounds to a student who meets the following conditions:

- the student is prevented from completing the term by serious illness or other extreme circumstances beyond the student's control;
- the student's illness or other circumstances are certified by a professional in the relevant field or confirmed by other documentation acceptable to the dean;
- a deferral of course work and/or final examination is not appropriate because of the nature or severity of the illness or of the other circumstances;
- a medical or compassionate withdrawal is not appropriate;
- the student has completed at least 50% of the work contributing to the grade in the course; and,
- the instructor of the course confirms in writing that the student has demonstrated an understanding of the course material.

Aegrotat standing is granted by the dean (or designate) of the faculty, federated college, or academic unit in which the student is enrolled. The uncompleted work may be course work, the final examination, or a combination of the two.

**Grading System and Descriptions**

The U of R employs a percentage grading system. Unless otherwise specified, a grade of less than 50% is a failing grade for undergraduate programs.

**Percentage Grades**

| Grade  | Description   |
|--------|---|
| 90-100 | An outstanding performance with very strong evidence of: <ul style="list-style-type: none"> <li>an insightful and comprehensive grasp of the subject matter;</li> <li>a clear ability to make sound and original critical evaluation of the material given;</li> <li>outstanding capacity for original creative and/or logical thought;</li> <li>an excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts both in speech and in writing.</li> </ul>   |
| 80-89  | Very good performance with strong evidence of: <ul style="list-style-type: none"> <li>a comprehensive grasp of the subject matter;</li> <li>an ability to make sound critical evaluation of the material given;</li> <li>a good capacity for original, creative, and/or logical thinking;</li> <li>a very good ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts both in speech and in writing.</li> </ul>  |
| 70-79  | Above average performance with evidence of: <ul style="list-style-type: none"> <li>a substantial knowledge of the subject matter;</li> <li>a good understanding of the relevant issues and a good familiarity with the relevant literature and techniques;</li> <li>some capacity for original, creative, and/or logical thinking;</li> <li>an above-average ability to organize, to analyze and to examine the subject material in a critical and constructive manner, and to express thoughts both in speech and in writing.</li> </ul>                         |
| 60-69  | A generally satisfactory and intellectually adequate performance with evidence of: <ul style="list-style-type: none"> <li>an acceptable basic grasp of the subject material;</li> <li>a fair understanding of the relevant issues;</li> <li>a general familiarity with the relevant literature and techniques;</li> <li>an ability to develop solutions to moderately difficult problems related to the subject material;</li> <li>a moderate ability to examine the material in a critical and analytical manner, and to express thoughts in writing.</li> </ul> |
| 50-59  | A barely acceptable performance with evidence of: <ul style="list-style-type: none"> <li>a familiarity with the subject material;</li> <li>some evidence that analytical skills have been developed;</li> <li>some understanding of relevant issues;</li> <li>some familiarity with the relevant literature and techniques;</li> <li>partially successful attempts to solve moderately difficult problems related to the subject material and to examine the material in a critical and analytical manner;</li> <li>basic competence in writing.</li> </ul>       |
| 0-49   | Unacceptable performance.   |

**Alphabetic Grades**

With the exception of the grades of NP and XF (see "[Calculation of Grade Point Averages](#)," below), none of the following grades has a numeric value. Grades of AG, C, CRC, and P are passing grades. Grades of F, N, NP, and XF are failing grades. The remaining grades are neutral.

|     |                                    |     |                                       |
|-----|------------------------------------|-----|---------------------------------------|
| AG  | Aegrotat                           | IP  | In Progress                           |
| AU  | Audit, no credit                   | MC  | Maintenance Candidacy                 |
| AW  | Audit Withdrawal                   | N   | No Credit                             |
| C   | Credit                             | NCC | No Credit-COVID-19 (Winter 2020 only) |
| CRC | Credit-COVID-19 (Winter 2020 only) | NP  | Not Passed                            |
| CW  | Compulsory Withdrawal              | NR  | Not Yet Reported                      |
| DE  | Deferred                           | P   | Pass                                  |
| F   | Failure                            | W   | Withdrawal from Courses               |
| IN  | Incomplete (interim grade)         | XF  | Academic Misconduct                   |

**Approval Authority for Final Grades**

The dean (or designate) has the responsibility to approve final grades including the authority to adjust grades as is deemed necessary.

**Calculation of Grade Point Averages (GPA)**

Academic standing is determined by use of a grade point average (GPA), calculated by (1) multiplying, for each course, the credit hours by the grade earned, (2) adding together the products of that multiplication, (3) adding together the credit hours for the courses used, and (4) dividing the first sum by the second. The calculation is not rounded but is truncated to two decimal places.

Only percentage grades, grades of NP, and grades of XF are used in GPA calculations. Grades of 0%-39% and NP are all counted as 40% in the calculation, grades of XF are counted as 0%, and grades of 40% to 100% are used as recorded.

**Calculation**

Multiplying, for each course, the credit hours by the grade earned:

$$\begin{aligned} \text{ENGL 100} & 3 \times 73 = 219 \\ \text{BUS 100} & 3 \times 78 = 234 \\ \text{INDG 100} & 3 \times 88 = 264 \end{aligned}$$

Adding together the products of that multiplication:

$$219 + 234 + 264 = 717$$

Adding together the credit hours for the courses used:  $3 + 3 + 3 = 9$

Dividing the first sum by the second sum:  $717/9 = 79.66$  GPA

The calculation is not rounded but truncated to two decimal places.

**Types of GPA Calculations**

The GPA calculation is applied to different selections of courses for different purposes. The following are the major kinds of GPA calculations:

| GPA Type                          | Acronym | Description  |
|-----------------------------------|---------|--|
| Admission grade point average     | AGPA    | Calculated by combining all recognized academic post-secondary courses with any U of R courses attempted.  |
| Cumulative grade point average    | CGPA    | The CGPA is based on all U of R courses taken, whether passed or failed, undergraduate and graduate, repeated or not.  |
| Undergraduate grade point average | UGPA    | The UGPA is also based on all U of R courses taken, but when a course has been repeated, only the grade in the most recent approved attempt is used (refer to the rules on repeating courses).   |
| Program grade point average       | PGPA    | The PGPA is calculated according to UGPA rules but is based only on the courses that are used in a particular program.   |
| Term Grade Point Average          | TGPA    | The TGPA is calculated according to CGPA rules and is based on all courses taken in a particular term (Fall, Winter, or Spring/Summer).  |
| Sessional Grade Point Average     | SGPA    | The SGPA is based on all U of R courses taken during the prior academic year (May 1 – April 30). This includes the spring/summer, fall and winter terms in sequential order. When a course has been repeated during this same time period, only the grade in the most recent approved attempt is used (refer to the rules on repeating). |

**Academic Standing**

Academic standing refers to the privileges of admission to, continuation at, and graduation from the University. Any changes to regulations governing academic standing apply to all students, including new students, continuing students, and re-admitted students.

**Academic Performance Standards and Good Academic Standing**

All University of Regina students are expected to maintain acceptable standards of academic performance. This is known as Good Academic Standing and is governed by these academic regulations as well as the specific academic regulations of each faculty.

Undergraduate students are considered to be in Good Academic Standing when they maintain a minimum undergraduate grade point average (UGPA) of 60.00% or higher and maintain the minimum prescribed academic standards of their faculty. The requirements to be in good academic standing varies by program and some programs may have higher and/or additional standards which may include:

- a minimum grade required for all core courses in the program;
- regulations governing failed attempts at courses and/or withdrawals from courses;
- a higher minimum program grade point average (PGPA) as well as minimum GPA requirements within majors or minors within a program;
- a promotion policy which may require the student to withdraw from the program if the student does not attain the required minimum grades in specific courses or the required PGPA to advance in the program.

If you meet the minimum academic standards for your program, you are deemed to be in Good Academic Standing.

Students who owe money to the University will be restricted from accessing certain services. Please refer to the Tuition and Fees–Outstanding Accounts section of the calendar for more information.

**Dean’s Honours Lists**

Students who obtain high standing in a term’s course work may receive the designation of “Dean’s Honours List” for that term on their official transcript. For this purpose, high standing is defined by the University as a TGPA of at least 85.00% on at least 12 credit hours of numerically-graded courses on which the TGPA is calculated. Courses that are completed externally to the U of R are not eligible for inclusion in the minimum credit hour requirement. Some exceptions to this regulation can be found in the table below.

Students who are enrolled in two programs concurrently will be eligible for inclusion on the Dean’s Honours in both programs.

|   |  |
|---|--|
| <b>Centre for Continuing Education</b>    | The list for part-time students is compiled once an academic year at the end of the Spring/Summer term. To be included on the CCE Honours List, a student must be a CCE student and identify a CCE program as their primary academic program and must achieve a GPA of at least 85% on a minimum of nine numerically-graded credit hours of U of R courses over an academic year (Fall, Winter, and Spring/Summer).  |
| <b>Faculty of Arts</b>                    | The overall regulation applies to full-time students. Part-time students will be included on the part-time students honours list if they complete at least 3 credit hours, but less than 12 credit hours, in the current term and achieved a GPA of at least 85% across the most recent terms needed to complete a minimum of 12 credit hours of numerically graded courses since the term in which they were last on the Dean’s Honours List (or, in the case of students who have never previously been on the Dean’s Honours List, since they were admitted to the U of R).     |
| <b>Faculty of Business Administration</b> | The overall regulation applies to full-time students. Students will be included on the part-time list if they took at least 3 but less than 12 credit hours of numerically-graded U of R courses in the current term and achieved a GPA of at least 85% across all of the most recent terms needed to complete a minimum of 12 credit hours of numerically-graded U of R courses since the term in which they were last on the Dean’s Honours List (or in the case of students who have never previously been on the Dean’s Honours List, since they were admitted to the U of R). |
| <b>Faculty of Education</b>               | Students are required to complete 15 credit hours of courses, with 12 credit hours numerically graded.   |
| <b>Faculty of Nursing</b>                 | Students are required to complete 15 credit hours of courses, with 12 credit hours numerically graded.   |
| <b>Faculty of Science</b>                 | Students are required to complete 15 credit hours of courses with all being numerically graded.  |

## Probation and Discontinuance

Students who are not deemed to be in Good Academic Standing will be subject to academic actions such as:

- probation;
- required to discontinue (RTD); or
- must withdraw (MW).

### Grounds for Academic Actions

Grounds for academic actions include:

- failure to meet the minimum academic performance standard;
- failure in a third completed attempt at ENGL 100 – Critical Reading and Writing I; or
- failure to meet a faculty, federated college, or academic unit or program regulation.

The first two grounds result in a university-level action and the third results in a faculty- or program-level action.

### Concurrent Programs and Academic Actions

For students who are enrolled in two programs concurrently, academic performance regulations will be applied by the faculty, federated college, or academic unit of the primary program. If the programs are in two different faculties, each faculty, federated college, or academic unit will apply its faculty, federated college, or academic unit or program academic performance within the faculty, federated college, or academic unit and program.

When students are required to discontinue (RTD) from a faculty, federated college, or academic unit, they 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, the secondary program will become the primary program.

### Conditions on Registration

When a faculty, federated college, or academic unit admits or re-admits a student on petition or appeal, it may set conditions on registration. These may include a limit on the number of credit hours that may be taken, mandatory academic advising, or performance conditions such as a requirement to pass all courses in the first term.

### Notification of Academic Action

Students will be notified of probation, RTD, or MW actions via the student's U of R e-mail account. It is the student's responsibility to check their U of R e-mail account and to regularly update any changes to their personal information on [UR Self-Service](#).

### University-Level Academic Probation

Students who do not maintain Good Academic Standing will be placed on university-level academic probation. Students on probation are permitted to continue studies and may also transfer faculties unless the regulations of the receiving faculty, federated college, or academic unit prohibit this.

### Timing of Evaluation

The first assessment of students' grade point averages for the purpose of imposing university-level academic probation will occur at the end of the term in which the first nine credit hours of study are attempted. The timing of subsequent assessments is at the discretion of the student's faculty, federated college, or academic unit, but will normally occur at the end of an academic term or part-of-term.

### Process for Clearing University-Level Academic Probation

To clear a university-level academic probation, students must raise their university grade point average (UGPA) to a minimum of 60.00% by the time they complete 24 credit hours while on university-level academic probation.

### Extending University-Level Academic Probation

A faculty, federated college, or academic unit may extend a student's university-level academic probation up to an additional 15 credit hours if the student achieves at least a 60.00% average over all credit hours completed while on university-level academic probation. Faculties may impose conditions such as mandatory attendance at study skills classes and restricted course loads on students granted an extension. If at the end of the extension the student has a UGPA of less than 60.00%, the

student has not cleared probation and normally, no further extension is available.

## Must Withdraw (MW)

There are three academic situations in which a MW will be applied to a student:

### Failure in a third completed attempt at ENGL 100 – Critical Reading and Writing I

Regardless of whether they pass or fail preceding attempts at ENGL 100, students who receive a failing grade in a third completed attempt at ENGL 100 must withdraw from the university for two years.

### Failure to Clear Academic Probation

Students who do not clear academic probation according to the university's regulations must withdraw from university for a minimum of one year beginning with the term immediately following the term to which the MW is applied. An MW begins on the first day of the term immediately following the term in which the student fails to clear probation.

Students may also consult with the Student Success Centre to see if admission to the [Academic Recovery Program](#) is an option.

### Failure to Clear Conditions of R-admission after an MW

When re-admitted after a MW, students will be placed on university-level probation and will have 24 credit hours of study to attain a UGPA of at least 60.00%. If these students do not clear university-level probation, they must withdraw from university for at least two years beginning with the term immediately following the term to which the conditions are applied. Such students should review the details of the [Fresh Start Program](#).

### Re-admission after the Completion of MW Period

Re-admission after an MW is not automatic. Applicants must submit a petition for re-admission to Enrolment Services and show cause as to why they should be re-admitted so that the relevant faculty, federated college, or academic unit can render a re-admission decision.

When an MW has been applied to a student, the student must withdraw from the University for a specified period. A student on a MW may not register in for-credit courses or proceed toward a degree, diploma, or certificate at the University and has none of the rights or privileges of a registered student, excepting that of appeal. Students on MW may not audit courses at the university. Students on an MW may not be eligible for transfer credit for courses taken during the MW period. Students need to consult their faculty, federated college, or academic unit for the specific regulations pertaining to transfer credit and an MW status.

## Faculty Probation and Requirement to Discontinue (RTD)

Students may be placed on Faculty Probation or be required to discontinue (RTD) from their current faculty, academic unit, or program at the discretion of the faculty, federated college, or academic unit and in accordance with the specific regulations of the program. Students should review their faculty, federated college, or academic unit regulations of their program to ensure they are familiar with these regulations.

### Minimum Length of a Faculty or Program RTD

The minimum length of a faculty or program RTD is two consecutive terms. An RTD that is considered to be indefinite has a minimum length of two calendar years.

### Re-admission after RTD Period

Students are not guaranteed re-admission to a faculty, academic unit, or program after an RTD period is served. When a student is re-admitted after the RTD period on petition, they must meet the performance conditions imposed as part of the relief offered. Students who do not meet these conditions must withdraw from the university for at least two years (six consecutive terms).

### Faculty Restricted Program

Students who have been required to discontinue from their faculty, federated college, or academic unit, but not the University, and who have missed the deadline for transfer to another faculty, federated college, or academic unit may be moved to a faculty restricted program.

Students in this category will:

1. Be required to complete a transfer to a new faculty, federated college, or academic unit by the end of the term in which they are placed in this category.
2. Be allowed to register in only those courses open to all students.
3. Will have no special access to courses offered by the restricting faculty, federated college, or academic unit.
4. Will continue to be assessed by the restricting faculty, federated college, or academic unit and have additional academic actions applied at the end of the term in which they are in this category.
5. The dean of the restricting faculty, federated college, or academic unit will continue to act as the student's dean for administrative purposes and the advisors in both the restricting, and potentially receiving faculties or academic units, will provide counsel to these students during the term the student is in a restricted program.

**Appeal of Academic Action**

Academic actions may be appealed to the faculty, federated college, or academic unit by the deadline set in the academic action notification sent to the student. Appeals received after the deadline will not be accepted. Students should consult their faculty, federated college, or academic unit regulations to determine the process for appealing.

**Registration While Appealing**

Students who have an academic action of must withdraw (MW) from the University are not permitted to remain in classes during the appeal process. Course registrations may be cancelled by the student's faculty, federated college, or academic unit. At the discretion of the student's faculty, federated college, or academic unit, 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.

**Refund of Tuition Fees**

Students whose registration is cancelled receive a full refund of tuition and course- and term-based fees.

**Transcript Record**

Academic actions of must withdraw (MW) and required to discontinue (RTD) appear on official transcripts. Academic actions of university- or faculty-level probation will not appear on official transcripts.

**Academic Relief Programs**

**Fresh Start Program**

Students who are re-admitted to the U of R and who have previously failed courses while attending the U of R will be notified that they are eligible to participate in the Fresh Start Program. If students choose to participate, they will have all previously failed courses taken at the University of Regina excluded from the calculation of their Undergraduate Grade Point Average (UGPA) and Program Grade Point Average (PGPA) if:

- for six consecutive terms, prior to (re)admission a student has not registered in any credit courses at the University of Regina;
- in the first 12 credit hours after (re)admission a student achieves a minimum average of 60.00% in those 12 credit hours with no failing grades; and
- upon satisfying the above conditions the student will submit the completed application form (as found on the U of R website) to their respective faculty, federated college, or academic unit office.

Students who are seeking readmission to a certificate or diploma program who have less than 12 credit hours to complete may petition for an exception. If granted the student will be required to maintain a GPA over the remaining courses in the program of no less than 60.00%.

Although the failing grades will not be used in calculating the UGPA/PGPA all failing grades will remain on the student's transcript.

A student who has previously been awarded a credential will be ineligible for the Fresh Start Program.

A student can only be granted a "Fresh Start" once.

All University of Regina regulations regarding students who have received an MW still apply.

**Academic Recovery Program**

The Academic Recovery Program (ARP) is a two-term program that gives students who have experienced difficulties in university an opportunity to strengthen their study skills, evaluate their education and career direction, and build strategies to aid with future academic and personal goals. Students will take credit courses and participate in other activities designed to help them succeed academically. These include participating in support workshops, creating a personal and professional development portfolio, and participating in guided study sessions. Students will have access to additional tutoring and support as well as academic success advice from experts.

**Program Availability**

The ARP is offered in the fall, winter, and spring/summer terms.

**Program Eligibility**

Any U of R student who needs extra support is encouraged to apply to the ARP. Acceptance is dependent on faculty regulations.

**Application and Deadline for Application**

Admission to the ARP is not automatic. Students must submit a [program application form](#) and have a meeting with the Intake Advisor to determine admissibility.

A personal statement by the student describing why they would be a good candidate for the ARP must accompany the application.

The deadline for submission of applications and acceptance into the program is the start of the term.

**Admission**

Students can gain admission to the program in either the fall term, the winter term, or the spring/summer term. Students admitted into the winter term may complete the program in the spring/summer, or in the fall term.

**Cost and Funding**

The cost of the ARP is \$900 per term for six hours of equated credit, plus regular tuition and course fees for credit and non-credit courses. The equated credit will be considered as credit hours for funding purposes.

**Acceptance**

The decision for acceptance to the program will be made by the Intake Advisor, following discussion with the student's faculty, federated college, or academic unit. Upon acceptance, students are required to complete and enter into an agreement regarding requirements of the program.

Students who are subject to an MW have the ability to be sponsored by a faculty, federated college, or academic unit other than the students' home faculty, federated college, or academic unit. Sponsorship is not automatic but may be considered upon recommendation of the Intake Advisor.

**Time Commitment**

| Each week students will be required to attend 10 to 17 hours in addition to homework and student time.   |   |
|--|---|
| Term 1   | Term 2  |
| <b>SSW ACT:</b><br>(six equated credit hours for funding purposes) - required  | <b>SSW ACT:</b><br>(six equated credit hours for funding purposes) - required |
| <b>One Course</b><br>(three credit hours) - required   | <b>ACAD 100</b><br>(three credit hours) - required                            |
| <b>One Course</b><br>(three credit hours) - optional   | <b>One Course</b><br>(three credit hours) - optional                          |
|  | <b>One Course</b><br>(three credit hours) - optional                          |
| SSW ACT is a weekly eight-hour program, and it includes workshops on academic success, personal and academic coaching, guided study sessions, and action lab). |   |
| A minimum of three credit hours per term is required. If a student has already passed ACAD 100, another course may be substituted.                             |   |

**Completion of the Academic Recovery Program**

Students must fulfill all requirements of the program to successfully complete the ARP, as follows:

A minimum grade of 60% is required in each credit course.

The non-credit portion must be passed, including successful portfolio development and adherence to the attendance policy.

**Students with a RTD or a MW in the Appeals Process**

Students who are in the process of appealing an academic action of RTD or MW have two options:

- they can complete the appeal process;
- they can abandon the appeal process and apply for admission to the ARP; or
- they can opt to pursue their appeal and if it is successful, proceed in their program according to the conditions of the appeal. If the appeal is unsuccessful, students may decide to apply to the ARP.

**Status of RTD and MW on Admission to and Completion of ARP**

When students are successfully admitted to the ARP program their MW or RTD status will be suspended. The MW or RTD status will be reinstated in the event the student discontinues the program and/or is unsuccessful in the program on the date of withdrawal or the end of the term the student is deemed to be unsuccessful.

**Program Status on Completion of ARP**

Successful completion of the ARP, which includes the meeting of all conditions set out by the faculty, federated college, or academic unit, and ARP, will result in students being able to automatically continue in the program and faculty from which they were required to discontinue (RTD) or forced to withdraw (MW), with the exception of the Faculty of Nursing. Conditions may be placed on the student's continuance by the faculty/college or the ARP. These conditions will be determined when students enter the ARP.

Students who continue their studies following successful completion of the ARP and have a GPA that continues to fall below the faculty and university minimum acceptable averages will be allowed an additional 15 credit hours of probation.

Unsuccessful completion of the ARP will result in enforcement of the original academic action. In this case, credit courses taken as part of the ARP will be used toward determining further academic action.

**Number of attempts for ARP**

Students may complete the ARP only once.

**Policies and Regulations within the Academic Recovery Program**

The Intake Advisor must approve all credit course selection made by program participants in conjunction with their [academic advisors](#). Students are limited to up to three 3-credit hour courses per term of the program, including the mandatory credit course offerings.

Students must succeed in all components of the program each term in order to continue their studies at the University of Regina.

Students who enter the ARP as the result of an MW and do not successfully complete Term 1 or 2 of the program will have their MW reinstated and be forced to withdraw from the university.

Students who enter the ARP after they receive an MW and successfully complete Term 1, but do not enroll in Term 2 will have their MW reinstated and be forced to withdraw from the university. In normal circumstances Term 1 and 2 must be sequential, either fall to winter, winter to Spring/Summer or fall, or spring/summer to fall.

Students who have not received an MW and enroll in ARP will not be required to complete both terms.

Students may begin the program in either the fall, winter, or spring/summer terms.

If students successfully complete the ARP, they will automatically be re-admitted to the program and faculty from which they were required to discontinue (RTD) or forced to withdraw (MW), with the exception of the Faculty of Nursing. Faculty/college specific conditions may be placed on the students upon entry into the ARP.

If a student fails to complete the requirements of ARP and has previously been unsuccessful in the Arts Transition Program, then the student will be forced to withdraw from the University of Regina indefinitely.

For specific program details, refer to

[www.uregina.ca/student/ssc/academic-recovery-program/index.html](http://www.uregina.ca/student/ssc/academic-recovery-program/index.html)

or contact:

**Student Success Centre**

University of Regina

Toll Free: 877-660-0822

Tel: 306-585-4076

[transition.programs@uregina.ca](mailto:transition.programs@uregina.ca)