

ACADEMIC STANDING

29. Grade Point Average

a. Each letter grade is given a grade point equivalent as described in 23a (<https://smu-ca-public.courseleaf.com/graduate/academic-regulations/evaluations-grading/>). A grade point average (GPA) is calculated by multiplying each grade by the number of credit hours, totaling the grade points and dividing by the total number of credit hours attempted. Grade point averages may be calculated for a semester, year, degree, program or cumulatively. Common grade point averages are described below.

b. The cumulative grade point average (CGPA) is based upon all courses taken for credit hours in any Faculty at Saint Mary's other than those for which grades of AE have been given. Courses for which grades of F have been given are included in the calculation of the grade point average. In the case of a repeated course, only the most recent grade is included.

c. A degree grade point average (DGPA) is calculated based upon the courses presented in fulfillment of the degree requirements. Since courses without passing grades (W, F, IP) are not used to fulfill degree requirements, they are not included in the DGPA. In the case of a repeated course, the most recent grade is included. Grades for courses in excess of degree requirements are not included.

d. Grades for courses taken at other institutions for which advanced standing is given *are not included* in calculations for a grade point average, a cumulative grade point average, or in calculations for determining awards and distinctions. Grades for courses taken on a Letter of Permission at Canadian institutions are included in these calculations.

30. Standing Required

a. The regulations governing continuance in a program are those in effect at the time student's first register in that program, except as provided below.

b. In the case of students readmitted after an absence of five or more years, or after having been dismissed for academic weakness, or in the case of students transferring to a different academic program, the regulations in force at the time of readmission or transfer apply. In addition, the Dean may attach specific and binding conditions to the students' performance to ensure that the normal standards of the degree requirements are met.

c. Good Standing

(i) Student are deemed to be in "Good Standing" if they have achieved a minimum cumulative grade point average (CGPA) of at least 3.00 out of 4.3.

(ii) Failure of one course ordinarily will require dismissal from the program. In exceptional circumstances, with a positive recommendation from the Program Coordinator, the Dean of the FGSR may allow a student who has not met these standards to remain in the program. In such a case, students will be required to demonstrate improvement within a defined period. Failure to do so will require dismissal from the program with the possibility to re-apply.

(iii) Failure of two or more courses will require dismissal.

(iv) In order to qualify for a graduate degree a student must obtain a degree grade point average (DGPA) of at least 3.00 out of 4.3.

d. Eligibility to Continue

Students in Good Standing are eligible to continue. In exceptional circumstances, the Dean of the FGSR may allow students not in good standing to remain in the program. In such a case, students will be required to demonstrate improvement within a defined period. Failure to do so will require dismissal from the program.

e. Required Academic Counseling

Students whose academic performance at the University is unsatisfactory may be required by the Dean of the FGSR to confer with their Program Coordinators and theses Supervisors.

31. Academic Appeals

Students who have good reason to believe they have been subject to mistaken, improper, or unjust treatment with respect to their academic work have the right to appeal to the Committee on Academic Appeals. An appeal must be based on solid evidence and not merely on injured feelings. This Committee's jurisdiction extends only to individuals currently enrolled at the University or enrolled during the previous academic year and dismissed, (i.e., the Committee's jurisdiction does not apply to individuals whose application for admission to a program at the University has not been accepted).

Please see Academic Regulation 33 (<https://smu-ca-public.courseleaf.com/graduate/academic-integrity-student-responsibility/>), for appeals arising from Academic Integrity reports.

Academic Appeals shall be governed by the following procedures:

a. Appealing of Final Grades

The only grades that may be appealed are official final grades. Students should be aware that when a grade appeal is launched, the grade can be raised, lowered, or remain unchanged.

(i) Students who wish to appeal a grade must first consult the instructor concerned within one month of receiving the grade and, if unsatisfied, should then consult the appropriate Chairperson and Dean. If the problem is still unresolved, students shall forward the appeal form and supporting documentation to the Committee on Academic Appeals through the University Secretariat, within three months from the last day of the semester in which the course is taken. This appeal statement must contain specifics as to when the instructor, the Chairperson, and the Dean were consulted, together with any other information the student considers relevant. A form to launch an appeal is available from the Service Centre (<https://www.smu.ca/webfiles/AcademicAppeal.pdf>). It is the student's responsibility to ensure that the appeal form is submitted within the deadlines stated in this regulation. Appeals that fall outside of the stated deadlines will not be accepted and/or considered.

(ii) It is the responsibility of students to provide the Committee with the completed appeal form, copies of any communication with the instructor related to the appeal, any returned, graded work directly related to the grade you are appealing, and any returned, graded work on which your overall course grades were based.

(iii) It is the responsibility of instructors to provide the Committee with all relevant available material on which the grade was based. A student's course documentation should include grade history and copies of any

retained graded materials on which the student's grades were based (i.e. exercises, reports, papers, tests, examinations). This documentation shall be retained on-campus for a minimum of twelve months from the deadline of submission of grades.

- (iv) When all relevant appeal documentation is received, as soon as possible the Committee will review the evidence presented and reconsider the grade. If necessary, the Committee may appoint a qualified examiner to review the grade. The examiners will submit their report and the evidence reviewed to the Committee for a final decision.
- (v) Instructors and students are provided with the option of a five-minute interview with the committee to personally present their case. Students may bring a friend, peer, or student advocate to this interview. These individuals are for support purposes only and have no active role during the meeting.
- (vi) The decision of the Committee shall be final.
- (vii) Reference Academic Regulation 33 (<https://smu-ca-public.courseleaf.com/graduate/academic-integrity-student-responsibility/>), **General Procedures**
- (viii) Withdrawal requests from courses with ongoing Academic Integrity investigations will not be processed until the investigation has concluded. The date of receipt of the withdrawal request will be considered in such cases.
- (ix) A student cannot withdraw from a course in which they receive the sanction of failure for an Academic Integrity violation.

A student is able to appeal their grade under Academic Regulation 31 even if there has been an academic integrity incident brought against them in the same course, as long as:

- a. the academic integrity process has been completed
- b. the reason they are appealing is not related to the academic integrity incident.
- c. it is understood that any appeals or appeal related decision under Academic Regulation 31 shall not override any decisions resulting from the academic integrity process under Academic Regulation 33.

b. Other Appeals

On appeals other than those for a change of grade, the procedures shall be as follows:

- (i) Normally within one month of the event or the decision being received by the student, the student shall submit the appeal in writing and direct it to the Committee on Academic Appeals through the University Secretariat.
- (ii) The Administrator shall forward a copy of the appeal to the Dean of the appropriate Faculty, and, if relevant, to the Chairperson of the Department and the instructor.
- (iii) On 5 May 1993, the Academic Senate of the University passed an Enabling Motion which reads in part "...that the Executive Committee of Senate [be] empowered to deal with all appeals concerning graduation which may be made prior to Convocation." Procedurally, these appeals are made to the Registrar.
- (iv) The decision of the Committee shall be final.

Reference Academic Regulation 33 (<https://smu-ca-public.courseleaf.com/graduate/academic-integrity-student-responsibility/>), General Procedures: Students may not normally submit

a Non-Grade Appeal to withdraw from the course in which there is an Academic Integrity charge against them.

c. Decision

If possible, within one month of receiving any appeal under (a) or (b) above, the Committee shall render and communicate its decision through the University Secretariat to all parties concerned. In cases where an appeal is upheld and/or changing of the grade is required, the Registrar's office will make the change of grade in accordance with the decision of the Academic Appeals Committee. Pending possible further appeal, the Committee will retain the evidence presented to it for a period of six weeks after rendering its decision.

Notes:

- (i) The Committee shall consult with the appellants and instructors.
- (ii) The appellants and instructors will be invited to appear before the committee(s) hearing the appeal.
- (iii) Members of a committee cannot participate in the hearing of an appeal arising from an action to which they were a party.

32. Specific Requirements of Individual Graduate Programs

In addition to the requirements stated here, students must comply with any additional requirements of the individual graduate program in which they are enrolled. These are delineated in the individual graduate program (<https://smu-ca-public.courseleaf.com/graduate/programs/>) descriptions in the Graduate Studies Academic Calendar.

33. Academic Integrity

See the section preceding Academic Regulations, entitled Academic Integrity and Student Responsibility (<https://smu-ca-public.courseleaf.com/graduate/academic-integrity-student-responsibility/>).