

# Appeal of Academic Standing

## Information for Students

Prepared by Student Services – UNB Saint John

The brief summary below is intended to help students considering appeals of their academic standing. Students are expected to familiarize themselves with the relevant regulations, particularly those on “EXAMINATION, STANDING AND PROMOTION,” and “RIGHT OF APPEAL” as found in Section B, IV of the current UNB Undergraduate Calendar. Students required to withdraw should review the information provided with the notification which is mailed from the Registrar’s office to the student’s local address in June. All students can access their transcripts on line through their web services at any time. Students who do not pay their tuition fees on time, however, may not have access to their marks or official transcripts until such fees are paid.

The academic performance of students who were full-time in any “assessment year” (the 12 months from May to April inclusive) is assessed in May and based upon the grades received in that assessment year. The academic performance of part-time students is assessed in May after the accumulation of a minimum twenty-four (24) credit hours. Students with an assessment gpa of 2.0 or higher is considered to be “in good standing”. Students with an assessment GPA less than 2.0 will find that their transcripts now bears a comment indicating one of the academic decisions indicated below.

### ACADEMIC PROBATION (A.P.)

- This indicates an assessment year in which the student earned a GPA between 1.1 and 1.9 for the first time. Students may only go on A.P. once in their program. A.P. warns students that their performance is unacceptable and that they must increase subsequent assessment gpa’s to at least 2.0 if they wish to remain at UNB and in their program.
- Students on A.P. may be advised by their program or faculty advisor to take a reduced course load or a carefully selected course load in the subsequent year(s) in order to improve their academic standing.

### REQUIRED TO WITHDRAW FROM UNIVERSITY (R.T.W.)

- Students are required to withdraw from university when the student earned a GPA of 1.0 or lower **OR** has gone below 2.0 in an assessment year for a second time.
- The effect is to require a student to take a year off (from May 1 to May 1) to reflect on their goals. Students cannot attend this or any other university during the year of restriction. Such students ought to seek careful advice on their career goals and their academic plans before applying to return to university.

### GROUND FOR APPEAL

Students may appeal an academic decision if they can document and describe grounds or reasons based on “extenuating circumstances” or events that are “beyond control of the student.” These grounds fall into either medical or compassionate categories. Medical grounds pertain to the student’s own health and would include such reasons as period(s) of hospitalization, an unexpected disability that interfered with schoolwork, etc. Compassionate grounds pertain to other reasons such as death in the immediate family, severely disruptive relationship difficulties, etc. All grounds for appeal must be carefully documented in writing and the effect on the student must be explained in sufficient detail for the Senate Student Appeals Committee to understand the circumstances. There can be no guarantee that any particular appeal will succeed.

### THE APPEAL PROCESS

Students must initiate their appeals no later than JULY 15, (of the same year). Late appeals will not normally be considered except under extenuating and documented circumstances. This appeal letter must reach the Registrar’s Office by July 15 although some supporting documentation may come later. Appeals whose documentation is received by July 15 are assured of consideration prior to September registration; those whose documentation is not completed by July 15 will receive consideration but perhaps not prior to September registration. All information revealed in the appeal letter, documentation and hearing is treated in a confidential manner.

## DIRECTOR OF STUDENT SERVICES

The Director of Student Services can help students understand the appeal process, assist in preparing for such an appeal, and normally represents the student at the hearing. The Director of Student Services will accompany students to the appeal meeting if the student wishes to attend but student attendance is not mandatory. A student is not obliged to consult the Director, but it is highly recommended. An academic appeal is a serious matter and deserves careful thought and attention.

### THE APPEAL LETTER

The appeal letter must be concise yet complete and clearly worded to present the appeal in an accurate manner. The appeal letter should be either typed or legibly handwritten. There is no substitute for a strong and well-expressed letter. An outline of an appeal letter is shown below. Most appeals can be well presented in 1 or 2 pages.

**Please do not place your name, address or telephone number on the appeal letter. Your identity is not disclosed to the committee. However, you must attach a brief cover page to your appeal letter with your name, student number, address and your signature. This cover page will be used by the Registrar's office for record purposes only.**

### SAMPLE OF ACADEMIC APPEAL LETTER

Date

Senate Student Appeals Committee  
c/o Registrar's Office  
University of New Brunswick  
PO Box 5050  
Saint John, New Brunswick  
E2L 4L5  
FAX # ( 506) 648-5691

Dear Committee: (Points to Consider)

- state specifically your situation and what remedy or relief is sought
- state ALL of the relevant grounds for appeal (give dates, details)
- refer to the attached or forthcoming documentation
- state clearly the negative effects of these grounds on your academic performance. Indicate how these grounds will not continue to adversely affect you in the coming year and/or how you will manage to control the situation if the adverse conditions do continue.
- state your intention to attend the appeal meeting only if you so wish and are able to attend; and
- state your request to be represented by the Director of Student Services at the appeal only if you so wish and if you have informed the Director fully of your appeal and all supporting documentation.

**Please do not identify yourself or offer your address in the appeal letter.**

**Submit a separate cover page with this information.**

Copy: Director of Student Services  
Enclosures: (specify documentation included with the letter)

(Remember to keep a copy of this letter and the documentation)

University of New Brunswick  
Saint John  
Cover Page for Academic Appeals Submission

**I acknowledge that the attached letter and documentation of \_\_\_\_\_pages will serve as my appeal to the Senate Appeals Committee of UNB Saint John.**

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Student Number:** \_\_\_\_\_ **Email** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Date(dd/mm/yy)** \_\_\_\_\_