

Withholding of grades by TSSU members
Processing guidelines and information for administrative staff
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This is the process we will follow at the time of writing and if circumstances change, this will be updated accordingly.

Grade submission and grade changes

In cases where grades are withheld by a TSSU member, the GN (Grade Not Reported) grade may be used.

Definition of GN

The Grade Not Reported notation may be used if circumstances beyond the instructor's or University's control makes it impossible for grades to be assigned for the entire class. The notation has no numerical equivalent and does not affect either the term grade point average or cumulative grade point average. The dean of the Faculty responsible advises the Registrar, in writing, that the notation GN is required for a course until grades can be submitted. GN is a temporary grade that will revert to a letter grade or notation.

Under the current circumstances the department chair or equivalent will assign a grade of GN to the class via the grade roster on goSFU; a signed memo from the Dean informing the Registrar is not required in this instance. However, the normal process should be followed if a grade is not reported due to circumstances other than the current labour action. When the labour action ends and the grades are submitted, students' records will be changed.

If a grade has been released through the TSSU appeal process, the letter grade for that individual student can be submitted and the remaining students in the class will receive a GN. If a student's grade is released through the TSSU appeal process after the submission of the grade roster, please use the Grade Change eForm process to submit the change.

When the labour action ends, and all grades are released, the instructor, and department chair/equivalent can submit the changes via the Grade Change eForm process or a signed memo along with the class rosters in spreadsheets to the Registrar's office for processing (urecords@sfu.ca).

End of Term Processing and Academic Standings

End of term processing will begin the afternoon of August 25, 2015. All students will be informed that if they have GN notations on their academic record, their academic standing is not final, and it may change once final grades are submitted. With the exception of the Required to Withdraw (RTW) and Extended Withdrawal (PW) standings, a student's academic standing at the end of Summer term will not normally impact their eligibility to continue in the Fall term. The following process will be used for students whose academic standing is RTW or PW at the end of the Summer term:

*Process for Required to Withdraw (RTW)** and Permanent Withdrawal (PW) Students*

Prior to the beginning of Fall term (September 8, 2015)

- If **all** final grades for a student are received and the academic standing processes are run prior to the beginning of the Fall term, normal evaluation will take place, and if the student is RTW, the student will be dropped from Fall term courses and invited to join Back on Track (BOT).
- If **all** final grades for a student are not received prior to the beginning of the Fall term, and a student is RTW based on partial grades, then the student will not automatically be dropped from Fall term courses. However, they will be given the option to join BOT if they believe they will be RTW based on their academic performance in Summer term classes. Students that opt to join the program will be dropped from all enrolled Fall classes and enrolled in BOT 110 only instead.

Grades received during Weeks 1 to 3 of Fall term

1. RTW students will be informed in writing that they have three options and they will be encouraged to choose one of the three options within two weeks of notification:
 - i. Be dropped from their Fall term classes and join the BOT program no later than the end of Week 5 of the Fall term. If they choose this option within the two-week period following notification, then they will be withdrawn from their classes without notation and receive a full tuition refund. Students who choose this option after the two-week period will still be eligible for BOT, provided it is not past Week 5 of the Fall term. However, the normal withdrawal and tuition refund policy will apply.
 - ii. Drop their Fall term classes to pursue readmission through the college transfer option or start BOT in the Spring 2016 term. If they choose this option within the two-week period following notification, then they will be withdrawn from their classes without notation and receive a full tuition refund. Students who choose this option after the two-week period will be subject to the normal withdrawal and tuition refund policy. International students who wish to choose this option and defer entry to BOT until Spring 2016 should consult with an advisor in International Services for Students to determine the implications on their CIC study permit eligibility.
 - iii. Continue in their Fall term classes provided they meet with a Student Services academic advisor within the two-week period following notification. Students choosing this option will be required to develop an academic plan in conjunction with the advisor and sign an agreement acknowledging that they have received advice about their options and take responsibility for choosing to remain enrolled in the Fall term. Their academic standing will be changed to Continued on Probation (CAP). These students will be eligible for BOT in a future term should they subsequently become RTW. Students who do not meet with an academic advisor and sign an agreement, will be dropped from their classes and will be advised to pursue readmission through the college transfer option or join BOT.
2. PW students (assigned when a student already has one or more RTW standings in previous terms) will be informed in writing that they must meet with a Student Services academic advisor within one week of notification to discuss their options. These students are not eligible for BOT, so they will be strongly advised to drop their courses and pursue readmission through the college transfer option or seek opportunities to complete their studies elsewhere. Students who choose this option within the two-week period following notification will be withdrawn from their classes without notation and receive a full tuition refund. Students who choose this option

after the two-week period will be subject to the normal withdrawal and tuition refund policy. Should they choose to remain enrolled in Fall term courses, they will be required to develop an academic plan in conjunction with the advisor and sign an agreement acknowledging that they have received advice about their options and take responsibility for choosing to remain enrolled in the Fall term. Their academic standing will be changed to Continued on Probation (CAP). Students who do not meet with an academic advisor and sign an agreement, will be dropped from their classes, receive a full tuition refund and be advised to pursue readmission through the college transfer option or seek opportunities to complete their studies elsewhere.

Grades received during Weeks 4 to 5 of Fall term

The same options and processes would apply to both RTW and PW students as described above under “Grades received during Weeks 1 to 3 of Fall term”. However, students would have only until the end of Week 5 to decide on the option they wish to pursue. In this scenario students who choose to withdraw from Fall term classes by end of Week 5 would be withdrawn without notation and receive a full refund.

Grades received in Week 6 or later of Fall term

TBD

Student Services will be hosting information sessions to help guide students who are or believe they may be in academic difficulty as a result of their academic performance in Summer term classes. Information about dates will follow in the next couple of weeks. Depending on how long the TSSU grade withholding job action continues, the content of these sessions and any additional information distributed to students will be adjusted appropriately to reflect the scenarios and options presented above. Also, all students enrolled in Summer term classes are currently being informed that if they are concerned about their academic standing and have questions about adjusting their Fall course load, the different resources that may be available to help them, or to see if the BOT program could be an option for them, it is recommended they talk to an academic advisor in Student Services.

** The process outlined above applies to students who are RTW for the first time at SFU. Students who have previously been RTW and completed BOT will not be eligible to repeat the program. In this case, the process for PW students outlined above will apply.

Pre-requisites

The Post-Enrolment Requisite Check (PERC) process will begin running on August 26, 2015 and will continue to run up until the start of the Fall term. A GN grade for a pre-requisite will allow students to enroll in the next term and is considered to have conditionally met the pre-requisite.

Prior to the beginning of the Fall term (September 8, 2015)

- If grades are received by the start of the Fall term, then the normal requisite processing will occur. Students who do not meet the requisite(s) will be dropped from the relevant Fall term course(s). Departments are asked to follow the normal PERC process and review their PERC

rosters. The Registrar's Office will process the drops on September 2 for those who have final grades. Students with GN grades will not be dropped from the courses.

- If grades are not received by the start of the Fall term, then the impact on students' Fall term enrollment will depend on the actual date their grades become available.

Grades received during Weeks 1 to 2

- If grades are received by the end of week 2, and a student does not meet the requisite, then they will be dropped from the relevant fall term course, and given full tuition refund for the course. The normal process where a department approves a late enrollment for a student will continue.

Grades received after Week 2

- If grades are received after week 2, and a student does not meet the requisite, the departments and/or faculties are asked to review each student on a case-by-case basis to determine whether the student should continue in the course. If it is determined that the student should not continue in the course, the student will be advised that they will be withdrawn from the course with no notation and receive a full tuition refund. If this is the case, the departments should inform the Registrar's Office to ensure the student is withdrawn with no notation and receives a full tuition refund.

Graduation checks

Students who applied for graduation would have been emailed to inform them of the TSSU appeal process to have their grades released.

Faculties are advised to continue the graduation check process and for those students who have GNs, to keep their status as pending.

Students who have GN grades and do not make the recommendation to the September Senate meeting (September 14, 2015) will be reviewed on a case-by-case basis for executive action.