

### Appeal for Exemptions to Academic Regulations

Any petitions from students who seek exemption from the academic regulations of the University are to be submitted to the Registrar's Office. The Senate Admissions and Academic Standing Committee advises the Registrar's Office on these petitions. Students seeking an exemption for substantial medical or compassionate reasons will be required to provide supporting documentation, if applicable. For more detailed information about the appeal procedure, students may contact the Registrar's Office.

### Appeal of Final Grade in Course

A student may apply for a review of the final grade in any course, as follows:

1. The student shall apply in writing to the Registrar's Office no later than two months after receipt of the final grade;
2. The Registrar's Office shall ask the professor to review the final grade. The review shall involve the final examination, if any, and the student's class record, wherever possible;
3. If the student chooses to appeal the professor's review of the final grade, the Registrar's Office shall submit the matter to the Chair of the Department. This review will involve consultation with the professor, if available, and may involve consultation with other professor(s) appointed by the Chair (**Note: when the appeal concerns the Chair, the Dean shall act as Chair**);
4. If the student chooses to appeal the Chair's review, the matter shall be referred to the Senate Student Academic Grievance Committee which will review all its aspects; the decision of the Committee will be final.

### Other Academic Appeals (not covered above)

The normal sequence of procedures for students to follow in an academic appeal of matters not described above is:

1. to discuss the matter with the professor concerned (if any); if no satisfactory agreement is reached;
2. to discuss the matter with the Chair of the Department concerned (if any); if no solution is reached,
3. to appeal to the Senate Student Academic Grievance Committee which will review the matter in all its aspects; the decision of the Committee will be final.

**Note: Appeal procedures related to Academic Misconduct are described in Section 7D.**

## G. Scholarship Renewal for Study Abroad

### Scholarship Renewal Policy for Students Participating in a St. Thomas University Exchange Program

Students who study at another university as a participant in an official St. Thomas University exchange program, while paying tuition fees to St. Thomas University, may hold their renewable scholarships during the exchange program study period, provided they have met all the normal requirements for scholarship renewal.

Students who successfully complete 24 credit hours during the academic year in which they are on exchange will be considered, by the Registrar's Office, for the renewal of their scholarships. The decision to renew the scholarship will be based on course-work taken during the

academic year (September to April) in which the exchange program study period took place. Students who complete fewer than 24 credit hours during their exchange program year of study are not eligible for renewal of their scholarships. *Note: The annual grade point average is calculated on the total number of credit hours taken during the academic year, not the best 24 credit hours.*

### **Scholarship Renewal Policy for Students Participating in an External International Study Opportunity**

Students who choose to pursue an international study opportunity while paying fees to another institution will be ineligible to hold their renewable scholarships during the period in which they study abroad. On return to St. Thomas, students may apply to the Registrar's Office for the reinstatement of their scholarships as follows:

- (a) If students have been away from the university for a full academic year (September to April), their eligibility for scholarship reinstatement will be considered based on course work (minimum of 24 credit hours) completed during the academic year prior to the study abroad year.
- (b) If students have studied abroad for one term (September to December or January to April) during an academic year, their eligibility for scholarship reinstatement will be considered based on their grade point average on the most recent 24 credit hours completed at St. Thomas.

Students who seek exemption from these regulations may appeal, in writing, to the Senate Admissions and Academic Standing Committee.

## H. Student Accessibility Services Policy

### **From our Mission...**

We are united in the belief that people of divergent backgrounds and abilities should have an opportunity to learn and practice critical thought and to realize their intellectual potential in an academic setting that is both responsive and stimulating. We believe that learning engages the whole person; we seek to provide an environment conducive to enriching student life.

### **...To Our Commitment**

St. Thomas University is committed to creating an equitable environment by ensuring that all members of our community have access to the full range of university life. This means supporting students with disabilities in their full participation in the educational, social and cultural life of our university. Sharing responsibility with each student for their success, our accessibility program is consistent with our academic standards as we strive to make reasonable and appropriate accommodations to allow students to enjoy the benefits of higher education.

'Disabilities' shall be defined as those conditions so designated under the New Brunswick Human Rights act and will include physical, medical, learning, and psychiatric disabilities.

### **1) Mission Statement of Student Accessibility Services (SAS)**

St. Thomas University is mandated by law and the aspirations of our community to provide an educational environment that:

- demonstrates professionalism and academic integrity