Memorandum

To: Faculty Council
CC: 
From: Markus Biehl, Chair, Programs Coordinating Committee
Date: March 16, 2017
Subject: Revision of Withdrawal Policies for 1-year Programs

Motion:
That Faculty Council approve the change to the program promotion policies as outlined in Appendix 1.

Rationale
Schulich has now offered one-year master programs for six years. The current version of the promotion policies for these programs was designed by adjusting the policy for longer programs in a way that would make it roughly equivalent to the existing policies. However, reviewing students for promotion after a single semester is problematic, particularly for students who come from non-business undergraduate programs or on a visa, as they typically require a ramp-up period that is longer than 2 or 3 months. As a result, the Student Affairs Committee (SAC) has been relatively busy hearing withdrawal cases from some of our specialized master programs.

The current process also results in a significant mental burden on and time commitment for those students who are withdrawn. A withdrawal decision is final unless the student petitions to be allowed to continue in the program without having met the promotional requirements. The outcome of such a petition is uncertain. For the Faculty, the burden lies in the commitment of Faculty resources for helping students prepare such petitions and for SAC to hear them.

The proposed revision reconceptualizes this process by subjecting the student to a review only after Term 2, just like in the MBA and IMBA programs.

At the same time, messaging in the letters that goes out to students will be adjusted to provide clearer guidance on next steps and adjust the tone of the letter to be more gentle. A draft of the revised letter for a masters student who has not met the promotion requirements after Term 2 is shown in Appendix 2.

Student Services has a mechanism in place by which they review students’ performance (across all programs) and reach out to those students who appear to be struggling. The intent is to help the students think through their difficulties and more successfully complete the balance of their studies.

The committee wishes to thank Professor Kevin Tasa and ORGS Instructor Ena Chadha (a Human Rights and Administrative lawyer) for initiating this review via their valuable insights and detailed recommendations.

Applicability:
- Substantial updates (review timeline): Schulich 1-year Programs;
- Editorial updates: (e.g., change in wording from “debarred” to “withdrawn”): all Schulich Master programs

Effective Date: Fall, 2017
Appendix 1: Comparison of Existing and New Policies – 1-year Masters Programs

<table>
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<tr>
<th>Existing Handbook Copy</th>
<th>Proposed Handbook Copy</th>
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<td><strong>Promotion Standards</strong></td>
<td><strong>Promotion Standards</strong></td>
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| 1. Master of Business Analytics¹ students will be reviewed as follows to determine whether or not they have met promotion requirements below:  
   • Initial review upon completion of the Fall term—  
   • Subsequent review at the end of each following term. | 1. Master of Business Analytics¹ students will be reviewed as follows to determine whether or not they have met promotion requirements below:  
   • Initial review upon completion of Term 2 (full time equivalent)  
   • Subsequent review at the end of each following term. |
| 2. To maintain their standing in the program, all students must maintain a GPA of at least 4.20. | 2. To maintain their standing in the program, all students must maintain a GPA of at least 4.20 and not receive a grade of F in more than 3.00 credits of course work. |
| 3. Students who receive a grade of F in more than 3.00 credits of coursework will be debarred. | 3. Students who do not meet these requirements will be withdrawn. |
| 4. Students who fail a required course must retake it. Students who fail an elective course may retake it, or may elect to take another course. Students who retake a failed course and receive a second failing grade will be debarred. | 4. Students who fail a required course must retake it. Students who fail an elective course may retake it, or may elect to take another course. Students who retake a failed course and receive a second failing grade will be withdrawn. |
| 5. A student who has been withdrawn from the program is advised to seek the help of a Student Services advisor to discuss the best way forward. The student may petition to the Student Affairs Committee to be allowed to continue the program without having met the promotion requirements. | 5. A student who has been withdrawn from the program is advised to seek the help of a Student Services advisor to discuss the best way forward. The student may petition to the Student Affairs Committee to be allowed to continue the program without having met the promotion requirements. |

**Probationary Admittance and Promotion Standards**

In some instances, the Schulich Admissions Committee may recommend admission for an applicant who demonstrates considerable academic or professional ability, but does not quite satisfy the normal requirements for admission. The committee makes such admissions decisions very selectively.

Such applicants are admitted as probationary students and must receive a GPA of 4.20 by __________.

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¹ To be replaced with the appropriate program name.
| the end of Term 1 (full-time students). If a probationary student achieves the required GPA by the specified time, that student will become a regular student. If the required GPA is not achieved within the specified time, the student will be debarred from the program. | at the end of Term 1 (full-time students). The above process (“Promotion Standards”) applies. |
Appendix 2: Sample Withdrawal Letter

May 9, 2017

Delivered by E-Mail

Name
Address 1
City, Province
Postal Code

Dear Name:

I have just completed a review of your academic performance in the Master of Something Management (MSTM) program for the Fall 2016 session.

In accordance with –cite policy or handbook--, to maintain good standing in the program, students must maintain a minimum overall GPA of 4.20 with no more than 3.00 credits of failures (F). At the end of the Fall 2016 session, you have completed 15.00 credits and have an overall grade point average of 2.60. Unfortunately, you have not met the promotion requirements. This failure to satisfy the promotion criteria requires that I now institute your withdrawal from further study in the program.

Students may petition a required withdrawal decision by submitting a completed Graduate Academic Petition Form, located in the Graduate Academic Forms database found in your student portal under “My Courses” to Student & Enrolment Services (W262P) within 14 calendar days of the date on which this withdrawal notice was received. Your petition should include an explanation for your academic results, your strategy to improve your performance if reinstated, and all relevant supporting documentation.

Failure to submit a petition within the 14-day deadline will result in the removal from Winter 2017 courses and the closure of your student record. Students who have extenuating circumstances as to why this deadline cannot be met should email the Director at kgray@schulich.yorku.ca to request an extension. A request for an extension of the timeline should include detailed information regarding the extenuating circumstances. Students should consult the Graduate Policy Handbook (p. 37) to review the petitions process.

Please note that during the petition process you are required to continue attendance in your classes and fulfill your coursework obligations. As such, you should continue to attend your Winter 2017 classes while your petition is being reviewed. If you have any questions about the petition process, please do not hesitate to contact Student & Enrolment Services at petitions@schulich.yorku.ca or book a 1-1 advising appointment. I understand that these are unfortunate circumstances and, as such, you are encouraged to seek all available support through the office of Student & Enrolment Services and/or support services with York University.

Sincerely,

Note: Text in red/bold will be changed as appropriate.