

Petitioning After an Academic or Disciplinary Requirement to Discontinue

Students who have been required to discontinue studies for either academic or disciplinary reasons, must petition for admission, re-admission or transfer. Full information can be found in the University of Regina Undergraduate Calendar.

1. Petitioning After an Academic Requirement to Discontinue

When Should I Petition?

The University letter that told you that you were discontinued should state the semester for which you may petition to return to studies. Most requirements to discontinue last a minimum of two semesters. If you were required to discontinue “indefinitely,” two full years must pass before a petition will be considered. Application deadlines are strict: July 1 for Fall semester, November 1 for Winter, and March 1 for Spring/Summer (unless there is an earlier regular admission deadline for a specific program, then the petition deadline would be the earlier of the two). If you were required to discontinue from a faculty rather than the whole University, you can petition for transfer right away, but the same application deadlines apply.

How do I Petition?

Submit a petition letter and the relevant application/readmission/transfer form to the Enrolment Services Office. Application forms can be submitted online, by mail, fax, email, or in-person. The petition letter may be submitted by mail, fax, email, or in-person. If you are applying for first-time admission, but were required to discontinue from another post-secondary institution, use the Application for Undergraduate Program Admission and submit all documents (transcripts, etc) and your petition letter by the petition deadline.

Who Considers My Petition?

Your petition will be considered by the faculty or college that you are applying to enter or re-enter. In most cases, the decision will be made by a designated University officer within the faculty or college. In a few cases, it will be made by a petition committee. You will hear the decision directly from the faculty or college.

What Should I Include in My Petition Letter?

Your letter is important, because the majority of decisions will be made on the strength of it. Your faculty or college would like to know what circumstances contributed to your previous academic difficulties. They would also like to know what supports you have in place now that will help you succeed in your studies. You may want to include what you have been doing since you were discontinued, and what your goals for the future are.

Can I Appeal a Refusal?

Decisions of individuals can be appealed to the relevant faculty appeals committee, but you will need to demonstrate why the original decision was clearly wrong. A decision of the faculty appeals committee cannot be appealed, but you can petition to another faculty to accept you. Again, you will need to observe application deadlines for a new petition.

For more information on petitioning after an academic requirement to discontinue, contact the Enrolment Services Office at (306) 585-4591 or enrolment.services@uregina.ca.

2. Petitioning after a Disciplinary MW or Expulsion for Academic or Non-Academic Misconduct

Please contact the Executive Director, University Governance and University Secretary at student.appeals@uregina.ca or 306-585-4356.

