

ADMINISTRATIVE OPERATING PROCEDURE: Academic Standing

Procedure ID:	#OP 2-201E
Approved by Executive Leaders Team:	<i>Original: May 30, 2017</i>
Review Date:	November 2023
Effective Date:	November 2023
Next Review Date:	2026
Administrative Contact for Procedure Interpretation:	Associate Dean

Purpose

This pertains to all **post-secondary** certificate and diploma programs offered by the College. At the end of each term of study, students will be evaluated to determine their eligibility to progress to the next level of their program.

Definitions and Acronyms

Academic Probation: A student status that occurs when a student has a semester GPA of less than 1.0 or fails a co/pre-requisite course required in their program of study.

GPA: Grade Point Average. A calculated and weighted term average which is calculated by dividing the total number of grade points earned from final grades reported on the student transcript by the total number of instructional hours.

Progression: A term used to describe the movement of a student in good academic standing to the next semester.

Semester GPA: Semester GPA is calculated for each course taken in that term by dividing the total number of grade points earned in the term by the total number of course hours.

Suspension: The student is withdrawn from the college for a minimum of one semester when their academic achievement falls below a GPA of 1.0 for two consecutive terms.

Operating Procedure

1.0 Academic Standing: To progress to the next level of program study, a student must achieve all of the following conditions:

- a) a semester Grade Point Average (GPA) of 1.0 or greater;
- b) a passing grade in 66.6 per cent or 2/3rds of registered course load;
- c) successful completion of prerequisite and/or co-requisite course(s) if applicable;
- d) successful completion of mandatory course and/or semester requirements (such as non-academic requirements among others) as determined by the program;

1.1 Documentation requirements and process flow will occur as outlined in Appendix A. Academic Standing.

2.0 Academic Probation: Students will go on Academic Probation who: earned a semester GPA of less than 1.0; *and / or* did not achieve a passing grade in two thirds (66.6%) of the registered course load; *and / or* was unsuccessful in pre-requisite / co-requisite or other mandatory requirements. Academic Probation may result in:

- a) Student timetable removed for the subsequent semester. Re-entry into the program of study is subject to space availability in the program, payment of fees, and related deadlines.
- b) Student must complete a formal academic probation contract with the Student Success Advisor.
- c) Students are not permitted to add/delete/exchange courses as defined on their probation contract without permission of the Student Success Advisor.
- d) If a satisfactory academic probation contract for the probationary term cannot be established or implemented, the student will be **suspended from the program and the College** and will remain blocked from re-entry at the College until the completion of a formal academic probation contract or until 5 years have lapsed, when the probationary status expires.

The student remains on the probationary term for duration of the subsequent term attended. In order to successfully exit the probationary period, a student placed on academic probation must achieve a GPA score of greater than 1.2 and successfully complete > 66 2/3 percent of their probationary course load as well as complete any necessary prerequisites and other requirements included in the Academic Probation Contract.

2.1 Documentation requirements and process flow will occur as outlined in Appendix B.

3.0 Student Academic Probation Contract may be considered when a **student earned a semester GPA of less than 1.0; *and / or* did not achieve a passing grade in two thirds (66.6%) their registered course load; *and / or* was unsuccessful in pre-requisite/co-requisite or other mandatory requirements.**

- a) Student is required to undergo a probation process by following the steps as outlined in the contract.
- b) Re-entry into the program/semester is dependent on seat availability.
- c) Documentation requirements and process flow will occur as outlined in Appendix B.

4.0 Academic Suspension: In the case where a student earns a semester GPA of less than 1.0 *and / or* did not achieve a passing grade in two-thirds (66.6%) of their registered course load at the end of their probationary semester, they will be suspended from the College for the period of their next academic semester of **regular program delivery**. Delivery will vary depending on program of study

- a) Must complete an academic probation contract/process prior to re-entry to the College.
- b) Documentation requirements and process flow will occur as outlined in Appendix A: Academic Probation

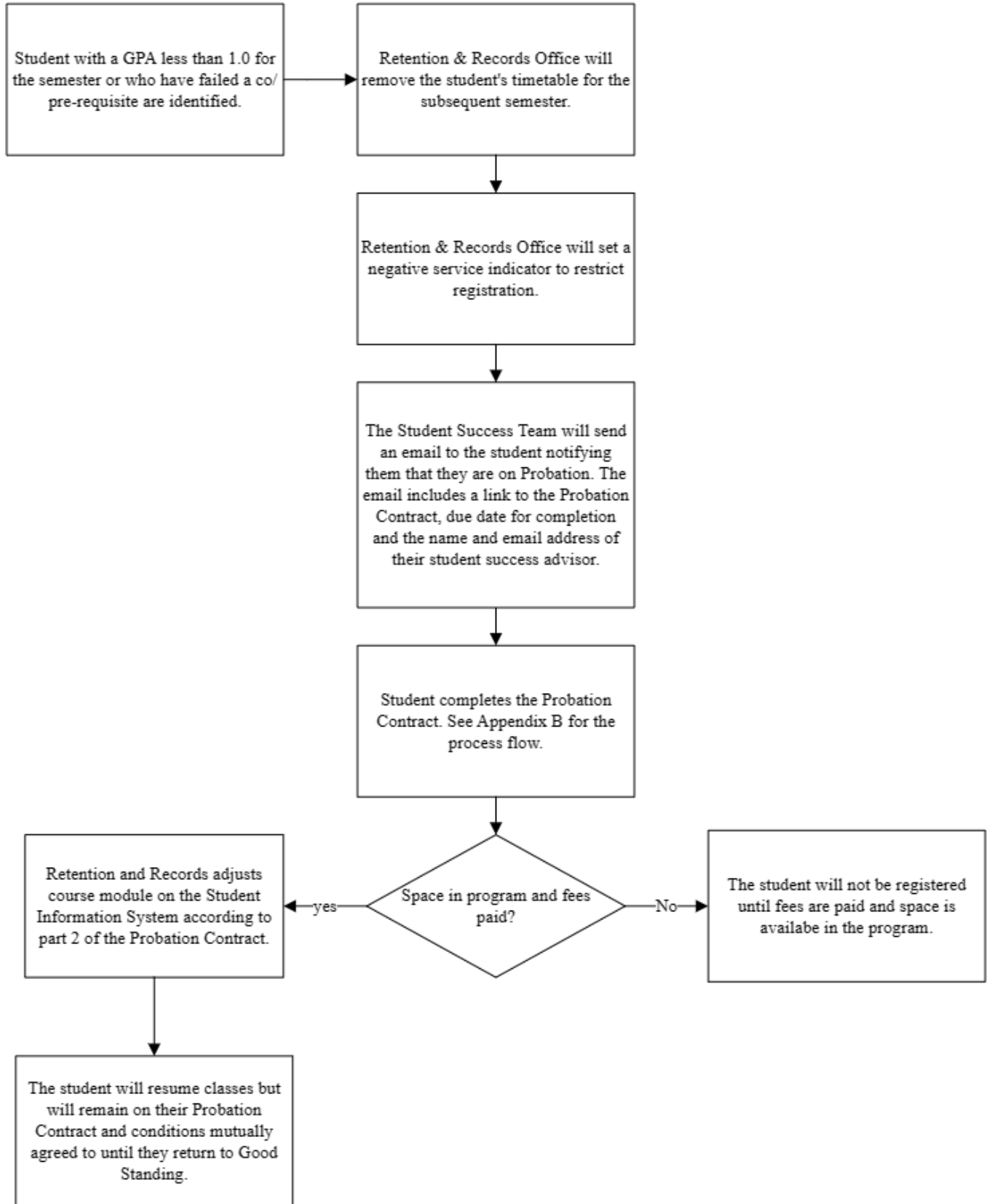
Related Documents

- College Policy 2-201C Grading and Academic Standing
- College Operating Procedure 2-201D Grading Administration

History of Amendments & Reviews

Date	Activity
May 2017	Procedure created from previous Academic Regulations Policy and approved
Nov 2018	Reviewed and updated
Nov 2023	Reviewed and updated

Appendix A: Academic Probation



Appendix B: Student Academic Probation Contract

