

ADMINISTRATIVE OPERATING PROCEDURE: Academic Standing Including Probation and Suspension

Procedure ID:	#OP 2-201E
Approved by Executive Leaders Team:	<i>Original: May 30, 2017</i>
Revision Date(s):	
Effective Date:	September 1, 2017
Next Review Date:	2020
Monitoring Responsibility:	TBD
Linked to a College Policy:	#2-201C, <i>Grading and Academic Standing</i>

Policy Statement

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/Acronyms

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.

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.

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

Academic Probation: A student status that occurs when a student has a semester GPA of less than 1.0.

Suspension: The student is withdrawn from the college for a minimum of one semester when their academic achievement falls below a GPA of 1.0 for two consecutive terms.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

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

- 1.1.1 a semester Grade Point Average (GPA) of 1.0 or greater
- 1.1.2 a passing grade in 66.2/3 percent of registered course load
- 1.1.3 successful completion of prerequisite and/or co-requisite course(s) if applicable
- 1.1.4 successful completion of mandatory course and/or semester requirements (such as non-academic requirements among others) as determined by the program.

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

2.0 Academic Probation

- 2.1 Student earned a semester GPA of less than 1.0 and/or did not achieve a passing grade in 66 2/3 percent of their registered course load and/or was unsuccessful in pre-requisite/co-requisite or other mandatory requirements.
- 2.1.1 Student timetable removed for subsequent semester. Re-entry into the program of study is subject to space availability in the program, payment of fees, and related deadlines.
 - 2.1.2 Student must complete a formal academic probation contract with the program coordinator.
 - 2.1.3 Students are not permitted to add/delete/exchange courses as defined on their probation contract without permission of the program coordinator.
 - 2.1.4 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.
 - 2.1.5 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.
- 2.2 Documentation requirements and process flow will occur as outlined in Appendix B.

3.0 Student Academic Probation Contract

- 3.1 Student earned a semester GPA of less than 1.0 and/or did not achieve a passing grade in 66.2/3percentof their registered course load and/or was unsuccessful in pre-requisite/co-requisite or other mandatory requirements.
- 3.2 Student is required to undergo a probation process by following the steps as outlined in the contract.
- 3.3 Re-entry into the program/semester is dependent on seat availability.
- 3.4 Documentation requirements and process flow will occur as outlined in Appendix C.

4.0 Academic Suspension

- 4.1 In the case where a student: earns a semester GPA of less than 1.0 and/or did not achieve a passing grade in 66 2/3 percent 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
- 4.2 Must complete an academic probation contract/process prior to re-entry to the College.
- 4.3 Documentation requirements and process flow will occur as outlined in Appendix A:
Academic Probation

Related Documents

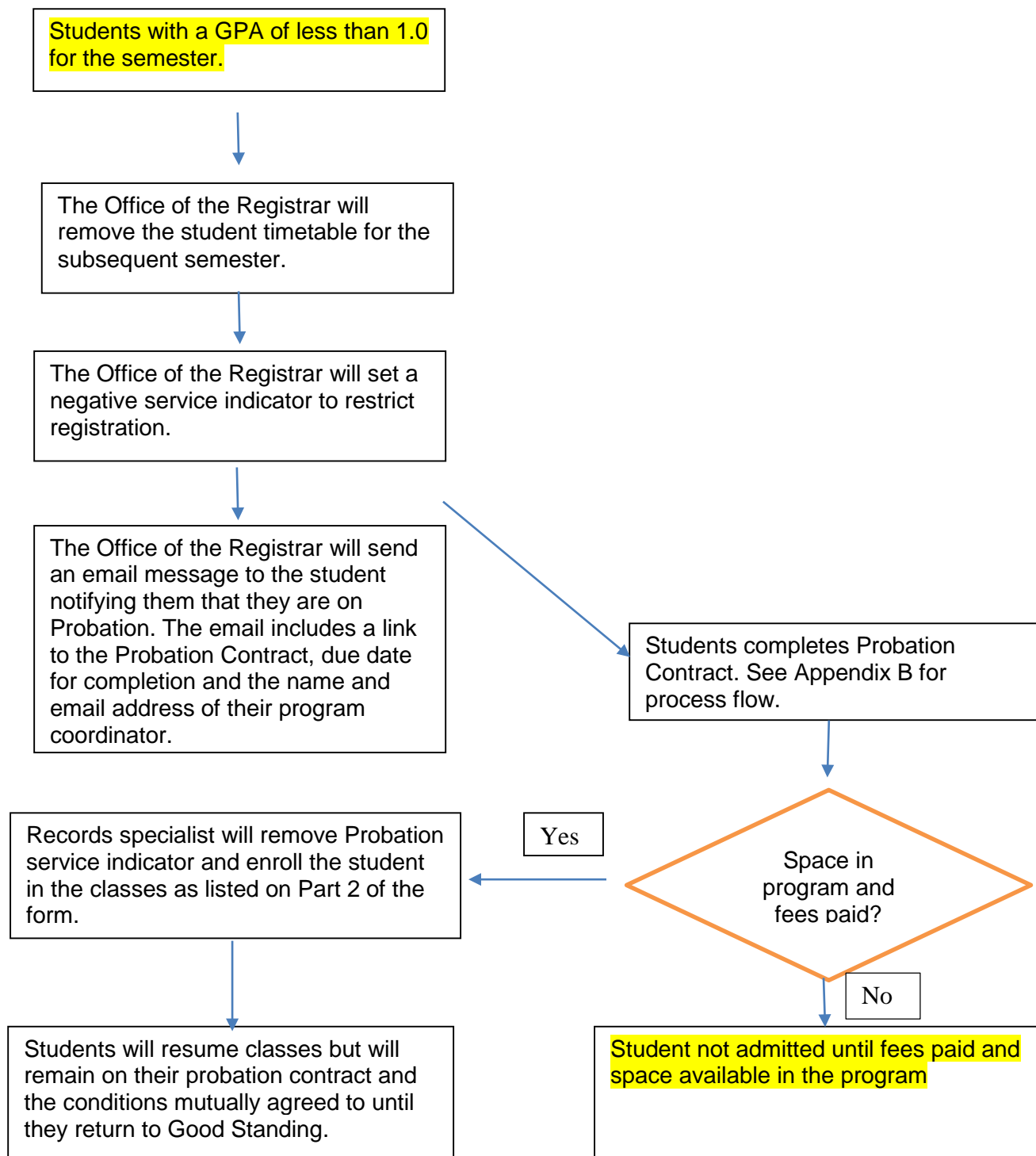
Appendices

- Appendix A: Academic Probation
- Appendix B: Student Academic Probation Contract

History of Amendments/Reviews:

Section(s)	Date	Comments
New ormat		Elements that formed the original Academic Regulations Policy were separated into distinct policies and operating procedures <ul style="list-style-type: none">• ELT approval of operating procedure (May 30, 2017 meeting)

Appendix A: Academic Probation



Appendix B: Student Academic Probation Contract

