



| Policy Information | |
|------------------------|-------------------|
| Policy No: | E-1.03 |
| Approved by: | Education Council |
| Approval Date: | June 2011 |
| Amendment Date: | |
| Date of Prior Reviews: | |

ACADEMIC PROBATION and REQUIREMENT TO WITHDRAW FOR ACADEMIC REASONS

Purpose / Rationale

The College of New Caledonia strives to create an environment that promotes and supports academic excellence and personal success for students as they progress toward their educational and career goals. This policy describes CNC’s standards of academic performance expected of all students, lists the supports available to help improve academic standing, and defines the consequences for failure to achieve minimum standards of academic performance.

Scope / Limits

Acceptable academic performance at CNC is identified by grade point average (GPA) or a Satisfactory/Unsatisfactory grade (S/U) as defined by the program of study. This policy is relevant to those students who do not maintain an acceptable GPA within their program, or who are identified by the program faculty as being at risk of failing.

Note that the minimum grade thresholds listed below are not exhaustive in that some programs maintain individual requirements of academic performance specific to that program that may be higher, as described within the program description or course outline.

Principles

- Supports the definition of a level of course/program material mastery as a minimum academic standard in quantifiable terms and to levels commonly found across the BC college system.
- Guides “best practice” by establishing procedures aimed at helping students achieve academic success.
- Supports the aspirational goal of post-secondary education as a transformational process by establishing clear academic expectations that go beyond mere competence.

- Enables the college to be able to identify and support students in need of academic and personal assistance in a holistic fashion in keeping with community needs and CNC's strategic plan.

Definitions

- **Academic Standard:** Defined as the demonstrated mastery of course/program material deemed sufficient to meet a predetermined level for the purpose of assigning credit, establishing prerequisites for subsequent courses/programs, gaining admission to university, and/or successfully completing professional programs.
- **Academic Alert:** Status determined as above the minimum academic standard but below the standard academic probation threshold for British Columbian universities; defined herein as a Grade Point Average range of 1.67 to 2.00. Students on academic alert will be notified of their status by the Registrar's Office and referred to various student services (e.g. Counseling, Centre for Student Success) for assistance with their personal and academic efforts.
- **Academic Probation (AP):** Status determined by failure to meet the Minimum Academic Standard in a major term/semester in which the student is registered in a minimum of 3 courses with 9 credit hours; defined herein as a Grade Point Average of 1.67 or an unsatisfactory grade in the S/U system.
- **Alternate Program of Study:** Defined as a student's shift from the program of study they were in when placed on academic probation to a different program. For example, if placed on AP in a University Transfer program, a student may opt to move to an alternate program, providing they qualify.
- **Educational Plan:** A plan, jointly developed between a Counselor or Academic Advisor and the student, that addresses any issues or barriers to academic success the student might be experiencing. On Regional campuses, an educational plan may be developed by the Regional Director or their designate along with the student.
- **Grade Point Average (GPA):** System of numerically defining academic standing based on letter grade divided by credit hours in which a GPA of 1.00 equals a letter grade of D and 4.33 equals an A+. Please note that many programs are performance-based and employ a "Satisfactory" (S) versus "Unsatisfactory" (U) system of grading instead.
- **Major Term/Semester:** University Transfer (UT) programs define a major semester as either "fall" (Sept. – Dec.) or "spring" (Jan. – April), but many other non-UT programs operate on different schedules. The term "major term/semester" is used to capture the notion of the division of the academic year or portion thereof unique to the various programs available at CNC.

- **Minimum Academic Standard:** Grade Point Average (GPA) of 1.67 for a major term/semester in which the GPA system is used. In programs where the GPA system is not used, a grade of “Satisfactory” is considered the minimum academic standard.
- **Reduced Course Load:** Restriction in the number of courses a student on AP will be permitted to register for if they choose to remain in the same program of study, typically defined as no more than three courses or 9 credit hours of courses.
- **Required to Withdraw for Academic Reasons:** Status determined by failure to meet the Minimum Academic Standard in two consecutive major terms/semesters. Students are required to withdraw for one major term/semester (i.e. not an intersession).

Procedures/Guidelines, Forms, etc.

- **Academic Alert:** If a student’s GPA falls below 2.00 but is still higher than 1.66, they will be considered to be on **academic alert**. Students on academic alert will be notified by the Registrar’s Office in writing that they are at risk of failing to meet the College’s minimum academic standard, which will also interfere with gaining admission to university as a transfer student. These students will be provided information by the Registrar’s Office on the College’s Student Services and strongly encouraged to seek the supports available. Such services may include (but are not necessarily limited to) study skills, stress & time management, Counseling, Disability Support Services, and editing services.
- **Academic Probation:** Students who achieve a GPA of 1.66 or lower in a program that employs the GPA system in a major term/semester will be placed on AP by the Registrar’s Office, who will notify the student in writing of their change in academic status and place a note in their academic file. Students in programs that do not use the GPA system will be placed on AP when they fail to achieve a grade of Satisfactory in a number of courses in the program (specified by the program). Note that programs using the S/U system have individual thresholds for achieving Satisfactory (e.g. 70% in Trades vs. 62% in Dental Hygiene).

Some programs do not follow the regular semester system and in these cases AP might not be the appropriate placement for a student. Students in these programs who are identified as struggling should be connected with Student Services through the Student at Risk (SAR) process.

- **Reduced course load/Alternate program of study:** Once placed on academic probation, students will be restricted from further registration until they have seen a Counselor or Academic Advisor (or Regional Director or their designate) to develop an **educational plan** designed to support their academic efforts and maximize their chance for academic success. Such a plan will include either a **reduced course load** (no more than 9 credit hours) in the same program (where the program permits) or a shift to an alternate program (maximum of 9 credits) of study and may also include plans to address academic or study skill deficiencies, personal issues, and/or mental health concerns that are impacting learning.
 - **Programs mandating full-time registration:** In cases where the alternate program of study mandates full-time registration (e.g. Welding), there will be no reduction in course load.
- Once the **educational plan** has been jointly developed by the student and the Counselor or Academic Advisor (or Regional Director or their designate), the student will receive a Program Approval Form signed by the Counselor or Academic Advisor (or Regional Director or their designate) that will permit registration.
- **Subsequent semester:** All students who are on AP will remain on academic probation in their subsequent semester regardless of whether they are taking a reduced course load in the same area of study or have moved to an alternate program of study.
 - **Satisfactory Grades:** If a student achieves a GPA of 1.67 or higher with a minimum of 3 courses with a minimum of 9 credit hours (or a Satisfactory grade in a non-GPA program) in their subsequent major term/semester they will be considered to be in good academic standing and no longer on AP. Their academic file will be updated by the Registrar's Office and restrictions on further registration will be removed by a Counselor, Academic Advisor, or Regional Director or their designate.
 - **Unsatisfactory Grades:** If a student who is on AP fails to achieve the minimum academic standard in their subsequent major term/semester, they will be **required to withdraw for academic reasons** and will be prevented from registering for courses for a minimum period of one major term/semester. These students will be notified in writing of the requirement to withdraw by the Registrar's Office.

- **Returning after a requirement to withdraw:** Students who are required to withdraw for academic reasons who return after their absence will remain on AP and will be required to take a reduced course load (maximum of 9 credit hours) if returning to a University Transfer program (including Business, Nursing, etc.), but may register for a full course load if their alternate program requires it.
 - **Satisfactory Grades:** If they achieve a GPA of 1.67 or higher with a minimum of 3 courses with a minimum of 9 credit hours (or a grade of Satisfactory in a non-GPA program) they will be deemed to be in good academic standing once again and course load restrictions will be lifted.
 - **Unsatisfactory Grades:** If a student who returns after a required withdrawal for academic reasons does not achieve the minimum academic standard in the subsequent major term/semester, they will be required to withdraw once again for at least one major term/semester.

Legislative and Collective Agreement References

None.

Links to Other Related Policies, Documents and Websites

CNC Strategic Plan
Education Council Minutes and Agendas
CNC Online Calendar