



<b>Policy</b>	#3-37
<b>Approved By:</b>	Education Council
<b>Effective Date:</b>	July 1, 2021
<b>Date of Approval:</b>	May 7, 2021
<b>Previous Version Approval Date(s):</b>	May 10, 2019
<b>Date to be Reviewed:</b>	May 7, 2026
<b>Administrator Responsible:</b>	Vice President, Students & Community Engagement

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## **ACADEMIC STANDING AND PROGRESSION**

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### **POLICY STATEMENT**

North Island College (NIC) recognizes that students undertake significant efforts to meet their educational goals. NIC strives to provide a supportive learning environment to facilitate students' achievement of their academic goals. To do this, the College has a responsibility to support student progress and identify students at risk in order to encourage student use of the breadth of learning resources.

### **PURPOSE STATEMENT**

The purpose of this policy is to outline minimum academic standards and general minimum progression requirements.

### **SCOPE AND APPLICATION**

This policy applies to all students who enroll in credit courses or programs that lead to an NIC academic program credential and/or apprenticeship programs. Students who do not meet the relevant academic standards will be directed to the intervention strategies and processes outlined in the attached procedures (Appendices A and B).

### **PRINCIPLES**

1. Students have responsibility for their learning and program progression. Students are expected to use NIC learning resources, especially when they are not meeting course and program requirements.
2. NIC will support student success through the provision of appropriate instructional and ancillary learning resources.
3. All students are assumed to be in good academic standing unless otherwise stated on their academic record. The College has the responsibility to notify students in a timely manner when they are not meeting academic standards.

## **DEFINITIONS**

### ***Academic Risk***

Students who are underperforming and/or having difficulty and without intervention or change may not meet academic standards/progression.

### ***Academic Probation***

The status and/or standing assigned to a student who has not met the minimum college requirements as established by the program area.

### ***Academic Program Credential***

A named qualification awarded to a student upon completion of a prescribed program of study leading to a certificate, diploma, or degree which requires the approval of the Board of Governors (BOG).

### ***Good Academic Standing***

Good academic standing requires a minimum Grade Point Average (GPA) of 2.0 (or as approved by the program) in any academic term.

### ***Grade Point Average (GPA)***

The GPA assessment is based on a calculation obtained by dividing the total number of grade points earned by the total number of credits. At NIC, GPA is calculated on a 4.33 point scale.

### ***Progression***

The achievement and maintenance of good academic standing.

### ***Personal Learning Plan***

An individualized plan that supports students in achieving good academic standing.

### ***Required to Withdraw***

Students who have been on academic probation for more than two terms and have not met minimum standards may be required to withdraw from the college and unable to return for a determined timeframe up to a maximum of 24 months.

Students who are required to withdraw will need to reapply to the College and be readmitted to continue their studies.

## **GUIDELINES**

1. In programs where Education Council (EdCo) has approved progression requirements that differ from those stated in Appendix A, the established progression requirements will be published in the academic calendar.
2. Good academic standing will not be less than 2.0 based on a minimum of three courses (or a minimum of 9 credits) per academic term.

3. Adult Basic Education students are exempt from academic progression standards set out in this policy. The College will identify and implement other retention strategies to support ongoing academic progression and success for students who are upgrading.
4. Students identified on academic probation who subsequently achieve a minimum of GPA 2.0 in their next registered academic term of a minimum of 9 credits will return to good academic standing and will be advised as such by the dean/director.
5. Students on academic probation who continue part-time (less than 9 credits per academic term) will not proceed to further stages of academic probation. Students continuing part-time will not be able to return to good academic standing for 12 months.
6. Absence of registration or change to a program where progression standards are equivalent does not nullify the status of academic probation for 12 months.
7. Students returning to a program after being identified on academic probation, but who have not registered for 12 months, will be considered in good academic standing.
8. NIC has Spring/Summer terms that are condensed and part of intersession. Intersession credits/courses will be combined with registration in the regular Spring term when applicable to determine GPA.

## **PROCEDURES**

Procedures are included in Appendix A to this policy. Students are advised to review specific progression requirements in the Academic Calendar.

### ***Links to related policies, documents and websites:***

- [Library & Learning Commons supports](#)
- [Early Assist Information](#)

## **CROSS REFERENCE:**

[NIC Policy #3-17 Instructional Accommodation and Accessible Learning Services](#)

[NIC Policy #3-22 Program and Course Credentials](#)

[NIC Policy #3-30 Student Appeals](#)

[NIC Policy #3-31 Student Complaint Resolution](#)

[NIC Policy #3-33 Evaluation of Student Performance](#)

[NIC Policy #3-35 Course Outline](#)

[NIC Policy #4-09 Registration](#)

[NIC Policy #4-14 Grade System](#)

[NIC Policy #4-17 Admission](#)

<b>Approved By:</b>	Education Team
<b>Procedure Revision Date</b>	September 13, 2023

## **APPENDIX A**

### **PROCEDURES**

Students are expected to meet college and program standards of academic progress. When a student is identified as being at academic risk, the College will provide intervention strategies to support student academic success. Timing for identifying students at risk will vary by program.

An instructor may identify a student at academic risk at any time during the academic term. The instructor will advise the student that they are at academic risk, the implications of academic risk and the intervention strategies that support achieving good academic standing.

At the end of an academic term, students who have not met the minimum GPA of 2.0 in a minimum of 9 credits will be placed on academic probation.

The following procedures will not apply to limited entry programs that have specific progression requirements published in the academic calendar. These procedures are summarized in the flowchart in Appendix B.

#### **A. Stages of Academic Probation and Intervention.**

##### **1. Academic Probation Stage One (S1)**

- a) The Registrar will notify the student, in writing, that they have not met the minimum GPA standard and have been placed on Academic Probation Stage One for the next academic term that they enroll in a minimum of 9 credits. The Registrar will outline any required follow-up, information about learning supports and college services, as well as the consequences of not improving their academic standing.
- b) Students placed on Academic Probation Stage One will be assigned to an Educational Advisor to support their educational planning.
- c) The letter will be placed on the student's record.

##### **2. Academic Probation Stage Two (S2)**

- a) The Registrar will notify the student in writing that they have not met the minimum GPA standard for a second term and will be required to move to Academic Probation Stage Two for the next academic term that they enroll in a minimum of 9 credits. The letter will advise the student of potential further sanctions, including a requirement to withdraw from the college if their GPA does not improve.
- b) Students placed on Academic Probation Stage Two will be required to meet with the Director, Student Affairs or designate to develop a personal learning plan.
- c) The letter will be placed on the student's record. The Director of Student Affairs will be copied to ensure the student is aware of available supports.

## B. Required to Withdraw

Students who do not achieve the minimum GPA requirement following Academic Probation Stage Two may be required to discontinue their studies from the College for a maximum of 24 months.

The Registrar has the discretion to extend the Academic Probation Stage Two for a maximum of one term if the student has demonstrated that they have engaged with recommended learning supports and have improved their GPA. Students with a GPA of less than 1.5 will not normally be considered for a one-term probation extension.

- a) The Registrar will review each student's academic history and relevant documentation (e.g., personal learning plan). The Registrar will meet with the student and consult with the Dean to determine if requiring the student to withdraw is warranted. Students who are required to withdraw will be referred to the appropriate NIC support services.
- b) The Registrar will inform the student of their decision in writing.
- c) The letter will be placed on the student's record. The Director of Student Affairs will be copied to ensure students are aware of the supports available.

## C. Student Appeals of Decisions

Appeals related to the decisions of academic probation can be appealed through the processes described in [NIC Policy #3-30 Student Appeals](#).

## APPENDIX B

### ACADEMIC STANDING AND PROGRESSION PROCESS FLOWCHART

