



| | |
|-----------------------------------|--|
| Policy | #3-37 |
| Approved By: | Education Council |
| Approval Date: | May 10, 2019 |
| Revision Date: | |
| Effective Date: | May 10, 2019 |
| Date to be Reviewed: | May 2024 |
| Administrator Responsible: | Executive Vice President Academic & COO |

ACADEMIC STANDING AND PROGRESSION

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. Failure of students to meet the relevant standards will result in interventions outlined in the attached procedures (Appendix A).

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.

PRINCIPLES

1. Students have responsibility for their own learning and program progression. Students are expected to make use of 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 until otherwise stated on their academic record. The college has responsibility to notify students in a timely manner when they are not meeting academic standards.

DEFINITIONS:

Academic Risk

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

Academic Probation

The status/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, as outlined in Guideline A of this policy, and which requires approval of the Board of Governors.

Good Academic Standing

In order for a student to be in good academic standing a minimum GPA of 2.0 is required (or as otherwise approved by program) in any academic term.

Grade Point Average (GPA)

The Grade Point Average (GPA) assessment of excellence in programs of study 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.

Return to Study

After academic removal or suspension a student shall apply to '**return to study.**' The Registrar and appropriate Dean (and/or Chair) shall be charged with ensuring the student meets any and all stipulated enrolment criteria.

Suspension

The removal of a student from the College for a period of time in accordance with the BC College and Institute Act.

Personal Learning Plan

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

GUIDELINES

1. In programs where Education Council has approved progression requirements that differ from those stated in Appendix A, the established progression requirements will be published in the Academic calendar.
2. Minimum requirements for receiving a credential will be published in the academic calendar. GPA requirements (or equivalent) will be based on program completion requirements. Where minimum completion requirements are not stated, such as University Transfer courses, GPA

requirements (or equivalent) will not be less than 2.0 based on a minimum of three cumulative courses.

3. Absence of registration or change to a program where progression standards are equivalent does not nullify the status of academic probation for one year.

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](#)

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 Grading System

NIC Policy #4-17 Admission Policy

APPENDIX A PROCEDURES

All 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 in order to support student academic success. Timing for identifying students at risk will vary by program. The following procedure will not apply to programs that have Education Council approved progression requirements published in the Academic Calendar.

A Stages of Academic Intervention for Students Identified as Being at Academic Risk

Stage One: Academic Risk

At any time during the academic session, an instructor, department chair, or director, may identify a student who is at academic risk.

Process:

A student will be advised by the instructor, department chair, or director that they are at academic risk. The student will be advised of the implications of academic risk, intervention strategies, and expectations that support achieving good academic standing. This may also include the development of a Personal Learning Plan.

At stage one, intervention strategies shall be flexible enough to meet the unique requirements of programs across the college.

Stage Two: Academic Probation

Upon completion of at least one term or other comparable instructional period, students not meeting the minimum program requirements or the minimum academic college requirements will be placed on Academic Probation.

Process:

- a) At the end of each term, the registrar will notify deans of any students who did not achieve the minimum GPA requirement. Non-GPA programs will monitor progression at the program level.
- b) The dean will write to the student indicating that the student has been placed on Academic Probation, outline any required follow-up and the consequences of not improving their academic standing. Information about learning supports and college services will be included.
- c) The registrar will be copied and a notation will be placed on the student record and the student transcript indicating Academic Probation.

Stage Three: Program Removal

Students who have been placed on Academic Probation who do not achieve a minimum GPA requirement in consecutive terms will be removed from their program for a maximum of two consecutive terms.

Prior to being admitted to another program, the student must complete a new Personal Learning Plan that will be submitted to the dean and the registrar.

Process:

- a) At the end of each term, the registrar will notify deans of any students who did not achieve the minimum GPA requirement in two consecutive terms. Non-GPA programs will monitor progression at the program level.
- b) The dean will notify the student, in writing, that they have not met the minimum standard for progression for two consecutive terms and are therefore restricted from continuing in the program for a maximum of two consecutive terms. Re-admission is not guaranteed nor automatic. The letter will specify any additional requirements related to re-admission to the program, including an indication of when the student can reapply.
- c) The registrar will be copied and a notation will be placed on the student record and the student transcript indicating Academic Removal.

Stage Four: Academic Suspension

Student who have been placed on Program Removal who do not achieve a minimum GPA requirement upon return from program removal (or registration in another program) can be suspended from the College for a maximum of two years.

Process:

- a) At the end of each term, the registrar will notify the deans of any students who have been subject to Program Removal and have again not achieved a minimum GPA requirement.
- b) The dean will review each student's academic history and relevant documentation (e.g. personal learning plan) and determine whether a recommendation to the president of suspension is warranted, and if so, for what period of time to a maximum of two years.
- c) The president will review the recommendation and inform the student of their decision in writing.

B Student Appeals of Decisions

Students may appeal decisions of suspension through the processes described in NIC Policy #3-30 Student Appeals.