

 <b>Policies and Procedures</b>		Number: 8615	Title: Standards of Academic Progress		
		Replaces	8610, formerly B3002.1		
		Effective	August 1, 2014	Next review :	2018-04-09
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee		2014-05-21	
VP Education and Students	Registrar	Recommended/Approved by Education Council		2014-06-10	
		Approved by President		N/A	

## 1 Purpose

The purpose of this policy is to:

- (1) Describe academic standards and level of achievement required for a student to successfully complete a course and/or program at Selkirk College.
- (2) Establish principles and procedures to assist and intervene when a student is at academic risk.

## 2 Scope / Limits

This policy applies to students registered in Education-Council approved courses and programs at the College.

## 3 Principles

- (1) The College recognizes the considerable effort on the part of students to establish and meet their educational goals and is committed to creating a supportive learning environment as students make progress toward these goals.
- (2) Formal assessment of students' academic performance and the assignment of grades are based on the quality of student achievement compared with the standards and requirements established by the College, the School, the program, and the individual courses.
- (3) Students are ultimately responsible for their learning and progress and are expected to seek help in a timely manner when they are unable to meet the course requirements. The College is committed to supporting student success and to working with students in achieving their educational goals.

- (4) In order to remain in good academic standing, a student must maintain a minimum grade point average (GPA) of 2.00 in any academic term. Students who obtain a GPA of less than 2.00 but more than 0.99 at the end of any term will receive written notification from the Registrar's Office and/or School advising them to seek an interview with a program instructor, School Chair and/or Counsellor in order to determine areas of difficulty and to formulate a learning plan. Students who receive a GPA of less than 1.00 at the end of any term may be temporarily removed from the program in which they are registered by the School Chair. Students who are temporarily removed from a program must obtain written permission from the appropriate School Chair or Dean and the Registrar before reregistering in a program. If permission is not obtained then the student will be required to wait a full semester before they may again register in a program.
- (5) When an instructor, during the process of ongoing assessment, determines a student to be at academic risk, the instructor will alert the student and discuss improvement strategies. Because students are ultimately responsible for their progress, they should communicate their progress and challenges to the instructor and act on the improvement strategies. An instructor may also identify students at risk to Student Access and Support by initiating the Early Alert process.
- (6) When a student has failed to meet an academic standard, the College will intervene to alert and counsel the student. Ultimately, part of the intervention will involve structured limits which may include probation and in some circumstances removal or suspension from the program.
- (7) If a student has failed a course twice, they may register for it again only with the permission of the School Chair. Only in exceptional circumstances and at the discretion of the School Chair and the Registrar may these limits be waived. The School Chair and/or a Counselor will discuss with the student alternative pathways towards their academic and career choices.

## 4 Definitions

See Glossary of Education Terms.

## 5 Procedures

**NOTE: These procedures apply to interventions for students experiencing academic challenges. For interventions to address issues of inappropriate student conduct see Policy 3400 *Student Code of Conduct*.**

### 5.1 Academic Intervention

All students are expected to meet College standards of academic progress in order to be permitted to continue or to be promoted to the next level of a program. When a student is at risk, the College will offer academic support, and if and when needed, provide intervention strategies.

### 5.1.1 Early Alert

Early Alert is an online referral system that enables instructors to identify “at risk” students; those who are facing challenges in the first five weeks of their courses or programs.

Students referred to Early Alert by instructors will be contacted by e-mail and asked to meet with a Student Access and Support coordinator, who will connect them with appropriate support services and resources.

### 5.1.2 Academic Probation

In accordance with Policy 8619 Student Probation, a School Chair or designate may place a student on probation for not meeting any of the following:

- College standards of academic progress as outlined in section 3.4 above,
- stated course and/or program requirements, or
- the requirements of Policy 3400 *Student Code of Conduct*.

### 5.1.3 Academic Removal and Suspension

- (1) An instructor or School Chair may temporarily remove students from participating in a class, lab, field trip, or other educational activity due to lateness, prior absences, inadequate preparation, failure to complete prerequisite assignments, or lack of participation in co-requisite courses.
- (2) Instructors or other employees may recommend to their School Chair/Supervisor that students be removed from a course or program if they have missed instructional times or failed to complete assigned work to such a degree that they could not compensate sufficiently to pass the course in the time available.
- (3) A student who fails to meet the requirements in the letter of probation may be required to withdraw from the course or program. In such cases, the School Chair will make a written recommendation to the Dean referencing what elements of the Probation Letter the student has failed to meet. The Dean will decide whether the student will be withdrawn and will notify the student of the decision. This process normally occurs at the end of a semester. In circumstances where it is clear that the student will not meet the academic or behavioral requirements of probation, the student may be required to withdraw before the end date of the probation and/or semester.
- (4) Students who are removed from a course or program because they did not meet the requirements of their letter of probation may appeal the removal by following the appeals procedure specified in Policy 8400 *Student Appeals*. During the appeal process students will be permitted to attend classes, labs and other learning activities unless their attendance jeopardizes the safety and/or learning of other students.
- (5) Students who have been removed may be able to reenter a program on a probationary basis. Prior to reentry they must meet with the School Chair to formulate a learning plan that will address the desired outcomes for success in the program.

- (6) Students who fail to achieve a minimum academic standard (see Section 3 Part (4) above) in the term immediately following the term in which they were on academic probation may be recommended for academic suspension from a course or program. Such students will receive notification from and will be suspended by the Registrar on the written recommendation of the School Chair/Supervisor concerned. Students will be notified of the appeal process by the Registrar.
- (7) Students may appeal their suspension by following the appeals procedure specified in Policy 8400 *Student Appeals*.

## **6 Related Policy and Other Documents**

Glossary of Education Terms

8611 Admission Policy

8612 Grading Policy

8613 Student Evaluation Policy

8614 Advanced Standing Policy

8615 Standards of Academic Progress

8616 Student Withdrawal and Refunds

8617 Graduation

3400 Student Code of Conduct

8400 Student Appeals

Freedom of Information and Protection of Privacy