

<b>Title: Academic Warning, Probation &amp; Suspension Policy</b>	<b>Number: 4.06.0710.2</b>
<b>Approved by the Board of Governors</b> <b>Date: July 5, 2010</b>  <b>Revised Date: February 21, 2017</b>	<b>Implementation</b> <b>Date: August 1, 2010</b>
<b>History:</b>  <b>Scheduled Review Date: January 2019</b>	<b>Origin:</b>

## RATIONALE

In order to ensure the highest level of academic performance by students, the College regularly monitors such performance. The policy establishes the expected standard of acceptable academic performance and provides for monitoring, particularly where a student has fallen below the standard, and outlines the administrative actions that are taken when this occurs.

## DEFINITIONS

**Academic Warning** - a status assigned to a student at the end of any Fall or Spring semester when a grade point average (GPA) of less than 2.0 on a 4.0 point scale is first identified.

**Academic Probation** - a period of time in which a student is warned that satisfactory academic progress is not being made, and is indicated by the fact that their grade point average is less than 2.0 on a 4.0 scale for more than one semester.

**Academic Suspension** - a restriction placed on a student to prevent them from registering for classes at the College for a specified period after being on academic probation for multiple semesters.

## POLICY

Failure to meet standards of satisfactory progress will result in a student being placed on academic warning, academic probation or academic suspension. The minimum grade point average for satisfactory progress and graduation is a "C" average (2.00 GPA) for all classes completed.

### Academic Warning

Students will be placed on academic warning if they have attempted at least nine credit hours and their cumulative grade point average falls below 2.00. Students may be placed on academic warning only once. Academic warning shall not become part of a student's official transcript.

### Academic Probation

Students who have been placed on academic warning will be subject to academic probation if they fail to maintain a 2.00 cumulative grade point average in any subsequent semester of attendance. Academic probation shall become part of the students' official transcript.

### **Academic Suspension**

Students who have been placed on academic probation will be subject to academic suspension if they fail to maintain a 2.00 cumulative grade point average in any subsequent semester of attendance. Academic suspension shall become part of the student's official transcripts.

In order to be suspended, the academic progress of students who are subject to suspension must be reviewed by the appropriate Dean and the student notified in writing concerning such a decision. A student's suspension may be for a single semester or for 2 subsequent semesters. At the discretion of the Dean, such suspension may also include the summer term. A second suspension must be for a minimum of 2 semesters.

### ***Students Returning to the College Following Academic Suspension***

Following academic suspension, the student must apply for readmission to the College. Readmission requires the permission of the appropriate Dean.

Students returning to the College following academic suspension are automatically placed on academic probation until they achieve a cumulative GPA of 2.00 or higher.

## **PROCEDURES**

1. A review of the *Academic Warning Report* and the *Academic Probation Report* run by the Registry is used to identify students as requiring a Warning or being placed on probation.
2. Adjustments (as needed) are made to the student's transcript, mainly for repeated courses that will affect their grade point average.
3. The appropriate Dean is notified that the review is completed. The Dean must contact each student, in writing, concerning their academic status.
4. For a student to be placed on academic suspension, this decision by the Dean shall take into consideration the following:
  - a. Number of semesters in which the student has been on probation;
  - b. The student's performance from semester to semester;
  - c. Any mitigating circumstances that may have affected the student's performance (e.g. illness, death in the family, work situation etc.).
5. The Vice President and the Dean reviews the records of students who are on academic probation, and have been identified for academic suspension. Based on such review, the decision of the Dean concerning the matter is final.

6. The student is advised by the Dean of the suspension in writing. In addition, a conference should be held with the student to discuss the terms of the suspension, and any required actions that must be taken by the student.
7. The Registrar advises the Dean of a student's application to re-enter the College.
8. As part of the decision concerning re-acceptance to continue their studies, the Dean, on receipt of communication stating the student's intent to return, must consult with other department(s) for which student actions were required, concerning whether such actions have been completed.
9. Determination concerning re-acceptance of students who have been suspended rests with the Dean.
10. Students that are re-admitted following suspension are advised of their probationary status, and the supports that are available to them, until such time as their academic performance meets the minimum standards (cumulative grade point averages is at a minimum level of 2.0) of performance.