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| Policy Number: | 9023 |
| Policy Title: | Academic Standing |
| Approved by: | Academic Council |
| Approval date: | June 27, 2018 |
| Effective date: | June 27, 2018 |
| Review Date : | October 2, 2020 |
| Next review date: | October 2023 |

Policy Statement

Academic standing assessment is designed to provide feedback to students at the end of each term, with respect to their term/cumulative standing to help them understand their ongoing institutional academic standing.

The assessment criteria are meant to ensure that students are provided with notification of their standing in a time sensitive manner that allows them the opportunity to seek academic assistance if necessary and maintain or return to Good Academic Standing. To ensure that students have adequate time to seek assistance, a student's academic standing may only be reduced by one academic standing status in any given term. The Registrar is the final authority on determining academic standing.

The Academic Standing Policy outlines the University standard for assessment of academic standing and continuance in University registration. Students' academic performance is assessed at the end of each term of enrolment to determine their academic standing.

Students receiving Academic Alert, Academic Probation, Academic Suspension or Required to Withdraw standing will be notified.

Purpose

This policy provides direction regarding the assessment of student academic performance during their studies at University Canada West and ensures that students are provided timely feedback on their academic performance.

Scope

This policy relates to all students that register in credit courses at University Canada West. The policy refers to a student's institutional academic performance, not the student's performance in individual classes or programs.

Definitions

| Word/Expression | Definition |
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| Academic Alert | A notification in writing that a student's cumulative Grade Point Average has slipped below satisfactory levels and that improvement is required if the student |

| Word/Expression | Definition |
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| | is to avoid Academic Probation. Academic Alert standing will not be recorded on the student's permanent record. |
| Academic Probation | A state of limited registration privileges arising from unsatisfactory academic performance as evidenced by a cumulative Grade Point Average (CGPA) below the minimum required for good standing. Academic Probation standing will be recorded on the student's permanent record. |
| Academic Suspension | Indicates that the student is not meeting academic requirements. An Academic Suspension gives the student time to review priorities and study habits or deal with other factors that could be affecting success in the program. Suspension lasts for at least one term, after which the student may re-enter the program provided all conditions have been met |
| Credit | The number of units of academic value assigned to a course |
| Cumulative Credits | The total number of credits earned for all courses successfully completed at the institution. |
| Cumulative Grade Point Average (CGPA) | The total sum of the grades received during the entire period of the student's enrollment divided by the number of courses attempted during that period. If a student repeats a course, the grade from the first attempt remains on the transcript. However, only the higher grade will be used in the calculation of the CGPA. |
| Good Academic Standing | All students on initial entry to the University are in Good Standing. Students who maintain the minimum required CGPA for their program of study remain in Good Standing. |
| Grade Point Average (GPA) | The sum of grades received during the entire term divided by the number of credits attempted during that period. |
| Permanent Record | A permanent electronic file, which includes a record of all course work for which the student has registered, the status of the courses and the grades and credits received, and from which the student's transcript is prepared. |
| Required to Withdraw | The academic status assigned when a student has not satisfied the program requirements for continuation of study and/or has more than the allowed number of F (fail) grades. Required to Withdraw will be recorded on the student's permanent record. |
| Term Credits | The total number of credits that a student earns by satisfying the course requirements during a given term. |
| Transcript | Documentation of a student's permanent academic record, which consists of all courses taken, grades and honours received, performance standings other than good standing and degrees conferred to a student. |

Related policies

| Policy Number | Policy Title |
|----------------------|------------------------------|
| 9007 | Admissions |
| 9012 | Grade Scale and Calculations |
| 9015 | Student Records |

Associated Procedure

| Procedure Number | Procedure Title |
|------------------|-------------------|
| 9023p | Academic Standing |

Responsibility

Registrar is responsible for the implementation of the Policy and the associated Procedures.