

Policy Number:	9023
Policy Title:	Academic Standing
Approved By:	Senate
Approval Date:	June 27, 2018
Effective Date:	June 27, 2018
Review Date:	June 8, 2023
Next Review Date:	July, 2026

1. Policy Statement(s)

- 1.1. Academic standing assessment is designed to provide feedback to students at the end of each term regarding their term/cumulative standing to help them understand their ongoing institutional academic standing.
- 1.2. The assessment criteria are designed to ensure that students are provided with notification of standing in a fashion that is time sensitive and allows them the opportunity to seek academic assistance, if needed, and maintain or return to Good Academic Standing. To ensure that students have sufficient time to seek assistance, a student’s academic standing may only be reduced by one academic standing status in any given term (special circumstances/exceptions).
- 1.3. Students receiving Academic Alert, Academic Probation, Academic Suspension or Required to Withdraw standing will be notified.

2. Purpose

- 2.1. This policy is to provide direction regarding the assessment of student academic performance during their studies at University Canada West and to ensure that students are provided timely feedback on their institutional academic performance.

3. Scope

- 3.1. This policy relates to all students who 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.

4. Definitions

Word/Expression	Definition
Academic Alert	Academic Alert is designed to provide students with an early warning regarding the potential change in status from “Good Academic Standing” to “Academic Probation.” This early warning is meant to encourage students to seek out services at the University and elsewhere to support their learning.

Word/Expression	Definition
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	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 two terms, after which the student may re-enter, the program provided all conditions have been met. Suspension is not a mandatory stage before being required to withdraw.
Cumulative Grade Point Average (CGPA)	The average of the final grades for all credit courses taken since first admission to the University.
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.
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 (RTW)	Required to Withdraw indicates that the student is not meeting academic requirements after returning from Academic Suspension. The student fails to meet the required GPA and CGPA to continue the program.
Term Credits	The total number of credits that a student earns by satisfying the course requirements during a given term.
Term Grade Point Average (TGPA)	The average of the final grades for all credit courses taken within the defined period.

5. Responsibilities

- 5.1. The Records Officer is responsible for issues Academic Standing letters in the Registrar's Office department.
- 5.2. Students are responsible for contacting Registrar's Office to register for courses before term start. Students are also responsible for advising Registrar's Office if they are unable to return to their studies when and as planned.
- 5.3. International students are responsible for ensuring they are not in violation of their study permit while on Academic Suspension or RTW.

6. Applicable Legislation

Not applicable.

7. Related Policies

Policy Number	Policy Title
9007	Admissions
9011	Appeals for Non-Academic Misconduct
9012	Grade Scale and Calculations
9015	Student Records

8. Related Procedure

Procedure Number	Procedure Title
9023p	Academic Standing