

TITLE: ACADEMIC STANDING

POLICY STATEMENT:

In addition to the process of student evaluation that involves the assignment of Grades and Grade Point Averages or Apprenticeship Marks Red Deer College (RDC) provides a means for informing students of:

- academic standing relative to meritorious performance,
- ability to continue in a program,
- academic warnings and associated requirements for remedial action,
- requirement to withdraw due to poor academic performance.

Academic standing notations may also be used as a means of qualifying students for various activities and admission to other programs.

PURPOSE:

This policy provides a consistent approach in determining the standards of academic performance that are used to note merit, good standing, or poor performance. It also specifies the processes that are applied to each category of performance as measured by the Grade Point Average or Apprenticeship Marks.

SCOPE:

This policy applies to all students enrolled in credit and apprenticeship programs at RDC. It informs the Registrar's office and program administrators of the actions that are expected as a result of categorization of students through this policy.

PRINCIPLES:

Procedures and decisions at Red Deer College:

1. Treat all persons fairly and respectfully.
2. Are nondiscriminatory and non-intrusive.
3. Incorporate open, honest and timely communication.
4. Are made in a timely manner.
5. Provide appropriate confidentiality and privacy.
6. Provide appropriate access to education.
7. Ensure that all persons have access to informed support regarding policies, procedures, rights and responsibilities
8. Operate with clear written expectations for conduct and handling of complaints.
9. Meet all accreditation standards.
10. Maintain a high standard of administration and instruction, clearly stated in College practices and policies, in all areas of educational programs and services.
11. Are communicated in alternate forms to those who require such accommodation.

GUIDELINES:

1. Academic standing for Credit students is calculated at the end of each academic term and is based on the grade point average earned by the student.

All categories of Academic Standing apply to Credit students (see chart #1 below – Credit Categories).

2. President's and Dean's Honour Roll for Apprenticeship students is determined by the School of Trades and Technologies Associate Dean and are based on achievement determined from the class finalization list which provides both the RDC and Apprenticeship and Industry Training examination marks. The School forwards the eligibility list to the Registrar's Records Office for notation on the transcript.

The President's Honour Roll, Dean's Honour Roll and Required to Withdraw categories apply to Apprenticeship students (see chart #2 below – Apprenticeship Categories).

PROCEDURE:

1. Credit Categories

President's Honour Roll	GPA of 3.7 or greater with a minimum 15 credit load in Fall or Winter term or a minimum 6 credit load in a minimum of 2 courses in Spring term.	Credit students meeting the GPA and program load requirements have the President's Honour standing as a notation on their transcript and receive a letter of congratulations from the President.
Dean's Honour Roll	GPA of 3.5 or greater with a minimum 9 credit load in Fall or Winter term.	Credit students meeting the GPA and program load requirements have the Dean's Honour standing as a notation on their transcript and receive a letter of congratulations from the Dean of their program.
Good Standing	GPA of 2.0 or greater in a term.	Good Standing is included as a notation on the transcript.
Satisfactory Standing (Non-graduation)	GPA 1.7 to 1.99 in a term.	Satisfactory Standing is included as a notation on the transcript and the student is advised by letter that their academic standing may prevent graduation.
Academic Warning	Any term a student has a GPA between 1.00 to 1.69, except when he/she was on Academic Warning in the previous term.	Academic Warning is included as a notation on the transcript and the student will be advised by letter to meet with a specified individual (Faculty member, Associate Dean, a Counsellor, or Advisor) to complete an action plan for the following semester.
Probation	A G.P.A. of 0.00 to 0.99 in any term.	Probation is included as a notation on the transcript and the student is advised by letter

	<p>Student with a GPA of 1.00 to 1.69 who in the previous term had an Academic Warning. An F in any of the BSc in Nursing clinical courses.</p>	<p>to meet with a specified individual (Faculty member, Associate Dean, a Counsellor, or Advisor) to complete an action plan for the following semester.</p>
<p>Required to Withdraw</p>	<p>Student with a GPA of 0.00 to 0.99 who was on Academic Warning in the previous term. Student with a G.P.A. of 0.00 to 1.69 who was on Probation in the previous term.</p> <p>Inappropriate or dangerous behaviour or performance in a practicum or work experience course may result in a Required to Withdraw status at anytime.</p>	<p>Required to Withdraw is included as a notation on the transcript and the student is informed of the requirement to withdraw from the College by letter. The decision can be appealed through the Appeals: Informal Resolution and Appeals: Formal policies.</p> <p>The student is withdrawn from classes for the following term.</p> <p>The student is placed on Probation if this is the first term of attendance.</p> <p>Students with an academic standing of Required to Withdraw in the Fall term, due to academic standing in a previous term, are informed by letter of the Required to Withdraw review process which may permit them to continue in Winter term with an academic standing of Probation. Normally the Associate Dean or designate conducts the review considering performance to date and identifies actions to be taken to improve academic standing.</p> <p>Factors to consider include:</p> <ul style="list-style-type: none"> • number of courses failed, • number of course withdrawals, • personal factors, such as medical (with documentation) and other issues (with documentation), • assistance sought, • action plan adherence, • progress made, • class attendance, • counsellor/tutor recommendations. <p>The Associate Dean communicates the results of the review to the Registrar's Office.</p> <p>Workplace experiences are an increasingly important part of the educational programs at RDC. These experiences are governed by a contract between the student, the College,</p>

		<p>and the supervisor at the workplace site. Students may be removed from the site and placed on probation or withdrawn from the program for behaviour or performance which:</p> <ul style="list-style-type: none"> • Endangers patients, clients, staff or students. • Is documented by the agency/business and jeopardizes the agency/business reputation or operation. • Jeopardizes the College/agency/business working relationship.
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2. Apprenticeship Categories

President's Honour Roll	Mark of 90% or greater on both the RDC and AIT Exams	Apprenticeship students meeting the average mark of 90% or greater on both the RDC and Apprenticeship and Industry Training examinations, have the President's Honour standing as a notation on their transcript and receive a letter of congratulations from the President.
Dean's Honour Roll	Mark of 85% to 89% on both the RDC and AIT Exams	Apprenticeship students meeting an average mark between 85% and 89% on both the RDC and Apprenticeship and Industry Training examinations, have the Dean's Honour standing as a notation on their transcript and receive a letter of congratulations from the Dean.
Required to Withdraw	Inappropriate or dangerous behaviour or performance in a practicum or work experience course may result in a required to withdraw status at anytime.	Required to Withdraw is included as a notation on the transcript and the student is informed of the requirement to withdraw from the College by letter. The decision can be appealed through the Appeals: Informal Resolution and Appeals: Formal policies. The student is withdrawn from classes for the following term.

Re-admission to a Program

Students required to withdraw because of unsatisfactory behaviour in a practicum/ workplace may be denied readmission to the same program and/or admission to another program.

Students required to withdraw retain credit for all courses successfully completed at that time.

OFFICER RESPONSIBLE: Chair, Academic Council

RECOMMENDING AUTHORITY: Academic Council

CONSULTATION FOR REVIEW: Students' Association, Deans' Council, Faculty, Academic Policy Committee and President's Office

POLICY REVIEW DATE: April 2019

EFFECTIVE DATE: July 1, 2016

REVISION HISTORY:

- September 1, 1999
- January 1, 2001
- March 14, 2001
- January 1, 2003
- May 15, 2008
- February 1, 2009
- January 1, 2012
- September 21, 2012
- July 1, 2014
- July 1, 2016

RELATED POLICIES:

- [Appeals: Formal](#)
- [Appeals: Informal Resolution](#)
- [Assessment and Grading](#)

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors policies.