

<b>Academic Standing</b>	
<b>Parent Policy:</b> Academic Standing Policy	
<b>Category:</b> Academic	<b>Approval Date:</b> May 22, 2019
<b>Procedure Owner:</b> Academic Policy Committee	<b>Effective Date:</b> July 1, 2019
<b>Procedure Administrator:</b> Dean of Enrolment Management and Registrar	<b>Review Period:</b> 5 Years
<b>Associated Documents:</b> N/A	

## PURPOSE

1. Academic standing is calculated at the end of each academic term for credit students using the Grade Point Average earned in each course.
2. Academic standing is determined at the end of the training period for apprenticeship students using the average of the section exam marks submitted to Apprenticeship and Industry Training.
3. Academic standing for credit and apprenticeship students is noted on the official transcript.

## PROCEDURES

1. The Office of the Registrar determines the academic standing for credit students at the end of each academic term.
2. The Associate Deans, School of Trades and Technologies, determine the academic standing for apprenticeship students and provide the Office of the Registrar with the list of eligible students.
3. The Office of the Registrar provides the list of eligible students to the President's Office and the Deans' Offices to prepare and send letters of commendation.
4. The Dean of Enrolment Management and Registrar prepares and sends notification to all students who have not achieved at least Good Academic Standing specifying:
  - a. the student's current academic standing
  - b. implications to the student if academic standing is not improved by the next academic term
  - c. available resources for students to improve academic performance

- d. steps to take to request a Required to Withdraw review by the Associate Dean or Dean of Enrolment Management and Registrar, in the absence of the Associate Dean, prior to or at the start of the next term.
  - e. notice that all course registration has been cancelled if the student is Required to Withdraw.
5. Normally the Associate Dean or Dean of Enrolment Management and Registrar conducts the Required to Withdraw review considering the following factors:
  - a. number of courses failed;
  - b. number of course withdrawals;
  - c. personal matters, such as medical and other issues (with documentation);
  - d. assistance sought and progress made;
  - e. counsellor/tutor recommendations;
  - f. attendance history;
  - g. ability to adhere to an action or learning plan;
  - h. failure to adhere to approved program-specific standards or procedures published in the Academic Calendar.
6. Students who are permitted to return, after a Required to Withdraw review, will have their standing changed to Probation for the current term to enable registration in credit courses.
7. Students required to withdraw, as a result of academic standing, may reapply to credit programs at the Polytechnic following a twelve (12) month absence from the Polytechnic. The twelve month period begins at the end of the term in which the student was last enrolled. Students completing the absence will have their standing changed to Good upon return to the Polytechnic.
8. Students required to withdraw as a result of academic standing may enrol in non-credit or apprenticeship training if eligible during the absence.
9. Students required to withdraw as a result of non-academic misconduct may be denied readmission to the same program, admission to another program or attendance at the Polytechnic in other programs including non-credit and apprenticeship.
10. Students required to withdraw retain credit for all courses successfully completed.
11. Students may appeal a Required to Withdraw through the Student Appeals policy.