

PROCEDURE



Policy Title:	Academic Standing Procedure
Policy Number:	1200p

1. Purpose

The purpose of these procedures is to support the implementation of the Academic Standing Policy.

2. Undergraduate Studies

Students are in good academic standing if their CGPA is 2.0 or higher.

Until a student has completed 2 (two) courses at the University, there is no academic standing evaluation completed. Subsequently, academic standing will be evaluated at the completion of every term.

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.

Undergraduate students are placed on Academic Alert for any of the following:

- receive a CGPA of less than 2.0;
- receive a grade of F.

Academic Alert becomes part of the student record but does not appear on the official transcript.

Academic Probation (AP)

Students in their second term or later (or who have completed a minimum of 2 (two) courses or 6 (six) credits, will be placed on Academic Probation for any of the following, if the student:

- has a CGPA below 2.0 and was on Academic Alert for the previous term; or
- received two grades of F for the previous term; or
- is in the first term after returning from Academic Suspension.

Students on Academic Probation:

- may be required to repeat courses (a maximum of 4 repeats are allowed);
- may not register in more than a full-time course load;
- will remain on Academic Probation for one more term if the CGPA is still low but improvement has been noted;
- will be returned to Good Academic Standing if the CGPA is 2.0 or above.

Academic Probation becomes part of the student record and appears on the official transcript.

Academic Suspension (AS)

Academic Suspension indicates that the student is not meeting academic requirements. An

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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.

Suspension is not a mandatory stage before being required to withdraw. A student will be placed on Academic Suspension if the student:

- has a CGPA below 2.0 for two consecutive terms; or
- receives three or more grades of F in one term; or
- has been on Academic Probation for two previous terms.

Students on Academic Suspension:

- will not be able to register for a minimum of one term;
- must contact the Registrar's Office to register in the next term at least 4 weeks before the term begins, but not more than 6 weeks prior;
- will return on Academic Probation to the next term in which they are registered;
- will be required to create an academic success plan with an Academic Advisor.

Academic Suspension becomes part of the student record and appears on the official transcript.

Required to Withdraw (RW)

A student will be required to withdraw if the student:

- returns from suspension and fails to achieve a CGPA of 2.0 or greater; or
- receives five or more fails in two consecutive terms.

Students Required to Withdraw:

- are not permitted to register for courses for a minimum of one year and must apply for readmission (please see Admissions Policy);
- will return on Academic Probation upon readmission;
- are ineligible for readmission if Required to Withdraw a second time.

Required to Withdraw becomes part of the student record and appears on the official transcript.

3. Graduate Studies

Graduate students are deemed to be in good academic standing if their CGPA is 3.0 or higher.

Until a student has completed 2 (two) courses at the University, there is no academic standing evaluation completed. Subsequently, academic standing will be evaluated at the completion of every term.

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.

Students will be placed on Academic Alert if the student:

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- CGPA falls below 3.0;
- receives a grade of F in one course.

Academic Alert becomes part of the student record but does not appear on the official transcript.

Academic Probation (AP)

Students will be placed on Academic Probation if the student:

- has a CGPA below 3.0 and was on Academic Alert for the previous term; or
- receives a grade of F in two courses in the program;
- is in the first term after returning from Academic Suspension.

Students on Academic Probation:

- may not register in more than a full-time course load;
- must repeat failed courses in their next or subsequent term.

Academic Probation becomes part of the student record and appears on the official transcript.

Academic Suspension (AS)

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. Suspension is not a mandatory stage before being required to withdraw.

Students will be placed on Academic Suspension for any one of the following, if the student:

- receives a grade of F in three or more courses in the program;
- CGPA is below 3.0 for three consecutive terms.

Students on Academic Suspension

- will not be able to register for a minimum of one term;
- must contact the Registrar's Office to register in the next term at least 4 weeks before the term begins, but not more than 6 weeks prior;
- will return on Academic Probation to the next term in which they are registered;
- will be required to create an academic success plan with an Academic Advisor.

Academic Suspension becomes part of the student record and appears on the official transcript.

Required to Withdraw (RW)

Students will be required to withdraw for any of the following, if the student:

- returns from a suspension and fails to achieve a CGPA of 3.0 or greater;
- returns from a suspension and fails one or more courses.

Students Required to Withdraw:

- are not permitted to register for courses for a minimum of one year and must apply for readmission (please see Admissions Policy);
- will not be able to work until they are enrolled in classes, if they are international students;

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- will return on Academic Probation upon readmission;
- are ineligible for readmission if Required to Withdraw a second time.

Required to Withdraw becomes part of the student record and appears on the official transcript.