

## ACADEMIC STANDING PROCEDURE

<b>Policy Section &amp; Number:</b>	TBD		<b>Effective Date:</b>	July 1, 2023
<b>Policy Owner:</b>	Vice President Academic & Student Experience		<b>Last Revised:</b>	
<b>Policy Administrator:</b>	Associate Vice President Student Experience & Registrar		<b>Review Scheduled:</b>	Every four years
<b>Approver:</b>	Executive Committee			

### A. PROCEDURES

Calculation of GPA is used to determine academic standing, which defines a student's status and eligibility to continue to the next semester or year of study. In addition to the process of student evaluation that involves the assignment of Grades and Grade Point Averages, Keyano College provides a means for informing students of:

- Academic standing relative to meritorious performance
- Ability to continue in a program,
- Academic warnings and associate requirements for remedial action,
- Requirement to withdraw due to poor academic performance.

*The procedure is subject to program specific requirements.*

#### 1. Grade Point Average (GPA) Calculation:

Grades are assigned according to the scale outlined for each program classification. A GPA is calculated according to a formula using the credits assigned to each course and the grade points received.

Grade Points displayed on transcript as Quality Points (Qpnts) = Credits x Grade Received

$$\text{GPA} = \frac{\text{Total Grade Points (Qpnts) Earned}}{\text{Total GPA Credits Attempted}}$$

#### 2. Academic Standing Assessment

##### Good Academic Standing:

When a student's program and term GPA are greater than or equal to 1.70, the student is in good academic standing. Individual programs which are exempt from the standard minimum GPA for Good Academic Standing will be determined through the program approval process and noted in the Keyano College Credit Calendar.

**Academic Warning:**

When a student's term GPA is less than 1.70 but greater than 1.00 the student is placed on Academic Warning:

- If after the academic warning term, the student's term GPA is greater than or equal to 1.70, the student will be listed in good academic standing.
- If after the academic warning term, the term GPA is still less than 1.70, the student will remain on academic warning.

**Academic Probation:**

The first time a student's term GPA is less than 1.00 the student is placed on Academic Probation:

- If after the academic probation term, the student's term GPA is greater than or equal to 1.70, the student will be listed in good academic standing.
- If after the academic probation term, the term GPA is still less than 1.00, the student will be placed on Academic Suspension.

**Academic Suspension:**

When a student's term GPA is less than 1.00 for a second consecutive semester the student is placed on Academic Suspension for two semesters:

- If after the academic suspension, the student's term GPA is greater than or equal to 1.70, the student will be listed in good academic standing.
- If after the student returns from academic suspension and does not achieve a 1.7 term GPA in the term in which they return to studies, the student will be placed on Academic Dismissal.

A student who has been placed on Academic Suspension from the College and whose academic standing has been jeopardized by serious medical or personal difficulties may apply for an appeal. Appeal decisions will be made by the Associate Vice President Student Experience & Registrar in consultation with the appropriate program Dean, Chair, and other College Faculty or Staff as deemed necessary.

- Students are expected to use this break in study period to prepare themselves for return to studies, and in cases of medical illness, heal.

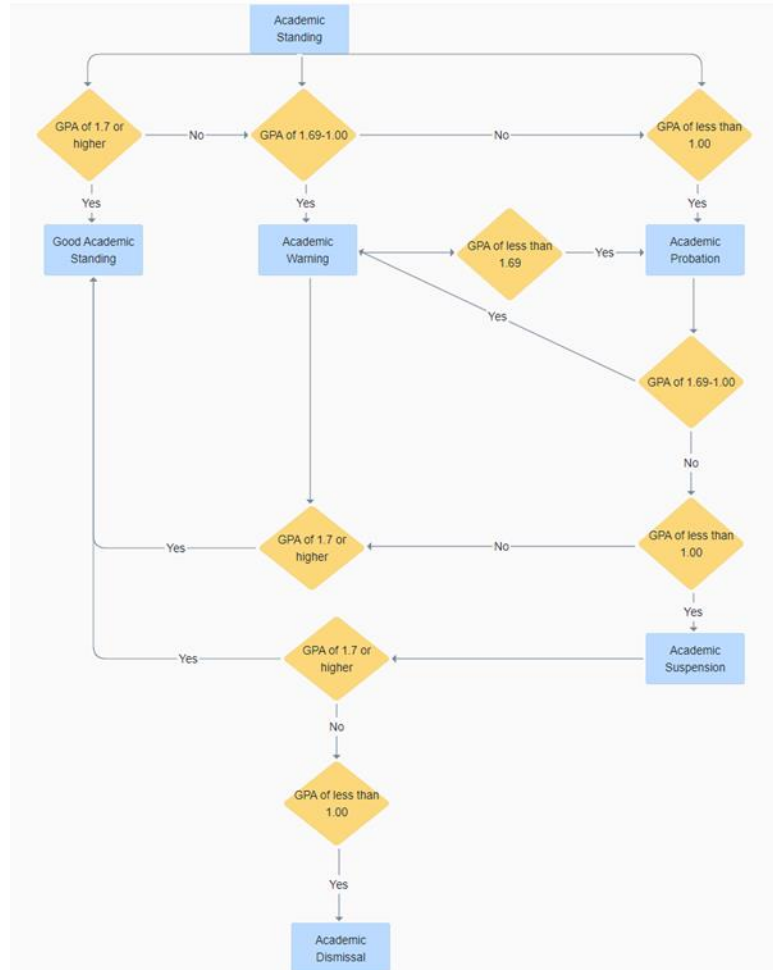
**Academic Dismissal:**

When a student's term GPA is less than 1.00 in the term immediately after returning from a period of Academic Suspension the student is placed on Academic Dismissal for one calendar year.

- The student may register for non-credit courses or apply for admission to another Keyano College program if program is not the same as the program from which they were required to withdraw.

A student who has been placed on Academic Dismissal from the College and whose academic standing has been jeopardized by serious medical or personal difficulties may apply for an appeal. Appeal decisions will be made by the Associate Vice President Student Experience & Registrar in consultation with the appropriate program Dean, Chair, and other College Faculty or Staff as deemed necessary.

The diagram below describes the process and GPA associated with each step in the Academic Standing Process:



### 3. Appeal of Academic Standing Decisions:

The requests for appeal for all academic standing decisions must be directed to the Associate Vice President Student Experience & Registrar in writing by the student no more than five (5) business days of receiving notice of Academic Standing other than Good Academic Standing.

Appeals must include:

- The nature of the exception
- A reasonable explanation for why the procedure exception is required
- The resources the student will seek out and associated plan to improve academic success
- Any risk to the student in not approving the appeal

The Associate Vice President Student Experience & Registrar will reply to all requests for appeal within five (5) business days of receiving the request.

## B. DEFINITIONS

- (1) **Policy:** means the Academic Standing Policy.
- (2) **College:** means Keyano College.
- (3) **Credit Programs:** means a group of related courses that exist within a formally approved credit program by Alberta's Minister of Advanced Education.
- (4) **Grade Point Average (GPA):** means a calculation indicating a student's academic achievement at the college, calculated as the total number of grade points received over a given period divided by the total number of credits awarded.
- (5) **Term Grade Point Average:** means a term GPA is a weighted grade point average for a term or semester of study. This term weighted average is calculated by taking the sum of the grade points received during the term and dividing by the number of credits completed in the term.
- (6) **Transcript:** means a certified document that provides official evidence of courses and programs that a Keyano College student has taken, and the results obtained. The transcript contains the complete academic history of a student while attending Keyano College.
- (7) **Cumulative Grade Point Average:** means the weighted grade point average of a student for all credit courses completed while enrolled at Keyano College. The overall GPA is calculated by adding the grade points received during the entire period of the student's enrollment and dividing by the number of credits for those courses. Only grades from credit courses completed at the College are included in the calculation of a GPA; transfer credit courses are not included and will not cause a previously failed course to be excluded from GPA.
- (8) **Academic Probation:** May proceed to next semester. Student should seek academic advice on how to improve chances for academic success.
- (9) **Good Academic Standing:** May proceed to next semester.

- (10) **Academic Suspension:** Required to withdraw for two full-time semesters after consecutive term GPAs of below 1.0.
- (11) **Academic Warning:** May proceed to next semester. Students must seek academic advice on how to improve their chances for academic success.
- (12) **Academic Dismissal:** Students are required to withdraw for one calendar year, whether full-time or part-time, and may enroll in non-credit courses or seek admission to a different program of study after the 12-month period.

## C. RELATED LEGISLATION

- NA

## D. RELATED DOCUMENTS

- Academic Awards: Dean’s List & President’s List
- Academic Standing Policy
- Classification of Students Policy
- Grading Policy for Credit Programs
- Grading Procedures for Credit Programs
- Grade Appeal Policy
- Grade Appeal Procedure

## E. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
03/01/2023	Creation of Procedure	All	Associate Vice President Student Experience & Registrar	Vice President Academic & Student Experience