

2.4.8 Academic Performance

POLICY

College of the Rockies (the College) strives to provide a learning environment that supports learners in achieving their academic goals and encourages high performance standards. The College's Academic Performance Policy supports student progress and success. It sets out academic standards for progress and success and articulates consequences and requirements when students do not achieve these standards in a timely manner.

PURPOSE

The Academic Performance Policy defines performance standards and protocols to monitor learners' progress. It also defines interventions when the minimum standards of performance are not being met and provides the standards for achieving academic excellence.

The policy is developed as per the *College and Institute Act* Sections 24 (2)(c) on setting academic standards, and 24 (2)(d) on recognizing academic excellence.

SCOPE

This policy applies to all College programs and courses excluding Continuing Education programs and courses and Contract Training.

Some programs may have specific performance standards to meet progression, accreditation or transfer requirements. Such program-specific standards will be addressed in the approved program outlines or program-specific progression policies. If program specific requirements are higher, they will take precedence.

DEFINITIONS

Academic Status: Students achieving the program minimum academic standard are considered to be in good academic standing. Students not achieving the program minimum academic standard will have one of three Academic Statuses:

- **Academic Alert:** An academic status assigned to students whose academic performance has fallen one grade point or less below the program minimum academic standard, or to students who have not met the course pass requirement in any one semester. The intent of Academic Alert is to strongly recommend students consult with an Education Advisor, Faculty Member, Program Coordinator or Department Head to identify strategies to strengthen their academic performance.

- **Academic Probation:** An academic status assigned to students whose academic performance has fallen more than one grade point below the program minimum academic standard, or to students on Academic Alert who have continued below the program minimum academic standard. The intent of Academic Probation is to require students to consult with an Education Advisor, Faculty Member, Program Coordinator or Department Head to identify strategies to strengthen their academic performance.
- **Academic Suspension:** An academic status assigned to students on Academic Probation whose academic performance has continued below the program minimum academic standard. Students on Academic Suspension are prevented from registering for courses for a prescribed period of time or until certain conditions are met. The intent of Academic Suspension is to enable students to address factors which were a barrier to their academic success, prior to being allowed to register for courses again.

Failed Attempt: A course for which the submitted grade is an F (Fail).

Grade Point Average: An average of the grade point values that students earn for credit courses they have taken while a student at the College. Grade Point Averages are calculated both by semester and by program as follows:

- **Semester Grade Point Average:** Semester grade point average is calculated by multiplying the grade point achieved in each course by the credit value of the course and dividing the sum by the number of credits attempted in the semester.
- **Program Grade Point Average:** Program grade point average is calculated by multiplying the grade point achieved in each course by the credit value of the course and dividing the sum by the number of credits achieved in the program.

Learning Contract: A formal agreement developed with the student, in consultation with Faculty, an Education Advisor or Program Coordinator, and Department Head. The contract provides the conditions for continuation in the program and is required for future registration. It is signed by the student and the Department Head (or designate).

Learning Plan: A tool created by the student, in consultation with Faculty, an Education Advisor or Program Coordinator. The plan addresses the educational concerns that led to the academic probation and promotes student success in program completion. The plan may include, but is not limited to some or all of the following:

- Academic assessment
- Clearly identified academic goals
- Timeline for achieving those goals
- Identification of possible barriers to success
- List of strategies, resources and services to support success and overcome potential barriers
- Career search or review
- Remedial or upgrading courses

Program Minimum Academic Standard: The grade average or course pass requirement students are required to achieve in order to progress through their program in good academic standing. The Program Minimum Academic Standard for a program is defined in policy 2.4.1 *Credential Framework* (A.1), or in the program outline.

Unsuccessful Attempt: A course for which the course registration status is a F (Fail), NCG (no credit granted) or W (Withdraw).

GUIDELINES

A. CATEGORIES OF ACADEMIC DISTINCTION

The College recognizes outstanding academic achievement through the Honours or Dean's Lists as follows:

A. 1 Honours List

A. 1. 1 Students who are graduating from a program with a final grade point average between 9 and 10, or equivalent, qualify for the Honours List.

A. 2 Dean's List

A. 2. 1 Students who are graduating from a program with a final grade point average between 8 and 8.99, or equivalent, qualify for the Dean's List.

Note: This recognition becomes part of the official record and appears on the transcript.

B. CATEGORIES OF ACADEMIC STATUS

In programs except for Trades, students will be placed on academic statuses as follows:

B. 1 ACADEMIC ALERT

After attempting at least two courses**, students with a program or semester grade point average **one point or less below** the program minimum academic standard will be placed on Academic Alert.

- OR -

Irrespective of their program or semester grade point average, students who have two unsuccessful attempts in any semester will be placed on Academic Alert.

B. 2 ACADEMIC PROBATION

After attempting at least two courses**, students with a program or semester grade point average **more than one point below** the program minimum academic standard will be placed on Academic Probation.

- OR -

After attempting two or more further courses**, students on Academic Alert with a program or semester grade point average **one point or less below** the program minimum academic standard, will be placed on Academic Probation.

- OR -

Irrespective of their program or semester grade point average, students on Academic Alert receiving two subsequent unsuccessful attempts in any semester will be placed on Academic Probation.

B. 3 **ACADEMIC SUSPENSION**

After attempting two or more further courses**, students on Academic Probation with a program or semester grade point average **below** the program minimum academic standard will be placed on Academic Suspension.

- OR -

Irrespective of their program or semester grade point average, students on Academic Probation receiving two subsequent failed attempts in any semester will be placed on Academic Suspension.

For clarity, the above descriptions are presented in tabular format:

For students in semesterized programs taking at least two courses per semester.

If program or semester grade point average is:	<u>Any Semester</u>	<u>Second consecutive semester</u>	<u>Third consecutive semester</u>
One point or less below program minimum academic standard	<u>Alert</u> ➡	<u>Probation</u> ➡	<u>Suspension</u>
More than one point below program minimum academic standard	<u>Probation</u> ➡	<u>Suspension</u>	

** Students in programs normally delivered in a semester-based format will have their program and semester grade point averages calculated at the end of each semester. Students in programs not normally delivered in a semester-based format will have their program grade point average calculated as courses are completed.

For Trades programs, students will be placed on academic statuses as follows:

B. 4 **ACADEMIC ALERT**

At the request of the instructor, students will be placed on Academic Alert when their evaluations (tests, skills assessments, etc.) indicate they are at risk of not meeting the minimum academic standard.

- OR -

Irrespective of their program grade point average, students in non-semesterized programs who have two unsuccessful attempts will be placed on Academic Alert.

B. 5 **ACADEMIC PROBATION**

If students are not successful in a first attempt at any Trades program, they may be admitted for a subsequent attempt for the same program with an Academic Probation status.

- OR -

Irrespective of their program grade point average, students on Academic Alert receiving two subsequent unsuccessful attempts will be placed on Academic Probation.

B.6 ACADEMIC SUSPENSION

If students are not successful in a second attempt for a Trades program, they will be placed on Academic Suspension.

- OR -

Irrespective of their program grade point average, students on Academic Probation receiving two subsequent failed attempts will be placed on Academic Suspension.

C. REPEATED UNSUCCESSFUL ATTEMPTS

- C. 1 After two unsuccessful attempts in any one course, students who wish to enrol again will require approval of the Dean (or designate), in consultation with the Faculty Member.

D. EXTERNALLY ACCREDITED PROGRAMS

- D. 1 Where accreditation or other external standards dictate, specific programs may have higher standards for progression and graduation. If so, such standards will be described in the program outline or program-specific progression policy.

E. ON ACADEMIC ALERT

- E. 1 Students will be notified in writing by the Registrar when they are placed on Academic Alert according to the above criteria.
- E. 2 Students on Academic Alert are permitted to register in the next semester and are strongly recommended to consult with the Faculty Member, an Education Advisor, Program Coordinator, or Department Head for advice on how to improve their academic performance and access resources available within the College and the community.
- E. 3 Students on Academic Alert return to good academic standing by achieving a program or semester grade point average at or above the program minimum academic standard. Their academic status will be revised accordingly for the following semester.

F. ON ACADEMIC PROBATION

- F. 1 Students will be notified in writing by the Registrar when they are placed on Academic Probation according to the above criteria.

F.2, F.3, F.4 Repealed December 2023

- F. 5 Students on Academic Probation return to good academic standing by achieving a program or semester grade point average at or above the program minimum academic standard. Their academic status will be revised accordingly for the following semester.

G. ON ACADEMIC SUSPENSION

- G. 1 Students will be notified in writing by the Registrar when they are placed on Academic Suspension according to the above criteria. After the 12 month suspension the student will be eligible to register in courses at the College as a

student in good academic standing.

- G. 2 Students on Academic Suspension are not permitted to register until either:
- Twelve (12) months has elapsed; or
 - Before twelve (12) months has elapsed, with the approval of the Dean and with an approved Learning Contract, the student is placed on Academic Probation.

H. APPEALS

- H. 1 Academic status cannot be appealed directly. Students who wish to appeal grades in specific courses (which have been used to determine academic standing) may do so according to policy 2.5.3 *Student Appeal*. Successful appeals may result in revisions to academic status.

I. RELATED POLICIES

[2.1.6 Progression and Re-admission BSN - Policy](#)

[2.1.8 Progression and Re-admission PPNP - Policy](#)

[2.1.10 Progression and Re-Admission - Child, Youth and Family Studies - Policy](#)

[2.4.1 Credential Framework - Policy](#)

[2.5.3 Student Appeal - Policy](#)

- [2.5.3 Student Appeal - Procedures - Appendix A Formal Student Complaint FILLABLE](#)
- [2.5.3 Student Appeal - Procedures - Appendix B Request for Student Appeal FILLABLE](#)
- [2.5.3 Student Appeal - Procedures - Appendix C Student Appeal Process Flow Chart](#)