

Title of Policy	Academic Performance
Policy Number	2.4.8
Effective Date	June 2024

GUIDELINES/STEPS

The College supports academic success and uses an early-alert process called OnTrack, designed to identify and support students who may be at risk completing their academic goals. OnTrack cases are submitted by the instructor at any time throughout the term, referring them to the support they may need. Notification to students about the referral is recommended, either before the OnTrack submission or after.

A. CATEGORIES OF ACADEMIC DISTINCTION

A. 1 Academic Distinction is noted on the students' official transcript upon completion of program requirements and granting credential.

B. CATEGORIES OF ACADEMIC STATUS

After attempting at least two courses in a semester, an academic status will be assigned if:

- Semester grade point average below the program minimum academic standard.
- OR
- Irrespective of their semester grade point average, students who have two unsuccessful attempts.

Academic Status is not noted on official transcript.

B. 1 On Academic Alert

The intent of Academic Alert status is to strongly recommend students consult with an Education Advisor, Program Coordinator, or Department Head to identify strategies to strengthen their academic performance.

- Students will be notified in writing by the Office of the Registrar when they have the status of Academic Alert.
- A notation is added to the student's account to note the Academic Alert status and does not restrict course registration.
- Student will return to good academic standing after achieving the minimum academic standard in their next semester of study after attempting at least two courses.

B. 2 Academic Risk

The intent of Academic Risk status is to consult with an Education Advisor, Program Coordinator, or Department Head to identify strategies to strengthen their academic performance.

- Students will be notified in writing by the Office of the Registrar when they have the status of Academic Risk.
- A notation is added to the student's account to note the Academic Risk status and does not restrict course registration.
- Student will return to good academic standing after achieving the minimum academic standard in their next semester of study after attempting at least two courses.

B. 3 Required to Withdraw

Students Required to Withdraw are restricted from registering for program/courses for a prescribed period of time to enable students to address factors which were a barrier to their academic success, prior to being allowed to register for courses again.

- Students will be notified in writing by the Office of the Registrar when they have the status of Required to Withdraw. The notification will provide a deadline to complete and submit an Academic Success Plan to an Education Advisor for review prior to meeting with the Dean for approval if requesting an early return to studies (i.e. before eight (8) months period has elapsed) and have their status updated to Academic Risk.
- After the deadline, the student will be removed from their course registration and issued a full refund for tuition and fees.
- A restriction is added to the student's account to note the Required to Withdraw status and restricts course registration for eight (8) months. After the period of eight (8) months, the student will be eligible to register in program/courses at the College as a student in good academic standing.

C. REPEATED UNSUCCESSFUL ATTEMPTS

C. 1 After two unsuccessful attempts in any one course, students will be restricted from course registration to repeat the course again. The student will make an appointment for approval of the Dean (or designate), in consultation with the Faculty member.

D. EXTERNALLY ACCREDITED PROGRAMS

D. 1 Standards will be described in the program outline or program-specific progression policy, or example BSN, PPNP, CYFS, and HCA programs. Progression policy and procedures will be applied as determined by the Program's progression committee.