

 Policies & Procedures Manual	# Pages: 2	Policy Number: AC-01-23
	Approved by: Learning Council	
Section: Academic - Student	Effective Date: October 16, 2018	
Title: Academic Performance	Updated:	Replaces: April 25, 2017

POLICY STATEMENT

All students attending UCN are expected to maintain an acceptable standard of academic achievement. A minimum Career Grade Point Average (CGPA) of 2.0 is required for a student to graduate; however, some programs may require a higher minimum standard. Therefore, academic performance of all students will be assessed using Term Grade Point Average (TGPA) and form part of their permanent academic record. If the minimum standard has not been met, the Academic Performance Procedures will be implemented and a notation will appear on the transcript.

PURPOSE OF POLICY

To monitor the academic performance of students and to implement interventions to support student success.

DEFINITIONS

Career Grade Point Average (CGPA): Courses completed within a program of study.

Term Grade Point Average (TGPA): All courses completed within one term.

PROCEDURES

At the end of each term students' GPA will be assessed as follows:

1. Academic Warning
 - a) If the TGPA is below the minimum standard, an academic warning letter will be issued to the student by Enrolment Services.
2. Academic Probation
 - a) At the end of the subsequent term, if the TGPA remains below the minimum standard, the student will be placed on probation.
 - b) At the end of the probationary period, if the TGPA is greater than or equal to the minimum standard, the student is no longer on probation.
3. Academic Suspension
 - a) At the end of the probationary period, if the TGPA is below the minimum standard, the student is suspended.
 - b) The student will be suspended for a minimum of eight months.
 - c) Where the student has registered for the subsequent term and is placed on academic suspension, the course registrations will be cancelled without financial penalty.
 - d) The student is permitted to register with UCN Adult Education, but not permitted to register with any other UCN College or University programs.

4. Reinstatement

- a) To be considered for reinstatement, four months prior to the intended start date the student must:
 - i. Submit an Admission Application with applicable fee
 - ii. Submit a Letter of Request for reinstatement to the Registrar
 - iii. Complete a comprehensive assessment
 - iv. Include a copy of the UCN unofficial transcript
 - v. Submit the completed package to the Registrar who will facilitate a meeting with the appropriate review team.
- b) If reinstated, the student will be placed on academic probation upon registration.

5. Withdrawal from Program

- a) If the student is reinstated and the TGPA falls below the minimum standard, the student will be withdrawn from the program for two years.
- b) Where the student has registered for the subsequent term and is placed on academic suspension, the course registrations will be cancelled without financial penalty.
- c) If withdrawn from the program, the student may apply for admission to UCN beginning with the reinstatement process once eligible.

6. Pending Appeal

- a) The student shall be informed that if the appeal is not successful the suspension rule shall apply.
- b) The student shall remain registered in the subsequent term and attend class pending the outcome of the appeal.
- c) If the appeal is not successful, the course registrations will be cancelled without financial penalty.