

 University College of the North Policies & Procedures Manual	# Pages: 2	Policy Number: AC-01-23
	Approved by: Learning Council	
Section: Academic - Students	Effective Date: June 13, 2023	
Title: Academic Performance	Replaces: October 16, 2018	

POLICY STATEMENT

All students attending University College of the North (UCN) are expected to maintain an acceptable standard of academic achievement. Therefore, academic performance of students will be assessed using Term Grade Point Average (TGPA) and form part of their permanent academic record. A minimum Term Grade Point Average (TGPA) of 2.0 is required for a student to progress; however, some programs may require a higher minimum standard. If the minimum standard is not met the following procedures will take effect.

PURPOSE OF POLICY

To elucidate procedures by which UCN will ensure that acceptable standards of academic achievement are maintained by students.

DEFINITIONS

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

PROCEDURES

Grades will be assessed at the conclusion of each academic term in which students receive a final grade in a minimum of nine (9) credit hours of coursework. For students who do not complete the minimum credit hours in one (1) term, grades will be assessed after the completion of their second academic term.

Students not meeting their program's minimum TGPA will be subject to the following:

1. Academic Warning
 - a) If the TGPA is below the minimum standard, an academic warning letter will be issued and a notation will be placed on the student's transcript.
 - b) The academic warning period will last for one or two terms, depending upon completion of a further nine (9) credit hours, when assessment can occur.

- c) At the end of the academic warning period, if the TGPA is greater than or equal to the minimum standard, the student is no longer on academic warning.
2. Academic Probation
- a) At the end of the academic warning period, if the TGPA remains below the minimum standard, the student will be placed on academic probation. An academic probation letter will be issued and a notation will be placed on the student's transcript.
 - b) The academic probation period will last for one (1) or two (2) terms, depending upon when an assessment of nine (9) credit hours can occur.
 - c) 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 academic probation.
3. Academic Suspension
- a) At the end of the probationary period, if the TGPA is below the minimum standard, the student will receive an academic suspension. An academic suspension letter will be issued and a notation will be placed on the student's transcript.
 - b) The student will be suspended for a minimum of eight (8) months.
 - c) Where the student has registered for the subsequent term and is placed on academic suspension, the course registrations will be canceled 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 (4) months prior to the intended start date the student must:
 - i. Submit an Admission Application with the applicable fee
 - ii. Submit a Letter of Request for reinstatement to the Registrar
 - iii. Complete a comprehensive assessment
 - b) Submit the completed package to the Registrar who will facilitate a meeting with the appropriate review team.
 - c) If reinstated, the student will be placed on academic probation upon registration.
5. Withdrawal from UCN
- a) If the student is reinstated and the TGPA (assessment of a minimum of nine (9) credits over one (1) or two (2) terms) falls below the minimum standard, the student will be withdrawn from UCN for two (2) years.
 - b) Where the student has registered for the subsequent term and is withdrawn from UCN, the course registrations will be canceled without financial penalty.
 - c) If withdrawn from UCN, the student may reapply for admission once two (2) years have passed.