

# Academic Standing Procedure

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Functional category</b>	Academic
<b>Parent policy</b>	Academic Standing Policy
<b>Approval date</b>	March 6, 2024
<b>Effective date</b>	July 1, 2024
<b>Procedure owner</b>	Vice President, Academic
<b>Procedure administrator</b>	Manager, Registrar

## Overview

This procedure outlines the minimum academic performance of learners to continue in their program, and informs learners and staff of actions required when minimum academic performance is not achieved. This procedure will clarify roles and academic performance expectations of learners related to continuing in their program.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

## Procedure

### 1 General

- 1.1. These procedures set out the general requirements for NorQuest College (college) ministry-approved, credentialled programs. This procedure does not apply to Open Studies, non-credit programs, or foundational programs. See [Graduation GPA Requirements](#).
- 1.2. As noted below, programs may have additional or different academic performance standards for graduation. The program-specific graduation requirements standards must be communicated to learners in the program and published in the program's student handbook. For more information regarding graduation requirements, refer to the [Graduation Requirements and Issuance of Credentials Procedure](#).
- 1.3. Academic Standing is based on a learner's most recent term's Grade Point Average (GPA) of all graded courses and the completion of the Pass/Fail (P/F) courses.
- 1.4. Program areas are responsible to monitor the academic performance of their learners, and provide learners on Academic Warning (AW) the option to co-develop an individualized Learner Success Plan. Learners cannot be Required To Withdraw (RTW) for academic performance before receiving two sequential AW decisions or failing the same Pass/Fail course twice. Learners who are RTW should request the requirements to return from the program area if they wish to return to the program after their withdrawal period.
- 1.5. The Office of the Registrar is responsible to identify and notify learners who receive an AW standing or an RTW decision, and post the RTW decision on the learner record.
- 1.6. Learners receiving financial assistance may be required by the terms of that assistance to meet different standards than the

minimum required by the college. However, this does not impact these learners' academic standing with the college and failing to meet the standards for financial assistance does not have a bearing on academic standing.

- 1.7. The Registrar or designate has the authority to approve exceptions to these procedures where extenuating circumstances warrant at their sole discretion.

## **2 Good Academic Standing**

2.1 The following minimum academic performance is required to maintain good academic standing:

2.1.1. A term GPA that is equal to or higher than the program's Graduation GPA. A term GPA of 1.0 or greater is required to maintain Good Academic Standing if the program does not have a Graduation GPA requirement; and

2.1.2. No final grades of WF or F (Failure) in a Pass/Fail course during that term period.

2.2. Good academic standing qualifies learners for continuance in a program and for program completion.

2.3. A learner in good standing may be delayed in continuing when a prerequisite course is missed or not completed successfully.

## **3 Academic Warning**

3.1. Learners who do not meet the minimum academic standards of the program after the term is graded will receive an Academic Warning (AW) status.

- 3.2. The Office of the Registrar communicates the AW status in writing before the add/drop deadline of the subsequent term. Late grade changes or grade entry may impact this timeline.
- 3.3. Academic standing processes are undertaken at the end of each standard College term once final grades are posted. AW statuses are recorded in the College student information system but are not published on the learner's transcript.
- 3.4. Program advisors are responsible for providing learners with an AW status the option to co-develop an individualized Learner Success Plan. The learner may choose to include a NorQuest College Student Services member (e.g., Health & Wellness Supports, Tutor-Coaching, Indigenous Cultural Supports, International student advisor) for additional support in developing the success plan as appropriate.
- 3.5. A learner with an AW status in the most recent completed term is not considered to be a "Learner in Good Standing."

#### **4 Withdrawal Due to Unsatisfactory Academic Performance**

- 4.1. Learners who receive an AW status (do not meet the requirements of 2.1.1 or 2.1.2) in two subsequent graded terms will be Required to Withdraw (RTW).
- 4.2. The Office of the Registrar communicates the RTW decision in writing before the add/drop deadline of the subsequent term. Late grade changes or grade entry may impact this timeline.
- 4.3. The Office of the Registrar will record the RTW decision on the learner transcript.
- 4.4. The Academic Program Manager or program designate may submit an exception request to the RTW decision to the Registrar up to five (5) days after final grades have been posted for the term on behalf of a learner where the learner has faced extenuating circumstances outside

of their control or where a success plan is in place and significant progress has been made by the learner. Exceptions are approved by the Registrar. The learner will continue on AW.

- 4.5. Learners who are RTW will be withdrawn for a minimum of one (1) mandatory term in their program. Learners who are RTW will not be allowed to take other courses during their withdrawal period, unless those courses have been identified by the program advisor as key to demonstrating success (e.g., upgrading courses to support academic gaps). Programs may require an extended withdrawal period and must communicate this at the time of the initial withdrawal.
- 4.6. Learners with an RTW status are encouraged to access college supports available to them during their mandatory withdrawal period.
- 4.7. The [Withdrawal Procedure](#) can be found here.

## **5 Appealing a Required to Withdraw decision**

- 5.1. Learners who meet the RTW criteria may appeal the withdrawal within five (5) business days of receiving the RTW notification from the Office of the Registrar on the basis of grounds identified in 5.4.
- 5.2. Appeals for required to withdraw decisions are for identifying and rectifying unfair withdrawal decisions.
- 5.3. Learners who disagree with a final grade of one or more individual courses should access the grade appeal process outlined in the Academic Grade Appeal Procedure.
- 5.4. Required to Withdraw appeals must be supported by supporting documentation and based upon at least one of the following grounds:
  - 5.4.1. Medical Reasons or Unforeseen Circumstances: where the learner experienced medical reasons or unforeseen extenuating circumstances such as a death of a loved one that impacted

academic progress unexpectedly. The learner must provide appropriate accompanying documentation. In the case of a medical reason, a letter from a health professional is required indicating the health issue was serious enough to interfere with the learner's academic performance. Similarly, in the case of an extenuating circumstance like a death in the family, supporting documentation is required. In the case of a religious or cultural obligation that hindered attendance significantly, a supporting letter or reference must be provided.

5.4.2. Procedurally Unfair: where a NorQuest College policy or procedure was misapplied or there was a lack of due diligence on behalf of NorQuest College in the Academic Warning (AW) stage, impacting the withdrawal decision of the learner. The learner must provide supporting documentation of how the policy or procedure was misapplied, or where there were ongoing or repeated failures of NorQuest College, and how this shaped an unfair withdrawal decision.

5.4.3. New Information: where new information has arisen since the withdrawal decision that may have impacted the withdrawal decision. The learner must provide supporting documentation.

5.5. The learner must include a plan to address the barriers impeding academic success with the appeal. A learner may choose to connect with a program advisor for additional support in developing the success plan as appropriate.

5.6. The learner must submit a complete appeal package to the Office of the Registrar. Learners may seek support from the Office of Judicial Affairs, Miyo-pimâtisiwin, the NorQuest Indigenous Student Centre, the NorQuest International Centre, or The Students' Association of NorQuest College (SANQC) on the preparation of the appeal package. Appeal packages will be reviewed for completion requirements by the Office of the Registrar and incomplete packages will be denied and not go to an appeal hearing.

- 5.7. RTW appeals are heard by the Academic Continuance Committee, a three-member appeal panel made up of a Dean of another faculty (chair) or delegate, the Registrar or Director of Admissions & Supports or delegate, and the Director of Equity or delegate. An Indigenous Cultural Advisor will be invited to consult the Academic Continuance Committee in the decision.
- 5.8. Learners have the option to invite one support person to be present at the appeal hearing, who may be a SANQC representative, a support person from NorQuest Student Services, the NorQuest International Centre, or another third party chosen by the learner. The role of the support person is to provide guidance and support to the learner, while not playing an active role in the proceedings (e.g., the support person cannot speak on behalf of the learner during the appeal hearing).
- 5.9. The Office of the Registrar will schedule the appeal within 10 business days of the appeal submission. The appeal decision will be communicated in writing by the Academic Continuance Committee chair within five (5) business days of the hearing.
- 5.10. Learners who submit an Academic Standing appeal will be permitted to continue in their program where requisite requirements are met before the appeal decision is finalized. If the appeal is unsuccessful, the learner will be withdrawn from their current program courses, but will not receive an academic penalty and have their tuition refunded for the incomplete courses of the new term.

## **6 Returning after Required to Withdraw decision**

- 6.1. Learners wishing to return to the program after their withdrawal period must submit an application. If 12 months have passed since the withdrawal decision, the learner is required to meet the program's current admission requirements.

- 6.2. Upon submitting an application, the learner must receive approval from the program chair or delegate to ensure outstanding requirements and barriers identified in the success plan have been addressed and pending space and course availability. If a success plan was not already developed, the learner is required to develop one with a program advisor and submit to the program chair for approval to return.
- 6.3. Learners returning to the same program after being RTW must meet the program's current graduation requirements and must achieve good standing for the duration of completion or risk permanent withdrawal from the program.
- 6.4. If the learner does not maintain good academic standing after readmission the Office of the Registrar will permanently withdraw the learner from the program for unsatisfactory academic performance and will communicate this decision to the learner. The Office of the Registrar will record the permanent withdrawal decision on the learner's transcript.
- 6.5. A learner may appeal the permanent withdrawal decision within five (5) business days, following the appeal process and requirements in section 5.0 of this procedure.

## Definitions

**Academic Standing:** The scholastic standing of a student based on the earned Grade Point Average (GPA).

**Academic Warning (AW):** A term Grade Point Average (GPA) that is less than the program's Graduation GPA or a failed grade (WF or F grade) in a Pass/Fail (P/F) course. A term GPA less than 1.0 is required if the program does not have a Graduation GPA requirement.

**Good Standing:** A term Grade Point Average (GPA) of that equal to or higher than the program's Graduation GPA and no failing grade (WF or F grade) in a Pass/Fail (P/F) course. A minimum GPA of 1.0 is required if the program does not have a Graduation GPA requirement.



**Grade Point Average (GPA):** a measure of a student's weighted average obtained by dividing the total number of grade points earned by the total units of course weight attempted in a defined time frame.

**Honours Standing:** A term Grade Point Average (GPA) of 3.7 or higher and the successful completion of all Pass/Fail (P/F) courses in the term.

**Learner Success Plan:** An individualized success plan collaboratively developed and agreed upon by a learner and program advisor that is geared toward the learner's success and completion of their program.

**Pass/Fail Courses:** Some courses are assigned with a P (Pass) or F (Fail) grade only. These courses tend to be where the learning is primarily experiential (e.g., practicum, clinicals, work placement).

**Required to Withdraw (RTW):** A mandatory withdrawal after two subsequent terms of Academic Warning (AW) decisions or repeated failure (WF or F grades) of the same required Pass/Fail (P/F) course.

**Student** (for the purposes of this procedure): Any individual admitted to, and enrolled in, any college course(s) or program(s). Another term for student is Learner.

## Related information

### NorQuest College

- [Academic Grade Appeal Procedure](#)
- [Academic Standing Policy](#)
- [Assessment and Grading Policy](#)
- [Assessment and Grading for Credit Courses Procedure](#)
- [Authorized Leave of Absence Procedure \(For International Students\)](#)
- [College Credentials Policy](#)
- [Graduation GPA Requirements](#)
- [Graduation Requirements and Issuance of Credentials Procedure](#)

- [Withdrawal Policy](#)
- [Withdrawal Procedure](#)

## External

N/A

## Next review date

March 2028

## Revision history

Date	Version Number	Action
March 2024	V1	New.