Policy:	**E-1.1**
Approved By:	**Education Council**
Approval Date:	**November 21, 2005**
Amendment Date:	
Policy Holder:	**VP Education**

ACADEMIC PROGRESS

Purpose / Rationale

The purpose of this policy is to enhance a learner's likelihood of success and to encourage a learner to use College resources effectively. This policy will define the College-wide standard for academic progress and will establish principles and protocols to assist students, their instructors, and administrative staff to monitor and intervene when a student is "at risk."

Scope / Limits

This policy applies to students registered in Education Council approved courses and programs at Camosun College. This policy—with the exception of the stage four intervention of academic suspension—is under the authority of the Deans and Directors of schools and administrative units (henceforth called "Schools") that provide educational programs. Appeals related to academic probation, removal and suspension fall under the *Student Appeal Policy*. (See link at end of this document.)

Principles

1. The College recognizes the considerable effort on the part of students to establish and meet their educational goals and is committed to creating a supportive learning environment as students make progress toward their educational goals.

2. Formal assessment of students' academic performance and the assignment of grades are based on the quality of student achievement compared with the standards and requirements established by the College, the School, the program, and the individual courses.

3. Students are ultimately responsible for their learning and progress and are expected to seek help in a timely manner when they are unable to meet the course requirements. The College is committed to supporting student success and to working with students in achieving their educational goals.

4. When an instructor, during the process of ongoing assessment, determines a student to be at academic risk, the instructor will alert the student and discuss improvement strategies. Because students are ultimately responsible for their progress, they should communicate their progress and challenges to the instructor and act on the improvement strategies.

5. In order to remain in good academic standing, a student must maintain a minimum GPA (grade point average) of 2.00 in each academic term. Some programs may require a higher minimum GPA, specific attendance requirements, or the passing or successful completion of specific

courses to continue in the program. These are published in the College Calendar. For those programs graded under the non-GPA Competency Based Grading System (see the *Grading Policy*), the student must demonstrate continued satisfactory progress in order to remain in good academic standing.

6. All students are assumed to be in good academic standing unless stated otherwise on their academic record. When a student has failed to meet an academic standard, the College will intervene to alert and counsel the student. Ultimately, part of the intervention will involve structured limits which may include probation and in some circumstances removal from the program.

7. If a student has failed a course twice, he/she may register for it again only with the permission of the Dean. Due to the nature of self-paced and continuous entry programming, students in these courses will be permitted to register only three times for the same course. Only in exceptional circumstances and at the discretion of the Dean may these limits be waived. *(The Dean will receive the records from the Office of the Registrar.)*

A. DEFINITIONS

1. "At Risk"

"At risk" students are those who are experiencing academic difficulty and who, without change, will not meet the academic progress standards by the end of the academic term.

2. Personal Learning Plan (PLP)

The process and tools through which Camosun College helps students with academic and personal planning, assisting them to achieve their educational goals.

B. STAGES OF ACADEMIC INTERVENTION

All students are expected to meet College standards of academic progress in order to be permitted to continue or to be promoted to the next level of the program. When a student is at risk, the College will offer academic support and, if and when needed, provide intervention strategies.

1. Stage One Intervention: Academic Alert

At any time during the academic session, an instructor or a student may identify that the student is "at risk." The instructor and student will meet to discuss improvement strategies. Whenever possible, College employees will identify where students can obtain extra support.

2. Stage Two Intervention: Academic Probation

A student who does not meet a minimum GPA of 2.00 for any semester or quarter will be placed on Academic Probation by the Dean. In non-GPA programs, the decision as to what triggers Academic Probation will be made at the program and departmental level, bearing in mind that a student in self-paced courses may register only three times in the same course.

Note 1: Spring and summer sessions, combined, are considered *__one__* semester.

Note 2: Some programs may require a higher GPA, specific attendance requirements, or a specific level of achievement to continue in the programs.

College Process:

a) At the end of each semester or quarter, the Registrar will notify each School of all students who did not achieve the minimum GPA of 2.00. Non-GPA program probation reports will be done at the departmental level.

b) The Dean will write to the student indicating the Academic Probation, any required follow-up, and the consequences of not improving his/her academic standing. Information about College services will be included.

c) The Registrar will be notified, and a notation will be placed on the student record indicating the Academic Probation.

3. **Stage Three Intervention: Academic Removal**

   Students on Academic Probation who do not achieve a minimum GPA requirement in any subsequent semester or quarter will be removed from their program for a period of twelve months.

   Prior to registering into another program, the student must complete a new Personal Learning Plan (PLP).

   College Process:

   a) At the end of each semester or quarter, the Registrar will notify the School of all students who have not achieved a minimum GPA of 2.00 more than once.

   b) The Dean will notify the student, in writing, that he/she has not met the minimum standard for progress for two academic terms and is therefore restricted from reregistering into the program for a period of twelve months. Re-admission is not automatic or guaranteed. The letter will specify any additional requirements related to re-admission to program, including an indication of when the student can reapply, the registration priorities of the program, and, when relevant, program application information.

   c) The Registrar will be notified and a notation will be placed on the student record indicating the Academic Removal.

4. **Stage Four Intervention: Academic Suspension**

   If a student does not meet the GPA requirement in a subsequent program, a recommendation will be forwarded to the President to suspend the student from the College for a minimum of two years.

   College Process:

   a) At the end of each semester or quarter, the Registrar will notify the School of all students who have been subject to an Academic Removal penalty and have again not achieved a minimum GPA of 2.00.

   b) The Dean will alert the Vice President Education that the student has again not met academic progress standards, and will request that the student be suspended from the College for a minimum two-year period.

   c) The VP Education will review the file and, if he/she supports the decision for Academic Suspension, will make this recommendation to the President. The President will inform the student of the decision in writing.

C. LINKS TO RELATED POLICIES

E-1.5 Grading

E-1.4 Standards for Awarding Camosun College Credentials

E-2.4 Student Appeals

E-2.5 Student Conduct