KPU | KWANTLEN POLYTECHNIC UNIVERSITY

ST6 Academic Standing Procedure

Category: ST (Students)
Effective Date: September 1, 2024
Approving Jurisdiction: Senate
Administrative Responsibility: Provost and Vice President Academic

A. Definitions

1. **Academic Advisor:** University staff that are available to guide students in selecting and planning effective programs of study for credential completion, career training and university transfer through individual appointments, as well as to provide referrals to other members of the university community.

2. **Grade Point Average (GPA):** A weighted average calculated by multiplying the grade points for a course by the number of semester credit hours assigned to that course, adding those values for a set of courses, and dividing the result by the total number of semester credit hours for those courses. A separate GPA is calculated for each academic level that includes only courses designated at that academic level. The transcript will reflect each level separately if appropriate.

3. **Institutional Cumulative Grade Point Average (Institutional CGPA):** The GPA calculated for all courses taken at KPU.

4. **Overall Grade Point Average (Overall GPA):** The GPA calculated for all courses.

5. **Program Grade Point Average (Program GPA):** The GPA calculated for all courses applicable towards graduation with a specific credential.

6. **Term Grade Point Average (TGPA):** The GPA calculated for all courses taken in a specific term.

7. **Transfer Grade Point Average (Transfer GPA):** The GPA calculated for all transfer and PLAR (Prior Learning Assessment and Recognition) courses.

B. Procedures

1. **Good Academic Standing**

    1.1. All students begin in Good Academic Standing. A student who has achieved a minimum Institutional CGPA of 2.00 is in Good Academic Standing unless stated otherwise on their academic record.

2. **Academic Warning**

    2.1. A student who has completed a minimum of 9.0 semester credit hours and has achieved an Institutional CGPA of less than 2.00 will be placed on Academic Warning.

    2.2. A student who is on Academic Warning and who has completed less than 18.0 semester credit hours will remain on Academic Warning.

    2.3. Restored to Good Academic Standing

        2.3.1. A student who is on Academic Warning and who has completed a minimum of 18.0 semester credit hours and has achieved both a TGPA and an Institutional CGPA of 2.00 or higher will be restored to Good Academic Standing.

3. **Academic Probation**

    3.1. A student who has been on Academic Warning, has completed a minimum of 18.0 semester credit hours and has achieved an Institutional CGPA of less than 2.00 will be placed on Academic Probation.

    3.2. A student who is on Academic Probation and who has completed less than 27.0 semester credit hours will remain on Academic Probation.

    3.3. Restored to Good Academic Standing

        3.3.1. A student who is on Academic Probation and who has completed a minimum of 27.0 semester credit hours and has achieved both a TGPA and an Institutional CGPA of 2.00 or higher will be restored to Good Academic Standing.

4. **Required to Withdraw**

    4.1. A student who is on Academic Probation and who has completed a minimum of 27.0 semester credit hours and has achieved both a TGPA and a CGPA of less than

2.00 will be required to withdraw for a period of no less than two (2) standard terms. If a student is already registered in courses for the upcoming term, they will be de-registered and any fees paid for that term will be refunded in accordance with FM8 Student Tuition and Fees.

4.2. Re-admission to the University

4.2.1. Prior to applying for re-admission to the University, students must consult with an Academic Advisor and establish a Request for Reinstatement that will help them successfully complete their academic studies at KPU. The Request for Reinstatement must include:

4.2.1.1. Reason(s) for being placed on Required to Withdraw

4.2.1.2. Step(s) taken or that will be taken to support academic success upon re-admission to the University

4.2.1.3. Activities undertaken since leaving the University to upgrade academically or improve study skills

4.2.1.4. Educational goal, including reasons for changing or not changing the goal.

4.2.1.5. Letters of reference from employers or instructors may be included.

4.2.2. A student who has been Required to Withdraw may apply for re-admission to the University for a term which begins at least two (2) standard terms after the student was required to withdraw. The Request for Reinstatement, endorsed by an Academic Advisor, must be submitted one (1) month before the application deadline for the term for which the student is applying.

4.2.3. If re-admission is granted, the provisions under Academic Probation above will apply, with the exception that the student must have completed a minimum of 36.0 semester credit hours before further action will take place.

5. **Extended Withdrawal**

5.1. A student who has been re-admitted on Academic Probation and has completed a minimum of 36.0 semester credit hours and whose TGPA and CGPA are both less than 2.00 will be placed on Extended Withdrawal for a minimum of three (3) terms.

5.2. Re-admission to the University

5.2.1. Prior to applying for re-admission to the University, students must consult with an Academic Advisor and establish a Request for Reinstatement that will help them successfully complete their academic studies at KPU. The Request for Reinstatement must include:

5.2.1.1. Reason(s) for being placed on extended withdrawal

5.2.1.2. Step(s) taken or that will be taken to support academic success upon re-admission to the University

5.2.1.3. Activities undertaken since leaving the University to upgrade academically or improve study skills

5.2.1.4. Educational goal, including reasons for changing or not changing the goal.

5.2.1.5. Letters of reference from employers or instructors may be included.

5.2.2. A student who has been placed on Extended Withdrawal may apply for re-admission to the University for a term which begins at least three (3) standard terms after the student was placed on extended withdrawal. The Request for Reinstatement, endorsed by an Academic Advisor, must be submitted one (1) month before the application deadline for the term for which the student is applying,.

5.2.3. The following additional resources are also available to help students succeed at KPU:

5.2.3.1. Academic resources and supports are available through the Learning Centres.

5.2.3.2. Students experiencing barriers due to disabilities or who require accommodations are encouraged to contact Accessibility Services.

5.2.3.3. Students seeking support with coping strategies may wish to speak to a Counsellor.

5.2.4. If re-admission is granted, the student will be reinstated to Good Academic Standing.

5.2.5. If re-admission is denied, the student may appeal the decision to the Senate Standing Committee on Appeals only on the basis of:

5.2.5.1. procedural unfairness, which means that established procedures were not followed or were improperly applied during the decision-making process; and/or

5.2.5.2. new information being available which could not have been available at the time of the decision, but could reasonably have impacted the decision.

6. **Records Retention**

6.1. Records created as a result of actions taken under the Policy and these Procedures shall be managed in a centralized location as approved by the Office of the Registrar.

C. Related Policies

AR2 Admission
AC4 Student Evaluation and Grading
FM8 Student Tuition and Fees
ST6 Academic Standing