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| Policy No. ST6 |
| Approving Jurisdiction: Senate |
| Administrative Responsibility: Provost and Vice President Academic |
| Effective Date: October 2007 |

Minimum Academic Standards for Programs in Which Letter Grades Are Assigned Policy

Purpose

This policy outlines the penalties and procedural guidelines where students fail to meet minimum academic standards. The University provides services to assist students who are in academic difficulty. It is the responsibility of students to avail themselves of these services.

Scope

This policy applies to all Kwantlen Polytechnic University students enrolled in undergraduate programs.

Policy

1. All Kwantlen students are expected to maintain an acceptable standard of academic achievement in order to be permitted to continue in their program from term to term.
2. For programs in which letter grades are assigned, a minimum CGPA of 2.00 is expected.
3. Failure to meet this minimum academic standard will result in restrictions on registration and can lead to academic suspension from the University.
4. The academic standing of all students enrolled in programs in which letter grades are assigned will be determined at the end of each term of their enrolment.
5. The academic standing of a student will form a part of their permanent academic record and will appear as a notation on enrolment verification forms, statements of grades and unofficial and official transcripts.

Definitions

1. **Grade Point Average (GPA)** is calculated by multiplying the grade points associated with the letter grade assigned for a course by the number of semester credit hours assigned to that

course, adding those values for all courses taken, and dividing the result by the total number of semester credit hours taken. Withdrawals are not included in the calculations. For repeated courses, only the highest grade achieved is used in the calculations.

2. **Term Grade Point Average (TGPA)** is the GPA calculated for all courses taken in a specific term.
3. **Cumulative Grade Point Average (CGPA)** is the GPA calculated over all the terms in which the student has been enrolled. In calculating CGPA, only the highest achieved grade is used for repeated courses.

Procedures

1. Good Academic Standing

All students are assumed to be in Good Academic Standing unless stated otherwise on their academic record.

2. Placed on Academic Warning

A student who has completed a minimum of 9.0 semester credit hours and has achieved a CGPA of less than 2.00, the student will be placed on Academic Warning. A student on Academic Warning may not repeat a course for which a grade of C or better has been assigned.

3. Restored to Good Academic Standing

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

4. Remain on Academic Warning

A student who is on Academic Warning and who has completed less than 18.0 semester credit hours will remain on Academic Warning. Credits for repeated courses will only be counted once.

5. Placed on Academic Probation

A student who has been on Academic Warning, has completed a minimum of 18.0 semester credit hours and has achieved a CGPA of less than 2.00, the student will be placed on Academic Probation. A student on Academic Probation may not repeat a course for which a grade of C or better has been assigned.

6. Restored to Good Academic Standing

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

7. Remain on Academic Probation

A student who is on Academic Probation and who has completed less than 27.0 semester credit hours will remain on Academic Probation. Credits for repeated courses will only be counted once.

8. Required to Withdraw

A student who is on Academic Probation and who has completed a minimum of 27.0 semester credit hours and whose TGPA and CGPA are both less than 2.00 will be referred to the University President for a decision as to whether:

- a. the student shall be Required to Withdraw for a period of not less than six (6) months, or
- b. other action should be taken.

Students who are required to withdraw are not permitted to enroll in undergraduate courses, but can, where applicable, enroll in University preparatory courses during their six (6) month withdrawal period.

9. Re-Admission on Academic Probation

A student who has been Required to Withdraw may appeal for re-admission to the University for a term which begins at least six (6) months after the student was required to withdraw. The application for Re-admission must be submitted by the application deadline for the term for which the student is applying, and must be accompanied by an Educational Plan. Applications will be accepted no more than one month prior to the application deadline unless the student has already been away from the University more than six months. Late applications or late Educational Plans will not be accepted due to the time required for review.

The Educational Plan must include:

- The reasons for the poor performance
- The steps taken or that will be taken to rectify the problem(s)
- Activities since leaving the University
- An official transcript of any courses taken elsewhere during the withdrawal period, including interim grades for courses in progress
- Any activities undertaken to upgrade academically or improve study skills
- Educational goal, including reasons for changing or not changing the goal.

The Director (or designate) will review the educational plan. The student may be required to discuss it further, by telephone or in an interview, with the Director (or designate), or may be referred to Counselling. Once the Educational Plan is complete, the Director will confirm whether re-admission to the University on Academic Probation has been granted. If re-admission is granted, the provisions of Section 7 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.

NOTE: Granting re-admission to the University does not guarantee admission into any particular program. Students who apply for selective-entry programs must still go through the selection process.

If re-admission is denied, the student may appeal the decision within 20 working days, in accordance with the University Policy ST3 *Grade Appeals*.

10. Academic Suspension

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 referred to the University President for a decision as to whether:

- a. the student shall be placed on Academic Suspension for a minimum of one (1) year, or
- b. other action should be taken.

Students who are placed on Academic Suspension are not permitted to enroll in undergraduate courses, but can, where applicable, enroll in University preparatory courses during their one (1) year of Academic Suspension.

11. Re-Admission on Academic Suspension

A student who has been placed on Academic Suspension may apply for re-admission to the University for a term which begins after one (1) year has transpired. The Application for Re-admission must be submitted by the application deadline for the term for which the student is applying, and must be accompanied by an Educational Plan. Applications will be accepted no more than one month prior to the application deadline. Late applications and late Educational Plan will not be accepted due to the time required for review.

The Educational Plan for Students Applying for Reinstatement must include:

- The reasons for the poor performance
- The steps taken or that will be taken to rectify the problem(s)
- The major activities since leaving the University
- Any courses taken elsewhere
- Any activities undertaken to upgrade academically or improve study skills
- Educational goal, including reasons for changing or not changing the goal.

Letters of reference from employers or instructors may be included.

The student may be required to appear before an Admissions Committee, which may consist of an Director or designate, the dean responsible for the program, and a student representative. It is expected that the student will be able to demonstrate that steps have been taken to prepare for the resumption of academic studies with an increased probability of success. The committee will render a decision on whether re-admission to the University will be granted. If re-admission is granted, the student will be re-admitted in Good Standing and will be advised to consult with an advisor regarding a future program of studies.

NOTE: Granting re-admission to the University does not guarantee admission into any particular program. Students who apply for selective-entry programs must still go through the selection process.

If re-admission is denied, the student may appeal the decision with 20 working days, in accordance with the University Policy *ST3 Grade Appeals*.

RELATED POLICIES:

ST3 Grade Appeals