

Policy Title:	Academic Standing and Continuance	
Policy No:	9023	Approval date: June 27, 2018
Approval Body:	Academic Council	
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Purpose

This policy provides the framework and criteria for determining student academic standing and the standards for continuance at the University. A student's academic standing establishes the conditions of their enrolment status with the University, including their ability to continue studies.

Scope

This policy applies to undergraduate and graduate students at the University.

Policy Statement

1. General Principles for All Students

- 1.1. A student's academic performance will determine their academic standing and ability to continue in their program as well as their ability to continue studies at the University. Students will be reviewed after every term of enrolment to determine their academic standing with the University.
- 1.2. Failure to meet the minimum academic standards will result in restrictions on registration and may lead to the student being Required to Withdraw from the University.
- 1.3. Students who are placed on Academic Probation or are in Required to Withdraw status will be notified and the student's academic standing will be recorded on their student record.
- 1.4. Academic standing notations will appear on official and unofficial transcripts and are part of the permanent record. Academic Standing notations are not removed from a student's record.

2. Undergraduate Studies

2.1. Good Academic Standing

Undergraduate students must maintain 2.0 Cumulative Grade Point Average (CGPA). Students who meet this standard are considered to be in Good Academic Standing.

2.2. Unsatisfactory Academic Performance

2.2.1. An undergraduate student whose CGPA falls below 2.00 and has completed a minimum of two (2) courses or six (6) credits at UCW will be placed on Academic Probation.

2.2.2. An undergraduate student will be reviewed after enrolment in four (4) additional courses (12 credits). If the CGPA of a student on Academic Probation remains below a 2.00 after completion of the review period, they will be Required to Withdraw (RW). If their CGPA is a 2.00 or above, they will be returned to Good Academic Standing.

2.2.3. Undergraduate students on Academic Probation may not register in more than a full-time course load.

2.2.4. An undergraduate student whose CGPA falls below 2.00 may be required to repeat courses.

2.2.5. An undergraduate student who accumulates two (2) failing grades over the course of their studies will be sent a warning letter and a notation will be placed on their academic record.

2.2.6. An undergraduate student who fails three (3) or more courses will be Required to Withdraw (RW).

2.3. Required to Withdraw

- 2.3.1. An undergraduate student who has not maintained the required minimum CGPA or has more than the allowed number of F (Fail) grades may be placed on Required to Withdraw status.
- 2.3.2. Students who are Required to Withdraw are not able to register for courses for a minimum of 4 terms (12 months) and must apply for Readmission (see Admissions Policy).
- 2.3.3. If a student's academic performance after Readmission is unsatisfactory and they are Required to Withdraw for a second or subsequent time they will not be able to register for eight (8) terms or (24 months) and must apply for Readmission (see Admissions policy).

2.4. Repeating Courses and Repeating Failed Courses

- 2.4.1. A student who fails a course must repeat the course in the next term or as soon as the course is next offered, OR complete an acceptable substitute course as approved by the academic program head (Program Chair). Undergraduate students may take approved substitutes at another approved post-secondary institution with a Letter of Permission. However, the grades from the transferred course will not count toward their UCW CGPA.
- 2.4.2. Undergraduate students may repeat a maximum of three (3) courses within their program.
- 2.4.3. A student may not register in any individual course more than twice unless prior arrangements have been made with the academic program head (Program Chair).

3. Graduate Studies

3.1. Good Academic Standing

Graduate students must maintain 3.00 Cumulative Grade Point Average. Students who maintain this standard are considered to be in Good Academic Standing.

3.2. Unsatisfactory Academic Performance - MBA Foundation Students

- 3.2.1. An MBA Foundation student whose CGPA falls below 3.00 but above 2.00 and has completed a minimum of two (2) courses (6 credits) will receive a Warning letter.
- 3.2.2. An MBA Foundation student whose CGPA is below 2.00 and has completed a minimum of two (2) courses (6 credits) will be placed on Academic Probation.
- 3.2.3. Graduate students on Academic Probation may not register in more than a full-time course load.
- 3.2.4. An MBA Foundation student who has not achieved a B grade in a course must repeat the course to achieve the required B grade standard in their next term of registration.
- 3.2.5. MBA Foundation students who receive F (Failing) grades in two (2) or more Foundation courses will be placed on Academic Probation and a notation will be placed on their academic record. MBA Foundation students must repeat the failed courses in their next semester of registration.

3.3. Unsatisfactory Academic Performance - Master's Degree Students

- 3.3.1. A Master's student whose CGPA falls below 3.00 (not including MBAF courses) and has completed a minimum of two (2) courses (6 credits) at the 600 level or higher will be placed on Academic Probation.
- 3.3.2. A Master's student on academic warning or academic probation will be reviewed after enrolment in a minimum of three (3) additional courses. If their CGPA on Master's level courses remains below a 3.00 they will be Required to Withdraw (RW). If their CGPA on Master's level courses is a 3.00 or above they will be returned to Good Academic Standing.

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- 3.3.3. Graduate students on Academic Probation may not register in more than a full-time course load.
- 3.3.4. A graduate student whose CGPA falls below 3.00 may be required to repeat courses.
- 3.3.5. Students in Master’s degree programs (eg. MBA) who receive one (1) F (Failing) grade will be sent a warning letter and a notation will be placed on their academic record. Master’s degree students who receive F grades in two (2) or more Master’s level courses (numbered 600 or higher) over the duration of their Master’s degree program at the University will be Required to Withdraw (RW).

3.4. Required to Withdraw

- 3.4.1. A graduate student who has not maintained the required minimum CGPA or has more than the allowed number of F (Fail) grades may be placed on Required to Withdraw status.
- 3.4.2. Graduate students who are Required to Withdraw are not able to register for courses for a minimum of 4 terms (12 months) and must apply for Readmission (see Admissions Policy).
- 3.4.3. If a graduate student’s academic performance after Readmission is unsatisfactory and they are Required to Withdraw for a second or subsequent time they will not be able to register for eight (8) terms or (24 months) and must apply for Readmission (see Admissions policy).

3.5. Repeating Courses and Repeating Failed Courses

- 3.5.1. A graduate student who fails a course must repeat the course in the next term or as soon as the course is next offered, OR complete an acceptable substitute course as approved by the academic program head (Program Chair).
- 3.5.2. Master’s degree students may repeat a maximum of two (2) courses within their program and may repeat no course more than once unless other arrangements have been made with the academic program head (Program Chair).
- 3.5.3. MBA Foundation students may repeat a maximum of four (4) courses and may repeat no course more than once unless prior arrangements have been made with the academic program head (Program Chair).

4. Appeals

- 4.1.1. A student may appeal their academic standing when extenuating circumstances have contributed to the student’s inability to meet the minimum required CGPA for their program or contributed to their accumulation of F (Fail) grades. Appeals must be submitted in writing with supporting documentation to the Registrar’s Office.

Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Academic Probation	Academic status when a student does not maintain sufficient overall GPA in the program to meet University requirements.
Academic Standing	The student’s status with the University based on overall academic performance as measured by CGPA and/or number of failing grades.
Academic Warning	Notification to a student that their academic performance is unsatisfactory and improvement is needed to avoid being put on Academic Probation.
Credit	The number of units of academic value assigned to a course.

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Cumulative GPA (CGPA)	The total sum of the grades received during the entire period of the student's enrollment divided by the number of credits attempted during that period. If a student repeats a course, the grade from the first attempt remains on the transcript. However, only the higher grade will be used in the calculation of the CGPA.
Cumulative credits	The total number of credits earned for all courses successfully completed at the institution.
GPA	Sum total of grades received during the entire period of enrolment divided by the number of credits attempted during that period
Grade	Final indicator of a student's performance in a course, as submitted by the faculty member and as approved by the Dean, Chair, or academic program head
Grading Scale	Indicates how grades assigned in percentages and letter grades are converted to a grade point scale that is used to calculate a grade point average
Good Academic Standing	The status of a student who is maintaining at least the minimum required CGPA for their program of study.
Received credits	number of credits that a student earns by satisfying the course requirements during a given term
Required to Withdraw	Academic Status when a student has not maintained the required minimum CGPA or has more than the allowed number of F (fail) grades. Students on Academic Withdrawal are not able to register for courses for a minimum of 4 terms (12 months) and must apply for Readmission (see Admissions Policy)
Term credits	The total number of credits that a student earns by satisfying the course requirements during a given term
Term GPA	The sum of grade points earned in all courses taken during a term divided by the total credits attempted.
Transcript	The official, formal document that is a subset of the student academic record, and contains a complete and accurate history of the academic path of a given student in a particular educational institution.

Related legislation

None

Related policies

Policy Number	Policy Title
9015	Student Records
9012	Grade Scale and Calculations
9007	Admissions Policy

Responsibility

1. The Program Chair or academic program head is responsible for:
 - 1.1. approving and transmitting final grades to the Registrar's Office.
2. The Registrar's Office is responsible for:
 - 2.1. monitoring overall academic performance and changes to academic standing;
 - 2.2. issuing notifications of changes to academic standing;
 - 2.3. ensuring student records are current and correct with regard to academic standing.