

ACADEMIC STANDING POLICY

| | | | |
|--|---|--------------------------|---------------|
| Policy Section & Number: | Academic & Student Experience | Effective Date: | July 1, 2023 |
| Policy Owner: | Vice President Academic & Student Experience | Last Revised: | March 3, 2023 |
| Policy Administrator: | Associate Vice President Student Experience & Registrar | Review Scheduled: | Every 4 years |
| Approver: | Executive Committee | | |
| <i>The official controlled version of this document is held with the Policy & Procedure Coordinator.</i> | | | |

A. POLICY STATEMENT

Keyano College strives to create a supportive academic environment where students can achieve their personal and professional learning goals. Students have an obligation to take responsibility for their learning through devoting sufficient time and effort to the process to allow them to maintain good academic standing. Assessment of Academic Standing will be provided to students by the College on a semester basis.

1. Guiding Principles

- 1.1 Assessment of academic standing will be established at the end of each term based on the Term Grade Point Average (GPA) and Cumulative GPA.
- 1.2 GPA will be calculated using a formula established by the Associate Vice President Student Experience & Registrar for the purpose of fairly representing student achievement.
- 1.3 Students studying on a part-time basis will be assessed for Academic Standing once they have completed five credit courses.
- 1.4 The College will ensure timely communication to all students who are no longer in Good Academic Standing within 10-business days of the date of final grade submission for each term.
- 1.5 All exceptions to this policy must be documented and formally approved by the Associate Vice President Student Experience & Registrar.
- 1.6 It is the responsibility of each student to be aware of their academic standing by checking their record on the college web service.
- 1.7 Students are expected to actively seek the assistance of College staff and student services supports when they become aware their academic standing is in jeopardy.
- 1.8 Students' Academic Standing will not be recorded on their College transcript.

- 1.9 The College is committed to support students in maintaining good academic standing by introducing appropriate interventions.

B. DEFINITIONS

- (1) **Policy:** means the Academic Standing Policy.
- (2) **College:** means Keyano College.
- (3) **Credit Programs:** means a group of related courses that exist within a formally approved credit program by Alberta's Minister of Advanced Education.
- (4) **Grade Point Average (GPA):** means a calculation indicating a student's academic achievement at the college, calculated as the total number of grade points received over a given period divided by the total number of credits awarded.
- (5) **Term Grade Point Average:** means a term GPA is a weighted grade point average for a term or semester of study. This term weighted average is calculated by taking the sum of the grade points received during the term and dividing by the number of credits completed in the term.
- (6) **Transcript:** means a certified document that provides official evidence of courses and programs that a Keyano College student has taken, and the results obtained. The transcript contains the complete academic history of a student while attending Keyano College.
- (7) **Cumulative Grade Point Average:** means the weighted grade point average of a student for all credit courses completed while enrolled at Keyano College. The overall GPA is calculated by adding the grade points received during the entire period of the student's enrollment and dividing by the number of credits for those courses. Only grades from credit courses completed at the College are included in the calculation of a GPA; transfer credit courses are not included and will not cause a previously failed course to be excluded from GPA.
- (8) **Grade Appeal:** means the weighted grade point average of a student for all credit courses completed while enrolled at Keyano College. The overall GPA is calculated by adding the grade points received during the entire period of the student's enrollment and dividing by the number of credits for those courses. Only

grades from credit courses completed at the College are included in the calculation of a GPA; transfer credit courses are not included and will not cause a previously failed course to be excluded from GPA.

- (9) **Academic Probation:** May proceed to next semester. Student should seek academic advice on how to improve chances for academic success.
- (10) **Good Academic Standing:** May proceed to next semester.
Required to withdraw for two full-time semesters.
- (11) **Academic Suspension:**
- (12) **Academic Warning** May proceed to next semester. Students must seek academic advice on how to improve their chances for academic success.

C. RELATED POLICIES

- Academic Awards: Dean's List & President's List
- Classification of Students Policy
- Grading Procedures for Credit Programs.
- Grad Appeal Policy
- Grad Appeal Procedure

D. RELATED LEGISLATION

- N/A

E. RELATED DOCUMENTS

- Academic Standing Procedure

F. REVISION HISTORY

| Date (mm/dd/yyyy) | Description of Change | Sections | Person who Entered Revision (Position Title) | Person who Authorize d Revision (Position Title) |
|----------------------|-----------------------------|----------|---|---|
| | | | | |

| | | | | |
|------------|--------------------|-----|---|--|
| 03/01/2023 | Creation of Policy | All | Associate Vice President Student Experience & Registrar | Vice President Academic & Student Experience |
|------------|--------------------|-----|---|--|