



ACADEMIC PERFORMANCE POLICY

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PURPOSE

Douglas College provides an environment that encourages and celebrates academic excellence, individual initiative and responsibility as students progress toward their educational goals. This policy outlines the commitment to academic performance expected of all students, the consequences for unsatisfactory academic performance and the means by which the College recognizes academic excellence.

SCOPE

Counsellors
Deans
Program Chairs/Co-ordinators
Registrar
Students

DEFINITIONS

Academic Alert: a notification in writing that a student's cumulative Grade Point Average has slipped below satisfactory levels and that improvement is required if the student is to avoid Academic Probation

Academic Probation: a state of limited or suspended registration privileges arising from unsatisfactory academic performance as evidenced by a cumulative Grade Point Average below the minimum



required for good standing

Limited Enrolment Programs (LEPs): career-focused programs with a limited number of seats (i.e., competitive entry)

Permanent Record: a permanent electronic file, which includes a record of all course work for which the student has registered, the status of the courses and the grades and credits received, and from which the student's transcript is prepared

POLICY STATEMENTS

Students who register in courses/programs at Douglas College are expected to maintain satisfactory standards of academic performance as outlined below. In addition, students in some Limited Enrolment Programs (LEPs) are expected to maintain standards of professional practice as determined by specific program requirements. Students whose academic performance is of a superior standing will be recognized by the College.

Academic Alert: Letter-Graded Credit Courses

A student whose semester or cumulative Grade Point Average (GPA) (regardless of the number of credits attempted) falls between 1.99 and 1.50 will be notified in writing by the College. This notification will indicate that the student is being warned that her/his academic performance is unsatisfactory and that further unsatisfactory performance will lead to **Academic Probation**; it will also encourage the student to seek help to improve his/her academic performance and provide a list of the various sources of educational help available to students at Douglas College.

Academic Alert standing will not be recorded on the student's **Permanent Record**.

Academic Alert: Mastery-Graded Courses

A student who receives any combination of non-mastery ("NM") or experience ("EXP") grades in each of two (2) attempts at the same course will be placed on **Academic Alert** and notified in writing by the College that her/his academic performance is below expectations. This formal notice will encourage the student to seek help to improve his/her academic performance and provide a list of the various sources of educational help available to students at Douglas College.

Academic Alert standing will not be recorded on the student's **Permanent Record**.

Academic Probation: Letter-Graded Credit Courses

A student whose cumulative GPA falls below the minimum requirement of 1.50 (based on at least nine (9) credits attempted) will be notified in writing of her/his probationary status and be required to meet with a College Counsellor by a prescribed date; if the student fails to meet with a College Counsellor, her/his access to the registration system will be blocked, and the block will remain in place until the meeting takes place.

The Registrar will review the student's academic performance at the end of each subsequent semester. If the student's cumulative GPA rises to 1.50 or better, the student will be taken off probation. If the cumulative GPA remains below 1.50 for a second semester, the Registrar will notify the student that s/he will remain on probation. After three consecutive semesters with a GPA below 1.50, the student is required to meet with the Registrar to develop a remediation plan, which may include restrictions on



what courses the student is permitted to take until the student's cumulative Grade Point Average rises to 1.50 or above, or the student may be required to withdraw for one (1) semester.

A student who has been required to withdraw must make application for re-admission. Permission for re-admission may be granted by the Registrar, in consultation, if needed, with the Department Chair/Co-ordinator. Initially, a student re-admitted after being required to withdraw may enroll in no more than nine (9) credits. In LEPs, students are advised to consult with the program Co-ordinator before selecting their courses; in programs that require students to be registered in more than nine (9) credits to maintain their status in the program, students must contact the Co-ordinator or administrator responsible for the program area before registering in any courses.

Once re-admitted, a student returning after a required withdrawal period remains on probation and must achieve a GPA of 1.50 or better. A student who does not attain this level over the first nine (9) credits after his/her return will be required to withdraw for another semester or to meet with the Registrar to develop a remediation plan. This remediation plan may include restrictions on what courses the student is permitted to take until the student's semester GPA rises to 1.50 or above.

A student in letter-graded credit courses who has been required to withdraw from the College due to unsatisfactory academic performance may apply for re-admission a maximum of twice. After a third withdrawal for unsatisfactory academic performance, a student may apply for re-admission to the College after a waiting period of five (5) years.

Academic Probation: Mastery-Graded Courses

When enrolled in mastery-graded courses only, the student who receives a third non-mastery ("NM") or experience ("EXP") grade in the same course will be required to withdraw from the College, unless the student is enrolled in an **LEP** that limits mastery-graded course attempts to a maximum of twice, in which case the student may be required to withdraw from the program after the second attempt. (See below, under "**Program Progression: Limited Enrolment Programs (LEPs).**") The student may apply for re-admission to the College after one (1) semester. Permission for re-admission may be granted by the Registrar, in consultation, if needed, with the Department Chair/Co-ordinator. A student who is re-admitted is required to book an appointment with a Counsellor to discuss strategies to improve his/her academic performance.

A student who is required to withdraw from the College due to unsatisfactory academic performance in mastery-graded courses may apply for re-admission to the College a maximum of once in a given subject area. After a second withdrawal for poor academic performance, a student may apply for re-admission to the College after a waiting period of five (5) years.

Students who are enrolled in both letter-graded and mastery-graded courses and who receive a third non-mastery ("NM") or experience ("EXP") grade in the same course but who also have a cumulative GPA in letter-graded courses of 1.50 or higher will not be required to withdraw from the College.

Program Progression: Limited Enrolment Programs (LEPs)

Students enrolled in **LEPs** must maintain the academic and practice performance standards outlined in specific program requirements. With the approval of Education Council, LEPs may set a lower maximum number of times a student may register in mastery-graded courses.

Students whose academic and/or practice performance falls below program standards will be notified in writing by the Chair/Co-ordinator about the specific concerns and remedies required of the student if



she/he is to progress in the program. Failure to improve performance could result in a student being prevented from enrolling in practicum, clinical or practice courses and/or being advanced to the next semester, in accordance with specific requirements.

Course Progression: Mastery-Graded Courses

Where a mastery-graded course is sequenced as a pre-requisite, a student will not be permitted to advance to the next level course, except under exceptional circumstances, without having achieved a mastery grade in the pre-requisite course.

Course Repeats

Under the Course and Status Changes policy, there are restrictions on the number of times a student may attempt a course. Normally, the maximum permitted attempts at a letter-graded course varies from the maximum permitted attempts at a mastery-graded course. Students should refer to the Course and Status Changes policy for details, and discuss their course repeat options when developing a remediation plan with the Registrar.

ACADEMIC EXCELLENCE

Students whose academic performance is of a superior standing will be recognized as follows:

Dean's List

Students will be placed on the Dean's List if they either

- Complete a minimum of twelve (12) credits in one semester and achieve a semester GPA of 4.00 or better; or
- Complete a minimum of twelve (12) credits over more than one semester and achieve a cumulative GPA and semester GPA of 4.00

Achievement on the Dean's List will be noted on a student's Permanent Record (including the official transcript) and the student will receive a letter of congratulation from the College.

Gold Cord

Students whose GPA score ranks in the top ten (10) per cent of student GPA scores in each credential (based on qualifying courses for that credential) and whose GPA is at least 3.33 (based on the same qualifying courses) when applying to graduate will be recognized at graduation with the presentation of a Gold Cord Award.

Honour Roll

Students will be placed on the Honour Roll if they either

- Complete a minimum of twelve (12) credits in one semester and achieve a semester GPA of 3.50 to 3.99; or
- Complete a minimum of twelve (12) credits over more than one semester and have a cumulative GPA and semester GPA of 3.50 to 3.99

Achievement of Honour Roll status will be noted on the student's Permanent Record (including the official transcript).



Student Excellence Awards

These may be awarded by each Faculty to students who meet excellence criteria as determined by each Faculty.

Students who are recognized through the Dean's List, Gold Cord, Honour Roll or a Student Excellence Award will be publicly recognized through the publication of a Douglas College Honours Recognition List that will be displayed at the graduation ceremony and other public venues, subject to student permission.

PROCEDURES

None

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

Course and Status Changes policy
Grading policy

RELATED ACTS AND REGULATIONS

None

RELATED COLLECTIVE AGREEMENT CLAUSES

None