

1.0 POLICY STATEMENT

- 1.1 MacEwan University (the “University”) supports Students’ academic success and provides clarity with respect to the standards by which academic success is measured. The University recognizes excellence in academic achievement by awarding Dean’s List and First Class Standing notations. Unsatisfactory academic performance is addressed by placing Students on probation or requiring them to withdraw from the University when they have not met minimum requirements.

2.0 PURPOSE

- 2.1 This policy establishes standards for academic performance and the University’s actions with respect to those standards.

3.0 APPLICABILITY

- 3.1 Students have the responsibility to know if their Academic Standing is such that they are not eligible—or in danger of becoming ineligible—to continue in a program, to continue to study at the University or to graduate. The University has the responsibility to provide information and advice to Students with respect to their Academic Standing in a clear and accessible way.
- 3.2 The overall academic performances of Students registered in applicable Ministry-approved programs are subject to review at the end of each academic term. This excludes programs that do not use grade point values, as outlined in the Grading Policy.

4.0 DEFINITIONS

Academic Merit

An Academic Standing status of Dean’s List or First Class Standing, assigned for strong academic performance as defined in this policy.

Academic Standing

The overall academic performance of a Student in a relevant Ministry-approved program which is reviewed at the end of each Academic Standing Year.

Academic Standing Grade Point Average (ASGPA)

Calculated by dividing the sum of total grade points achieved at the University during the period of review by the sum of all credits attempted. ASGPA is calculated cumulatively across three terms of an Academic Standing Year.

Academic Standing Year

A twelve-month period from May 1 through April 30 which defines the regular evaluation period for academic standing.

Cumulative Grade Point Average (CGPA)

Calculated by dividing the sum of total grade points achieved at the University by the sum of all credits attempted at the University. The CGPA is included on the transcript.

Good Standing

An Academic Standing status assigned for satisfactory academic achievement as defined in this policy.

Ministry-approved Programs

A credential or non-credential program offered at MacEwan University which has been approved by the Alberta Ministry of Advanced Education and is listed in the Ministry’s program registry system.

Program Representative

Staff or Faculty members who hold the authority to make decisions regarding Academic Standing as outlined in this policy. Program Representatives are delegated by the Dean and may include, but are not limited to, positions such as Associate Deans, Department Chairs, or Directors.

Student(s)

For the purpose of this policy, Student means any Student registered in a Ministry-approved program.

Working Days

Any day that is not a Saturday, Sunday, or a holiday as defined in the *Interpretation Act*, nor a day where the University is closed for business.

5.0 POLICY ELEMENTS

5.1 Roles and Responsibilities

- 5.1.1 The Office of the University Registrar is responsible for administering and processing the regulations within this policy related to student records, transcription and notices of unsatisfactory performance.
- 5.1.2 Deans (or delegates) are responsible for issuing letters to Students who have achieved recognition of Academic Merit.
- 5.1.3 Program Representatives hold the authority to assign Academic Standing outside of the regular Academic Standing evaluation process, as outlined in 5.5.5–5.5.8, and are responsible for the process of Administrative Review, outlined in 5.3.
- 5.1.4 Deans (or delegates) have the authority, in the case of extenuating circumstances, to grant individual exceptions to the policy and consider appeals according to 5.7.
- 5.1.5 Students are responsible for monitoring their own progress and for seeking assistance if required.

5.2 Evaluation Periods

- 5.2.1 At the end of each term, an interim ASGPA is calculated for each student for the current period of review. The ASGPA is recorded on the student record and available for Students to view in myStudentSystem.
- 5.2.2 At the end of each Winter term, a final ASGPA is calculated for each Student for the Academic Standing Year (May 1 – April 30) and the applicable standing is assigned.
- 5.2.3 Academic Standing may be assigned to Students at the end of any term as per 5.5.5 and 5.5.6 or at any time as per 5.5.7 and 5.5.8.

5.3 Administrative Review

- 5.3.1 A Student who has attempted a minimum of 24 (twenty-four) credits since their last evaluation, but for whom a regular evaluation period does not apply due to attempting less than 18 (eighteen) credits in the Academic Standing Year, will be assigned a status of “under review.”

- 5.3.2 This status will remain on the student record, but omitted from the transcript, until the review is completed by the Program Representative and another status is assigned as outlined in 5.4.2.2, 5.5.2, and 5.5.4.

5.4 Recognition of Academic Merit and Good Standing

- 5.4.1 Students whose academic achievement qualifies them for Academic Merit, such as Dean's List or First Class Standing, shall have that achievement noted on their academic transcripts and receive a letter from the Dean.
- 5.4.1.1 A status of Dean's List is assigned to Students who achieve an ASGPA of 3.70 or higher while enrolled in a minimum of twelve (12) credits per term in any two terms within the Academic Standing Year.
- 5.4.1.2 A status of First Class Standing is assigned to Students who achieve an ASGPA that is less than 3.70 and greater than or equal to 3.30 while enrolled in a minimum of twelve (12) credits per term in any two terms within the Academic Standing Year.
- 5.4.1.3 Students on reduced course load approved by Access & Disability Resources (ADR) will be assessed for Academic Merit Standings based on ASGPA while enrolled in a minimum of six (6) credits per term in any two terms within the Academic Standing Year.
- 5.4.2 Students whose academic achievement qualifies them for Good Standing will have that status noted on their student records; however, this status will not be included on their academic transcripts.
- 5.4.2.1 A status of Good Standing is assigned to Students who achieve an ASGPA of 2.0 or higher while enrolled in a minimum of 18 credits within the Academic Standing Year.
- 5.4.2.2 A status of Good Standing may be assigned after an administrative review (as outlined in 5.3.1) if the Student's CGPA is 2.00 or higher.

5.5 Unsatisfactory Academic Performance

- 5.5.1 Students are placed on Academic Probation if they meet the following conditions after attempting a minimum of 18 credits within an Academic Standing Year:
- 5.5.1.1 An ASGPA of less than 2.00 and greater than or equal to 1.3 if they achieved Good Standing in the previous Academic Standing Year or completed an Academic Standing year for the first time.
- 5.5.2 After an administrative review by the Program Representative (as outlined in 5.3.1) a student may be placed on Academic Probation if the student's CGPA is less than 2.0 and greater than or equal to 1.3.
- 5.5.3 Students are Required to Withdraw (RTW) from the University if they meet one of the following conditions after attempting a minimum of 18 credits within an Academic Standing Year:

- 5.5.3.1 ASGPA below 2.00 for two consecutive Academic Standing years.
- 5.5.3.2 ASGPA below 2.00 in two non-sequential Academic Standing years where an evaluation did not apply to the intervening years.
- 5.5.3.3 ASGPA below 2.00 in any single year after returning from RTW status unless five years have elapsed since the last RTW.
- 5.5.3.4 ASGPA below 1.3 in any single year, regardless of previous Academic Standing.
- 5.5.4 After an administrative review by the Program Representative (as outlined in 5.3.1), a student may be Required to Withdraw if the student's CGPA is less than 1.3.
- 5.5.5 A Student placed on Academic Probation for the third time is subject to review by the Program Representative and may be Required to Withdraw.
- 5.5.6 A Student with a record of excessive withdrawal grades, as determined by the Faculty or School, may be subject to review by the Program Representative. The Program Representative will consider the student's circumstances and ability to progress in the program. At the discretion of the Program Representative, the student may be placed on Academic Probation or Required to Withdraw.
- 5.5.7 The performance of a Student in a clinical, field placement, ensemble setting or equivalent learning activity may be reviewed by the Program Representative at any time. This review may result in a Student being placed on Academic Probation or Required to Withdraw if their performance is deemed inadequate relative to the standards required.
- 5.5.8 A Student who fails to complete a pre-requisite course designated as a requirement for progression in the program may be Required to Withdraw from the program.
- 5.5.9 Students who are placed on Academic Probation or are Required to Withdraw are informed of their standing by the Office of the University Registrar. Students will receive information about the consequences of their standing and sources of assistance available within the University.
- 5.5.10 Removal from a program under 5.5.7 or 5.5.8 shall not necessarily bar the Student from application or admission to other programs.

5.6 Conditions of Unsatisfactory Academic Standing

- 5.6.1 A permanent notation is added to the Student's transcript if the Student has been Required to Withdraw or placed on Academic Probation due to unsatisfactory standing.
- 5.6.2 Program Representatives may assign additional conditions to Students who are placed on Academic Probation. These may include but are not limited to reduced term enrolment limits and participation in remedial activities. The Program Representative is responsible for communicating these conditions to the Student.

- 5.6.3 To regain Good Standing after being assigned a standing of Academic Probation, a Student must achieve a minimum ASGPA of 2.00 on 18 attempted credits within an Academic Standing Year. At that time, a notation of “cleared probation” will be added to the transcript.
 - 5.6.3.1 If 18 credits are not attempted, the Student may be eligible to continue on probation, and a notation will be added to the transcript.
- 5.6.4 Students who have been Required to Withdraw from the University may apply for admission to return for an intake term that starts after 12 months have elapsed. An application fee will apply. Applications will be considered using the admission requirements current for the intake term to which they are applying.
 - 5.6.4.1 Admission after Required to Withdraw is not guaranteed (see Admissions Policy for regulations).

5.7 Appeals

- 5.7.1 A Student who is Required to Withdraw (RTW) pursuant to section 5.5 may submit an appeal, in writing, within ten (10) working days from the date of the written notice of the decision to the Dean (or delegate) of their Faculty or School. The Student must include the reason for the appeal and a plan to support improvement in academic performance.
- 5.7.2 While an appeal is pending, the Student’s status of Required to Withdraw will stand and the Student will not be eligible to re-enrol in courses or be considered for re-admission.
- 5.7.3 The Dean (or delegate) has the authority to approve or deny the appeal at their sole discretion, and will render a decision and communicate the decision in writing to the Student and the Office of the University Registrar within ten (10) working days of receiving the appeal.
- 5.7.4 On a successful appeal:
 - 5.7.4.1 The Dean (or delegate) may assign conditions to the Student’s reinstatement, which may include, but are not limited to, reduced term enrolment limits, mandatory course enrolment, and participation in remedial activities;
 - 5.7.4.2 The Office of the University Registrar will reinstate the Student on probation;
 - 5.7.4.3 The original Academic Standing notation of Required to Withdraw will remain on the transcript with a subsequent notation of reinstated on probation; and
 - 5.7.4.3 The Student is responsible to re-enrol in courses, based on seat availability.
- 5.7.5 The decision of the Dean (or delegate) is final and is not subject to further appeal.

6.0 ASSOCIATED PROCEDURES

- No related procedures

7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- Repeating Credit Courses at MacEwan University Policy
- Internal Recognition of Credit Courses Policy
- Grading Policy
- Academic Schedule Policy
- Inter-Institutional Transferability Policy
- Work Integrated Learning Policy
- Co-operative Education Policy
- Program Time Limits Policy
- Graduation Policy
- Admissions Policy

8.0 ACCOUNTABILITY

Policy Sponsor

The Provost and Vice President Academic

Office of Administrative Responsibility

Office of the University Registrar

9.0 HISTORY

Relevant Dates

Approved: **2022.06.17**

Effective: **2022.09.01**

Next Review: **2027.06**

Modification History

- 81.04.16:** Approved 81.04.16 by Board motion 27-24-80/81. Replaces existing practice as outlined in Calendar 1980/81/82, page 123. Revised to include item 1.1 regarding credit system, as approved 5-5-77/78 in policy 9.2.
- 89.03.16:** Substantial revisions approved 89.03.16 by Board motion 7-22-88/89.
- 90.06.21** Amended as per Academic Council recommendation and approved 90.06.21 by Board motion 16-15-89/90.
- 2000.12.21** Amended as per Academic Council recommendation 00-11-21-04 and approved by Board motion 01-12-21-2000/2001.
- 2001.11.20** Minor revisions made to 3.5, 3.6 and 3.9. Approved by Academic Council motion 01-11-20-05.
- 2004.06.17** Substantial revisions (combines two previous policies, academic progress and academic merit, into one) approved by Board motion 01-6-17-2003/04.

- 2006.05.02** Amended as per Academic Council recommendation 06-03-14-07 and approved by Executive Committee, May 2, 2006.
- 2008.05.06** Amended as per Academic Council recommendation 08-04-08-05 and approved by Executive Committee, May 6, 2008.
- 2009.10.08** Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10.
- 2011.01.25** Revised as recommended by Academic Policies Committee, and approved by Academic Governance Council motion AGC-05-01-25-2011.
- 2011.05.24** Revised as recommended by Academic Policies Committee, and approved by Academic Governance Council motion AGC-08-05-24-2011.
- 2013.05.21** Addition of 4.3.2.1 as recommended by Academic Policies Committee and approved by Academic Governance motion AGC-04-05-21-2013.
- 2014.10.28** Terminology updated to reflect housekeeping and textual changes, and approved by Academic Governance Council motion AGC-04-10-28-2014.
- 2014.12.22** Updated to reflect current policy names and numbers, references to retired policies, and Related Policy listings.
- 2016.05.10** Revised to reflect requirements of Academic Schedule Regulations and sections renumbered to fit in new policy template.
- 2022.06.17** Updated to reflect current practice and clarify necessary processes and requirements. Approved by General Faculties Council Motion #GFC-06-17-06-2022.