1.0 POLICY STATEMENT

1.1 MacEwan University supports students’ academic success and provides clarity with respect to the standards by which academic success is measured. MacEwan University recognizes excellence in academic achievement by awarding Graduation with Distinction, Dean’s List, and First Class Standing notations. Unsatisfactory academic performance is addressed by requiring Students to withdraw from the University or placing them on probation when they have not met minimum approved 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 are in danger of becoming ineligible, to continue in a program, to continue to study at MacEwan University, or to graduate. The University has the responsibility to provide in a clear and accessible way information and advising to Students with respect to their academic standing.

4.0 DEFINITIONS

4.1 Student or Students means any student or students registered in a Ministry approved program.

4.2 The overall academic performance of all Students registered in Ministry approved programs are subject to review at the end of each academic term.

4.3 Academic Standing Grade Point Average (Academic Standing GPA) and Graduation GPA (GGPA) are defined in policy C2020 (Grading).

4.4 Academic Standing Year is defined as a twelve-month period beginning May 1, in which the student was enrolled in at least eighteen credits.

4.5 For the purposes of this policy, the period of review for Academic Standing GPA will be an Academic Standing Year.

4.6 Graduation with Distinction
Students with a GGPA of 3.70 or higher shall receive a credential “with Distinction”. Students must complete all residency requirements to receive this distinction.

4.7 Dean’s List
Students who maintain a grade point average of 3.70 or higher while enrolled in twenty-four (24) or more credits of study in two consecutive terms and twelve (12) or more credits in each of those terms shall be entered on the Dean’s List.

4.8 First Class Standing
Students who have a grade point average of less than 3.7 and greater than or equal to 3.30 while enrolled in twenty-four (24) or more credits of study in two consecutive terms and twelve (12) or more credits in each of those terms shall be deemed to have attained First Class Standing.
4.9 **Good Standing**  
Students who have an Academic Standing GPA of 2.00 or higher shall be in Good Standing.

### 5.0 POLICY ELEMENTS

#### 5.1 Roles and Responsibilities

5.1.1 The Provost and Vice President Academic is responsible for this policy.

5.1.2 The Office of the University Registrar is responsible for administering policy regulations about student registration, transcription and student notices about unsatisfactory performance.

5.1.3 Deans are responsible for issuing letters to students who have achieved Dean’s List and First Class Standing.

5.1.4 Deans have the authority, in the case of extenuating circumstances, to grant individual exceptions to the policy.

5.1.5 Students are responsible for monitoring their own progress and for seeking assistance if required.

#### 5.2 Recognition of Merit and Good Standing

5.2.1 Students whose academic achievement qualifies them for Graduation With Distinction shall have that achievement noted on their academic transcripts.

5.2.2 Students whose academic achievement qualifies them for the Dean’s List shall have that achievement noted on their academic transcripts and receive a letter from the Dean.

5.2.3 Students whose academic achievement qualifies them for First Class Standing shall have that achievement noted on their academic transcripts and receive a letter from the Chair of the Department.

5.2.4 Students must also achieve satisfactory performance in all clinical, field placement, ensemble setting, or equivalent requirements of their program in order to be in Good Standing or to receive recognition of merit.

#### 5.3 Notifications of Unsatisfactory Academic Performance

5.3.1 The records of all students are reviewed at the end of each term. Students will receive notification in the Student Information System of their current Academic Standing GPA at the end of each term. At the end of the Winter term, students with unsatisfactory academic performance will be notified of any academic standing actions to be taken under this policy.

5.3.2 Students in Good Standing in the previous Academic Standing Year at MacEwan University or Students who have completed an Academic Standing Year at MacEwan University for the first time, who at the end of the Winter term have an Academic Standing GPA of less than 2.00 and greater than or equal to 1.3 are placed on Academic
Probation for a period of one year.

5.3.3 Except where a student is under requirement to withdraw, students who apply to graduate and who otherwise meet the graduation requirements for their credential shall be deemed to be in Good Standing.

5.3.4 Students are Required to Withdraw (RTW) from the University when they meet one of the following conditions:

- Academic Standing GPA below 2.00 for two consecutive Academic Standing years
- Academic Standing GPA below 2.00 for two non-sequential Academic Standing years where the intervening years are not Academic Standing years
- Academic Standing GPA below 2.00 in any single year after returning from Required To Withdraw status unless five years has elapsed since last Required To Withdraw
- Academic Standing GPA below 1.3 in any single year, regardless of previous academic standing

5.3.5 A student who has completed a minimum of twenty-four credits but for whom an Academic Standing Year and Academic GPA evaluation do not apply because of having completed fewer than eighteen credits during one or more annual evaluation periods, may be placed on probation if the student’s cumulative GPA is less than 2.0 or Required To Withdraw if the student’s cumulative GPA is less than 1.3. Such academic standing decisions shall be at the discretion of the Dean.

5.3.6 A student placed on academic probation for a third time is subject to review and can be Required to Withdraw by the Dean.

5.3.7 The performance of a Student in a clinical, field placement, ensemble setting, or equivalent learning activity may be reviewed at any time and, if inadequate relative to the standards required of the Student’s program, be reason on its own for a student to be placed on probation or Required To Withdraw from a program. Such a decision to place a Student on probation or impose a Requirement To Withdraw may be made only by the Dean upon the recommendation of an instructor or instructors and the Chair of the Department. Upon receiving instruction from the Dean to require a student to withdraw, the University Registrar (or designate) shall notify the student through official channels. Removal from a program under such circumstances shall not necessarily bar the student from application or admission to other programs.

5.3.8 A student who fails to complete a pre-requisite course designated as being required for progress in the program may be removed from the program. Upon receiving instruction from the chair to withdraw the student, the University Registrar (or designate) shall notify the student through official channels. Removal from the program under the terms of 5.3.7 of this policy shall not necessarily bar the student from application or admission to other programs.

5.3.9 Students who are placed on Academic Probation are advised through official channels by the Office of the University Registrar of the consequences of Academic Probation and
requirements to regain Good Standing. Students will receive information about sources of assistance available within the University.

5.3.10 Students who have been Required to Withdraw are advised through official channels by the Office of the University Registrar of the consequences of being Required to Withdraw, requirements for re-admission, and sources of advice within the University.

5.3.11 A Student’s transcript indicates if the Student has been Required to Withdraw from the University or placed on Academic Probation due to unsatisfactory standing. This notation is not removed from the transcript.

5.4 **Conditions of Unsatisfactory Academic Standing**

5.4.1 After being assigned a standing of Academic Probation, to regain Good Standing a student must achieve an Academic Standing GPA of 2.00 or higher.

5.4.2 Programs may require probationary students to limit the number of credits in which they enrol and to engage in remedial activities. In cases where programs limit the number of credits and/or require students to engage in remedial activities, these requirements shall be communicated through official channels informing students of the requirements set by the program for probationary status.

5.4.3 Students who have been Required to Withdraw for unsatisfactory academic performance may be considered for readmission after 12 or more months have elapsed since the student is Required to Withdraw.

5.4.4 Readmission after Required to Withdraw is not guaranteed (See Admissions Policy for regulations regarding readmission).

5.5 **Appeals**

Students wishing to appeal their Academic Standing must do so in accordance with the Student Appeals Policy. For purposes of this policy, the Department Chair shall be considered the initial ruler of the decision.

6.0 **ASSOCIATED PROCEDURES**

- No related procedures

7.0 **RELATED POLICIES, FORMS, AND OTHER DOCUMENTS**

- C1035 Repeating Credit Courses at MacEwan University Policy
- C1065 Internal Recognition of Credit Courses Policy
- C2020 Grading Policy
- C2025 Academic Schedule Policy
- C2030 Inter-Institutional Transferability Policy
- C2060 Work Integrated Learning Policy
- C2065 Co-operative Education Policy
- C2075 Program Time Limits Policy
- C2100 Graduation Policy
• C5010 Admissions Policy
• E3103 Student Appeals 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: 2016.05.10
Effective: 2016.09.21
Next Review: 2021.05

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.


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.
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<td>Addition of 4.3.2.1 as recommended by Academic Policies Committee and</td>
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<td>2014.10.28</td>
<td>Terminology updated to reflect housekeeping and textual changes, and approved</td>
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<td>2014.12.22</td>
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