



Procedure

Procedure Name	Academic Standing		
Procedure #	AD 2.1	Parent Policy	AD 2.0 Academic Progression Policy
Policy Owner	Vice-President Academic	Effective Date	July 1, 2020
Procedure Owner	AVP Student Progression & Registrar	Next Review Date	July 1, 2025
Approved by	AVP Student Progression & Registrar	Approval Date	June 17, 2020

1.0 Purpose/ Background

This procedure outlines how NAIT acknowledges academic excellence, establishes consistent minimum standards for academic performance and progression, and identifies when a student's ability to continue in a program is in jeopardy. This procedure applies to students admitted into a certificate, diploma, or degree program at NAIT after July 1st, 2017. This procedure does not apply to students enrolled in Academic Upgrading, Open Studies, Apprenticeship, and Non-Credit programs or courses.

2.0 Definitions

Term	Definition
Academic Probation (AP)	A status assigned to a student who has exhibited previous poor academic performance and is required to achieve a level of performance as agreed upon by the student and program leader. Reasons for a student to be placed on academic probation can include: <ul style="list-style-type: none">• student was previously withdrawn based on academic difficulties• student's most recent academic history at NAIT is not in good standing• student was on academic probation in another program at NAIT or post-secondary institution
Academic Standing	A term used to denote a student's status based on criteria for completing the credential
Academic Warning (AW)	A status assigned to a student whose term GPA falls below 2.0.
Good Standing	A status assigned to a student who has achieved a term GPA of 2.0 or higher.
Learning Plan	An individualized learning plan collaboratively developed and agreed upon by a student and program leader that is geared toward the student's success and completion of their program
Program Suspension	A decision permanently withdrawing the student from their program
Term Grade Point Average (TGPA)	The TGPA for each term is calculated by dividing the sum of grade points achieved in a term by the sum of all credits attempted in that term. The

	TGPA is used to determined academic standing and dean's honour roll at the end of each term.
Dean's Honour Roll	A status assigned to a student who has achieved a term GPA of 3.5 or higher.

3.0 Procedures

3.1 General Procedures

- 3.1.1 Students enrolled in NAIT credit programs are required to maintain satisfactory academic performance.
- 3.1.2 All students must meet the minimum term grade point average (TGPA) and program requirements in order to progress.
- 3.1.3 Timely and reliable information will be available to students to assist them in assessing their progress.
- 3.1.4 Responsibility for adherence to academic standing procedures is shared amongst:
 - Registrar
 - Administration related to posting academic standing decisions at the end of each term and updating transcripts with the decisions
 - Program Leaders
 - Monitoring students' academic standing and being available for students should they need assistance
 - Students
 - Monitoring their own progress and seeking assistance if required

3.2 Academic Standing Procedures

- 3.2.1 The Office of the Registrar will issue academic standing decisions after grades have been received at the end of each term.
- 3.2.2 If a student achieves a TGPA of less than 2.0, they are placed on academic warning. An "Academic Warning" notation will be added to the student's transcript.
 - 3.2.2.1 Every student on academic warning will be provided an opportunity to develop a learning plan that supports them in achieving the required TGPA.
- 3.2.3 If a student achieves a TGPA of 2.0 or higher, they are in good standing. A "Good Standing" notation will be added to the student's transcript.
- 3.2.4 If a student achieves a TGPA of 3.5 or higher, they will be awarded dean's honour roll. A "Dean's Honour Roll" notation will be added to the student's transcript, and the student will receive a congratulatory letter from the dean of their school.
- 3.2.5 Programs reserve the right to withdraw students, with approval from the associate dean academic, based on the student's academic performance after the first term in the program.

- 3.2.6 Students who have been withdrawn for academic standing may have the opportunity to return to their program under the following conditions:
- 3.2.6.1 Students who have been withdrawn must remain withdrawn from the program for at least one term (excluding spring/summer).
- 3.2.6.2 The student can submit the Program Re-Admit Form to facilitate their return within 12 months from the date of withdrawal. If more than 12 months have passed since the date of withdrawal, the student must apply to the program and go through the admission process.
- 3.2.6.3 If there were conditions outlined on their Program Withdrawal – Academic Standing form, the student must demonstrate to the program leader that they meet these conditions prior to returning to the program.
- 3.2.6.4 The student must achieve good standing for the remainder of their program in order to progress towards completion. The student may be withdrawn from the program if they fail to achieve good standing in subsequent terms.
- 3.2.7 Students have the right to appeal their withdrawal or program suspension decisions. Please refer to the Academic Progression Appeals Procedure for more information.

4.0 Exceptions to the Procedure

- 4.1** All other exceptions to this procedure must be documented and formally approved by the Policy Lead.
- Procedure exceptions must include:
- The nature of the exception
 - A reasonable explanation for why the procedure exception is required
 - Confirmation that the exception aligns with the general principles
 - Any risks created by the procedure exception and how they will be managed.

5.0 Related Documentation

Program Withdrawal Form – Academic Standing

Document History

<i>Date</i>	<i>Action/ Change</i>