

ACADEMIC STANDING AND PROGRESSION POLICY			
<b>Effective Date</b>	June 1, 2023	<b>Policy Type</b>	Academic
<b>Responsibility</b>	Registrar	<b>Cross-Reference</b>	<ul style="list-style-type: none"> <li>• Course Outline Policy</li> <li>• Grading Policy</li> <li>• Recognition of Academic Achievement Policy</li> <li>• Student Rights and Responsibilities Policy</li> </ul>
<b>Approver</b>	Board of Governors	<b>Appendices</b>	Appendix 1 – Early Alert Appendix 2 – Academic Notice Appendix 3 – Required to Withdraw Procedures Appendix 4 – Academic Forgiveness
<b>Review Schedule</b>	5 years		

## 1. Policy Statement

- 1.1. Northwestern Polytechnic (NWP) is committed to facilitate a learner’s progress toward the attainment of their education goals through the provision of transparent communication and processes.

## 2. Background

- 2.1. Academic standing and progression assist students in navigating their program with the goal of successful completion of the program by demonstrating obtainment of the required knowledge, skills, and competencies to receive the corresponding credential.

## 3. Policy Objective

- 3.1. This policy outlines requirements for students to progress through their chosen program.

## 4. Scope

- 4.1. This policy applies to all students enrolled in any credit course at NWP.

## 5. Definitions

- 5.1. “Academic Notice” refers to notifications to students with a semester GPA between 1.0-1.7.
- 5.2. “Academic Forgiveness” is a process by which an eligible student’s academic performance may be expunged from the student’s transcript.
- 5.3. “Academic Standing” refers to a student’s status based on criteria for completing a credential.
- 5.4. “Academic Year” includes the Fall, Winter, and Spring semesters, normally beginning in September and ending in August.
- 5.5. “Early Alert” refers to students with a semester GPA between 1.7-2.0.
- 5.6. “Completion” refers to completion of a program and achievement of a NWP credential.

- 5.7. "Expulsion" requires a student to withdraw completely from the institution for an indefinite period of time.
- 5.8. "Good standing" refers to students with a semester GPA of 2.0 or higher.
- 5.9. "Grade Point Average (GPA)" is the weighted average obtained by dividing the total number of grade points earned by the total credits attempted.
- 5.10. "Prerequisite course grade" refers to a specific course minimum grade required to progress in a program.
- 5.11. "Progression" refers to the opportunity for a student to advance towards their educational goal.
- 5.12. "Required to Withdraw (RTW)" refers to:
  - 5.12.1. a full-time student with a GPA of 1.0 or less for the Academic Year as specified by the student's program curriculum who is expected to sit out for three academic semesters,
  - 5.12.2. or a part-time or full-time student with an academic or non-academic misconduct offense.
- 5.13. "Term Grade Point Average (TGPA)" is a GPA calculated only from the courses taken in a single semester by dividing the sum of grade points earned in a semester by the total credits attempted in that semester.

## 6. Guiding Principles

- 6.1. Timeliness of completion is an important aspect of student progression and balances ensuring relevancy of curriculum with supporting student flexibility.
- 6.2. Student progression and timely completion is a shared accountability between NWP and students.
- 6.3. NWP facilitates student progression and timely completion through equitable, transparent, and consistent processes.
- 6.4. NWP grading systems and processes establish standards and guidelines to support evaluation of students' achievement of course and program learning outcomes.
- 6.5. NWP strives to minimize the negative academic and financial impact to a student when extenuating circumstances prevent a student from continuing their studies.
- 6.6. Academic standing enables NWP to acknowledge academic excellence, establish consistent minimum standards for academic performance and progression, and identifies when a student's ability to continue in a program is in jeopardy. A student's standing at NWP is considered in one of the following categories:
  - 6.6.1. Good Standing
  - 6.6.2. Early Alert – Refer to Appendix 1
  - 6.6.3. Academic Notice – Refer to Appendix 2
  - 6.6.4. Required to Withdraw (RTW) – Refer to Appendix 3
- 6.7. NWP provides an equitable and transparent process for students to appeal academic decisions that a student considers to be contrary to NWP policies or practices.

- 6.8. Students who have demonstrated a commitment to their studies may be eligible to apply for Academic Forgiveness – Refer to Appendix 4
- 6.9. All documentation submitted and produced will be kept according to the Student Rights and Responsibilities Policy.
- 6.10. Academic and non-academic misconducts may impact academic standing and progression, including required to withdraw and expulsion.

## 7. Roles and Responsibilities

Stakeholder	Responsibilities
Board of Governors	<ul style="list-style-type: none"> <li>• Approve and formally support this policy.</li> </ul>
Academic Council	<ul style="list-style-type: none"> <li>• Recommend and formally support this policy.</li> </ul>
Provost and Vice-President Academic	<ul style="list-style-type: none"> <li>• Review and formally support this policy.</li> <li>• Oversee the implementation of this policy.</li> <li>• Oversee any exceptions to this policy according to the Student Rights and Responsibilities Policy.</li> </ul>
Registrar	<ul style="list-style-type: none"> <li>• Ensure program progression information is included in the Academic Calendar.</li> <li>• When appropriate, ensure prerequisite course grades are approved through Curriculum Committee and clearly identified in the Academic Calendar and Course Outlines.</li> <li>• Monitor student progression through all NWP programs.</li> </ul>

## 8. Exceptions to the Policy

- 8.1. Students admitted to the Academic Upgrading program are omitted from RTW processes.
- 8.2. Any exceptions to this policy must be approved by the Provost and Vice-President Academic.

## 9. Inquiries

- 9.1. All inquiries can be directed to the Registrar’s Office.

## 10. Amendments (Revision History)

- 10.1. Reviewed and Recommended by Academic Council: 11 May 2023
- 10.2. Approved by Board of Governors: 01 June 2023

## Appendix 1 – Early Alert

1. Students with a semester GPA between 1.7-2.0 are flagged by the Registrar's Office at the end of the semester.
2. The Registrar's Office notifies student and links to student supports.
3. A needs assessment is sent to help students identify resources they may benefit from accessing.
4. This does not appear on a student's transcript.
5. Students registered part-time are included in this assessment.

## Appendix 2 – Academic Notice

1. Students with a semester GPA between 1.1-1.7 are flagged by the Registrar's Office at the end of the semester.
2. The Registrar's Office notifies students via email and links to student supports.
  - a. Students are reminded of withdrawal deadlines and the impact of a 'W' on a transcript.
  - b. Students are strongly encouraged to meet with an Academic Advisor.
3. A needs assessment is sent to help students identify resources they may need.
4. Students on academic notice are encouraged to register in no more than 12 credits per semester.
5. This does not appear on a student's transcript.
6. Students registered part-time are excluded from the assessment.

## Appendix 3 – Required to Withdraw Procedure (for students with a GPA of 1.0 or less)

1. Full-time students with a grade point average of 1.0 or less for the Academic Year as specified by the curriculum for each program will normally be required to withdraw and are expected to sit out at NWP for three academic semesters.
2. The statement “Required to Withdraw” will appear on the students’ transcripts.
3. Students who have been required to withdraw and sit out at NWP for three academic semesters will be considered for readmission the next Academic Year without penalty.
4. Students who have been required to withdraw may appeal the decision to be excluded from study for one year.
5. A letter requesting permission to enroll in the following year should be addressed to the Registrar.
6. The Registrar will make the final decision regarding the appeal and may consult with the Dean and Chair of the appropriate program or delegate.
7. Students approved for readmission will be placed on an academic performance contract with NWP. Students who fail to meet the conditions of the performance contract will have their registrations cancelled for the following semester(s) in the year of their registration.

## Appendix 4 – Academic Forgiveness

1. Students may apply for academic forgiveness for the student's total institutional GPA provided the student has:
  - 1.1. Taken at least a one-year break from NWP and has changed programs at NWP.
  - 1.2. There were no incidences of academic or non-academic misconduct on the students record.
  - 1.3. They have obtained a semester GPA of at least 2.0 in their most recent full time semester of study.
2. If the student's application is approved, the total institutional GPA is removed from individual courses and a transcript notation is added which indicates academic forgiveness was applied.