

2.4.8 ACADEMIC PERFORMANCE

A POLICY

- A.1 College of the Rockies (COTR) strives to provide a learning environment that encourages high performance standards and supports learners in achieving their career goals.
- A.2 The COTR Academic Performance Policy defines performance standards, and outlines protocol to be used by learners and College staff to monitor learners' progress and to intervene when the minimum standards of performance are not being met.
- A.3 The Academic Performance Policy is designed to increase learners' success and to support and encourage learners to use College resources effectively

A.4 Definitions

- a. **Minimum Academic Standard:** A student registered in 9 or more credits has achieved the minimum academic standard when his/her semester/term grade point average (GPA) is 1.0 or higher and there is no more than one "F", "N", "NCG", or "NS" on his/her transcript for that semester.
- b. **Academic Alert:** A status assigned to a student whose performance falls below the minimum academic standard in one semester.
- c. **Consecutive Registered Semesters:** Includes only fall and winter semesters within a twenty-four month period, even if the semesters are interrupted by a break up to 10 months.
- d. **Academic Probation:** A status assigned to a student whose performance falls below the minimum academic standard in two consecutive registered semesters.
- e. **Academic Suspension:** A status assigned to a student whose performance falls below the minimum academic standard in three consecutive registered semesters.
- f. **Education/Training Plan:** A Plan developed by an Education Advisor and the student in consultation with a Department Head, Coordinator or External Training Consultant. The plan may include but is not limited to some or all of the following:
1. Academic assessment
 2. Clearly identified academic goals
 3. Time-line for achieving those goals

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4. Identification of possible barriers to success
5. List of strategies, resources and services to support success and overcome potential barriers.
6. Career search or review

g. Learning Contract: A signed agreement developed through consultation with an Education Advisor and approved by a Department Head or College designate addressing the educational concerns that led to the academic suspension.

A.5 Categories of Recognition

A.5.1 Academic Excellence

a. Lieutenant Governor's Silver Medal

The Lieutenant Governor's Silver Medal honors a student who has excelled in a vocational or career program of fewer than two years duration and has also contributed in a positive way to the life of the College or his/her community. Nominations are forwarded to the College Awards Committee for selection of recipient.

b. Governor General's Academic Bronze Medal

The Governor General's Academic Bronze medal honors a student who has been registered in a diploma-level, post-secondary program (minimum two year, full-time duration) and achieves the highest overall average upon graduation. Nominations are forwarded to the College Awards Committee for selection of recipient.

c. Scholars List

A COTR student who has graduated from a vocational program or attended full-time academic studies and has achieved a final grade point average between 9.5 and 10 or equivalent qualifies for the Scholars' List.

d. Honours List

A COTR student who has graduated from a vocational program or attended full-time academic studies and has achieved a final grade point average between 9 and 9.49 or equivalent qualifies for the Honours List.

e. Deans' List

A COTR student who has graduated from a vocational program or attended full-time academic studies and has achieved a final grade point average between 8 and 8.99 or equivalent qualifies for the Deans' List.

A.3.2 Academic Performance

A.3.2.1 Students registered in Career Technical and/or University Studies courses/programs at College of the Rockies are expected to achieve a minimum academic standard and will be placed on **Academic Alert, Academic Probation or Academic Suspension** if they fail to do so.

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- A.3.2.2** Academic Alert, Academic Probation and Academic Suspension standings are flagged on the College student information system when a student does not meet the minimum academic standard.
- A.3.2.3** A student on Academic Alert or Academic Probation who achieves the minimum academic standard in the next consecutive registered semester will no longer be on Academic Alert or Academic Probation. Any flag identifying this status will be removed from the College student information system.
- A.3.2.4** A student on Academic Suspension who completes his/her Learning Contract or their term of suspension will move from a status of Academic Suspension to one of Academic Probation.

B. PROCEDURES

B.1 Academic Alert

- B.1.1** A student will be notified in writing when he/she fails to achieve the Minimum Academic Standard in his/her most recent semester and will be placed on Academic Alert for one semester.
- B.1.2** A student on Academic Alert is permitted to register in the next semester but is encouraged to consult with a College of the Rockies' Education Advisor or program faculty for advice on how to improve his/her academic performance, develop or review their Education/Training Plan and access resources available within the College and the community to assist him/herself.

B.2 Academic Probation

- B.2.1** A student will be notified in writing when he/she fails to achieve the minimum academic standard in two consecutive registered semesters and be placed on Academic Probation.
- B.2.2** A student on Academic Probation must consult with a College of the Rockies Education Advisor to discuss his/her academic performance and to develop and/or review their Education/Training Plan.
- B.2.3** A student must have his/her Education/Training plan approved by his/her Department head or designate prior to registering in any further courses within the same program.
- B.2.4** A student who does not meet with a College of the Rockies Education Advisor or develop an appropriate Education/Training plan will not be permitted to register in further courses within the same program area for a period of 24 months from the start date of their probation.

B.3 Academic Suspension

- B.3.1** A student on Academic Probation will be notified in writing that they have been placed on Academic Suspension if he/she fails to achieve the Minimum Academic Standard in their next consecutive registered semester.

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- B.3.2** A student on Academic Suspension:
- (a)** must consult with a College of the Rockies' Education Advisor to discuss his/her academic performance and develop a Learning Contract
- OR**
- (b)** will be required to withdraw from the College.
- B.3.3** A student on Academic Suspension may register or remain enrolled in courses identified in their Learning Contract if his/her Learning Contract has been approved by their Department Head.
- B.3.4** A student may end his/her suspension after a successful completion of his/her Learning Contract, as follows:
- a. The student must submit a written request to the Department Head or designate for approval of a complete Learning Contract.
 - b. Once the completed Learning Contract has been approved the suspension will be ended.
- B.3.5** Students readmitted within 24 months following an Academic Suspension will be considered to be on Academic Probation and required to develop or review their Education/Training plan.
- B.3.6** A student who does not achieve the minimum academic standard following an Academic Suspension will be placed on a subsequent Academic Suspension.
- B.3.7** A student re-admitted 24 months after his/her suspension will be considered in Good Standing and all academic performance flags will be removed from his/her record.

4. APPEALS

- 4.1 A student who has been placed on Academic Probation or Academic Suspension may apply in writing to the Registrar to review the appropriateness of their standing.

Issue Date:	September 2006	Concerning:	Students, Employees & Administration	
Amendment (1)	April 2011	Reference:	2.5.1 Student Evaluation (Grade System); 2.5.3 Final Grade Appeals	
Manager Approval:	<i>Original signed by Doris Silva</i>	Title:	Registrar	Date: May 2011
EdCo Approval	<i>Original signed by Jim Bailey</i>	Title:	Chair	Date: May 2011
College Approval:	<i>Original signed by Nick Rubidge</i>	Title:	President / CEO	Date: May 2011