

C.05.1

Academic Standing Procedure

Policy Name	Academic Standing Policy		
Policy #	C.05	Category	Academic
Approving Jurisdiction	Board of Governors	Replaces	New
Administrative Responsibility	Vice President, Education and Training	Version	2024-08-23
Procedures Approved by	President	Next Review Date	To Be Determined

See the related POLICY (Link to be added when posted.)

DEFINITIONS

Academic Dismissal: The temporary or permanent removal of a student from a program or the College. A person dismissed from a program or the College ceases to be an Aurora College student but may be eligible to apply for re-admission to the College at some future date.

Academic Probation: The conditional status of a student who does not meet or maintain College academic requirements but is allowed to continue as a student.

Academic Progression: The assessment of a student's academic performance at the end of each semester or trimester to determine eligibility to continue studying in their program of choice.

Good Standing: The minimum level of academic achievement required of a student in performance; this is the overall grade average required for a program.

Program: An integrated group of courses or learning activities in a particular field of study, completion of which leads to an academic credential.

Probationary Acceptance: Acceptance into a program on a probationary basis when a student does not meet all the requirements for full admission and needs to complete preparatory courses to remain enrolled.

PROCEDURES

1.0 Early Intervention

- 1.1. In circumstances where a student's success requires an earlier intervention and the implementation of a learning plan, the Program Head or designee will start reviewing student grades before the end of the semester. Examples of situations where an earlier intervention is required include, but are not limited to, cases where:
 - The student is not meeting the minimum level of academic achievement.
 - The student is not participating in a majority of the learning activities.
 - The student was admitted on Probationary Status.

2.0 Assessment of Academic Standing

- 2.1. At the end of each academic term, or at other intervals deemed appropriate, a Program Head or designee will review the grades of their students according to their program requirements and determine their academic standing based on their overall grade average.
- 2.2. After reviewing grades, the Program Head or designee will:
 - 2.2.1. Approve individual student results or interim results.
 - 2.2.2. Confirm student completion of the requirements of a course and eligibility to progress to the next level or graduate.
 - 2.2.3. Determine the Academic Progression Status of all individually enrolled students.
- 2.3. At the end of each academic term, the Program Head or designee will ensure that instructors enter all grades into the Student Information System. Grades must be available to students within five (5) working days from the last day of classes.¹
- 2.4. Where applicable, Program Heads or designees shall notify students via their official Aurora College email no later than ten (10) working days after the last day of classes, or at other intervals deemed appropriate, that they are on academic probation or academic dismissal.

3.0 Probationary Admission Status Process

- 3.1. Applicants whose academic qualifications are marginal for admission to an Aurora College program may be admitted to a program on a probationary status.
- 3.2. Students on Probationary Admission Status shall be required to demonstrate required knowledge during the probationary period and/or take a certain number of preparatory courses to meet program entry qualifications. In all cases:
 - The maximum length of the probationary period shall not exceed two (2) terms.

¹ The last day of classes is either the last day a course was delivered or the day on which the final exam was written, whichever is later.

- The minimum average of all final grades achieved in the courses completed during the probationary period shall be a cumulative average of 60%.
- 3.3. As part of probationary admission, the Program Head or designee shall identify:
- The post-secondary courses of similar content that the student needs to take to meet admission requirements; and
 - The competencies needed to demonstrate knowledge and/or understanding of concepts.
- 3.4. The probationary acceptance letter will include conditions for admission and the timelines for demonstrating required skills and competencies.
- 3.5. After admission, the Program Head or designee shall:
- 3.5.1. Meet with the student as soon as possible, preferably within the first week of the term, to review their probationary admission conditions and the knowledge needed to achieve Good Standing status.
- 3.5.2. Develop a learning plan/probationary acceptance contract in consultation with the student that outlines a specific plan for studies and academic supports during the first term of Probationary Admission. This plan will outline specific courses that, if successfully completed (as established in program requirements), will enable the student to be in Good Standing and to continue with their studies.
- 3.5.3. Provide a copy of the learning plan/probationary acceptance contract to:
- Admission Officers at their relevant campus for the student's file; and
 - Senior Instructors or designees for additional monitoring and support.
- 3.5.4. Refer student(s) to Aurora College Student Services for support services and resources, including educational planning and career counselling, personal counselling, study skills, time management, etc.
- 3.5.5. Monitor through monthly check-ins with Senior Instructors and support teams the student's progress/use of supports recommended in the Probationary Contract.
- 3.6. The student's probationary status shall be reviewed at intervals deemed appropriate by the Program Head or designee, preferably at mid-term and end of term.
- 3.7. Students who successfully complete required courses or demonstrate required knowledge will have the information noted on their files and their status changed to Good Standing. The students will be deemed to have met program admission criteria.
- 3.8. Students who fail to meet the minimum requirement for enrolment in the program may:
- Voluntarily withdraw from the program
 - Be dismissed from the program (see Academic Dismissal Process below)

- Transfer to another suitable program, subject to the student meeting course prerequisites, and a seat being available in the new program
- 3.9. In certain exceptional situations, the academic unit may extend the probationary period and/or introduce a new set of requirements agreed to by the student. (See Academic Probation Process for Students Accepted Without Conditions below).
- 3.10. Students admitted on Probationary Status may be expected/advised to take a reduced course load. This will maximize their chances of achieving academic success during the probationary term. Specifically, students admitted on Probationary Status who are in full-time programs may take no more than four courses during the Fall or Winter term. The decision on which courses to take will be made in consultation with the student, taking into consideration: academic history, individual circumstances, and program requirements.

4.0 Academic Probation Process for Students Accepted Without Conditions

- 4.1. Academic Probation may be initiated at the program/department level by instructors via an email to the Program Head or designee indicating the reason(s) for recommending Academic Probation with relevant documentation attached.
- 4.2. The Program Head or designee will complete the requested Academic Probation process by creating and signing a program probationary letter.
- 4.3. The Program Head or designee will send a copy of the letter to the student via their official Aurora College email, copying both the Registrar and student support services, so that individual consultations can be arranged to assist and support the student.
- 4.4. As part of this notification process, the probationary letter should provide students with resources – both academic and non-academic – to assist them in being successful in the forthcoming semester. Program Heads or designees will also meet with students and provide them with information on how to return to Good Standing.
- 4.5. Students on Academic Probation have one term to return to Good Standing. If a student achieves a passing average during that term, the Program Head or designee may extend their probationary period to enable them to achieve a passing/overall cumulative average and return to good standing. A student can be on academic probation for no more than two (2) consecutive terms.
- 4.6. To return to Good Standing, a student must meet the minimum level of academic achievement required by their program of study; this is the overall grade average required for their program.
- 4.7. Failure to return to Good Standing after the end of a student's probationary term results in Academic Dismissal. Students who face Academic Dismissal from Aurora

College will have their enrollment status changed to Dismissed by the Registrar or designee in the Student Information System.

4.8. Reasons for dismissal may include but are not limited to:

- Failure to maintain the minimum level of academic achievement required of the student in performance; this is the overall grade average required for their program
- Exceeding the time limit while on academic probation
- Student code of conduct violation
- Academic misconduct/academic integrity violation

5.0 Academic Dismissal Process

5.1. Academic dismissals may be initiated at the program/department level by instructors via an email to the Program Head or designee indicating the reason for recommending academic dismissal with relevant documentation attached.

5.2. The Program Head or designee will complete the request for Academic Dismissal by creating and signing a program dismissal letter.

5.3. The Program Head or designee will send a copy of the letter to the student via their official Aurora College email, copying the Registrar and, if applicable, the student support services, as well as any other affected Program Heads or designees.

5.4. As part of this notification process, the Program Head or designee will provide the student with information about the appeals process and relevant timelines (See D.01 Student Appeals Policy).

5.5. The Registrar or designee will also provide the list of dismissed students to the Residence Coordinator/Residence Manager/Residence Life Officer.

5.6. Students appealing dismissal from their program of study should first pursue appeals at the program/department and/or the school level. After receiving the program/department and/or school decision, students have the option of filing an appeal with the Academic Appeals Committee. Appeals will follow the appeal procedure for academic matters outlined in the Student Appeals Policy and Procedures.

5.7. A student who has an enrollment status of Dismissed in the Student Information System must sit out one complete academic year (July 1 – June 30) before applying for re-admission to any Aurora College program, except for Continuing Education courses.

5.8. A student who has an enrollment status of Dismissed may apply for re-admission to Aurora College for a term that begins after one (1) year has transpired. The application for re-admission must be submitted by the application deadline for the term for which the student is applying.

- 5.9. The decision to re-admit a student after an academic dismissal will be made by the Program Head/School Chair. Applicants for re-admission may be required to:
- 5.9.1. Submit a letter of intent that outlines:
- The steps taken or that will be taken to rectify the problem(s) that led to their dismissal
 - Their major activities since leaving the College
- 5.9.2. Have a personal interview with Program Head/ School Chair
- 5.9.3. Retake courses at Aurora College that affected their dismissal
- 5.10. If unconditional re-admission is granted, the student will be re-admitted in Good Standing.
- 5.11. A student who has been dismissed by the College should be aware that prior credits at the point of re-admission must be less than 10 years old.
- 5.12. The Registrar or designee will place copies of all Probation and Dismissal letters in the student's permanent record.

Related Policies and Procedures:

- C.12 Admission and Registration Policy
- C.15 Academic Integrity Policy
- C.25 Assessment and Grading Policy
- D.01 Student Appeals Policy
- D.17 Student Conduct Policy
- G.11 Student Records Policy
- J.04 Student Financial Credit Policy