Academic continuance and graduation policy

Policy statement

Learners enrolled in Bow Valley College are required to maintain satisfactory academic performance and meet other general program criteria to continue in their programs of study and graduate. The College uses a variety of measures of learners' academic performance to determine:

- learners' academic standing;
- learners' eligibility to continue in their program of study;
- academic warnings and associated requirements for remedial action;
- requirement to withdraw due to unsatisfactory academic performance;
- learners' eligibility for graduation and awarding of program credential.

It is the responsibility of the College to communicate the requirements and criteria, maintain effective procedures for managing them and support learners in meeting the requirements and criteria.

Purpose

1. This policy provides a framework to ensure that practices related to learners meeting the requirements and criteria for continuing in their programs and graduation are applied consistently throughout the College.
2. This policy is in alignment with the College's core values: respect, inclusion, creativity, teamwork, and resilience.

Scope

This policy applies to all learners enrolled in Bow Valley College credit programs.

Compliance

Employees, contractors, and learners are responsible for knowing, understanding, and complying with Bow Valley College policies, procedures, and any other attached documentation that relate to their position, employment, or enrolment at the College.

Principal objectives

1. Bow Valley College supports learners' academic performance and ability to graduate successfully.
   1.1 Academic standards, requirements and criteria for continuing in and graduating from a program will be published and communicated to learners in a clear and timely way.
   1.2 The intent of the College's procedures is to support learners' successful completion of programs while maintaining the College's standards.
2. Learners have a responsibility to be aware of their academic standing and other requirements and criteria for continuing in and completing their programs. They are also responsible to take the required action if their ability to continue or successfully complete their programs is at risk.
3. This policy creates a consistent minimum standard for acceptable academic performance, other general requirements and criteria for continuing in a program, and graduation.

Definitions

Academic performance standards:
Standards that reflect learners' mastery of the skills and knowledge in a program including grades, grade point averages, pass/fail marks, assessments of ability to meet professional conduct

expectations related to area of study, etc. These are separate from general learner conduct expectations which are outlined in the Code of Conduct Policy.

Academic standing:
Learners' academic statuses in their programs based on their academic performance. The following are academic standing statuses:
- **Academic probation:**
  The status assigned to learners who did not meet the required academic performance for their programs but remain in the program and have the opportunity to return to satisfactory academic standing.
- **Satisfactory academic standing:**
  The academic status of learners who have maintained the required academic performance in the program. This aligns with the graduation requirements of that program.
- **Required to withdraw:**
  The status assigned to learners who have been required to withdraw from their programs because they did not meet the academic performance requirements for their programs.

Grade point definitions:
- **Cumulative program grade point average (CPGPA)**:
  The grade point average for all courses a learner has completed that are part of the program in which he/she is registered.
- **Grade point (GP)**:
  The numerical value assigned to the letter grade received in a course as specified by the College's Grading Policy.
- **Grade point average (GPA):**
  A weighted average of grade points as defined by the College's Grading Policy.
- **Term program grade point average (TPGPA):** The grade point average for all the courses a learner has completed in a particular term that are part of the program in which he/she is registered.

Active status:
Learners who are currently registered in a College program or course are considered to have active status.

Learner in good standing:
A learner who has active status in a program or course at the College and meets the following criteria:
- is in satisfactory academic standing and is not on academic probation under the Academic Continuance and Graduation Policy
- is not subject to any current active sanctions under the Learner Code of Conduct Policy
- has no overdue amounts owing to the College under the Learner Financial Accounts policy
- is not under probation or suspension under the Academic Honesty policy and has not had an academic dishonesty sanction enacted against him or her within the last 6 months
- is not subject to a current sanction under any other College policies

Practicum or work placement:
Any placement (volunteer or otherwise) that is part of a learner's academic program.

Program graduation requirements:
The courses, assessments, activities and criteria approved as appropriate by the College and the Ministry that need to be successfully completed in order for a learner to be eligible for graduation from a program.

Data sheet

Accountable officer
The Executive Team Member responsible for learner services

Responsible officers
Dean, Global Access and Foundational Learning
Dean, Health and Community Studies
Dean, Business and Technology
The Director responsible for Enrolment Services and the Registrar

Relevant dates

Approved	Board of Governors: BOG151127-09
Effective	November 27, 2015
Next Review	November 2020
Modification History	• Rebranded February 2021
Verified by	Office of the President, March 2022*

Associated policies
Admissions (500-1-2)
Attendance (500-1-10)
Code of Conduct (500-1-1)
Grading (500-1-6)
Learner Appeals (500-1-12)
Learner Credit Registration (500-1-17)
Learner Records and Information (200-1-9)
Prior Learning Assessment (500-1-8)
Program Addition, Retention and Deletion (500-2-2)

Related legislation
Post-Secondary Learning Act