

## **Academic continuance and graduation procedure**

### **Parent policy**

Academic Continuance and Graduation Policy #500-1-5

### **Purpose**

The purpose of this procedure is to implement the Academic Continuance and Graduation Policy.

### **Scope**

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

### **Compliance**

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

### **Procedures**

#### **1. General**

- 1.1. These procedures set out the general requirements for Bow Valley College ministry-approved programs.
- 1.2. As noted below, programs may have additional or different academic performance standards for graduation, maintaining satisfactory academic standing, academic probation, being required to withdraw for unsatisfactory academic performance, and readmission after being required to withdraw. Any changes from current academic performance standards in a program require the recommendation of the Academic Leadership Team and Academic Council and the approval of the Vice President, Academic. The following provisions apply to programs with standards and requirements that differ from the normal ones:
  - 1.2.1. The standards and requirements must provide learners with a period of academic probation and notice of that probation before learners can be required to withdraw.
  - 1.2.2. The program-specific standards must be communicated to applicants and learners in the program.
  - 1.2.3. Program areas are responsible to monitor and undertake their own processes for academic standing, academic probation and being required to withdraw processes,
  - 1.2.4. including the notification to learners. The program areas also need to provide the information about learners who are put on academic probation and being required to withdraw to the Office of the Registrar and Enrolment Services for posting on the student record.
- 1.3. The Office of the Registrar and Enrolment Services maintains a record of the programs that have different requirements including those requirements.
- 1.4. Learners receiving financial assistance may be required by the terms of that assistance to meet different standards than the minimum required by the College. However, this does not impact these learners' academic standing with the College and failing to meet the standards for financial assistance does not have a bearing on academic probation or being required to withdraw for unsatisfactory academic performance.
- 1.5. The Director of Enrolment Services and Registrar has the authority to approve exceptions to these procedures where extenuating circumstances warrant.

- 1.6. Learners who wish to appeal an academic probation or an unsatisfactory academic performance withdrawal decision can do so by following steps provided for in the Learner Appeals Policy and Procedures.

## **2. Satisfactory academic standing**

- 2.1. The following minimum academic performance is required to maintain Satisfactory academic standing:
  - 2.1.1. No final grades of F (Failure) during the period of that College term.
    - 2.1.1.1. In post-secondary credit programs: a cumulative program GPA and term program GPA that is at the level required for program graduation (see “Graduation” section below).
    - 2.1.1.2. In School of Foundational Learning credit programs: a cumulative program GPA and term program GPA of 1.0 (or other approved GPA criteria—see “General” section above).
  - 2.1.2. Additional academic performance standards as required by specific programs.
- 2.2. Satisfactory academic standing qualifies learners for continuance in a program and program completion.
- 2.3. Satisfactory academic standing is one of the components of being a “Learner in Good Standing”.

## **3. Academic Probation**

- 3.1. Learners who do not meet the minimum academic standards of the program will be placed on academic probation for their next term of study. Learners will remain on academic probation until they return to satisfactory academic standing regardless of whether they enroll in courses in the following term(s) or not.
- 3.2. Academic probation processes are undertaken at the end of each standard College term (trimester).
- 3.3. The marks from all required and elective courses that are taken as part of the program that ended during that term or earlier are used in the determination of academic probation, regardless of the length or start date of the course. Courses taken prior to start date of program are not included in the determination of academic probation.
- 3.4. The Office of the Registrar and Enrolment Services notifies the learners in writing that they have been placed on academic probation. The notification includes a recommendation for the learners to meet with a program representative to discuss strategies and actions for success. The desired outcome of academic probation is improvement in the learners’ academic performance. As feasible and appropriate, academic departments and Learner Success Services will provide supports and assistance to learners on academic probation.
- 3.5. The Office of the Registrar and Enrolment Services places the learners on academic probation on the student information system and forwards reports of learners to be put on probation or required to the program Dean or Dean’s delegate.
- 3.6. Academic probation is not noted on learners’ transcripts.
- 3.7. A learner on academic probation is not considered to be a “Learner in Good Standing”.
- 3.8. Learners on academic probation may be disqualified from participating in certain Bow Valley College activities. Limits on activities for learners on academic probation are determined by either a Dean or Director.

## **4. Withdrawal Due to Unsatisfactory Academic Performance**

- 4.1. Learners who are on academic probation will be required to withdraw for unsatisfactory academic performance after the end of the probationary term if they have failed to do one or more of the following:

- 4.1.1. Achieve both the minimum cumulative program GPA and term program GPA required for satisfactory academic standing. A learner must have taken at least three courses in the program before failure to achieve the minimum cumulative program GPA will result in being required to withdraw.
- 4.1.2. Pass a course that is part of the program for which they have received a failing grade previously. Failing a course for a second time will result in being required to withdraw even if the learners are not currently on academic probation. A withdrawal from a course after the withdrawal deadline is considered a failure. In exceptional circumstances, the Dean or Dean's delegate may authorize a third attempt.
- 4.1.3. Achieve any additional academic performance standards as required by specific programs.
- 4.1.4. Meet the relevant professional and industry standards of behavior and performance of a required practicum or work placement in a significant way. Failure to meet those standards may lead to a withdrawal from the program at any time during the course or after its completion. A withdrawal in these circumstances requires the approval of the Dean.
- 4.2. A learner must have attempted at least 9 credits in the program before being required to withdraw for unsatisfactory academic performance.
- 4.3. The Office of the Registrar and Enrolment Services provides the academic departments with reports of learners who meet the conditions of being required to withdraw. The Program Coordinator must confirm the learners that are to be withdrawn. The Office of the Registrar and Enrolment Services will process the withdrawals and inform the learners of the withdrawal in writing and process their withdrawals.
- 4.4. In exceptional circumstances, the Dean or Dean's delegate may authorize a learner to remain in the program despite the learner meeting the criteria for being required to withdraw due to unsatisfactory academic performance. The learner will continue to be on academic probation.
- 4.5. Being required to withdraw for unsatisfactory academic performance will be permanently noted on the learner's transcript.

## **5. Maintaining Active Status in a Program**

- 5.1. Learners are expected to maintain active status in their program until graduation.
- 5.2. Learners in their first term of studies who fail to register in any courses or drop/withdraw from all courses will not be considered to have active status and will be withdrawn from the program. They will need to reapply for admission if they wish to return to studies.
- 5.3. Learners who have completed at least one term of studies are eligible to take a break of up to nine months from the end date of the last course taken to the start of the next course and maintain their active status. Taking a course that is outside of the requirements of the program is not applicable to being considered active in the program. Learners who have a longer break will no longer be considered to have active status in their program and will be withdrawn. They will need to reapply for admission if they wish to return to studies in the program. Program Coordinator
- 5.4. Exceptions to active status requirements must be approved by a Program Coordinator.
- 5.5. Programs may set different criteria for maintaining active status and different readmission requirements for learners who have failed to maintain active status. These program-specific criteria and requirements need the recommendation of the Academic Leadership Team and Academic Council and the approval of the Vice President, Academic.

## **6. Time Allowed to Complete Program**

- 6.1. Bow Valley College limits the period of time learners have to complete post-secondary certificate and diploma programs. Learners are provided with three years and five years

respectively for certificate and diploma program completion. This is inclusive of periods of time when the learners are not taking any courses.

- 6.2. Learners who do not complete their program within the required time limits will be withdrawn from the program.
- 6.3. Learners may request to have these limits extended if there are exceptional extenuating circumstances. Such extensions must be approved by the Dean of the program area.
- 6.4. Learners who are withdrawn due to failure to complete the program within the required time limits may reapply to the program. They will have to go through normal admission processes and meet the admission, program and graduation requirements that are in effect at the point of re-entry into the program. Their previous course work at the College will be subject to the normal requirements for advance standing for the program (e.g. requirements for recency of course, etc.)
- 6.5. Programs may set different limits for periods of time for program completion. These limits require the recommendation of the Academic Leadership Team and Academic Council and the approval of the Vice President, Academic.

## **7. Graduation**

- 7.1. In order to be eligible to graduate, learners must
  - 7.1.1. have been admitted to the program or be in Open Studies
  - 7.1.2. have completed all program graduation requirements
  - 7.1.3. have the required cumulative program grade point average based on all courses taken at BVC which are used to meet the graduation requirements of the program, regardless of whether those courses were taken prior to being admitted to the program or not:
    - 7.1.3.1. 2.0 for post-secondary credit programs or
    - 7.1.3.2. for non-postsecondary credit programs that have graduation requirements or
    - 7.1.3.3. other approved academic performance requirements as per “General” section above
  - 7.1.4. not have any outstanding monies owing to the College and
  - 7.1.5. not be currently suspended from studies due to academic, financial or other non-academic reasons.
- 7.2. The program requirements that were in effect on the date that the learner began the program are normally those that need to be fulfilled in order to graduate from the program. In situations where the program requirements have changed since the learner began and the college is no longer able to deliver some of the courses or other program components that were part of the requirements when the learner started, the college will make reasonable efforts to provide alternative means to complete the program that will not disadvantage the learner.
- 7.3. In exceptional circumstances, a graduation requirement may be waived or altered for a learner. This requires the approval of the program Dean and the Registrar.
- 7.4. The usual residency requirement for graduation is 25% of the credits required for program graduation have been taken at Bow Valley College. Learners are allowed to receive up to 75% of program credits toward a Bow Valley College certificate or diploma through courses taken elsewhere or through courses credited through prior learning. Changes to current program residency requirements must be recommended by the Academic Leadership Team and Academic Council and approved by the Vice President, Academic.
- 7.5. Learners who take more than one post-secondary credit program at the College are allowed to utilize course work completed in one program be applied to the graduation requirements of another program. However, practicums, co-ops, and work experience courses or placements from one program cannot be applied to another program.
- 7.6. There is no limit on how many credit courses can be used to meet the program requirements of a second program if it is a higher credential (e.g. certificate program and

diploma program). However, there is a limit to the amount of time elapsed since a course was completed that is the same as the elapsed time allowed for courses to receive transfer credits.

- 7.7. Once a learner has graduated with a higher level credential in a program area (e.g. diploma), the learner cannot also be given the lower level credential (e.g. certificate).
- 7.8. Learners may graduate with multiple specializations in the same program. Those specializations must be completed before the point of graduation. If learners wish to take additional specializations after graduation, they must reapply to the program. They will have to meet the admission, program and graduation requirements that are in effect at the point of re-entry into the program. Their previous course work at the College will be subject to the normal requirements for advance standing for the program (e.g. requirements for recency of course, etc.). An additional, separate parchment will be issued upon graduation.
- 7.9. In order to be awarded their credential, learners must apply to graduate and specify their intended final term in their program.
- 7.10. When learners have been approved to graduate based on meeting the graduation requirements of their program, the credential is awarded.
- 7.11. The College normally confers credentials six times a year (twice each term) on a schedule of dates determined by the Office of the Registrar and Enrolment Services.
- 7.12. The conferral date is indicated on learners' academic records and stated on parchments, transcripts, and other relevant documents.
- 7.13. Learners whose Ministry-approved credential has been conferred on them by the College are eligible to attend Convocation.

## **8. Posthumous Awarding of Credentials**

- 8.1. In order to recognize learners' academic achievements, posthumous credentials may be awarded to learners who pass away before scheduled times for graduation. The College may authorize the posthumous issuance of the appropriate credential where the learners have successfully completed at least three quarters of their program, and had been meeting the satisfactory academic performance requirements.
  - 8.1.1. A request to have a posthumous credential granted may be made in writing to the Registrar by the deceased learner's family member, friend or member of the College community.
  - 8.1.2. The Director of Enrolment Services and Registrar, with the permission of the family, will recommend the posthumous awarding of the credential to the Vice President, Academic. The Vice President, in consultation with the program's Dean/Director, will make the final decision in the best interest of the College and the deceased learner, and advise the Office the Registrar and Enrolment Services of the decision.
  - 8.1.3. Under special or exceptional circumstances, the Vice President, Academic, in consultation with the program Dean/Director may recommend to the President and Chief Executive Officer for approval the granting of a posthumous credential for a learner who has completed less than three quarters of the program course work.
  - 8.1.4. The family of the deceased learner will be invited to attend the graduation ceremony at which the deceased would have been recognized.
  - 8.1.5. The deceased learner's name may be read aloud at the graduation ceremony and will be published in the graduation program followed by 'posthumously granted' upon approval of the deceased learner's family.
  - 8.1.6. A credential granted posthumously will be recorded on the learner's parchment as "posthumously granted".
  - 8.1.7. A credential granted posthumously will be recorded on the learner's transcript along with a notation that the credential was awarded posthumously.
- 8.2. The College may recognize a deceased learner's efforts at the College's graduation ceremony even if the deceased learner is not awarded a posthumous credential.

## 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.

### **Active status:**

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

### **Conferral date:**

The date on which a learner's credential is officially awarded.

### **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

### **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

### Responsible officers

Dean, School of Foundational Learning  
 Dean, School of Global Access  
 Dean, School of Health and Wellness  
 Dean, School of Community Studies and Creative Technologies  
 Dean, Chiu School of Business  
 Director of Enrolment Services and Registrar

### Relevant dates

Approved	Board of Governors: BOG151127-09
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Verified by	Office of the President, March 2022*

### Related policy

Academic Continuance and Graduation Policy #500 -1-5

### Associated policies, procedures, and guidelines

Admissions (500-1-2)  
 Attendance (500-1-10)  
 Learner 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 (200-1-16)  
 Prior Learning Assessment and Recognition (500-1-8)  
 Credentials (500-2-5)

### Related legislation

Post-Secondary Learning Act