

<b>Title:</b>	<b>Academic Standing – Academic Probation and Academic Suspension</b>
<b>Category:</b>	Education/Student Services – Admissions/Registrar
<b>Policy No.:</b>	<b>E2008</b>
<b>Replaces:</b>	E2008 - Academic Standing – Academic Probation and Academic Suspension
<b>Applicability:</b>	All Students
<b>Effective Date:</b>	November 13, 2007 (Amendment)
<b>Source(s):</b>	Education Council
<b>Approval:</b>	(President’s signature is on the original copy of this policy)

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## 1. PURPOSE

This policy identifies the circumstances under which a student is placed on Academic Probation and Academic Suspension and the consequences of these standings.

## 2. DEFINITIONS

**Academic probation:** is the status assigned to a student who has failed to achieve the Minimum Academic Standard in a semester.

**Academic success plan:** is a plan completed by a student, in conjunction with a Counsellor, that can form the basis of an appeal for early reinstatement from a First Suspension (see Appendix 1 for detailed description).

**Academic suspension:** is the status assigned to a student who has failed to achieve the Minimum Academic Standard in a semester immediately following a semester in which the student was on Academic Probation.

**Extenuating circumstances:** are circumstances beyond the student’s control, that typically include health, family, social, environmental or psychological issues, that require bona fide documentation by appropriate professionals.

**Good standing:** is the status of a student who is not on Academic Probation, Academic Suspension, or other suspension.

**Minimum academic standard:** students achieve the minimum academic standard when their semester grade point average is 1.50 or higher and they have no more than one “F”, “N” or “U” on their record for that semester

### 3. AUTHORITY

#### 3.1 Related Acts and Regulations

[B.C. College and Institute Act](#)

#### 3.2 Related Policies

Not applicable.

### 4. RELATIONSHIPS WITH COLLECTIVE AGREEMENTS

Not applicable.

### 5. POLICY

5.1 Students registered in courses/programs at Langara College are expected to achieve a Minimum Academic Standard and will be placed on Academic Probation or Academic Suspension if they fail to do so.

5.2 Academic Probation and Academic Suspension standings are permanently noted on official transcripts.

5.3 To return to Good Standing, a student on Academic Probation or Academic Suspension must achieve the Minimum Academic Standard in their next semester.

### 6. GUIDELINES/STANDARDS

Association of Registrars of the Universities and Colleges of Canada. National Transcript Guide for Use in Canadian Post Secondary Institutions. [np] ARUCC, 2003.

### 7. EXCEPTIONS

7.1 A student who has been placed on Academic Suspension may appeal in writing to the Registrar to review the appropriateness of their suspension by providing documentation of extenuating circumstances.

7.2 A student who has been placed on a First Academic Suspension may appeal in writing to the Registrar on the basis of an Academic Success Plan prepared in accordance with Appendix 1.

- 7.3 Students in Career Programs may be governed by additional departmental policies and procedures. If re-admitted to the College after an Academic Suspension, a student in a Career Program may not be able to continue in the Career Program if program progression requirements have not been met.

## 8. PROCEDURES

### Academic Probation

- 8.1 A student will be placed on Academic Probation when they fail to achieve the Minimum Academic Standard in their most recent semester.
- 8.2 A Student on Academic Probation is permitted to register in the next semester, but should consult a Langara College Counsellor for academic advice. The College encourages students to use the services available to support their academic studies and goals.
- 8.3 A student placed on Academic Probation will remain on Academic Probation until their academic performance in their next semester is such that they either achieve the Minimum Academic Standard, or are placed on Academic Suspension.
- 8.4 The College will notify students when their academic performance has resulted in a standing of “Academic Probation”.

### Academic Suspension

- 8.5 A student on Academic Probation who does not achieve the Minimum Academic Standard in their next semester will be placed on Academic Suspension.
- 8.6 The College will notify students when their academic performance has resulted in a standing of “Academic Suspension”. This notification will include information about the process for making an appeal under sections 7.1 and 7.2.

### First Academic Suspension

- 8.7 A student on a first Academic Suspension will not be permitted to register for the following three semesters (see 7.1 and 7.2 for exceptions).
- 8.8 Following the three semester stand-out period, a student is eligible to register in the next available semester. No appeal is required.

- 8.9 A student returning after a first Academic Suspension will be on Academic Probation when they re-register at the College. They may take a maximum of eleven credits in the first semester in which they re-register at the College. In Career Programs, the Program Coordinator or Department Chair will decide on the course load limit.

### **Second Academic Suspension**

- 8.10 A student on a second Academic Suspension will not be permitted to register for the following six semesters (see 7.1 for exceptions).
- 8.11 Following the six semester stand-out period, a student must apply in writing to the Registrar for re-admission to the College. Re-admission is neither automatic nor guaranteed. A student will provide the following information to support their application:
- a. Reasons for not meeting the Minimum Academic Standard, along with any supporting documentation;
  - b. Steps taken (or being taken) to ensure that they can now meet the Minimum Academic Standard;
  - c. Official transcripts of all courses taken elsewhere during the stand-out period;
  - d. Academic upgrading initiatives; and
  - e. Summary of educational goals.
- 8.12 A student returning after a second Academic Suspension will be on Academic Probation when they re-register at the College. They may take a maximum of eleven credits in the first semester in which they re-register at the College. In Career Programs, the Program Coordinator or Department Chair will decide on the course load limit.

### **Third and Subsequent Academic Suspensions**

- 8.13 A student on a third Academic Suspension will not be permitted to register for the following nine semesters. (see 7.1 for exceptions)
- 8.14 Following the nine semester stand-out period, a student will apply in writing to the Registrar for readmission to Langara College. Re-admission is neither automatic nor guaranteed. A student must document the steps they have taken to prepare for the resumption of academic studies and show an increased likelihood of success, including:
- a. Reasons for not meeting the Minimum Academic Standard, along with any supporting documentation;

- b. Steps taken (or being taken) to ensure that they can now meet the Minimum Academic Standard;
- c. Official transcripts of all courses taken elsewhere during the stand-out period;
- d. Academic upgrading initiatives; and
- e. Summary of educational goals.

**8.15** A student returning after a third (or subsequent) Academic Suspension will be on Academic Probation when they re-register at the College. The Registrar will establish the maximum number of credits that the student will be permitted to register in.

### **Appeals**

**8.16** A decision of the Registrar under this policy may be appealed to the Dean of Student Support Services.

## **9. RESPONSIBILITY**

For further information regarding this policy, please contact the Dean of Student Support Services.

## **10. APPENDICES**

Appendix 1: Academic Success Plan

## APPENDIX 1

### Academic Success Plan (3 pages)

1. Students on their first suspension are eligible and may apply to the Registrar for early reinstatement under the Academic Success Plan option.
2. When placed on First Academic Suspension, the Registrar will send students a letter informing them of the suspension, the conditions of the suspension and the procedure that they must follow if they wish to participate in the Academic Success Plan option.
3. Students will be required to meet with a Counsellor to discuss the specific details of the procedure.
4. Students wishing to proceed will continue to work with a Counsellor to identify the root cause(s) of their poor academic performance over the two previous semesters. A structured questionnaire will be used to assist in identifying academic and personal difficulties.
5. Students will continue to work with a Counsellor to identify the necessary remedial activities and specific courses that will enhance their academic success in their returning semester and, when necessary, will consult with appropriate on and/or off campus support services including department chairs and/or coordinators. Possible activities could include taking particular courses (e.g., LEAP, LEPP, and/or foundational English, Math, or science courses); attending relevant workshops or obtaining needed counselling support services (within or outside the College – see below for a listing of appropriate College services).
6. Students will complete a “Proposed Academic Success Plan” form indicating the activities and specific courses they plan to engage in during their returning semester. Where remedial activities of a personal counselling or confidential nature are undertaken, only general information will be included in the plan.
7. The College expects that students will spend their first semester of suspension developing their Academic Success Plan. The deadline for meeting with a Counsellor is November 1st, March 1st, and July 1st for the subsequent semester. The deadline for submitting the appeal for early reinstatement to the Registrar is one week prior to the first day of classes for the subsequent semester.
8. The Academic Success Plan form with a Counsellor’s signature will be submitted to the Registrar for reinstatement consideration. If reinstated, students will serve their probationary semester taking a maximum of eleven (11) credits. Students will register according to their registration points.
9. All re-admitted students will be encouraged to have follow-up meetings with a Langara Counsellor.

## Possible Proposed Remedial Activities

Listed below are services/activities/programs that may be included in the individual Academic Success Plan of reinstated academically suspended students.

### Langara Academic Help Centres

Biology  
Chemistry  
Math  
Physics  
Writing Centre

### Langara Athletics and Student Life Intramurals

Inter-collegial sport  
Student Life activities

### Langara College and Career Access Program Langara Continuing Studies

LEAP, LEP, other remedial

### Langara Counselling Department Services

Career Counselling  
Educational Counselling  
Personal Counselling  
Off campus referrals  
Career Resource Centre  
Specialized Counselling Services  
    First Nations Students  
    International Students  
    Students with Disabilities  
Student Success Workshops  
    Study Skills  
    Stress Management  
    Assertiveness Training  
    Test Anxiety  
    Speed Reading  
    Improving Memory  
    Salvaging Your Semester  
    University Transfer Tips  
    Career Exploration

### Langara Day Care Services

Langara Faculty referrals; i.e., Career Program Coordinators, Department Chairs/Advisors

Langara Financial Aid Services

Student Loan information  
Scholarship/bursary information  
Student Work Assistance Program  
Student Employment website

Langara Health Services

Medical services Health education

Langara Library Services

Langara International Education

Langara Registrar's Office

Langara Services for Students with Disabilities

Langara Services for First Nations

Students Langara Students' Union

Off campus referrals for the provision of various supportive service