



Policy No.
Responsibility: Vice-President, Academic

Academic Progression Policy

Approved by: Board of Governors

Effective: January 27, 2011

Revisions:

Context/Purpose

This policy is intended to support student academic success by making clear the Justice Institute of British Columbia (JIBC) expectations for students' academic progress. The policy applies to students registered in Certificate, Diploma or Degree programs normally comprised of 30 – 120 credits, as well as Graduate Certificates. It provides a framework for managing student progress, provides guidelines for identification of unsatisfactory student progress in programs within the scope of this policy and identifies institutional interventions and supports for at risk students. The policy makes clear the consequences of continued unsatisfactory progress in any JIBC program.

Policy Statement:

All students in programs must maintain satisfactory academic standards in order to progress within their program. JIBC supports student success by making clear the requirements for academic progression, by providing a framework for early identification of at-risk students, by ensuring such students are informed of their academic standing and are referred to appropriate support services established to enhance the success of students. JIBC recognizes that some programs may require higher than a minimum passing grade of D (50% – 59%) for progression to further courses and or for graduation from that program.

Scope:

This policy will apply to all Certificate, Diploma and Degree Programs normally comprised of 30 – 120 credits, as well as Graduate Certificates and to /courses that are intended to ladder into these Programs.

Definitions:

Program Grade Point Average (PGPA)

The PGPA is the average grade point for all the credit courses toward a specific certificate, diploma or degree in which the student has enrolled and for which the student has been assigned a final course letter or percentage grade.

Cumulative Grade Point Average (CGPA)

The CGPA is the average grade point calculated for all JIBC credit courses in which the student has enrolled and has been assigned a final course letter or percentage grade, including individual courses and those taken as part of a certificate, diploma and/or degree programs.

Educational Plan

A written plan developed by the student, in consultation with a student counsellor and the program advisor. The Educational Plan makes clear the student's current unsatisfactory performance, describes strategies for addressing identified learning issues, states the expectations for the student's continued achievements in the program and identifies the consequences of not meeting minimum PGPA/CGPA requirements. A copy of the Educational Plan will be placed in the student file.

Academic Warning

An Academic Warning is notice given to a student when his/her PGPA/CGPA falls below 2.0 after completing nine credits. A warning letter is issued from the Registrar's Office and the student must meet with the division advisor to discuss academic progress and develop appropriate learning support strategies to raise course grades.

Academic Probation

Academic Probation is notice to a student that current academic achievement is insufficient and will impact on program progression. A student is placed on Academic Probation when s/he has a PGPA below 2.0 or CGPA after the completion of fifteen credits. A probation letter is issued from the Registrar's Office and the student must meet with the division advisor and a student counsellor. The student must develop an educational plan in collaboration with the division advisor and student counsellor.

Required to Withdraw

A student formally placed on Academic Probation, and who's PGPA/CGPA remains less than 2.0 after an additional six credits, will be issued a Letter from the Registrar's Office requiring his/her withdrawal for a minimum of six months. The student must meet with the division advisor to discuss possible educational study during the required withdrawal period and, where applicable, any requirements the student must meet prior to re-entry to the program. The withdrawal will be identified on the student record system.

Academic Suspension

Academic Suspension is the institutional decision to ban a student from all credit courses at the JIBC. A student who has been readmitted to the JIBC after being Required to Withdraw and who does not achieve the required PGPA/CGPA, as specified for re-admission, will be suspended for a minimum of one year. The decision for academic suspension is made by the President, on the recommendation of the Dean/Director to the Vice President, Academic. Students under academic suspension may be allowed to enrol in a contracted credit course by his/her employer, with the permission of the appropriate Dean/Director.

In Good Standing

A student is in Good Standing when s/he is enrolled in JIBC courses/programs and has maintained the minimum 2.0 PGPA/CGPA, has met all program requirements including, where applicable, higher passing grades for individual courses within the program, has not been placed on Academic Probation, has not been required to withdraw and has not been suspended from JIBC for academic or disciplinary reasons.

At-Risk Student

An at-risk student is a student who experiences academic difficulties and is not able to maintain a minimum 2.0 PGPA/CGPA requirement or is not able to maintain the individual course minimum grade for his/her program as described in program descriptions and course outlines

Active and Inactive Standing

To maintain an active standing, a student enrolled in a JIBC program must complete a minimum of one course within that program each year (any consecutive 12 month period from date of first course/program enrolment.) If a student does not complete a course during any consecutive twelve month period, the student is considered inactive and must reapply for admission to the program.

Procedure

[Academic Progression Procedure](#)

Related Policies

- [Grading Policy](#)
- [Evaluation of Learning Policy](#)
- [Academic Appeals Policy](#)
- [Student Records Policy](#)
- Program Development and Approval Policy (under development)