

<b>24.01</b>	<b>Academic Probation</b>	<b>POLICY</b>
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## 1.0 PURPOSE

- 1.1. To outline standards of academic performance by the student as well as consequences of failure to meet these standards

## 2.0 SCOPE

- 2.1 The academic probation policy applies to all students registered in college credential programs.

## 3.0 DEFINITIONS

- 3.1 **ACADEMIC DISMISSAL** refers to the dismissal from a program of study for a period of 3 years and is applied to students when they reach the suspension level for a second time in the same program.
- 3.2 **ACADEMIC PROBATION** applied to students who fail two or more courses in a semester.
- 3.3 **ACADEMIC SUSPENSION** applied to students on restricted enrolment who do not achieve the minimum academic standard in their next semester.
- 3.4 **COLLEGE CREDENTIAL PROGRAM** a program of study that, when successfully completed within the College approved timelines, grants the student an NSCC credential. (certificate, diploma or advanced diploma)
- 3.5 **FULL-TIME COURSE LOAD** mandatory courses in a given semester of a program of study per the associated curriculum document
- 3.6 **GOOD ACADEMIC STANDING** when a student has no active academic restrictions.
- 3.7 **OFFICIAL TRANSCRIPT** an official document of a student’s academic history and is certified by the Director, Enrolment & Registrar or designate.
- 3.8 **PART-TIME COURSE LOAD** mandatory courses in a given semester of a program of study per the associated curriculum document
- 3.9 **RESTRICTED ENROLMENT** applied to students who fail one or more courses while on academic probation and restricts enrolment to part-time.
- 3.10 **SEMESTER** a period in which all classes are scheduled to begin and end within a set time frame.
- 3.11 **STUDENT** a person who is currently registered and attending or undertaking a course of study at NSCC. This includes students who are full-time, part-time, online and apprenticeship, etc.

## 4.0 POLICY

- 4.1 **Academic Probation**  
All students who enter the Nova Scotia Community College are expected to maintain acceptable standards of academic performance. Academic probation is the first level in a progressive process to support students experiencing academic challenges in their program.

<b>Executive Policy Sponsor:</b> VP, Academic	<b>Policy Steward:</b> Director Enrolment and Registrar	<b>Approved:</b> Executive Council Sept 13, 2017	<b>Effective Date:</b> Oct 1, 2017	<b>Next Review:</b> Sept 2018
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- a. A student who has failed two or more courses in a semester will be placed academic probation.
- b. Academic probation shall begin in the next semester in which the student is enrolled, and be in effect for the entire semester and until the marks are final and recorded on the student's official transcript.
- c. A student who has successfully completed all courses during the probation period will be removed from academic probation.

#### 4.2 Restricted Enrolment

Restricted enrolment is the second level of academic restriction for those students experiencing academic difficulty in their program. Restricted enrolment requires students to be part-time in their next semester of enrolment to assist them in achieving academic success in their courses.

- a. A student who has failed course(s) while on academic probation will be placed on restricted enrolment.
- b. Restricted enrolment will begin in the next semester the student is enrolled in, and be in effect for the entire semester and until the marks are final and recorded on the student's official transcript.
- c. A student on restricted enrolment is only permitted to enroll in a part-time course-load.
- d. A student on restricted enrolment who has successfully completed all courses during the restricted enrolment period will have the restricted enrolment removed.
- e. A restricted enrolment notation will permanently remain on a student's official transcript.

#### 4.3 Academic Suspension

Academic suspension is the third level of academic restriction which requires students who have not be academically successful on restricted enrolment to leave the program for a 12-month period.

- a. A student who has failed course(s) while on restricted enrolment will be subject to academic suspension from the program for a 12-month period.
- b. A student on academic suspension can apply to a different program at the College during the 12-month suspension period. If accepted into a new program during this 12-month period, they will be placed on academic probation.
- c. A student who returns after the 12-month period will be placed on academic probation.
- d. An academic suspension notation will permanently remain on a student's official transcript.

#### 4.4 Academic Dismissal

Academic dismissal is the final level of academic restriction for students who reach the academic suspension level for a second time.

- a. A student who reaches the academic suspension level for a second time in the same program will be subject to academic dismissal from the program for a period of three years.
- b. An academic dismissal notation will permanently remain on the student's official transcript.

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#### 4.5 Exceptions

In exceptional circumstances, an exception to this policy may be approved by the Director, Enrolment and Registrar. Decisions regarding exceptions are final and not subject to a student appeal.

## 5.0 POLICY SUPPORTS

24.02 Academic Probation Procedures

24.03 Academic Probation Flow Chart

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