

24.02	Academic Probation	PROCEDURES
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1.0 PURPOSE

- 1.1. To identify the accountabilities, processes and statuses associated with students who have not met NSCC’s standards of academic performance.

2.0 SCOPE

2.1 ACADEMIC STANDING ASSESSMENT

ACTION	RESPONSIBILITY
a. Immediately following completion of each semester, final grades are reviewed for all students to assess their academic standing as outlined below.	Assistant Registrar

2.2 ACADEMIC PROBATION

ACTION	RESPONSIBILITY
a. Students who fall within the criteria for academic probation will be updated in PeopleSoft and advised of their status via college	Assistant Registrar
b. Students who have successfully completed all courses while on academic probation will be removed from academic probation and advised of their status.	Assistant Registrar

2.3 RESTRICTED ENROLMENT

ACTION	RESPONSIBILITY
a. Students who fall within the criteria for restricted enrolment will be updated in PeopleSoft and advised of their status.	Assistant Registrar
b. A permanent notation will be placed on the students’ official transcript to indicate their academic standing which states: “restricted enrolment”	Assistant Registrar
c. Students who have successfully completed all courses while on restricted enrolment will be removed from restricted enrolment and advised of their status.	Assistant Registrar

2.4 ACADEMIC SUSPENSION

ACTION	RESPONSIBILITY
a. Students who fall within the criteria for academic suspension will be updated in PeopleSoft and advised of their status.	Assistant Registrar
b. A permanent notation will be placed on the student’s official transcript to indicate their academic standing with states “academic suspension”	Assistant Registrar

Executive Policy Sponsor: VP, Academic	Policy Steward: Director Enrolment and Registrar	Approved: Executive Council Sept 13, 2017	Effective Date: Oct 1, 2017	Next Review: Sept 2018
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2.5 ACADEMIC DISMISSAL

ACTION	RESPONSIBILITY
a. Students who fall within the criteria for academic dismissal will be updated in PeopleSoft and advised of their status.	Assistant Registrar
b. A permanent notation will be placed on the students' official transcript to indicate their academic standing which states: "academic dismissal"	Assistant Registrar

2.6 EXCEPTIONS

ACTION	RESPONSIBILITY
a. The Academic Chair reviews requests for exceptions and submits requests in writing to the Director, Enrolment & Registrar for review.	Academic Chair
b. The Director, Enrolment & Registrar will provide a response via the college email system within 5 days of the request.	Director, Enrolment & Registrar/Dean

C. POLICY SUPPORTS

- 24.02 Academic Probation Procedures
- 24.03 Academic Probation Flow Chart

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