

Policy Name	<b>Academic Progress</b>		
Policy #	<b>1202</b>	Category	<b>Student Services</b>
Policy Sponsor(s)	<b>Associate Vice-President, Student Services</b>	Previous Revision Date	<b>July 1, 2017</b>
Policy Approved by	<b>President &amp; CEO</b>	Revision Date	<b>March 14, 2018</b>
Procedures Approved by	<b>Provost and Vice-President, Academic</b>	Review Date	<b>See Policy Review Date or as Required</b>

See the related [POLICY](#).

### PROCEDURES

#### Academic Probation

Academic probation is a set of restrictions, expectations, performance indicators, deadlines and timelines placed on a student enrolled in a program of study (including degree undeclared). It is the last opportunity for a student to correct identified issues and proceed with his/her education.

A student is placed on academic probation when s/he:

1. Fails to achieve a term average of at least 60 percent; or
2. Fails two or more courses totaling at least six credit units during a semester; or fails three or more courses totaling at least nine credit units during a non-semestered year; or
3. Does not meet performance expectations and/or deadlines as specified in the course outline and/or deadlines as specified in the course syllabus; or
4. Is re-admitted to any program after being required to discontinue from a Saskatchewan Polytechnic program for poor academic performance.

#### Successful Completion of Academic Probation

The student remains on academic probation until s/he has achieved a cumulative program average of 60 percent or greater, passes all courses taken over a term and has met any/all performance expectations and deadlines as outlined by the program head.

#### Required to Discontinue

A student will be required to discontinue from a program if s/he:

1. Fails to maintain a minimum term average of 60 percent for two consecutive terms; or
2. Fails three or more courses totaling at least nine credit units during the semester or fails four or more courses totaling at least 12 credit units during a non-semestered year; or
3. Fails a clinical or practicum that is an essential pre-requisite to program continuation; or

4. Fails to successfully complete the conditions of academic probation as outlined by the program head;  
or
5. Fails a required course three times.

In the case of non-semestered programs, the associate dean may delay a required to discontinue decision to the end of the academic year. Written notification of the associate dean's decision to delay the action must be sent to Registration Services for the student's official file.

A student who fails a course that is an essential prerequisite to program continuation, where the student is otherwise meeting academic progress requirements, will normally be withdrawn and not be required to discontinue. The student will continue their studies the next time the essential course is offered.

Students who are required to discontinue will be encouraged to meet with a counsellor to address those issues preventing success. The student will not be readmitted to any Saskatchewan Polytechnic program for one academic term (a minimum of four academic months) unless approved by the associate dean.

Unless otherwise restricted (under the terms of discontinuation) the program student may take continuing education courses that are generally available to unclassified students or may register at a Regional College for a brokered program.

To be readmitted to a program the applicant/returning student will be required to reapply to the program and to meet all current admission requirements and other conditions/restrictions that were imposed as a result of discontinuation. Upon readmission to Saskatchewan Polytechnic the student will be on academic probation for the first academic term. Subsequent terms of study will be subject to the provisions of this policy.

### **Multiple Discontinuations**

Students who have been required to discontinue from a program twice will not be allowed to reapply to that program for two years from the date of the last discontinuation.

Students who have been required to discontinue from a program twice may apply to a different program but must demonstrate they have addressed the previous barriers to success. The student will not be readmitted to any other Saskatchewan Polytechnic program for one academic term (a minimum of four academic months) unless approved by the associate dean.

To be readmitted into any program after two discontinuations from Saskatchewan Polytechnic program(s), the applicant/ returning student will be required to:

1. Apply;
2. Meet all current admission requirements;
3. Meet all conditions that were imposed as a result of discontinuation; and
4. Demonstrate to the associate dean of the program to which the application has been made that s/he has remedied previous barriers to success.

The admission decision is at the discretion of the program associate dean and may not be appealed.

### **Multiple Failures of a Course**

Students who fail a course are allowed to retake the course up to two times to achieve a passing grade. After the third failure of a course that is a graduation requirement the student will be required to discontinue from the program. Readmission to the program is at the discretion of the program associate dean. Students may further repeat the course as an unclassified student.

### **Practicum, Clinical or other Work Experience**

A student who otherwise meets course pre-requisites can participate in a practicum, clinical or other work experience irrespective of their cumulative GPA unless they have been required to discontinue. A practicum, clinical or other work experience which is graded with a numeric grade is subject to GPA progression requirements upon completion. A practicum, clinical or other work experience which is graded as a pass or fail is not subject to GPA progression requirements upon completion. Note that a practicum, clinical or other work experience must be passed and is a graduation requirement.

### **Transcript Notation**

The status of being placed on academic probation and/or required to discontinue will be recorded on the student's official transcript.

### **Calculation of Averages for Academic Progress**

Semester averages for the purpose of academic progression are calculated using all program courses attempted during the term or semester. Courses graded WF (withdraw failure) are counted and included in the average as 0% and noted on the transcript. Continuing education credit and non-credit courses are excluded from program averages for academic progress decisions.