

Policy No.	Officer Responsible		
S2003-03	Vice-President Academic and Provost		
Policy Name			
Academic Standing			
Approved by	Replaces	Category	Next Review
Senate		B	2022
Date Issued	Date Revised	Related Policies, Reference	
2010, 2013	Dec 2017 (effective Sept 1, 2018)		

1. PURPOSE

This policy is to provide direction regarding the assessment of student academic performance during their studies at Capilano University and to ensure that students are provided timely feedback on their institutional academic performance.

2. SCOPE

This policy relates to all students who register in credit courses at Capilano University. The policy refers to a student's institutional academic performance, not the student's performance in individual classes or programs.

Continuing Studies and Executive Education (CSEE) courses at Capilano University and the students completing these courses are not subject to this policy.

3. POLICY STATEMENT

Academic standing assessment is designed to provide feedback to students at the end of each term in regard to their term/cumulative standing to help them understand their ongoing institutional academic standing.

The assessment criteria are designed to ensure that students are provided with notification of standing in a fashion that is time sensitive and allows them the opportunity to seek academic assistance, if needed, and maintain or return to Good Academic Standing. To ensure that students have sufficient time to seek assistance, a student's academic standing may only be reduced by one academic standing status in any given term.

The Academic Standing Policy outlines the University standard for assessment of academic standing and continuance in University registration. When approved by Senate, individual programs may have continuance standards distinct from this policy. When program continuance standards are distinct from this policy, it is expected that these standards are made available to prospective and current students through program websites and in person.

4. DEFINITIONS USED IN POLICY

- TGPA** – Term Grade Point Average – the average of the final grades for all credit courses taken within the defined period
- CGPA** – Cumulative Grade Point Average – the average of the final grades for all credit courses taken since first admission to the University
- RTW** – Required to Withdraw

5. ACADEMIC PERFORMANCE ASSESSMENT CRITERIA

Capilano University will assess Academic Standing as follows:

1. Upon completion of 9 credits of course work after the first admission to the University
2. Using only grades assigned by Capilano University
3. Using only standard letter grades A+ through F.

6. ACADEMIC STANDINGS

6.1. GOOD ACADEMIC STANDING

Students at Capilano University are deemed to be in good academic standing if both their TGPA and their CGPA are 2.00 or higher.

“Good Academic Standing” is recorded on the student’s permanent student record and the student transcript for each term where this standing is granted.

Until such time that a student has completed nine credits at the University there is no academic standing evaluation completed for the student and “Good Academic Standing” will appear on their student record and their student transcript. Subsequently, academic standing will be evaluated at the completion of every term.

6.2. ACADEMIC ALERT

Students who achieve a TGPA and/or CGPA of less than 2.00 are placed on academic alert. “Academic Alert” is listed on the student’s permanent record but not on the student transcript, which will continue to show “Good Academic Standing”.

The academic alert standing is designed to provide students with an early warning regarding the potential change in status from “Good Academic Standing” to “Academic Probation”. This early warning is provided to encourage students to seek out services, at the University and elsewhere, to support their learning.

6.3. ACADEMIC PROBATION

Students who achieve a CGPA of less than 1.67 are placed on academic probation. “Academic Probation” will appear on both the student’s permanent record and student transcript.

6.4. REQUIRED TO WITHDRAW

Students on academic probation will be required to withdraw (RTW) if they achieve a CGPA of less than 1.59 and a TGPA of less than 1.67. “Required to Withdraw” will appear on both the student’s permanent record and student transcript.

Students with RTW status are required to withdraw from the University for a minimum of one major term (Fall or Spring). Students who have registered for a subsequent term but who are RTW will be deregistered from that term and refunded their fees in full.

7. RE-ADMISSION AFTER REQUIRED TO WITHDRAW STATUS

Following a RTW status, students are required to submit an Application for Admission/Readmission with the required application fee. Students returning from RTW status are readmitted with Academic Probation standing and are subject to the conditions of Academic Probation.

Students who were RTW and are returning to Capilano after more than three years’ absence may request that the Registrar assess their academic standing independent of their previous academic standing for their first term of return.