



ACADEMIC STANDING POLICY

NEW BRUNSWICK COLLEGE OF CRAFT AND DESIGN

1.0 GUIDING PRINCIPLE

New Brunswick College of Craft and Design ("the College") is committed to maintaining high academic standards with established categories of academic standing to ensure students understand certification requirements.

2.0 POLICY STATEMENT

The College expects that all students will take responsibility for their successful progress and completion of their course of studies.

2.1. The College provides ongoing support by:

- i. Maintaining the categories of academic standing of Good Standing, Academic Probation, Academic Dismissal, and Academic Leave.
- ii. Advising students of the expectations required to maintain good academic standing.
- iii. Ensuring academic standards of the College are maintained through academic advising and utilizing academic categories that apply equally to all students.
- iv. Notifying students in writing of any change to their academic standing.

- v. Assigning a category of academic standing to students based upon their academic performance.
- vi. Advising students of the right to appeal a category of academic standing that they have received.

3.0 DEFINITIONS

3.1 Academic Advisor

An instructor who advises, counsels, and coaches students in their creative and academic development.

3.2 Academic Leave

A student may voluntarily take academic leave from a program or active courses for either personal or academic reasons provided they receive approval from the Registrar's Office. The student remains registered as a student for up to 12 months after the academic leave is initiated.

3.3 Academic Probation When a student's term GPA is between 1.0 and 1.9 and/or they have infringed the Academic Code of Conduct policy.

3.4 Academic Standing

Catagories of academic performance that assist in determining students' potential completion of course and/or program. These include good standing, academic probation, and academic leave.

3.5 Academic Dismissal

When a student's GPA is below 1.0 and/or they have not met the conditions of their Academic Probation.

3.6 Certification

Recognition of a student's successful completion of a program or courses by means of a diploma, certificate, or Certificate of Achievement.

3.7 Good Standing

When a students' CGPA is 2.0 or above.

3.8 Learning Contract

A contract between the student and the College that stipulates the conditions a student must meet to continue in their program.

3.9 Academic Warning

An official document that informs students of the concern for students' academic standing and offers recommendations.

3.10 Extenuating Circumstances

The kinds of circumstances that might be accepted as "extenuating" include ill health, bereavement or other significant personal issues which were unexpected, out of the student's control, and are likely to have an impact on the student's ability to complete course requirements.

3.11 Individual Learning Plan (ILP)

A plan established through academic advising of an approved path to reach a specific learning goal.

4.0 PURPOSE

The purpose of this procedure is to determine students who are academically at risk and may require remedial support, **academic probation**, or **academic dismissal**.

5.0 SCOPE

This procedure begins with informing students of the New Brunswick College of Craft and Design's (College) **academic standing** regulations and guidelines that includes maintaining **good standing**, academic probation, academic dismissal, repeating a failed course, and **academic leave**.

6.0 WORKFLOW

6.1. Good Standing

- i. Each student is deemed to be in Good Standing at the beginning of their program.

- ii. At the midpoint of each academic term, Instructors must notify students at risk of failure by sending an academic warning
- iii. The advisor meets with the student to talk about their academic performance.

6.2. Academic Warning

- i. An Academic Warning is sent by an Instructor to indicate to a student they may be at risk of failing the course. The Academic Warning is sent by the instructor to the student, copying the Academic Advisor (AA)/Studio Head (SH), Registrar's Office, Dean and/or Associate Dean as required.
- ii. Once an AA receives an Academic Warning, they check the students' standing in other courses to determine if academic advising support is required. For further information, refer to the [Academic Advising Policy](#).
- iii. The Learning Strategist should be copied in Academic Warnings sent to students with documented accommodations.

6.3. Academic Probation

- i. A student will be placed on Academic Probation when they;
 - Achieve a GPA in the range of 1.0 to 1.9 at the end of any term; and/or
 - At any time, they are deemed to have infringed the Academic Code of Conduct and Academic Probation is given as a result.
- ii. The Registrar's Office will provide notice by letter to the student within three (3) business days of the change in status stating:
 - The reasons for being placed on Academic Probation;
 - The requirement to meet with their AA to establish a Learning Contract; and
 - Length of probation.

- iii. At any point in a term, an assessment can be made in consultation with an instructor, AA/SH and the Dean/Associate Dean to determine if the student's Academic Standing should be changed.
- iv. At the marks meeting, the Academic Standing for students that are at risk is discussed. For more information, refer to the [Assessment of Learning Policy](#).
- v. A student will automatically return to Good Standing at the end of their probation period unless it is determined that an extension of their probation is required.

6.4. Learning Contract

- i. The Learning Contract provides information on:
 - A formalized plan for supporting and ensuring student success in the program/course; and
 - Possible consequences.
- ii. A copy of the student contract should be emailed to the Registrar's Office to be kept in the student file.
- iii. According to the Learning Contract, an assessment will be conducted by the SH and Dean/Associate Dean to determine the student's progress and if the student has met the conditions of the Learning Contract. A Learning Contract may also be used in relation to both Student Codes of Conduct to stipulate academic and behavioural requirements in order for the student to succeed.

6.5. Academic Dismissal

- i. A student will be dismissed if they have not maintained a GPA of 1.0 excluding extenuating circumstances.
- ii. A student on academic probation will be dismissed if they have breached the terms of their probation.

- iii. A letter is issued by the Registrar's Office with the details of the Academic Dismissal specifying the duration and terms of the suspension with copies to the student, Dean and/or Associate Dean, Learning Strategist, and AA/SH.
- iv. The Registrar's Office will notify impacted Instructors.
- v. A student may be dismissed for up to twelve (12) months, during which time they will lose student privileges and rights.
- vi. A student who has been dismissed must reapply if they wish to return to the college and follow regular admission procedures.
- vii. Students have the right to appeal any change to their Academic Standing. For more information, refer to the [Academic Code of Conduct](#).

6.6. Academic Leave/Leave of Absence

- i. The student talks about the possibility of a leave with their Studio Head, who then contacts the Registrar's Office. After consulting with the Academic Dean, the Registrar's office completes the Academic Leave form for all parties to sign.
- ii. The student remains registered at the College up to twelve (12) months after which time the student must reapply to the College. For more information, refer to the [Admissions Policy](#).
- iii. A student who is on Academic Leave must inform the Registrar of their intention to return to study by March 1 (for students returning in the Fall and Spring terms) and October 1 (for students returning in the Winter term) to maintain current student status. Failure to notify the Registrar by this date will result in their seat being released and the student will only be able to return to classes pending seat availability.
- iv. This form will specify the planned period of the leave, the amount of time the student has to return to studies at the College, academic advisement or counselling resources available to the student with copies to the

Academic Dean and/or Associate Dean, AA/SH, Instructor, and Registrar.
For more information, refer to the [Academic Advising Policy](#).

- v. Upon the student's return, the student will seek advice from the AA/SH on creating an Individual Learning Plan (ILP) to prepare for academic success. For further information, please refer to the [Certification Policy](#).

6.7. All records are to be maintained as per the Student Record Policy. For more information, refer to the [Student Record Policy](#).

6.0 POLICY CUSTODIAN

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