

Approval Authority:	Education Council	Last Approved:	March 29, 2006
Administrative Responsibility:	Office of the Registrar, Deans Office, Department Chairs	Next Review:	May 2027

PURPOSE

The purpose of this policy is to support learners in their academic progress and success and is developed as per the *College and Institute Act* Sections 24 (2)(c) on setting academic standards, and 24 (2)(d) on recognizing academic excellence.

SCOPE

This policy applies to all NVIT programs and courses excluding Continuing Studies. Satisfactory academic progress is defined as the achievement of grades which permit a student to move to the next highest level of academic studies. In a particular course, a minimum satisfactory achievement is a 1.00 grade point value. However, a student is expected to maintain a minimum overall Grade Point Average (G.P.A.) of 2.00. All students who enter NVIT, in any given program, are expected to maintain acceptable standards of academic performance.

Programs with external accreditation may have specific performance standards for progression, accreditation, or transfer requirements. The program-specific standards are addressed in the program guides approved by the Education Council and program policies. See Appendix A for individual program standards.

POLICY & PROCEDURES

This policy and procedures articulate outcomes and requirements when academic progress is not achieved such as academic probation or academic dismissal and required departmental withdrawal.

PROCEDURE

Academic Probation

A student registered in two or more credit courses shall be placed on academic probation when their term grade point average (GPA) falls below 2.00. One week following the grading deadline for the term, the following steps will be taken:

1. The Registrar's Office will notify the Department Chairs and Deans of all students who did not achieve the minimum academic standard.
2. The Dean will consult with Department Chairs to determine if there are unique extenuating circumstances that excuse the student from the policy and will notify the Registrar of those students (if any).
3. The Department Chairs will write to the student indicating the Academic Probation, any required follow-up, and the recommendation for improving his/her academic standing. This will be sent to the NVIT student email address via a departmental letter or the Learning Contract form.

4. The Department Chair will send the Learning Contract to the Registrar and a notation will be placed on the student record indicating the start of Academic Probation for the term just completed and the next subsequent term. For the next subsequent term:
 - i. If the student's term GPA *does* improve, they will be considered as returned to satisfactory academic standing and their student record will be updated to note this.
 - ii. If the student's term GPA *does not* improve to the required program standard, they will be continued on Academic Probation and be notified by the Department Chair that they are continuing on academic probation and have one final semester to improve their term GPA before being required to withdraw from that program.

Academic Dismissal and Required Departmental Withdrawal

Students on Academic Probation who do not achieve the standards for their program in the subsequent term will be required to withdraw from their course and/or program.

One week following the grading deadline for the term, the following steps will be taken:

1. The Registrar's Office will notify the Department Chairs and Deans of all students who were placed on Academic Probation in the previous term and did not achieve the minimum program performance standard.
2. The Dean will consult with Department Chairs to determine if there are unique extenuating circumstances that excuse the student from the policy and will notify the Registrar of those students (if any).
3. The Department Chair will write to the student indicating they had previously been placed on probation and did not achieve the minimum performance standards in their term following that probation and that they are required to withdraw. This will be sent to the NVIT student email address via a departmental letter or the Academic Dismissal and Required Departmental Withdraw form.
4. The Registrar's Office will be notified, and a notation will be placed on the student record indicating the Academic Dismissal and Required Departmental Withdrawal.
5. The Registrar's Office will remove the student from the course or program, resulting in a Withdraw (W) notation on the academic transcript.
6. Academic dismissal and required departmental withdrawals are not eligible for tuition and fee refunds unless approved by the Registrar.

APPEALS

- As per *C.1.1 Academic Appeals*, Students who believe that an error has occurred or that they have been unjustly treated regarding their academic performance have the right to an Appeal Process.

Related Policies:

- A.3.9 Credentials Policy and Procedures
- C.1.1 Academic Appeals
- C.1.2 Accommodation and Accessibility
- C.1.7 Academic Integrity
- C.3.10 Grading System

APPENDIX A

- **Access to Practical Nursing**

- The passing grade for all courses is 68%, except for Pharmacology Theory at 80%, Pharmacology Math at 100% (three attempts permitted), and Integrated Nursing Practice at 75%.
- If a student fails a course, the student can request a meeting with the instructor to discuss the possibility of writing a comprehensive supplemental exam for a maximum passing grade of 68%. Regardless of the actual score on the supplement exam, a passing grade of 68% is recorded on the student's transcript.
- Due to frequent BC curriculum changes to the Access to Practical Nursing (and the Licensed Practical Nursing) program, as well as the evolving LPN scope of practice, the length of time from the student's start date to the end date of the program can be no longer than four (4) years.
- The Access to Practical Nursing Diploma program, permits repeating a course twice. If a student fails a course two times, they may register for it again only with permission of the Dean. Re-integration into the APN program follows the regulation guidelines established by BCCNM in collaboration with the provincial health authorities.

- **Bachelor of Social Work**

- Students must maintain a 2.33 GPA (C+) to remain in the BSW program. When a student has less than a 2.33 GPA in a semester, they are placed on academic probation. Students cannot be on academic probation for two consecutive semesters; if a student's marks do not improve, they will be removed from the BSW program. Students who have improved their GPA after being placed on probation must meet with the Department Head before they can register for BSW courses.
- Students who withdraw from courses and do not take NVIT courses for two semesters (consecutive or otherwise) will no longer be considered NVIT BSW students. Students who wish to be reinstated to the BSW program must reapply through the admissions process.
- Students are expected to attend all scheduled classes including seminars. A student unable to attend part or all of a class or practicum session is expected to contact the instructor or field instructor in advance. Students absent for 2 classes must meet with the instructor to discuss reasons before attending the next class. This includes late arrival to class and early departure from class. Nine hours of cumulative hours absent from classes (2 full classes), may on the recommendation of the instructor lead to a student's dismissal from the class.
- Students missing more than one day of practicum will be required to make up the missed time or they may be required to discontinue the practicum.
- Students must attend practicum sections and seminars in the fall and spring semesters to fulfill course requirements. Attendance to seminars and practicums is mandatory; students missing more than one fall or spring seminar will be withdrawn from SOCW 304/402.

- **Health Care Assistant**

- Students must achieve at least a C+ (or a 'Satisfactory' grade) in every course to proceed to the next level or to graduate from the program.

- Students must attend 85% of each course to proceed to the next level or to graduate from the program. If students do not achieve 85% attendance in any of the HCA courses, students may fail those courses.
- Students are expected to be on time for classes and clinical experiences. If students arrive late for classes/labs, this missed time may be calculated towards the above-mentioned attendance policy. If students are late for clinical/practicum days, students may be asked to return home (following facility policy) and will be required to make up.
- **Trades (Automotive, Carpentry, Culinary, Electrical, Plumbing and Piping, Steamfitter and Pipefitter, Residential Construction, Welding)**
 - All foundational and pre-apprenticeship trades programs contain theoretical concepts that may be evaluated by written exams, assignments, case studies, presentations, and/or completion of a journal. Practical performance is assessed by instructor observations of students in work experience and field situations and is based on mid-term and/or final evaluations.
 - The passing grade for all technical training and in-class assessments within a component is 70%. If a component is not completed satisfactorily, a student may apply to repeat the program the next time it is offered, providing there is space available.
 - Absenteeism and tardiness: all students are evaluated daily. Absenteeism may result in a 10% reduction of the station/unit marks as well as a reduction of the practical hours credits toward the apprenticeship. Students may be withdrawn from the program due to absenteeism.

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