

ACADEMIC PERFORMANCE POLICY

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TABLE OF CONTENTS

- A. PURPOSE
- B. SCOPE
- C. DEFINITIONS
- D. POLICY STATEMENTS
- E. PROCEDURES
- F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES
- G. RELATED ACTS AND REGULATIONS
- H. RELATED COLLECTIVE AGREEMENT CLAUSES

A. PURPOSE

Douglas College provides an environment that encourages and celebrates academic excellence, individual initiative and responsibility as students progress toward their educational goals. This policy outlines the commitment to academic performance expected of all students in credit programs, the consequences for unsatisfactory academic performance, and the means by which the College recognizes academic excellence.

B. SCOPE

Counsellor
Deans
Enrolment Services
Chairs/Coordinators
Students

C. DEFINITIONS

Academic Alert: A notification in writing that a student's cumulative Grade Point Average is below satisfactory levels and that improvement is required if the student is to avoid Academic Probation.

Academic Probation: A state of limited or suspended registration privileges arising from unsatisfactory academic performance as evidenced by a cumulative Grade Point Average below the minimum required for good academic standing.

Cumulative GPA: The sum of the grade points earned in all semesters divided by the total number of credits taken.

Good Academic Standing: The status of a student with a cumulative GPA of 1.50 or higher.

Grade Point Average (GPA): A calculation of the total points and credits for all eligible courses. See the Grading Policy for details.

Permanent Record: A permanent electronic file, which includes a record of all courses for which the student has registered, the status of the courses and the grades and credits received, and from which the student's transcript is prepared.

Program GPA: The sum of the grade points earned in all the courses used to meet the graduation requirements of the program divided by the total number of credits taken towards meeting that requirement.

Progression Requirements: Academic standards (e.g. minimum GPA), required credits, pre-requisites, and specific course sequences, that students must meet each term and overall to continue in a program, advance to the next year, or graduate. The purpose is incremental development to ensure students are prepared for success in future program studies.

Term GPA: The sum of the grade points earned in a semester divided by the number of credits taken in that semester.

D. POLICY STATEMENTS

Students who enrol in programs at Douglas College are expected to maintain satisfactory standards of academic performance as outlined below. In addition, students in programs with progression requirements are expected to maintain standards of practice as determined by specific program requirements. Students whose academic performance is of a superior standing may be recognized by the College.

Academic Alert: Letter-Graded Credit Courses

A student whose cumulative Grade Point Average (regardless of the number of credits attempted) falls between 1.99 and 1.50 will be notified in writing by the College. This notification will indicate that the student is being warned that their academic performance is unsatisfactory and that further unsatisfactory performance may lead to **Academic Probation**. Students are provided a list of available resources to improve their academic performance. **Academic Alert** standing for Letter-Graded Credit Courses will not be recorded on the student's **Permanent Record**.

Academic Alert: Mastery-Graded Courses

A student who receives any combination of non-mastery (“NM”) or experience (“EXP”) grades in each of two (2) attempts in the same course will be placed on **Academic Alert** and notified in writing by the College that their academic performance is unsatisfactory. Students are provided a list of available resources to improve their academic performance. **Academic Alert** standing Mastery-Graded Courses will not be recorded on the student’s **Permanent Record**.

Academic Probation: Letter-Graded Credit Courses

A student whose cumulative GPA falls below the minimum requirement of 1.50 (based on at least nine (9) credits attempted) will be notified in writing of their probationary status and be required to meet with a Student Success Advisor or a College Counsellor by a prescribed date to advise the student on future academic planning; if the student fails to meet with a Student Success Advisor or a College Counsellor, access to the registration system will be blocked, and the block will remain until the meeting takes place.

Once on **Academic Probation**, the student may enrol in no more than nine (9) credits per semester.

Enrolment Services will review the student’s academic performance at the end of each subsequent semester. If the student’s cumulative GPA rises to 1.50 or above, the student will be moved from **Academic Probation** to **Good Academic Standing**. If the cumulative GPA remains below 1.50 for a second consecutive semester, Enrolment Services will notify the student that they will remain on **Academic Probation**. After three consecutive semesters with a cumulative GPA below 1.50, the student is required to meet with Enrolment Services to develop a remediation plan, which may include restrictions on what courses the student is permitted to take or a restriction on enrolment for an extended period of time.

A student who has not met with Enrolment Services or resolved their restriction on enrolment to ensure their academic success will not be able to register for classes. A student who has not registered for classes for 3 consecutive semesters must apply for re-admission. Initially, a student re-admitted with probationary status may enrol in no more than nine (9) credits. In programs with progression requirements, students are advised to consult with the program Coordinator/Chair before selecting their courses; in programs that require students to be registered in more than nine (9) credits to maintain their status in the program, students must contact the Coordinator/Chair for the program area before registering in any courses.

Once re-admitted, a student returning after a restriction on enrolment remains on probation and must achieve a term GPA of 1.50 or higher. A student who does not attain this level over the first nine (9) credits after return will be required to withdraw for another semester or meet with the Registrar or designate to develop a remediation plan. This remediation plan may include restrictions on what courses the student is permitted to take or a restriction on enrolment for an extended period of time.

A student in letter-graded credit courses who has been restricted from enrolment for 3 consecutive semesters due to unsatisfactory academic performance may apply for re-admission to the program a maximum of two (2) times. After a third withdrawal for unsatisfactory academic performance, a student may apply for re-admission to the College after meeting with the Registrar or designate for a decision that is the best interest of the student's academic success.

Academic Probation: Mastery-Graded Courses

When enrolled in programs with mastery-graded courses only, i.e. no cumulative GPA is available, the student who receives a second non-mastery ("NM") or experience ("EXP") grade in the same course may be required to withdraw from the program after the second attempt. The student may apply for readmission to the program after one (1) semester. Permission for re-admission may be granted by the Registrar, in consultation, if needed, with the Department Chair, Coordinator, or Responsible Administrator. A student who is readmitted is required to book an appointment with a Student Success Advisor or a Counsellor to discuss strategies to improve their academic performance.

A student who is required to withdraw from the College due to unsatisfactory academic performance in mastery-graded courses may apply for re-admission to the College a maximum of one time. After a second withdrawal for unsatisfactory academic performance, a student may apply for readmission to the College after meeting with the Registrar or designate for a decision that is the best interest of the student's academic success.

Students who are enrolled in both letter-graded and mastery-graded courses and who receive a second non-mastery ("NM") or experience ("EXP") grade in the same course, but who also have a cumulative GPA in letter-graded courses of 1.50 or higher, will not be required to withdraw from the College.

Program Progression:

Students enrolled in a program that has Education Council-approved progression requirements must maintain the academic and practice performance standards outlined in specific program requirements. With the approval of Education Council, these programs may set a lower maximum number of times a student may register in mastery-graded courses.

Students whose academic and/or practice performance falls below program standards may be notified in writing by the Chair or Coordinator about the specific concerns and remedies required of the student to progress in the program. Failure to improve performance could result in a student being prevented from enrolling in practicum, clinical or practice courses and/or advancing to the next semester, in accordance with specific requirements.

ACADEMIC EXCELLENCE

Students whose academic performance is of superior standing will be recognized as follows:

Dean's List

Students will be placed on the Dean's List if they complete a minimum of nine (9) credits in one semester and achieve a Term GPA of 4.00 or higher.

Recognition of Dean's List status will be noted on the student's transcript, and the student will receive a letter of congratulations from the College.

Honour Roll

Students will be placed on the Honour Roll if they complete a minimum of nine (9) credits in one semester and achieve a Term GPA of 3.50 to 3.99.

Recognition of Honour Roll status will be noted on the student's transcript.

Graduation Distinction

Students graduating with a Program GPA of 3.67 or higher (based on qualifying courses for their program), will be recognized with a gold honour cord at graduation.

Recognition of Graduation Distinction will be noted in the credential awarded section on the student's transcript.

Student Excellence Awards

These may be awarded by each Faculty to students who meet excellence criteria as determined by each Faculty.

E. PROCEDURES

None

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

Course and Status Changes Policy
Grading Policy
Valedictorian Selection SOP

G. RELATED ACTS AND REGULATIONS

None

H. RELATED COLLECTIVE AGREEMENT CLAUSES

None