

Undergraduate Satisfactory Academic Progress (SAP) Policy

Students in programs of 30 credits or more will be evaluated for Satisfactory Academic Progress.

A student must demonstrate Satisfactory Academic Progress by successfully completing courses attempted. Completing courses with C or better grades indicates academic progress. Receiving D or lower grades and/or withdrawing from classes may put students at risk.

Poor academic performance may lead to Academic Probation and Dismissal. It is very important that students attend all registered courses and complete them successfully. Should a compelling reason arise that requires a student to cease attendance, it is the student's responsibility to immediately contact their Program Director, Academic Advisor, or Registrar's Office.

In order to maintain Satisfactory Academic Progress a student must achieve a minimum cumulative grade point average (CGPA) during their program of study. Administrative actions will be taken when a student fails to meet the minimum CGPA. If the action results in Academic Dismissal, a student may appeal the Academic Dismissal. If the appeal is denied, the student may submit an additional appeal after six months.

The Satisfactory Academic Progress Policy contains the following information:

- Criteria for Honours Designations
- Milestones and Evaluation Points for Satisfactory Academic Progress
- Procedure for Appealing Academic Dismissal
- Procedure to Apply for Re-Entry after Academic Dismissal
- Explanations of Related Issues

Failure to complete courses successfully for any reason may negatively affect a student's Satisfactory Academic Progress (SAP). Failing courses, being suspended, or terminated from courses, or withdrawing from courses could result in the loss of financial aid and/or academic dismissal.

Graduation Requirements

In order for a student to graduate, the minimum requirement is a CGPA of 2.00 in the student's program of study. Refer to the Metrics of Satisfactory Academic Progress (SAP) section below for additional information regarding the calculation of CGPA. The College has the right to modify the Satisfactory Academic Progress Policy at any time.

Criteria for Honours Designations

To promote academic excellence and to recognize exemplary academic achievement, the following system is recommended for honour designations on a quarter basis and upon

graduation. Transitional studies courses are not considered when evaluating honours designations.

Quarter Honours Designations (at the completion of a quarter)

Any student who enrolls for and completes 12 credits or more is eligible for the following designations:

Quarter GPA	Honours Designation
4.00	President's Honour List
3.70-3.99	Honours with Distinction
3.50-3.69	Honour Roll

Honours Designation at Graduation

Students who achieve a CGPA of 3.50 or better are designated as Honour Graduates.

Milestones and Evaluation Points for Satisfactory Academic Progress

*Certificate programs 30 credits or less will be evaluated to ensure students are meeting the required CGPA. A minimum of a 2.00 CGPA must be achieved to successfully complete and graduate from these programs.

Certificate/Diploma/Degree Programs – More than 30 credits but less than 90 credits in length

1. At the end of the first quarter, students must attain a minimum CGPA of 1.00. Anything below this milestone will result in Academic Probation for one quarter. Students who are only participating in Transitional Studies courses are considered to be maintaining Satisfactory Academic Progress (SAP).
2. At the end of the second quarter, students must attain a minimum CGPA of 1.50. Anything below this milestone will result in Academic Probation for one quarter unless the student was on Academic Probation in their previous quarter. If the student was on Academic Probation in the previous quarter, failure to meet the standard will result in Academic Dismissal.
3. At the end of the third quarter, and every quarter thereafter, students must attain a minimum CGPA of 2.00. Anything below this milestone will result in Academic Probation for one quarter unless the student was on Academic Probation in their previous quarter. If the student was on Academic Probation in the previous quarter, failure to meet these standards will result in Academic Dismissal.

4. Students are limited to four failing grades in the same course. If a student has failed a course a fourth time, they will be evaluated, and it will be determined if the student should be allowed to continue or will be dismissed from their program of study. Course withdrawals do not apply to this rule.
5. Placement into Transitional Studies courses is based on the result of the academic assessment tool. As always, students must successfully complete such courses in order to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation, nor do they count in the CGPA. Please note that the student may be dismissed by the Chief Academic Officer. Students who fail to achieve a grade of 'C' or higher for the same Transitional Study course after three attempts will be evaluated by the Chief Academic Officer, who will determine if the student should be allowed to continue or be dismissed from their program of study.
6. Transitional Studies courses do have credit hours assigned to them for enrollment and tuition charging purposes.
7. The grades, cumulative data for all courses a student attempted at the Institution, as well as courses successfully transferred in from prior post-secondary education, are available on the student portal for review.

PROGRAM EVALUATION POINT MILESTONES (programs more than 30 credits but less than 90 credits)		
Evaluation Point	Milestone Must Be Met	Required Action
End of First Quarter	< 1.00	Academic Probation
End of Second Quarter	< 1.50	Academic Probation (if 1st time) or Academic Dismissal if on Academic Probation
End of Third Quarter and every quarter thereafter	< 2.00	Academic Probation (if 1st time) or Academic Dismissal if on Academic Probation
Four failing grades in same course		Academic Dismissal

Diploma/Degree Programs – 90 credits or greater in length

Academic programs that are 90 credits or greater, academic progress is evaluated after a student has attempted three, six and nine quarters (including portions of a quarter). After the ninth quarter, the student is evaluated at the end of each quarter.

While grades and GPAs are made available at the end of a student's quarter, they are informational only except at evaluation points. Please note students may be alerted of their

progress at any time and may be required to take specific action.

1. At the end of the first academic year (an academic year is three (3) quarters in which courses are attempted in each quarter); students must achieve a minimum CGPA of 1.00. Anything below this milestone will result in Academic Probation.
2. At the end of the second academic year, students must attain a minimum CGPA of 2.00. Anything below this milestone will result in Academic Probation.
3. Starting the quarter after the ninth attempted quarter, and every quarter thereafter, students are evaluated at the end of each quarter and must attain a minimum CGPA of 2.00. Failure to meet this standard will result in Academic Probation unless the student was on Academic Probation the previous quarter. If the student was on Academic Probation in the previous quarter, failure to meet these standards will result in Academic Dismissal.
4. Students are limited to four failing grades in the same course. If a student has failed a course a fourth time, they will be evaluated, and it will be determined if the student should be allowed to continue or will be dismissed from their program of study. Course withdrawals do not apply to this rule.
5. Placement into Transitional Studies courses is based on the result of the academic assessment tool. As always, students must successfully complete such courses to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation, nor do they count in the CGPA. Please note that the student may be dismissed by the Chief Academic Officer if the student fails to achieve a grade 'C' or higher for the same Transitional Study upon a third attempt. Students who have failed to achieve a grade 'C' or higher for the same Transitional studies course after three attempts will be evaluated by the Chief Academic Officer, who will determine if the student should be allowed to continue or be dismissed from their program of study.
6. Transitional Studies courses do have credit hours assigned to them for enrollment and tuition charging purposes.
7. The grades, cumulative data for all courses a student attempted at the Institution, as well as courses successfully transferred in from prior post-secondary education, are available on the student portal for review.
8. Re-entries: A student's academic progress status is checked during the re-entry process. The Advisor will meet with individual students to communicate the required grades needed to meet the next benchmark.

PROGRAM EVALUATION POINT MILESTONES (programs more than 90 credits)		
Evaluation Point	Milestone Must Be Met	Required Action
End of First Academic Year (Quarter 3)	< 1.00	Academic Probation
End of Second Academic Year (Quarter 6)	< 2.00	Academic Probation (if 1st time) or Academic Dismissal if on Academic Probation
End of Third Academic Year and every quarter thereafter	< 2.00	Academic Probation (if 1st time) or Academic Dismissal if on Academic Probation

Unless otherwise noted, Academic Dismissal may be appealed. Please see the Procedure for Appealing Academic Dismissal on page 234 in the Academic Calendar.