

## UNDERGRADUATE CONTINUANCE

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<b>Approval Authority</b>	Senate
<b>Responsible Executive</b>	Provost and Vice-President, Academic; Registrar
<b>Related Policies / Legislation</b>	Academic Renewal (224) Admission (91) Grading System (102) Transfer Credit (107)

### PURPOSE

This policy is to establish the minimum grade point average and other criteria for undergraduate academic standing and continuance at UFV.

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### SCOPE

This policy applies to students enrolled in undergraduate courses in which letter grades are assigned.

This policy does not address additional program continuance requirements that may be established for individual programs; such requirements and the consequences for failing to meet them will be published in the UFV calendar and will be enforced by the department or school.

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### DEFINITIONS

In this policy, the following definitions apply:

**Checkpoint:** A time when a student's semester and cumulative GPA is checked to determine academic standing.

**Cumulative grade point average (CGPA):** The grade point average calculated on all UFV courses a student has taken at a particular level of study e.g. vocational, undergraduate, graduate, preparatory, etc.

**Grade point average (GPA):** A numerical average of grades on a student's record.

**Preparatory level:** Courses or programs considered developmental or preparatory to post-secondary studies.

**Semester grade point average:** A numerical average of grades on all UFV courses taken in a single semester at a particular level of study.

**Undergraduate level:** Courses or programs considered university studies or college-level career, technical, or academic studies, up to and including completion of a bachelor degree.

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## POLICY

A student's undergraduate grade point average determines his or her academic standing at the university and conditions associated with that status, including the ability to continue as an undergraduate student at UFV. Students must maintain an undergraduate CGPA of at least 2.00 to remain enrolled and in good academic standing at UFV.

Failure to meet the minimum CGPA requirements will result in restrictions on registration and may eventually lead to a student being withdrawn from the university. Academic standing will be permanently reflected on a student's academic record and will appear on the transcript.

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## REGULATIONS

In the regulations that follow, all references to GPA and CGPA refer to the grade point average calculated on undergraduate level courses.

### Academic standing

The academic standing of all students covered under this policy will be determined at defined checkpoints as follows:

- After nine credits applicable to the CGPA have been attempted
- At nine credit intervals until 27 credits applicable to the CGPA have been attempted
- At the end of every semester thereafter

One of the following statuses will be assigned at each checkpoint:

- *Good academic standing*, when a student has a minimum CGPA of 2.00
- *Academic warning*, when a new student or a student who has been in good academic standing has a CGPA less than 2.00 at a checkpoint
- *Academic probation*, when a student on academic warning has a CGPA below 2.00 at the next checkpoint
- *Continued academic probation*, when a student on academic probation has a semester GPA of 2.00 but the CGPA is less than 2.00 at the next checkpoint
- *Required to withdraw*, when a student on academic probation has a semester GPA and CGPA below 2.00 at a checkpoint

If a student on academic warning or academic probation achieves a CGPA of 2.00 or above at the end of a semester, the student will be returned to good academic standing.

Students will be notified by the registrar or designate when they are placed on academic warning or probation, continued on probation, or required to withdraw.

Students on academic warning or probation are limited to registering in a maximum of 10 credits per semester except with permission of their program advisor, if applicable, or by a coordinator, associate director, or director responsible for advising, or their designate(s). Students requesting permission to take more than 10 credits must provide a written rationale and a plan for being successful with a heavier course load.

### Required to Withdraw

A student who has been required to withdraw under this policy is not permitted to pursue undergraduate studies at UFV for a defined period as follows:

1. The first time a student is required to withdraw, he or she is not eligible to attend for the following two semesters.
2. A student who is required to withdraw a second time is not eligible to attend for four semesters.
3. A student who is required to withdraw a third time will be considered for readmission only upon appeal after a minimum of three years.

During the withdrawal period, students may be permitted to enroll in preparatory level courses.

Courses taken at another recognized post-secondary institution while required to withdraw from UFV will be considered for transfer credit upon readmission but will not affect the UFV CGPA.

### **Readmission after being withdrawn**

A student may apply for readmission to any semester that begins after the required period of withdrawal. Students must meet the admission requirements for the program they apply to, including any specific readmission criteria if they apply to return to the same program.

Readmission to the same program is not guaranteed.

A student who is readmitted after being required to withdraw will return on academic probation.

Requirements for readmission after a withdrawal under this policy are as follows:

1. Official transcripts from any other post-secondary institution attended during the absence from UFV must be submitted along with the application for readmission.
2. After a first withdrawal, a student will be considered for readmission based on the application for readmission.
3. After a second withdrawal, the application for admission must be accompanied by an educational plan that includes:
  - the reasons for the poor performance;
  - steps taken or that will be taken to rectify the problem;
  - activities and/or educational upgrading since leaving the university; and
  - the student's educational goal.

The registrar or designate will review the educational plan and decide whether to readmit the student to UFV, in which case the application will be considered in the regular selection process for the program.

4. After a third withdrawal, readmission will be considered only on submission of an appeal (see below for more information).

Students who have been required to withdraw and who return after an extended absence may be given the opportunity to exclude their previous grades from the CGPA calculation under the conditions specified in the Academic Renewal (224) policy.

### **Appeals**

Under this policy, students have the right to appeal decisions that affect their ability to continue or to be readmitted to UFV.

Appeals must include a rationale for special consideration that indicates the student can be successful if permitted to continue or to return to undergraduate studies, and any supporting documentation.

Appeals will be reviewed by a committee assembled and chaired by the registrar (or designate). The decision of the committee is final.