
Student Standing

Policy Number:	1113
Key Process Area:	Student Services
Owner:	VP AISA
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POLICY STATEMENT

New Brunswick Community College (NBCC) sets academic standards required to achieve certification in each published curriculum standard and outlines expectations related to student conduct in NBCC's Student Code of Conduct.

PURPOSE

This policy outlines the two types of student standing: academic standing and conduct standing.

SCOPE AND LIMITATIONS

This policy applies to all NBCC students.

1.0 DEFINITIONS

Academic Probation

- occurs when a student's current academic achievement is below the minimum academic requirement of their enrolled program, and the student will not likely successfully complete a course of studies within a planned time frame; or his or her performance outcomes demonstrate a potential that the student will not be successful.

Academic Suspension

- occurs when there is no likelihood that a student will achieve success in a program or course of studies.

Administrative Withdrawal

- may occur when a student does not participate in any courses within a program for 5 consecutive days without notification to the College and only after every reasonable attempt is made to contact the student to confirm intention to complete assessments and evaluations.

College Expulsion

- an order prohibiting students from attending academic programs, courses, and any College activities. Expulsion is a permanent restriction from accessing any NBCC facilities and/or registering for or attending any courses, programs, or services offered by NBCC. No re-admittance to the College is possible.

Cumulative GPA

- the grade point average assigned to a student based on the course grades for all terms and all courses.

Good Standing

- academic status when a student's current academic achievement is meeting or exceeding the minimum academic requirements of their enrolled program.

Grade Point Average

- an indication of a student's academic achievement at a college, calculated as the total number of grade points received over a given period divided by the total number of credits awarded.

Investigative Period

- an order temporarily suspending a student from NBCC facilities, programs, and services for a period of time to allow an investigation to be completed.

Term GPA

- the grade point average assigned to a student at the completion of a term based on the grades for courses completed in that term.

2.0 IMPLEMENTATION

There are two types of student standing:

- Academic Standing (based on the calculation of the student's Grade Point Average (GPA))
- Conduct Standing (resulting from breaches of the Student Code of Conduct)

The student will be notified of a change in student standing in writing by the Academic Chair, a Head of Student Services, or designate.

2.1 Academic Standing

To pass a program that is graded, a student must have a cumulative GPA of 1.0 and meet all program requirements as outlined in the curriculum standard. Student's academic performance is reviewed at the completion of each academic term. Students are advised of a change in academic standing and notations are made on the student's academic file.

Academic standing consists of three categories:

- Good Standing
- Academic Probation
- Academic Suspension

2.1.1 Notification of Change to Academic Probation:

- Notice of Academic Probation is the College's official notice informing a student that academic standards have not been met.
- The Academic Chair (or designate) sends written notification to all students who are placed on academic probation, outlining:
 - The student's current academic standing
 - Implications to the student if academic standing is not improved by the next academic term
- The Academic Chair will use the early alert system, Program to Assist Student Success (PASS) to refer students on Academic Probation to the appropriate resources and supports
- The Academic chair or designate will notify the Registrar's Office by completing a Student Status Form

2.1.2 Notification of Change to Academic Suspension:

- A formal student assessment may be conducted for students who meet the academic restriction criteria of suspension.
- Students are advised in writing of the duration of the academic suspension.
- During the suspension period, the student cannot enroll in any course or program or apply to transfer into another program.
- Students resuming studies following academic suspension may be readmitted on academic probation.
- The Academic chair or designate will notify the Registrar's Office by completing a Student Status Form.

2.2 Determining Academic Standing

If.....	Then...
a student's term GPA drops below 1.0,	they are placed on academic probation . *This applies to students enrolled in a program.
in the term immediately after being placed on academic probation, the student achieves: <ul style="list-style-type: none"> • a term GPA of at least 1.5 AND a cumulative GPA of at least 1.0 	they return to good standing .
in the term immediately after being placed on academic probation, the student achieves: <ul style="list-style-type: none"> • a term GPA higher than 1.5 AND a cumulative GPA below 1.0 OR a student on academic probation transfers programs or changes courses	they remain on academic probation .
none of the above criteria are met,	they are placed on academic suspension .
a student is unsuccessful in all courses within a term,	they will be placed on academic suspension unless extenuating circumstances exist. *This applies to students enrolled in a program.
a student completes a period of academic suspension and returns to a program,	they will be placed on academic probation.
a student is on academic suspension,	they cannot enroll in any course or program for a period of up to 12 months. *

2.3 Conduct Standing

NBCC's Student Code of Conduct policy outlines the standards of conduct expected from all students. Breaches of the Student Code of Conduct are addressed through the Student Assessment Policy (1115). For cases where the student is found to have violated the Student Code of Conduct, determination of the sanctions to be imposed will be dependent upon:

- the nature and severity of the violation
- previous infractions
- impact on others
- any other mitigating factors.

Changes to student standing resulting from violation of the Student Code of Conduct are noted on the student's transcript.

2.4 Possible Sanctions for Student Code of Conduct Violations

- **Verbal/Written Warning:** A formal notice by the Academic Chair that a student has violated NBCC's Student Code of Conduct, and that repeated or further conduct violations may result in disciplinary action up to and including expulsion. Verbal warning is issued at the time of the incident; followed up with written warning (copied to the student, Academic Chair, and a Head of Student Services).
- **Investigative Period:** A temporary suspension from NBCC facilities and all courses, programs, and services for a period of time to allow an investigation to be completed. The student will be notified in writing of the duration and conditions of the temporary suspension.
- **Conduct Probation:** A written order that includes specific terms and conditions as part of a student's continued enrolment. Conduct probation is for a specified period of time, meant to give the student the opportunity to modify unacceptable behavior, to complete specific assignments, or to demonstrate positive behaviors in an effort to regain full student privileges. Students are returned to Good Standing when all of the conditions have been met and the conduct probation timeframe has elapsed. Students on conduct probation are subject to further disciplinary action if there are other policy breaches or violation of the conduct probation conditions.
- **Short-Term Conduct Suspension:** Suspension of a student from participating in specified College activities, courses, programs, and services for a designated period of time not to exceed 4 months.
- **Long-Term Conduct Suspension:** Suspension of a student from all courses, program of studies, and College services for a period not less than 4 months and which may extend up to 5 academic years as a result of violation of NBCC's Student Code of Conduct. Restriction from the campus or any NBCC property may be imposed. Re-admission may occur upon approval of the Director of Student Services if the conditions of suspension are met and if there is space availability.
- **College Expulsion:** Expulsion of a student for further or extreme violation of NBCC's Student Code of Conduct policy. Expulsion is a permanent restriction from accessing any NBCC facilities and/or registering for or attending any courses, programs or services offered by NBCC. No re-admittance to the College is possible.

2.5 Determining Conduct Standing

If.....	Then...
the student has breached the Student Code of Conduct and placed on conduct probation	they are placed on conduct probation , with expected conditions within a specified timeframe *This applies to students enrolled in a program. Registrar's office notified
the student has met conditions of probation and the probation timeframe has elapsed	they return to good standing .
the student has not completed probation requirements within the specified timeframe or has made further violations	they remain on academic probation or may be placed on short- or long-term conduct suspension
placed on short term conduct suspension and wishes to reapply	unless extenuating circumstances exist. *This applies to students enrolled in a program. Conditions for re-admission are outlined and monitored. Suspension of a student from participating in specified College activities, courses, programs, and services for a designated period of time not to exceed 4 months.
placed on long-term conduct suspension and wishes to reapply	they cannot enroll in any course or program for a period of up to 12 months. *
a student completes a period of conduct suspension and returns to a program	they will be placed on conduct probation

2.6 Readmission

A student who wishes to be considered for readmission after conduct suspension or dismissal must make application to the Director Student Services. Determination of eligibility to continue studies will be made by a Readmission Committee.

Students will be readmitted to a class or program after entering a written agreement requiring compliance with College policy. Failure to abide by this agreement may result in further disciplinary action.

The College may refuse readmission.

2.7 Appeal

Students may appeal a decision using the steps outlined in Student Appeal (1000.4809).

2.8 Responsibilities

Action	By	When
The student will be made aware of this policy	the Academic Chair or designate	during the orientation process
The student's academic standing is determined	the Academic Chair	at the end of each term inclusive of supplemental evaluation measures
The student will be notified that they are at risk of failure	the instructor	as soon as the risk becomes apparent
The student will be informed of the available supports to help improve performance (including referral to the student development team through the Program to Assist Student Success (PASS))	the instructor and/or Academic Chair	as soon as they are determined to be at risk of failure
Students will be advised of suspected violations of NBCC policies	Instructor/Academic Chair/ a Head of Student Services /College Staff	At time of incident or as soon as possible
Students are invited to a formal student assessment committee meeting	Academic Chair/ a Head of Student Services	minor, major misconduct and ongoing academic concerns
The Office of the Registrar will be notified of a change in student standing by completing the student status form	Academic Chair/ a Head of Student Services	as soon as it occurs
Monitor short-term suspension/conduct probation conditions	a Head of Student Services	During the conduct probation period or after suspension period has elapsed
Assemble a Readmission Committee to review readmission requests	Director Student Services	As required-See Admissions Policy 1314

3.0 OTHER RELATED DOCUMENTS

Admissions (1314)

Certification (1312)

Grade Change Request Form (1109.4753)

Student Appeal (1000.4809)

Student Assessment (1115)

Student Code of Conduct (1112)

Transcript of Marks and Grading System (1108)