
Student Standing

Policy Number:	1113
Key Process Area:	Registrar's Office
Owner:	VP AISA
Current Approved Date:	May 2024

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 and applicants.

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 Grade Point Average (CGPA)

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

Good Standing

- academic status when a student's current academic achievement meets or exceeds the minimum academic requirements of their enrolled program.

Grade Point Average (GPA)

- 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 or Academic Integrity)

The student will be notified of a change in student standing in writing by the Academic Chair, 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. A 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:

- 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 . <i>*This applies to students enrolled in a program.</i>
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. <i>*This applies to students enrolled in a program.</i>
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. 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

Conduct Standing consists of four categories:

- **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 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 due to 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.

2.4 Determining Conduct Standing

If....	Then...
It is determined that the student has committed a minor breach of the Student Code of Conduct,	they may be placed on conduct probation , with expected conditions within a specified timeframe.
The student has met the conditions of probation, and the probation timeframe has elapsed,	they return to good standing .
The student has <i>not</i> completed probation requirements within the specified timeframe; there have been no further violations,	they remain on conduct probation or may be placed on short-term conduct suspension .
It is determined that the student has committed a major breach of the Student Code of Conduct,	they may be placed on short-term or long-term suspension , depending on the severity of the breach.
A student completes a period of conduct suspension and is granted re-entry to a program,	they will be placed on conduct probation for a specified term.

2.5 Applications and Readmission

A student who has been placed on short-term conduct suspension and wishes to apply for a program may be considered unless extenuating circumstances exist. Students placed on long-term conduct suspension are not eligible to apply for any course or program for a period of up to twelve (12) months.

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

The College may refuse readmission.

2.6 Appeal

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

2.7 Responsibilities

Action	By	When
The student will be made aware of this policy and where to find it.	Academic Chair or designate Brightspace Orientation course	During the Orientation process
The student will be notified that they are at risk of failure.	Instructor	As soon as the risk becomes apparent.
The student's academic standing is determined.	Academic Chair	At the end of each term inclusive of supplemental evaluation measures.
The student will be informed of available supports to help improve performance (including referral to the student development team through the Program to Assist Student Success (PASS).	Instructor, coordinating instructor and/or Academic Chair	As soon as they are determined to be at risk.
Students will be advised of suspected violations of NBCC policies.	Instructor/Academic Chair/ College Staff	At the time of incident or as soon as possible.
Students are invited to an assessment meeting.	Academic Chair/ Head of Student Services or designate	Within 5 days of becoming aware of misconduct and/or ongoing academic concerns.
The Office of the Registrar will be notified of a change in student standing with a completed Student Status Form.	Academic Chair/ Head of Student Services	Within 2 days of the assessment meeting.
Monitor short-term suspension/conduct probation conditions.	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 Code of Conduct \(1112\)](#)

[Grading and Academic Recognition \(1108\)](#)

Any NBCC document appearing in paper form is uncontrolled and must be compared to the electronic version.