

# ACADEMIC CONTINUANCE AND GRADUATION PROCEDURE

## PLAIN LANGUAGE SUMMARY

### Parent Policy

#### *What is this procedure for?*

This is the procedure for the **Academic Continuance** and **Graduation** Policy.

**Academic continuance** means continuing in your program.  
**Graduation** means successfully completing your program.

### Purpose

#### *What is the purpose of this procedure?*

This procedure tells us how to follow the **Academic Continuance** and **Graduation** Policy.

### Scope and Compliance

#### *Who does the procedure affect?*

This procedure is for all learners at Bow Valley College who are in a credit program.

All employees, learners, and contractors at Bow Valley College are responsible for knowing and following policies and procedures.

### Procedures

#### *What procedures do you have to follow?*

#### 1. **General**

- 1.1. This procedure explains the **academic continuance** and **graduation** requirements for programs at Bow Valley College.

1.2. Programs can have different requirements for:

- **graduation**
- **academic standing**
- **academic probation**
- requiring a learner to **withdraw for academic reasons**
- coming back to study after **withdrawing for academic reasons**

**Academic standing** is your status in your program. You can be in good standing, on probation, or required to withdraw.

**Academic probation** is when you did not get high enough grades but you are still in your program. It is like a warning period.

When you have to **withdraw for academic reasons**, it means you did not get high enough grades and now you have to leave your program.

1.2.1. The College must give learners a period of **probation** before requiring them to **withdraw**. The College must tell learners when they are on probation.

1.2.2. A program must communicate its requirements to learners.

1.3. The Office of the Registrar keeps records of programs and requirements.

1.4. Learners who have financial assistance (or funding) may have different academic requirements. This means if you do not get high enough grades, you can lose your funding. But these different requirements do not change your status at the College.

1.5. The Registrar may change **academic continuance** and **graduation** requirements in special situations.

1.6. Learners can **appeal** decisions.

When you **appeal** a decision, you ask the College to look at it again.

## 2. Calculating your GPA (Grade Point Average)

2.1. Your **cumulative program GPA** and your **term program GPA** are calculated at the end of each term. You can see your GPAs on your unofficial **transcripts** on the learner portal (myBVC).

Your **GPA** is the average of your final grades.

There are different kinds of **GPAs**.

Your **cumulative program GPA** is the average of your grades for all your courses in your program so far.

2.2. The College calculates your **GPA** by:

- Multiplying the grade for each course by the number of credits for the course. This gives you the **weighted grade point** for each course.

Your **term program GPA** is the average of your grades for all your courses in your program this term.

- Dividing the total weighted grade points by the total number of credits. This gives you the **grade point average**.
- Note: When you take a course more than once, the College calculates the **GPA** using the highest grade. But your **transcript** will show how many times you took the course and all your grades.

Your **transcripts** are a list of your courses and grades.

2.3. In order to find out your **academic standing**, the College calculates your **GPA**s for all courses that you completed during that term.

2.4. Your **GPA**s include courses you got credit for by challenging the exam and getting a grade.

2.5. The College does NOT include the following courses when they are calculating your **GPA**s:

- Courses that have grades of pass or fail. However the College includes these courses in your **academic standing**. If you fail a required course, you will go on **academic probation**.
- Courses that you got credit for through your prior learning. These courses get a grade of PL (prior learning).
- Courses that are part of a different College program.
- Courses that you took at a different College and got transfer credit for.

2.6. The College does not use courses that you take through Open Studies to find out **academic standing**. However, when the College calculates your **cumulative program GPA** for **graduation**, it uses all the courses you used to meet graduation requirements and took at Bow Valley College.

### 3. **Satisfactory academic standing**

3.1. There are minimum grades required to have **satisfactory academic standing**:

- 3.1.1. You have no final grades of F (failure) or **WF (withdrawal failure)** in that term.
- Your **GPA**s meet requirements for program **graduation**.

**Satisfactory academic standing** means that your grades meet requirements and are good enough to keep studying in your program.

You get a grade of **WF (withdrawal failure)** if you withdraw from a course after the withdrawal deadline.

- In Centres for Excellence credit programs, you need **GPAs** of 0.67.

3.2. If you have **satisfactory academic standing**, you are allowed to continue in your program.

3.3. You must have **satisfactory academic standing** to be a “Learner in Good Standing.”

#### 4. Academic probation

4.1. If you do not meet the minimum academic requirements for your program, you will be put on **academic probation** for the next term. You will stay on academic probation until your grades improve and you have **satisfactory academic standing**.

4.2. The College decides on **academic probation** at the end of each term.

4.3. When the College decides on **academic probation**, it looks at the grades for all **required** and **elective** courses you took for your program during the term. It does not matter how long the courses are or when they started.

A **required** course is a course you have to take for your program.

An **elective** course is a course you choose to take for your program.

4.4. The Office of the Registrar tells you in writing if you are on **academic probation**. They will recommend that you meet with someone in your program to discuss how to improve your grades. Departments and Learner Success Services will give support to learners on academic probation where it is possible and appropriate.

4.5. The College does not record **academic probation** on your **transcripts**.

4.6. A learner on **academic probation** is not a “Learner in Good Standing.”

4.7. The College may not allow learners on **academic probation** to participate in College activities.

#### 5. Withdrawing because of academic reasons

5.1. If you are on **academic probation** and you do not improve your grades, you will have to **withdraw due to unsatisfactory academic performance**. You have to withdraw:

When you **withdraw due to unsatisfactory academic performance**, it means you must leave the College because your grades are not good enough.

5.1.1. If you do not get the required **GPAs**. You have to take at least three courses in the program before you can be required to **withdraw**.

- 5.1.2. If you fail the same course again. If you fail a course two times, you have to **withdraw** even if you are not on **academic probation**. If you **withdraw from a course after the withdrawal deadline**, you fail that course. In some circumstances, the Dean may allow you to try a course for a third time.
- 5.1.3. If you do not meet additional requirements for your program.
- 5.1.4. If you do not meet the professional standards in a required work placement. If you do not meet these standards, you have to **withdraw** from the program. The Dean must approve a withdrawal for these reasons.
- 5.2. You cannot be required to **withdraw** for academic reasons until you have tried at least 9 credits in your program.
- 5.3. The Office of the Registrar will inform learners in writing if they have to **withdraw**.
- 5.4. In some circumstances, the Dean may allow a learner to stay in a program. In this case, the learner will stay on **academic probation**.
- 5.5. If you have to **withdraw** for academic reasons, the College will record it on your **transcripts**.
6. **Coming back to study after withdrawing for academic reasons**
  - 6.1. There are requirements if you had to **withdraw** from a program for academic reasons and you want to study at the College again. If the program you want to study in has the same or higher requirements than the program you withdrew from, you need to:
    - Give the Office of the Registrar a request to study again. Your request has to explain why you will be successful now.
    - Get the approval of the Dean of the program.
    - Wait at least 12 months from the end of the last term you studied at the College.
  - 6.2. If the program you want to study in has lower requirements than the program you **withdrew** from, you need to:
    - Give the Office of the Registrar a request to study again. Your request has to explain why you will be successful now.
    - Get the approval of the Program Coordinator.
  - 6.3. If you **withdrew** from a program for academic reasons, you can follow the normal admissions process if you want to study:

- Open Studies
- Upgrading
- English Language Learning courses

6.4. Some programs may have different requirements for learners who had to **withdraw**.

6.5. Once you have approval to study again, you have to submit a new application for admission. You have to meet the current requirements for admission and **graduation**. The courses you completed before you **withdrew** will have to meet all normal requirements, including how long ago you finished them.

When the College is calculating your **GPA**s, it will not look at final grades of F (failure) or **WF (withdrawal failure)** for courses you took before you came back to study. When the College is calculating your **cumulative program GPA** for **graduation**, it will include all the courses you took at Bow Valley College that you are using to meet graduation requirements. This means that some learners will have to take courses again to improve their cumulative **GPA**.

6.6. If you have applied to another college program and then you have to **withdraw** from your current program because of academic reasons, your admission to the new program will be cancelled.

The situation is different if you were already admitted to another program and you completed at least one course in that program. In this case, if you are required to withdraw from your first program, you will not be required to withdraw from the second program.

6.7. All of these requirements are also true for learners who were on **academic probation** and withdrew themselves, as long as they had a grade of F (failure) or **WF (withdrawal failure)** in the term when they withdrew.

6.8. Learners who have been admitted to study at the College again after **withdrawing** for academic reasons will be on **probation** for the first term.

## 7. Keeping active status in a program

7.1. The College expects learners to keep **active status** in a program until **graduation**.

7.2. If you are in your first term and you do not register in any courses, or you drop all your courses, you will not have

**Active status** means that you are in a College program and you are taking classes.

**active status.** You will have to **withdraw** from the program. You will need to apply again if you want to study again.

7.3. If you have finished at least one term, you may take a break of up to 9 months and still have **active status**. The 9 months go from the end date of the last course taken to the start date of the next course. If you take a longer break, you will not have active status and you will have to **withdraw**. You will need to apply again if you want to study again.

7.4. A Program Coordinator can make exceptions to **active status** in some circumstances.

7.5. Programs may have different requirements for **active status**.

## 8. Time allowed to complete a program

8.1. Bow Valley College limits how much time you can take to finish a certificate or diploma program. You can take 3 years to finish a certificate program. You can take 5 years to finish a diploma program. This includes time when you were not taking courses.

8.2. If you do not finish your program in time, you will have to **withdraw** from the program.

8.3. In some circumstances you can request an extension to study longer. The Dean must approve all extensions.

8.4. If you have to **withdraw** because you did not complete the program on time, you may apply to study again. You will have to go through the normal admission process. You will have to meet the current admission and **graduation** requirements. The courses you completed before you **withdrew** will have to meet all normal requirements, including how long ago you finished them.

8.5. Programs may have different time limits.

## 9. Graduation

9.1. You must meet requirements so that you can graduate.

9.1.1. You were admitted to the program or to Open Studies.

9.1.2. You completed all program **graduation** requirements.

9.1.3. You have the required **cumulative program GPA**. This GPA is based on all the courses you took at BVC that you are using to meet **graduation** requirements, no matter when you took them.

- You must have a GPA of 2.0 for credit programs.

- You must have a GPA of 0.67 for Centre for Excellence credit programs with graduation requirements.

9.1.4. You cannot owe the College any money.

9.1.5. You cannot currently be suspended because of academic, financial, or other reasons.

9.2. Normally you have to meet the program requirements that were in place when you started the program. If the requirements have changed and it is no longer possible to meet those requirements, the College will try to give you another way to complete the program.

9.3. In some circumstances, the College may change or remove a **graduation** requirement for a learner. The Dean and the Registrar must approve this.

9.4. You must meet the residency requirement. This means you must take 25% of your courses required for **graduation** at Bow Valley College.

9.5. If you take more than one credit program at the College, you can use a course from one program to meet **graduation** requirements for the other program. However, you cannot use practicums, co-ops, or work experience courses to meet requirements for another program.

9.6. You can use as many courses as you want to meet the requirements of a second program if it is at a higher level (e.g. a certificate program and a diploma program). However, there is a limit to how long ago you took the courses.

9.7. Once you graduate with a higher level **credential** (e.g. a diploma), you cannot receive the lower level **credential** (e.g. a certificate).

A **credential** is a certificate or diploma. Credentials are recognized by other Colleges, the government, and employers.

9.8. You can graduate with more than one specialization in the same program. You have to finish the specializations before you graduate. If you want to take more specializations after you graduate, you have to apply to the program again. You will have to meet the current admission and **graduation** requirements. The courses you completed before you graduated the first time will have to meet all normal requirements, including how long ago you finished them. You will receive an additional **parchment** when you graduate again.

A **parchment** is the official copy of your certificate or diploma.

## 10. Awarding posthumous credentials

- 10.1. The College may give posthumous **credentials** to a learner. This means the College may give credentials after a learner has died. The learner must have completed at least three quarters of their program and was meeting academic requirements.
  - 10.1.1. A family member, friend, or member of the College may request posthumous **credentials**. The request must be in writing to the Registrar. The Vice-President, Academic makes the final decision.
  - 10.1.2. In special circumstances, the Vice-President may recommend awarding posthumous **credentials** to a learner who has completed less than three quarters of their program.
  - 10.1.3. The College will invite the family of the deceased (dead) to attend the **graduation** ceremony.
  - 10.1.4. If the family approves, the name of the learner will be read at the **graduation** ceremony and published in the graduation program.
  - 10.1.5. The College will record “posthumously granted” on the learner’s **parchment**.
  - 10.1.6. The College will record the **credential** on the learner’s **transcript** with a note that it was posthumously granted.
- 10.2. The College may recognize a deceased learner’s efforts at the **graduation** ceremony even if the learner does not get a posthumous **credential**.