
Undergraduate Academic Standing Procedures (151a)

Policy Sponsor:	Office of the Registrar
Name of Parent Policy:	Undergraduate Academic Standing Policy (151)
Policy Contact:	Registrar
Procedure Contact:	Coordinator, Enrolment, Records and Examination Services
Effective Date of Procedures:	January 1, 2015
Review Date:	Biennially

Purpose

In order to maximize the student's opportunities for success in their studies, Athabasca University will notify students of their academic standing at regular intervals. AU students are expected to meet standards for acceptable academic progress. These procedures outline the process associated with establishing the minimum standards for acceptable academic progress at Athabasca University (AU) and the avenues for remediation.

Definitions

Academic Probation	A specified period of time during which a student will have limits on the number of courses for which they can register.
Academic Suspension	A period during which a student will not be allowed to be registered in credit courses, receive letters of permission or transfer credits, or apply to, or graduate from, a program of study at AU.
Course Contract Period	The time that a student is actively registered in an AU course. The course begins on the course contract start date (usually the first day of a month) and runs until the contract end date. The contract period can be lengthened by applying for course extensions in an individualized study course only.



Good Academic Standing	The status of a student who has met or exceeded the minimum requirements specified in AU's Undergraduate Academic Standing Policy and who does not have active sanctions for misconduct per the Academic or Non-Academic Misconduct policies .
Grade Point	A number between 0 and 4.00 that is assigned to a grade (alpha or percentage) and then used to calculate a grade point average (GPA). The grade point value is reflected in the Official Student Record.
Grade Point Average (GPA)	The weighted average of the grade points awarded over the credit hours calculated as: $\text{Sum of (grade point X credit hours)} / (\text{sum of credit hours})$. Courses graded on a pass/fail basis and those courses accepted on transfer credit are not included in the GPA calculation.
In Progress	A course is in progress if the course contract start date has occurred and there has been no withdrawal or final grade entered and the course contract end date has not been reached.
Official Student Record	A file containing documents and data, regardless of their physical medium (paper, electronic), their format, type or characteristics, created to gather, to store and to preserve information regarding a student's entire history of learning at a postsecondary institution. The file includes courses, grades, credits and degrees pertaining to the file's subject.
Skills Development Courses	A course or set of courses intended to prepare the student for continuation of their regular program of studies.
Transcript	An official document issued by AU that conveys information related to the official student record.

Procedure

1. Determination and notification of Academic Standing:

- a) On the third Tuesday of each month the Academic Standing for all students with courses ending in the previous four weeks will be calculated from the final grades recorded in the student records system.
- b) Students will be notified of their GPA for each 15-credit interval [i.e. at 15, 30, 45, 60, 75, 90, 105, 120] of courses attempted and whether or not they are in Good Academic Standing per the [Undergraduate Academic Standing Policy](#).



2. Implementation of Academic Probation:

- a) Students who have been notified that they are on Academic Probation are not permitted to be in progress in more than three courses at the same time.
- b) Students in more than three courses in progress will be directed via the notification to reduce their course load first by withdrawing from a course(s) in which they have not yet submitted any assignments, and then, if necessary, by withdrawing from the course(s) with the lowest interim grades.
- c) Students directed to withdraw from a course less than 30 days after the course contract start date will be eligible for a refund of the course fees paid, less the learning resource fee (unless the materials are returned as per the [Course Material Returns and Refund Procedure](#)). The course will not appear on the student transcript.
- d) Students directed to withdraw from course(s) more than 30 days after the course contract start date will be awarded a grade of "W" (withdrawal) on the transcript and will be refunded two thirds of the course fees paid.
- e) Students will be automatically withdrawn from any course(s) in which a student may have pre-registered and will be eligible for a full refund of the course fees paid, less the learning resource fee (unless the materials are returned as per the Course Material Returns and Refund Procedure). The course will not appear on the student transcript.
- f) Students who do not voluntarily reduce their course load within 30 days of notification of Academic Probation will be automatically withdrawn from the courses based on the most recent start dates until the concurrent maximum of three courses is reached. Students will not be eligible for refunds for any courses from which they have been automatically withdrawn that are 30 days after the course contract start date.
- g) Students will be notified by the Office of the Registrar when the Academic Probation has lifted.
- h) Students who successfully complete skills development courses may apply to the Registrar to have the period of probation reduced via the appeal process.

3. Implementation of Academic Suspensions:

- a) Students who are on Academic Probation and who have not achieved a GPA of at least 2.00 in the subsequent 15 credits attempted will be blocked from further credit course registrations for a period of 12 months.
- b) Students who are on Academic Suspension will be withdrawn from any course(s) in which they may have pre-registered and will be eligible for a full refund of the course fee paid, less the learning resource fee (unless the materials are returned as per the Course Material Returns and Refund Procedure). The course will not appear on the transcript.



- c) Students who are on Academic Suspension will be withdrawn from any course(s) which are In Progress and are within 30 days after the course contract start date. For these courses students will be eligible for a refund of the course fees paid, less the learning resource fee (unless the materials are returned as per the Course Material Returns and Refund Procedure). The course will not appear on the transcript.
- d) Students on Academic Suspension automatically withdrawn from courses after 30 days of the courses contract start date will be awarded a grade of “W” (withdrawal) on the transcript and will be refunded two thirds of the course fees paid.
- e) Students on Academic Suspension may apply for permission via the appeal process from the Registrar, or designate, to complete course(s) which are in progress at the time the academic suspension was issued; providing that they meet the following conditions:
 - i. The student has completed and submitted at least two thirds of the course assignments with a GPA of at least 2.00 on the course work submitted for marking and
 - ii. The Course Coordinator provides written permission to the Registrar, or designate, for the student to continue course for the current course contract period.
- f) Students will be notified by the Office of the Registrar when their Academic Suspension has been completed.
- g) Students who successfully complete non-credit skills development courses may apply to the Registrar, or designate, have the period suspension reduced via the appeal process.

4. Appeals of Academic Standing

- a) All appeals must be made using the [online appeal form](#) within 60 days of the Office of the Registrar's original notification of probation or suspension status. The Appeal Officer has final authority on all appeals related to this policy. All decisions will be communicated in writing to the appellant.

Applicable Legislation and Regulations

[Bill C-35 – An Act to amend the Immigration and Refugee Protection Act](#)

Related References, Policies, Procedures and Forms

[Undergraduate Academic Standing Policy](#) (151)

[Undergraduate Grading Policy](#) (129)

[Student Appeals Policy](#) (079)

[Student Academic Appeals Procedure](#) (079a)

[Office of the Registrar online appeal form](#)

[Undergraduate Course Withdrawal and Refund Policy – Individualized Study](#) (148)

[Undergraduate Course Withdrawal and Refund Procedures – Individualized Study](#) (148a)



[Student Academic Misconduct Policy \(087\)](#)
[Student Academic Misconduct Procedures \(087a\)](#)
[Non-Academic Misconduct Policy \(088\)](#)
[Course Material Returns and Refunds Policy \(54-001\)](#)
[AU Degree Regulations](#)
[Undergraduate Course Re-Registration Policy \(066\)](#)

History

General Faculties Council, December 10, 2014 Motion # 23-08 (associated policy approved)