

# ACADEMIC PROBATION AND REQUIRED TO DISCONTINUE POLICY (SEMINARY)

This policy is the responsibility of the Registrar and was approved by the Seminary Team January 25, 2019. This policy is reviewed annually.

## POLICY OVERVIEW

This policy outlines the process of academic probation status and required to discontinue status for graduate students.

## PRINCIPLES

This policy is guided by the principles of integrity and transparency.

## SCOPE

The policy applies to all graduate students.

## POLICY STATEMENT

### *Academic Probation*

The purpose of Academic Probation is to notify the student that they are currently not on track for successful program completion (i.e., graduation) and to encourage the student to take steps toward achieving academic good standing as soon as possible. Since the required cumulative grade point average (GPA) for completion is 2.5, a student whose cumulative GPA falls below 2.5 (and who has attempted 9 or more credit hours at Briercrest) will be placed on Academic Probation.

Students on probation will be required to develop a Student Success Plan, in consultation with Briercrest's Student Success Centre and their program coordinator. The plan will outline what steps the student will take to improve his or her cumulative GPA toward successful program completion. The plan must be submitted to the Registrar and the student's program coordinator within one month of receiving notice of academic probation status.

### *Required to Discontinue*

A student on academic probation must increase their cumulative GPA to at least 2.5 within 1 year (or within 6 months, if 9 or more credit hours are attempted in that time). If the student is unsuccessful at

increasing their GPA to at least 2.5, he or she will be Required to Discontinue. The student will not be permitted to enrol in classes for twelve months from the time he or she is required to discontinue.

## PROCEDURES

Twice a year—on February 1 and August 1—the Registrar will evaluate the cumulative GPA of every active Seminary student.

The Registrar will notify students and their program coordinator of their probationary or required to discontinue status in writing.

The Registrar will assign the appropriate status in the student's file and this status is recorded on the transcript.

If a student is placed on Academic Probation, he or she will be allowed to remain in upcoming courses in which he or she is registered. If Required to Discontinue, a student will be removed from all upcoming courses in which he or she is registered.

## APPENDIX A

Related Forms/Policies	Academic Review and Appeals Policy
Where is this policy published	Seminary Academic Calendar ( <a href="http://www.briercrest.ca/seminary/academics/seminary-calendar/">http://www.briercrest.ca/seminary/academics/seminary-calendar/</a> )
Contact Information	Registrar