

NSCAD UNIVERSITY

POLICY ON ACADEMIC STATUS REVIEW

At the end of every semester, the Dean shall call a meeting of the **Academic Status Review Committee**. The committee is comprised of the Dean and the Assistant Registrar (ex officio) and 2 faculty members elected by Academic Council. Every reasonable attempt will be made to ensure that all committee members are in attendance for each meeting.

Students who receive six (6) or more credits of D or F (Fail) grades in a semester or accumulates six (6) credits of D or F (Fail) grades over three semesters (including as a result of the finalization of *Incomplete* grades from the previous semester), will be reviewed by the Academic Status Review Committee. Students who are on *Academic Probation* as a result of grades received in a previous semester will also be reviewed.

The Academic Status Review Committee will receive all relevant information regarding the academic performance of all students subject to review.

REVIEW PROCEDURES

The Academic Status Review Committee, by majority vote, may act to:

1. Restore or maintain the *good standing* status of a student.
2. Allow a student to remain in *good standing*, while receiving a warning letter which may contain conditions which must be met during the current or subsequent semester of enrolment.
3. Place or maintain a student on *Academic Probation*, while allowing the student to continue at the university with or without conditions.
4. Place a student on *Academic Dismissal*.

ACADEMIC PROBATION

A student who is placed on *Academic Probation* is eligible to re-enroll in the university. A student placed on *Academic Probation* is not eligible to receive a Letter of Permission for study elsewhere, nor eligible to receive credit for any course taken elsewhere. Some classes at NSCAD (eg. ARTS 3500 – 4500) are not available to students on probation.

REMOVAL FROM PROBATION

In order to be removed from Probation, a student must:

- Complete a full semester (Fall, Winter or Summer) (9 credits minimum) of courses taken at NSCAD
- Earn no grade of “D” or “F” during that same semester
- Earn a minimum GPA of 3.0 for that same semester

ACADEMIC DISMISSAL

A student who is placed on *Academic Dismissal* may not enroll in any credit course at the university either as a regular undergraduate or as a non-degree/visiting student, and may not receive a Letter of Permission for study elsewhere. A student who is placed on *Academic Dismissal* may not request to be reinstated for at least **one calendar year** from the date of dismissal.

REQUEST FOR REINSTATEMENT following ACADEMIC DISMISSAL

A student requesting reinstatement must present a request in writing to the Dean, outlining the reasons why such reinstatement should occur. If reinstated, the student will be placed on *Academic Probation*.

NOTIFICATION OF ACTION

Immediately following review by the Academic Status Review Committee, students will be notified by mail of any actions taken.

STUDENT RECORDS

Actions of the Academic Status Review Committee are permanently recorded on student academic records and transcripts. Warning letters are not noted on the transcript.

Approved by Academic Council January 12, 2009