



SUBJECT: Academic Progress	CATEGORY: Academic – Programming	NO. A-1.3
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PREAMBLE

The efforts of students striving to meet education and training requirements are supported by the staff of SIAS. SIAS promotes student success through formal and informal feedback, by supporting and encouraging students to improve, and by instilling responsibility for personal achievement. Where this feedback and support does not result in student success, additional action may be required.

Each student is expected to achieve the stated performance levels of the program. Successful completion of one level is usually the basis for progression to the next level of education and training. When a student does not meet those performance expectations, s/he is given the opportunity to improve. A student who still fails to meet the standards after being given an opportunity to improve will be placed on academic probation or be required to discontinue.

The procedures outlined in this policy are intended to assist students in achieving the stated performance levels of his/her program.

POLICY

SIAS promotes the principles of teaching and learning within a supportive environment for all students. Students are given sufficient instruction and opportunity to learn and take responsibility for their individual learning and performance. Students who do not meet the expected performance standards may be:

1. Required to perform specific remedial work,
2. Placed on academic probation,
3. Required to discontinue.

Specific conditions will be identified that must be met by the student. If these conditions are not met the student may be required to discontinue from the program and/or SIAS.

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PROCEDURES

The following procedures apply to all SIAST programs* with the exception of apprenticeship level training and Basic Education. The procedures for Basic Education have been aligned with delivery of Saskatchewan Ministry of Education curricula.

**Includes unclassified students who are allowed to register in base programs with dean approval*

Academic Probation

Academic probation is a set of restrictions, expectations, performance indicators, deadlines and timelines placed on a student enrolled in a course(s) or program of study. It is the last opportunity for a student to correct identified issues and proceed with his/her education.

Academic probation decisions are made after supplemental examination results have been determined.

A student is placed on academic probation when s/he:

1. Fails to achieve a term average of a least 60 percent; or
2. Fails two or more courses totaling at least six credit units during a semester/term; or fails three or more courses totaling at least nine credit units during a non-semesterized year; or
3. Does not meet performance expectations and/or deadlines as outlined by the course instructor; or
4. Is re-admitted to any program after being required to discontinue from a SIAST program for poor academic performance.

Successful Completion of Academic Probation

The student remains on academic probation until s/he has achieved a cumulative program average of 60 percent or greater, passes all courses taken over a term and has met any/all performance expectations and deadlines as outlined by the program head.

Required to Discontinue

A student will be required to discontinue from a program if s/he:

1. Fails to maintain a minimum term average of 60 percent for two consecutive terms; or
2. Fails three or more courses totaling at least nine credit units during the semester/term or fails four or more courses totaling at least 12 credit units during a non-semesterized year; or
3. Fails a clinical or practicum that is an essential pre-requisite to program continuation; or

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4. Fails to successfully complete the conditions of academic probation as outlined by the program head; or
5. Fails a required course three times.

Required to discontinue decisions are made after supplemental examination results have been determined. Passed supplemental examinations will not count as failures.

The dean may delay a required to discontinue decision to the end of the academic year. Written notification of the dean's decision to delay the action must be sent to registration services for the student's official file.

A student who fails a course that is an essential prerequisite to program continuation, where the student is otherwise meeting academic progress requirements, will not normally be required to discontinue. The student will continue their studies the next time the essential course is offered.

If the student does not pass a supplemental examination and as a result is required to discontinue from the program, a refund of tuition and fees will be given for the courses in which the student was allowed to enrol and then required to discontinue.

Students who are required to discontinue will be encouraged to meet with a counsellor to address those issues preventing success. The student will not be readmitted to any SIAST program for one academic term (a minimum of four academic months) unless approved by the dean.

Unless otherwise restricted (under the terms of discontinuation) the program student may take continuing education courses that are generally available to unclassified students.

To be readmitted to a program the applicant/returning student will be required to reapply to the program and to meet all current admission requirements and other conditions/restrictions that were imposed as a result of discontinuation. Upon readmission to SIAST the student will be on academic probation for the first academic term. Subsequent terms of study will be subject to the provisions of this policy.

Multiple Discontinuations

Students who have been required to discontinue from a program twice will not be allowed to reapply to that program for two years from the date of the last discontinuation.

Students who have been required to discontinue from a program twice may apply to a different program but must demonstrate they have addressed the previous barriers to success.

To be readmitted into any program after two discontinuations from SIAST program(s), the applicant/ returning student will be required to:

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1. Apply;
2. Meet all current admission requirements;
3. Meet all conditions that were imposed as a result of discontinuation; and
4. Demonstrate to the dean of the program to which the application has been made that s/he has remedied previous barriers to success.

The admission decision is at the discretion of the program dean and may not be appealed.

Multiple Failures of a Course

Students who fail a course are allowed to retake the course up to two times to try and pass the course. After the third failure of a course that is a graduation requirement the student will be required to discontinue from the program. Readmission to the program is at the discretion of the program dean.

Transcript Notation

The status of being placed on academic probation and/or required to discontinue will be recorded on the student’s official transcript.

Calculation of Averages for Academic Progress

Term and semester averages for the purpose of academic progression are calculated using all program courses attempted during the term or semester. Courses graded WF (withdraw failure) are included in the average and count in the average as 0%. Continuing education credit and non-credit courses are excluded from program averages for academic progress decisions.

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