

Title: Academic Standing Procedure

Original Date
February 27, 2020

Effective Date:
September 14, 2020

Approved By:
Academic Faculty/ Office
of the Registrar

Date of Approval:
September 14, 2020

Last Review Date:
September 14, 2020

1. Purpose

This Procedure outlines guidelines for assigning Academic Standing upon term completion and defines steps to be taken when a Student's Academic Standing impacts their enrolment status.

2. Scope

This procedure applies to all registered full-time and part-time Students in Ontario College Certificate, Diploma, Advanced Diploma, Graduate Certificate and Degree programs.

3. Definitions

Academic Decision - an academic decision is a decision made by the College acting in accordance with academic policies and procedures. Examples of decisions that may be appealed include but are not limited to:

- Sanctions for a breach of the Academic Integrity Policy
- Progression or graduation decisions
- Prior Learning Assessment Review (PLAR) decisions
- Advanced Standing decisions

Academic Standing – the standard used to determine or to measure a Student's eligibility to progress and/or remain in a program. Designations include Good Standing, Graduation Warning, Academic Probation and Academic Suspension.

- **Good Standing (00)** – the Academic Standing of a Student who has met the Program Term GPA requirement(s) and Program Cumulative GPA requirement(s) for continuation in the program.
- **Graduation Warning (GW)** - the Academic Standing of a Student who has met the minimum Program Term GPA requirement(s) but not met the minimum Program Cumulative GPA requirement(s).

- **Academic Probation (AP)** – the Academic Standing of a Student who has not met the minimum required Program Term GPA and Program Cumulative GPA requirement(s).
- **Academic Suspension (SP)** – the Academic Standing of a Student who has been administratively withdrawn from the program for two consecutive terms based on their academic performance.

Academic Standing Worksheets - report generated by the Student Information System (SIS) that provides academic information on each individual Student. The report includes courses, grades, all Grade Point Averages and the Academic Standing for the term under review, as well as the previous term.

Co-Requisite - A course which must be taken at the same time as another course.

Day 10 - means the first 10 business days of the beginning of a semester

Grade Point Average (GPA) – the weighted calculations, using a 4-point system, based on the grade(s) received and the credit value of the course(s) taken.

- Program Term GPA – the Grade Point Average of all courses taken to meet the program requirements for a given term.
- Program Core Term GPA - the Grade Point Average of all core courses taken to meet the program requirements for a given term.
- Program Cumulative GPA – the Grade Point Average of all courses taken to meet the program requirements for all terms.
- Program Core Cumulative GPA - the Grade Point Average of all core courses taken to meet the program requirements for all terms.

Prerequisite - A requirement which must be successfully completed prior to being registered in a course.

Progression – is the standard used to determine or to measure the Student's eligibility to remain and/or progress in the program.

Student – means any individual who is admitted, enrolled or registered for study at Sheridan. Individuals who are active in a program, but not enrolled in classes for a particular term (e.g. on a vacation or coop term) are considered to have a continuing Student relationship and are included in the definition of Student.

Student Information System (SIS) – the system that houses the official academic records of Students as maintained by the Office of the Registrar.

4. Procedure

4.1 Assigning Academic Standing

4.1.1 Grade Point Averages

At the completion of each term, the Student information System (SIS) calculates the following Grade Point Averages based on the grades a Student has achieved. Should a grade change be processed during a term, the Academic Standing will be re-calculated. A change in Academic Standing to 'Academic Probation' or 'Academic Suspension' following Day 10 of class will not be actioned until the end of the current term.

For Ontario College Certificate, Diploma, Advanced Diploma, and Graduate Certificate programs:

- Program Term GPA
- Program Cumulative GPA

For Degree programs:

- Program Term GPA
- Program Core Term GPA
- Program Cumulative GPA
- Program Core Cumulative GPA

For more information on the Grading System and GPA calculation please refer to the following link <http://myotr.sheridaninstitute.ca/gpa.html>

The SIS converts the GPA into an Academic Standing; the GPA requirements differ for diploma and degree programs as illustrated in the charts below:

Diploma Academic Standing Chart

Academic Standings are evaluated in the order presented in the chart below.

Highest standing is assigned based on a student's GPA's and prior terms Academic Standing as calculated at the end of each academic term.

An Academic Standing is only assigned to students who earn a Program Core Term GPA in the term being assessed, e.g. enrolment in a single course that has a pass/fail grading basis such as a Coop Work Term will not result in a Program Core Term GPA being calculated.

Ontario College Certificate, Diploma, Advanced Diploma and Graduate Certificate Programs			
Progression Requirements			
Academic Standing	Program Term GPA		Program Cumulative GPA
Good Standing (00)	≥ 2.0	AND	≥ 2.0
Graduation Warning (GW)	≥ 2.0	AND	< 2.0
Academic Suspension (SP)	Prior Term Academic Standing in Program Equal to Academic Suspension (SP) or Academic Probation (AP) – Suspended or Academic Probation Students must return to Good Standing (00).		
Academic Probation (AP)	≥ 1.2	OR	≥ 1.2
Academic Probation (AP)	No Prior Academic Standing in Program – Students are not suspended after their first term of study in a program. <u>This rule does NOT apply to Students in Graduate Certificate programs.</u>		
Academic Suspension (SP)*	No Other Academic Standing Applies.		

* Academic Suspension is not issued following the student's 1st semester. (This exception does not apply to students registered in graduate certificate programs or students admitted into their program for a second time or beyond.)

Degree Academic Standing Chart

Academic Standings are evaluated in the order presented in the chart below.

Highest Academic Standing is assigned based on a student's GPA's and prior terms Academic Standing as calculated at the end of each academic term.

An Academic Standing is only assigned to students who earn a Program Core Term GPA in a term being assessed e.g. enrolment in a single course that has a pass/fail grading basis such as Coop Work Term will not result in a Program Core Term GPA being calculated.

Degree Program							
Progression Requirements							
Academic Standing	Program Term GPA		Program Core Term GPA		Program Cumulative GPA		Program Core Cumulative GPA
Good Standing (00)	≥ 2.5	AND	≥ 2.5	AND	≥ 2.5	AND	≥ 2.5
Graduation Warning (GW)	≥ 2.5	AND	≥ 2.5	AND	(≥ 2.0)	OR	≥ 2.0
Academic Suspension (SP)	Prior Term Academic Standing in Program Equal to Academic Suspension (SP) or Academic Probation (AP) – Suspended or Academic Probation students must return to Good Standing (00) in the term they return to Sheridan.						
Academic Probation (AP)	(≥ 2.0)	OR	≥ 2.0	AND	(≥ 2.0)	OR	≥ 2.0
Academic Probation (AP)					≥ 2.0		
Academic Probation (AP)	No Prior Academic Standing in Program – Students are not suspended after their first term of study in a program.						
Academic Suspension (SP)*	No other Academic Standing Applies.						

* Not issued following the student's 1st semester (This exception does not apply to students admitted into their program for a second time or beyond).

4.1.2 Academic Standing Review

- 1) At the end of each term the Program Coordinator or Academic Advisor will run the Academic Standing Worksheets using SIS.
- 2) The Academic Standing Worksheets will be reviewed, based on the Student's grades and previous Academic Standings within the current program and in accordance with the Academic Standing Policy.
- 3) Any change to the Academic Standing will be made directly on the Academic Standing Worksheets and e-signed by the Program Coordinator or Academic Advisor.
- 4) The Academic Standing Worksheets will be submitted to the Office of the Registrar by the published due date.
- 5) The Office of the Registrar will validate that all Academic Standing changes made on the Academic Standing Worksheets comply with the Academic Standing Policy. These changes will then be recorded on the Student record.

4.1.3 Communication to Students

- 1) All Program GPAs, as well as Academic Standings are posted in *myStudentCentre* under 'Grades'.
- 2) All GPA and Academic Standing information is included on the Student's transcript.
- 3) It is the Student's responsibility to review their GPA at the end of each term to ensure they are meeting program requirements.
- 4) Any action required by the Student and related to a Student's Academic Standing will be communicated to the Student by Sheridan through *myStudentCentre*.
- 5) Students who have been placed on Academic Probation, Academic Suspension or Graduation Warning will receive an email from the Office of the Registrar to their Sheridan email account informing them of the Academic Standing and pertinent information, once official grades and Academic Standing have been posted.
- 6) A Student who repeats a course two or more times will receive an email notification from the Office of the Registrar to their Sheridan email account with pertinent information related to maximum course attempts.

4.2 Student Progression

4.2.1 Ontario College Certificate, Diploma, Advanced Diploma, Graduate Certificate programs

a) Good Standing

Students in Good Standing may continue in their program.

b) Academic Probation

- 1) The SIS will apply an Academic Probation standing (AP) with the notation "Academic Probation – See Academic Advisor" under the following condition:
 - A Student has not attained an Academic Standing of Good Standing or Graduation Warning AND,
 - The Student started the term being assessed in Good Standing or Graduation Warning AND:
 - The Student's Program Term GPA in their declared program of study is greater than or equal to 1.2 but less than 2.0 OR,
 - The Student's Program Cumulative GPA in their declared program of study is greater than or equal to 1.2 but less than 2.0 OR,
 - The Student is completing their first term of study in their program.
- 2) A Student placed on Academic Probation is encouraged to discuss possible supports, services and/or options with their Program Coordinator, Academic Advisor or a Student Advisor in Student Advisement by day five of the term. Any Student who is unsure of where to start may connect with Student Advisement.
- 3) A Student will return to Good Standing (00) once both their Program Term and Program Cumulative GPA is greater than or equal to a 2.0

c) Academic Suspension

- 1) Academic Suspension will not be issued to Students in their first semester following admission. This exception does not apply to Students who have been admitted to the same program for a second time or beyond or to Students who are enrolled in a Graduate Certificate program.
- 2) The SIS will assign an Academic Standing of Academic Suspension (SP) under the following conditions:
 - A Student has not attained an Academic Standing of Good Standing or Graduation Warning or Academic Probation.
- 3) Students who are returning after Academic Suspension and fail to achieve a Good Standing status at the end of the term, will be placed on Academic Suspension for two consecutive terms.
- 4) A Student who has been placed on Academic Suspension prior to Day 10 of the current term will be administratively withdrawn from their program and if a schedule has been provided, it will be removed.
- 5) A Student on Academic Suspension remains on Academic Suspension for two consecutive terms.
- 6) A Student should discuss their options and next steps with a Student Advisor in Student Advisement.

4.2.2 Degree Programs

a. Good Standing

Student in Good Standing may continue in their program.

b. Academic Probation

- 1) The SIS will apply an Academic Probation standing (AP) with the notation “Academic Probation – See Academic Advisor” under the following conditions:
 - A Student has not attained an Academic Standing of Good Standing or Graduation Warning AND,
 - The Student started the term being assessed in Good Standing or Graduation Warning AND
 - The Student’s Program Term GPA or Program Core Term GPA in their declared program of study is greater than or equal to 2.0 and the Program Cumulative GPA or Program Core Cumulative GPA is greater than or equal to 2.0
 - OR, the Student’s Program Cumulative GPA is greater than or equal to 2.0
 - OR, the Student is completing their first term of study in their program.
- 2) A Student placed on Academic Probation is encouraged to discuss possible supports, services and/or options with their Program Coordinator, Academic Advisor or a Student Advisor in Student Advisement by day five of the term. Any Student who is unsure of where to start may connect with Student Advisement.
- 3) A Student will return to Good Standing (00) once they have achieved greater than or equal to 2.5 in the Program Term,

Program Core Term, Program Cumulative and Program Core Cumulative GPAs.

c. Academic Suspension

1. Academic Suspension will not be issued to Students in their first semester following admission. This does not apply to Students who have been admitted to the same program for second time or beyond.
2. The SIS will assign an Academic Standing of Academic Suspension (SP) under the following conditions:
 - A Student has not attained an Academic Standing of Good Standing or Graduation Warning or Academic Probation.
3. The SIS will also assign Academic Suspension (SP) for an additional two consecutive terms for those Students who do not achieve Good Standing at the end of their returning term. A Student who has been placed on Academic Suspension (SP) will be administratively withdrawn from their program, and if a schedule has been provided, it will be removed.
4. A Student on Academic Suspension is not eligible to return for two consecutive terms.
5. A Student should discuss their options and next steps with a Student Advisor in Student Advisement.

4.3 Return after Academic Suspension

4.3.1 Readmission to a Term other than the First Term

- 1) Returning to a program after Academic Suspension is subject to program and course availability and current admission and program requirements.
- 2) A Student, who earned an Academic Suspension (SP) and has completed the two consecutive terms sanction, is required to meet with their Program Coordinator or Academic Advisor to complete the "Return After Suspension" form by day five of the term.
- 3) Program Coordinators or Academic Advisors, Student Advisement and/or the Office of the Registrar will discuss possible support, services, and/or options.
- 4) Following a meeting with a Program Coordinator or Academic Advisor, the Student must submit the completed "Return After Suspension" form to the Office of the Registrar and meet with their Record Specialist.
- 5) The Record Specialist will adjust the Student record, re-admitting the Student to the program.
- 6) Should a Student fail to achieve a Good Standing status at the end of the term, the student will be placed on Academic Suspension for two consecutive terms.

4.3.2 Readmission to First Term

- 1) Students wishing to be re-admitted to the first term of their program must apply through ontariocolleges.ca.
- 2) International Students wishing to be re-admitted to the first term of their program must submit their application to Sheridan's International Admissions.
- 3) Students must meet the admission requirements for the program that is currently in effect at the time of application.
- 4) Students being readmitted to the first term following Academic Suspension are subject to a subsequent Academic Suspension for two consecutive terms should they fail to clear their probationary status at the end of the term.

4.4 Subject Prerequisites and Co-requisites

4.4.1 Prerequisites

- 1) Students will be de-registered from any courses for which Prerequisites have not been satisfied.
- 2) In extenuating circumstances and at the discretion of the Associate Dean or designate, a Prerequisite may be overridden in consultation with a faculty deemed to be an SME.

4.4.2 Co-requisites

- 1) A Student will be registered in all courses associated to the Co-requisite.
- 2) A Student who wishes to drop or withdraw from a course that has a Co-requisite must drop or withdraw from all courses connected to the Co-requisite group.
- 3) Students who have already earned a passing grade in any one of the courses within the Co-requisite group may seek approval from the Associate Dean or designate to withdraw from the passed course.

4.5 Maximum Course Attempts

A Student who repeats a course will receive an email from the Office of the Registrar to their Sheridan email account referring the Student to the maximum course attempt statement within the Academic Standing policy and information about available supports and services.

4.6 Appeal Process

Students wanting to appeal an Academic Decision made by Sheridan may refer to the Academic Appeals and Consideration Policy and Procedure. Examples of Academic Decisions that may be appealed include Academic Suspension or Maximum Course Attempts.

5. Related Documentation (Procedures/Additional Policies/Forms)

[Academic Standing Policy](#)

[Admission Policy](#)

[Academic Appeals and Consideration Policy](#) [Academic Appeals and Consideration Procedure](#)

Requisite Change Form (*Form to be updated*)

[Academic Freedom Policy](#)

[Academic Integrity Policy](#)

[Academic Integrity Procedure](#)

[Credit Transfer Policy](#)

[Credit Transfer Procedure](#)

[General Education Policy](#)

[General Education Procedure](#)

[Graduation Policy](#)

[Grading Policy](#)

[Grading Procedure](#)

[Degree Breadth Policy](#)

[Prior Learning Assessment and Recognition \(PLAR\) Policy](#)

[Prior Learning Assessment and Recognition \(PLAR\) Procedure](#)

[Return After Suspension Form](#)

[Student Assessment and Evaluation Policy](#)