

Policy and Procedures Manual



Policy #:	2-10
Name of Institution:	Valemount College
Institution Number:	04328
Name of Policy:	Academic Probation and Student Dismissal
Effective Date:	December 21, 2018
Revision Date:	May 15, 2019
Approved By:	Policy Committee

ACADEMIC PROBATION & STUDENT DISMISSAL

POLICY STATEMENT

Valemount College recognizes that throughout students' college life, they may experience academic difficulties that can affect their success. These difficulties may arise from family, financial or other external factors, and Valemount College is committed to assessing and assisting students in these situations, to avoid academic probation and/or dismissal.

PURPOSE STATEMENT

The purpose of the Academic Probation and Student Dismissal Policy is to define academic probation, set out what constitutes reasonable grounds to dismiss a student, outline the process by which a student may be dismissed, and ensure that this policy is provided to the student before the start date of the program.

PRINCIPLES

Programs Where Grade Point Average Applies

- A student who is registered in any number of credit hours who receives less than a 2.0 Grade Point Average (GPA) on a 4.33 scale at the halfway point of their program (half of the total number of hours required to complete the program) will be placed on probation. A student placed on probationary status will be required to meet with the College Director to discuss his/her academic progress.
- To have probationary status removed, a student must obtain a GPA of 2.0 or greater before or by the end of the program. If a student's GPA is below 2.0 at the end of the program, the student may re-apply to the same program for the next semester in which it is offered. Probationary status continues upon registering in the same or an alternate program.
- In the case of dismissal on the basis of failure to meet the requirements of academic probation, the Director may dismiss the student.
- The student may also be placed on academic probation upon admission to the College on the basis of an unproven or unsuccessful previous academic record.

Student Dismissal

Students of Valemount College are expected to conduct themselves honourably and maturely in pursuit of their academic goals. Students are expected to be honest and forthright in their endeavours. Academic integrity is both highly valued and expected. Academic Misconduct includes, but is not limited to, cheating and plagiarism. For more information, please refer to the Definitions document for a more detailed definition of Academic Misconduct.

If it is determined by an instructor that a student has cheated and/or plagiarized, the College will proceed with discipline in the following manner:

1. For most first offences, a grade of zero will be assigned for the affected assignment, test, paper, project, etc.
2. For most second offences, a failing grade will be assigned in the affected course.
3. Depending on the circumstances surrounding the first or second offence, a more severe level of discipline may be imposed by the College, including denial of admission or re-admission to the same or other programs.
4. Where deemed appropriate in the circumstances, for any third offence, the matter must be referred to the College Director for the assignment of discipline which may include suspension or expulsion from the College.

Sanctions imposed for academic misconduct other than those involving denial of admission or re-admission, suspension, or expulsion will be made by Instructor in consultation with the College Director and/or Board of Directors. Students will be informed in writing, outlining the reasons for the sanction, the penalty imposed, the right to appeal, and the procedures for an appeal.

In those cases where denial of admission or re-admission, suspension, or expulsion is not the sanction imposed, students may appeal to the College Director within five (5) working days of the receipt of the sanction. The College Director will undertake appropriate review procedures to explore the appeal. The decision of the College Director shall be final.

In those cases where the sanction imposed involves denial of admission or re-admission, suspension, or expulsion, students will be informed in writing, outlining the reasons for the sanction, the penalty imposed, the right to appeal, and procedure for appeal. Students denied admission, re-admission, suspended, or expelled have the right to appeal through the complaint process as outlined in the Student Complaint Resolution Policy (2-05).

Before being considered for re-admission, students who have been denied admission or re-admission, suspended, or expelled indefinitely for academic misconduct must have prior written approval of the College Director. If a student were to be re-admitted, the College Director may impose such restrictions and conditions as are deemed necessary to ensure appropriate academic conduct.

The following circumstances may also result in student dismissal:

1. Discovery that required documentation for admission was withheld by the student, from the College;
2. Failure to pay for tuition or College services;
3. Failure to achieve a GPA of 2.00 or higher after the completion of half of the total number of credits designated for the program while on Academic Probation.
4. A decision by the College Director and Board of Directors, after all other circumstances have been considered, that the dismissal of a student is in the best interest of the College.

Credit Programs Where Grade Point Average Does Not Apply

In programs where Grade Point Average (GPA) does not apply, a student whose performance is at an unsatisfactory level may be placed on probation for a specified period. If his/her performance continues to be unsatisfactory beyond a specified period, the student may be suspended from the program.

Re-admission will be subject to program policy. In the case of dismissal on the basis of failure to meet the requirements of academic probation, the Director may expel the student.

Appeal

Students expelled for any reason may appeal to the College Director and/or Board of Directors within two (2) working days of the receipt of the expulsion notice. This appeal must be in writing. The College Director and/or Board of Directors will undertake appropriate review procedures to explore the appeal. The decision of the College Director and/or Board of Directors shall be final.

REFERENCES

Community Code of Academic, Personal and Professional Conduct (Code of Conduct) #2-03
Student Complaint Resolution #2-05
Sexual Violence and Misconduct #2-07