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**Academic Monitoring**

Policy Number: E-1.02

Category: Education

Effective Date: September 1, 2021

Approval Process: Section 24, College &amp; Institute Act

Approval Date:

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**POLICY**

Northern Lights College is a community-focused provider of education; our central intention is working towards the success of learners.

In order to fulfill our obligations to our learners, it is necessary that we keep track of academic outcomes and intervene when we see that performance requirements are not being met.

The Limited to Developmental Studies is the most serious intervention. Should a learner successfully complete courses at another institution while Limited to Developmental Studies from the College, transfer credit will not be accepted.

**PURPOSE**

For students to succeed in their studies, the Academic Monitoring Policy has been developed as a mechanism for intervening when minimum academic outcomes are not being met.

This policy establishes the minimum academic performance standards as a Term Grade Point Average (GPA) of 2.00 or higher. Students not achieving this minimum standard will be subject to the Academic Monitoring Policy.

**SCOPE**

This policy is relevant to students who are registered in programs in which a GPA is calculated.

**PROCEDURE**

If a student fails to achieve the minimum standard of academic performance, defined as a Term GPA of 2.00 or higher, the Academic Monitoring Policy defines performance standards and outlines protocol to be used.

Five working days following the grading deadline for the term, the Registrar's Office will review student files to identify students achieving below the minimum standard of academic performance. When a student achieving below the minimum is identified, the following steps will be taken:

1. The Registrar will notify the Program Chairs and Deans of all students who did not achieve the minimum GPA of 2.00 during the term and their Academic Monitoring status.
2. The Registrar will write to the student indicating their Academic Monitoring status and any

requirements to meet with the Program Chair or to stop attending (in the case of Limited to Developmental Studies).

3. A notation will be placed on the student's record indicating the level of monitoring.

A multi-level approach has been developed to provide students with multiple opportunities to succeed and to make clear the escalation of severity. Please see [Appendix A](#) for a flow chart illustrating the sequence of events.

#### ***Level One: Academic Alert***

Students beginning the term in *Good Standing*, and with a term GPA of less than 2.0 will be placed on *Academic Alert*.

- a. The student will be required by the Registrar in writing to meet with the Program Chair for immediate intervention. The purpose of the meeting is to identify any barriers to success and to determine a path to support for the student.
- b. The Registrar's Office will prevent registration from occurring effective the last day to withdraw for the semester that monitoring was imposed until authorization from the Program Chair has been received.

#### ***Level Two: Academic Restriction***

Students beginning the term on *Academic Alert*, and who fail to return their term GPA to 2.0 or greater will be placed on *Academic Restriction*. The following steps will be taken:

- a. The student will be notified by the Registrar in writing.
- b. The student will be required to meet with the Program Chair for approval to register in courses for the current semester.
- c. The student will be restricted to a maximum of eleven (11) credits. The program chair will identify specific courses and/or an explicit learning plan required for the student.
- d. The Registrar's Office will drop students from any registered courses on the last day to add or drop of the current semester unless notification from the Program Chair was received.

#### ***Level Three: Limited to Developmental Studies***

Students beginning the term on *Academic Restriction*, and who fail to return their term GPA to 2.0 or greater, will be Limited to Developmental Studies for a period of eight months or two terms. The following steps will be taken:

- a. The student will be notified by the Registrar in writing.
- b. The student will be dropped by the Registrar from any courses subject to the Academic Monitoring Policy.
- c. The student will be prevented from registering in future semesters.
  - i. Exception for upgrading and developmental learning: Students who are Limited to Developmental Studies are permitted to enroll only in Career and pre-college courses during this period.

Excluding appeal, the student has two options for proceeding following *Level Three: Limited to Developmental Studies* notification:

1. For a minimum period of eight months or two semesters, a student is limited to developmental studies. Nearing the end of the *Limited to Developmental Studies* period and prior to registration, the student will meet with the Program Chair for academic advising. The returning student will be placed at *Level Four: Academic Probation*. Maximum course load is 17 credits.
2. Students who complete the recommended outcomes from the *NLC Learning Factors Assessment* can petition the Dean to return in less than eight months.
  - i. The Dean may deny, approve, or approve with limitations.
  - ii. If the petition is granted, upon registration, the student will be placed at *Level Four: Academic Probation*.

#### **Level Four: Academic Probation**

Students returning after a Limited to Developmental Studies period are placed on Academic Probation. In order to register for classes, they will need to meet with the Program Chair, and they will be restricted to a maximum of 17 credits. If the student completes the term with a GPA of 2.0 or higher, they will be returned to Good Standing. If the student does not achieve a GPA of 2.0, they will be moved to *Level Three: Limited to Developmental Studies*.

#### **Return to Good Standing**

Students will be returned to Good Standing in any semester following achievement of a term GPA of 2.0 or greater.

#### **Appeals Procedure**

This policy is subject to the conditions of appeal as outlined in the STUDENT APPEALS policy (E-2.10). Note that extenuating circumstances leading to a term GPA less than 2.0 should be addressed through Late Withdrawal, Academic Appeal, or Request for Variance.

#### **DEFINITIONS**

**Cumulative Grade Point Average:** The sum of all grade points earned divided by all credits attempted in the learner's history at NLC.

**Minimum Academic Performance:** The minimum academic performance is a grade point average (GPA) of 2.00 or higher, normally calculated by term (Grade Point Average or GPA) or cumulatively (Cumulative Grade Point Average or CGPA).

**NLC Learning Factors Assessment:** A discovery process intended to assist students in determining barriers to success and how the student can address them.

**Term Grade Point Average (GPA):** The sum of all grade points earned in a term divided by all the credits attempted in the term. If a course is repeated to replace a failed or other grade, the higher grade will always be used to calculate GPA or to determine standing. A course may not be repeated more than twice within 5 years of the first unsuccessful completion attempt.

**STAKEHOLDERS**

Education Council  
NLC Students  
NLC Faculty

**RELATED POLICIES AND REFERENCES**

E-1.10 Academic Appeal Policy  
E-1.07 Evaluating Students Policy  
E-2.10 Student Appeals Policy  
Request for Variance (Process)

**History**

<b>Created/Revised/Reviewed</b>	<b>Date</b>	<b>Author</b>	<b>Approved By</b>
Revised	September 2020	Education Council	Education Council
Revised	February 2013	Educational Policy Subcommittee	Education Council
Revised	June 2021	Educational Policy Subcommittee	Education Council

**Next Scheduled Review Date**

January 2026