

## ACADEMIC STANDING PROCEDURES

### PURPOSE

The Procedures document supports the Academic Standing Policy E-1.02 and provides a framework for business processes.

Academic Standing Procedure	
Related to Policy No	ACADEMIC STANDING E-1.02
Approved by	Education Council
Approval Date	October 2025
Effective Date	January 2026
Executive Responsible	Vice-President Academic & Research
Administrator Responsible	Registrar
Date of Next Review	October 2030

### DEFINITIONS

The definitions in the related Academic Standing Policy E-1.02 apply to these Procedures.

### PROCEDURES

Northern Lights College (NLC) will assess Academic Standing at the end of fall, winter and spring semesters based on the following academic performance criteria:

- Completion of a minimum of nine (9) credits of coursework;
- Using only grades assigned by NLC; and
- Using only standard letter grades A+ through F for credit courses applying to their program

In circumstances where a term has less than 9 credits, the Registrar has the discretion to determine Academic Standing by evaluating the Term GPA and Cumulative GPA.

#### Academic Standings

##### Good Standing

Minimum academic performance required to maintain an acceptable GPA of 2.0 or higher. The initial standing of all students at the College is Good Academic Standing.

“Good Academic Standing” is recorded on the student’s permanent academic record and will be noted on the student’s academic transcript for each term in which this standing is granted.

##### Academic Alert

Students who were in Good Academic Standing in the previous term and who achieve a Term GPA of less than 2.0 in a term are placed on Academic Alert. “Academic Alert” is listed on the student’s permanent record and is noted on the student’s academic transcript.

Students placed on Academic Alert status will be notified in writing by the Registrar and required to meet with the Learning Support Specialist (LSS) or designate. Students who fail to meet with the LSS by the withdrawal deadline will have their future course access restricted by the Registrar’s Office until the

Student Success Plan is received by the Registrar's office. Students on Academic Alert are required to consult with a LSS or designate to:

- (a) receive support in their understanding of the Academic Standing policy,
- (b) identify barriers to their learning, and
- (c) discuss resources to strengthen their academic performance and avoid further academic consequences.

This guidance will be summarized in a Student Success Plan. Students should book an appointment with a Learning Support Specialist or designate well before the Last Day to Withdraw in their current semester to avoid limitations to future course access. A copy of the Student Success Plan will be sent to the Registrar's Office.

Students on Academic Alert who achieve a Term GPA of 2.0 or greater will return to Good Academic Standing.

In circumstances where a term has less than 9 credits the Registrar has discretion to determine Academic Standing.

### **Academic Probation**

Students who have not achieved Good Academic Standing for two consecutive terms are placed on Academic Probation.

"Academic Probation" will appear on the student's permanent record and will be noted on the student's academic transcript.

Students will be notified in writing by the Registrar when they have been placed on Academic Probation.

Academic Probation status requires the student to consult with a Program Chair before the add/drop deadline to review their Student Success Plan and to update it where necessary with strategies to strengthen their academic performance. The Program Chair will require a reduced full-time course load of a maximum of eleven (11) credits as a condition of the student's updated Student Success Plan. The Program Chair will notify the Registrar of the revised course registrations.

Students on Academic Probation who achieve a Term GPA of 2.0 or greater will return to Good Academic Standing.

In circumstances where a term has less than 9 credits the Registrar has discretion to determine Academic Standing.

### **Required to Withdraw**

Students who have not achieved Good Academic Standing for three consecutive terms (fall, winter, spring) will be Required to Withdraw. The "Required to Withdraw" notation will appear on the student's permanent record and noted on the student's academic transcript.

Students Required to Withdraw are prevented from registering in credit courses at NLC for a minimum of two consecutive semesters.

Students will be notified in writing by the Registrar when they have been Required to Withdraw. The notification will provide a deadline for completing and submitting a revised Student Success Plan to the Program Chair before returning to studies at NLC.

Students Required to Withdraw are expected to address the factors that were a barrier to their academic success before returning to study.

Students who have registered for a subsequent semester and have been placed on Required To Withdraw will be deregistered from that semester and will receive a full refund of their tuition and fees.

Students who are Required to Withdraw may:

- continue in or reapply to their program as described below;
- choose to apply to a Trades or Vocational Program or register in academic upgrading or Continuing Education non-credit courses; or
- apply to resume their original program after a minimum of one semester. To do this, students are required to have met with their Program Chair as outlined above and demonstrate they have addressed the barriers to their academic success as identified in their Student Success Plans. A Dean or Program Chair can approve an early return from 'Required to Withdraw' standing if they are certain that the steps taken by the student have sufficiently overcome the barriers.

### **Reinstatement After Required to Withdraw**

If a student who was RTW for one or more semesters, but less than one academic year, wishes to continue their program, they will submit a continuance form and pay the required fee. They will be able to continue in their program on Academic Probation.

If the student was absent for more than one academic year, they must reapply to the program and return on Academic Probation except they may enrol in a maximum of 17 credits.

Students who were RTW and are returning to the College after more than three (3) years absence must reapply to the College and they may request the Registrar to assess their Academic Standing for their first term of return, independent of their previous Academic Standing.