

**OLDS COLLEGE
POLICIES AND PROCEDURES MANUAL**

CATEGORY: D. Student and Academic

SUBJECT: Student Academic/Behavioral Status

POLICY NUMBER: D25

CROSS REFERENCE: A6 - Harassment Policy
 A21 - Acceptable Use - Computing and Network Resources Policy
 A22 - Weapons Policy
 A23 - Workplace Violence
 D26 - Academic/Behavioral Appeals Policy

APPROVALS: New/Revision

Board of Governors	Academic Council	Academic Coordinating Committee	Administrative Services Committee	Common Issues
Date: 2007/03/22	Date: 2007/03/08	Date: 2007/02/26	Date:	Date:

POLICY STATEMENT

Olds College strives to ensure that all students are provided with positive educational opportunities to enhance their personal learning and professional goals. The Olds College Code of Conduct – Policy A25 outlines expectations of academic and behavioral performance. Failure to adhere to these expectations may result in a student being placed on Restricted Academic Probation, Academic Probation or Suspension, Behavioral Probation or Suspension, or Expulsion. The purpose of this policy is to clearly define these status conditions.

It is the student’s responsibility to be aware of their academic status at all times by accessing their transcript information through Web for Students.

“In Good Standing” indicates that students have a cumulative Grade Point Average (GPA) of 2.00 or better. Students below this level may not be eligible to continue with athletic activities, become involved in club and leadership activities, nor be eligible for awards.

GUIDELINES

ACADEMIC INTEGRITY - Eligible for appeal

Academic Integrity must be established and maintained if Olds College is to warranty course work provided and to ensure high academic standards of competence of our graduates. The future reputation of Olds College depends on these factors. Students who willingly and knowingly participate in dishonest practices will be dealt with effectively and may result in a student being placed on Academic Probation or Suspension. Such practices include:

1. Cheating
 - a) Use of unauthorized assistance while taking a quiz, test and exam.
 - b) Acquiring and using tests or other examination materials without permission from faculty
 - c) Misrepresenting the work of others as your own

2. Plagiarism
 - a) Use of a direct quotation of another person's work without appropriate reference
 - b) Use of materials prepared by another person or purchasing or acquiring term papers or examinations by other means.

3. Other forms of dishonesty
 - a) Alteration of a grade given by an instructor
 - b) Purposely marking other students' exams incorrectly
 - c) Forging a student or faculty signature
 - d) Failure to comply with the Acceptable Use – Computing and Network Resources Policy of Olds College.

There are three separate and distinct status categories which may or may not affect a student's life cycle. They are:

Category I – Academic	Restricted Academic Probation Academic Probation Academic Suspension
Category II– Non Academic	Behavioral Probation Behavioral Suspension
Category III	Expulsion

CATEGORY I – ACADEMIC

A. Restricted Academic Probation - Not eligible for appeal

Students who receive a cumulative grade point average (GPA) of less than 1.50 at the end of the Fall Semester (December) will be placed on Restricted Academic Probation.

A meeting between the student, Program Coordinator and Chair at the commencement of the Winter Semester will be arranged by the student. This meeting is a collaborative, student-centred procedure to resolve issues affecting the academic success of the student and to develop an academic plan for their future. Therefore, students are not eligible to appeal the results of this procedure.

An 'academic plan' may consist of:

- Academic probation if the student is allowed to continue;
- A recommendation to withdraw from the program;
- A reduction or revision to the student's workload;
- An application to transfer to another program of study;
- A recommendation to meet with the Chair of the General Studies program;
- Regular meetings with the Learning Assistance Centre;
- Regular meetings with the College Counselor;
- Any other expectations or conditions agreeable to all parties involved.

B. (a) Academic Probation – Not eligible for appeal

Students will be placed on Academic Probation under the following circumstance:

- **Re-admission** – students who re-apply following an academic suspension, restricted academic suspension, or behavioral suspension period will be required to remain on Academic Probation for their first semester.

(b) Academic Probation – Eligible for appeal

Students will be placed on Academic Probation for a specified period of time under the following circumstances:

- Students who receive a cumulative GPA between 1.50 and 2.00 at the end of the Winter Semester (April) or at the end of the last month of their program of study as a first year student (e.g. February – Production Horticulture).
- Students with poor academic performance (grades) following mid-term examinations or at any time during a semester.
- Poor attendance in class or not meeting conditions of a program attendance policy.

C. Academic Suspension- Eligible for appeal

Students will be placed on Academic Suspension for a definite period of time under the following circumstances:

- Students who receive a cumulative GPA less than 1.50 at the end of the Winter Semester (April).

Students may be placed on Academic Suspension for a definite period of time without first being placed on Academic Probation under the following circumstances:

- Poor academic performance following mid-term examinations or at any time during the semester.
- Continual failure to adhere to Academic Integrity requirements of the College and program of study. (e.g. two or more instances of cheating)
- No demonstrated improvement in academic performance while on Academic Probation
- Failing to contact Program Coordinator and/or Chair within the three day deadline required under the Restricted Academic Probation status.

Students may be subject to specific conditions if re-admitted to the same or different program of study. Typically students placed on academic suspension are suspended from their program of study.

CATEGORY II – NON-ACADEMIC

Students may be placed on Behavioral Probation or Behavioral Suspension at any time during the academic year for behaviors which are in conflict with the Olds College Code of Conduct.

A. Behavioral Probation – Eligible for appeal

In Residence or On-Campus issues – Students may be placed on Behavioral Probation for a specified period of time for misconduct by students residing in residence or while on campus. The process will be managed by the Supervisor, Campus and Residence Life. In certain circumstances, the Supervisor, Campus and Residence Life will involve the Chair if the incident possibly warrants behavioral suspension (eviction) from residence and/or their program of study.

All students living in residence will be provided with a Residence Handbook which contains detailed on-campus housing behavior standards and will be required to sign a contract at time of check-in outlining expectations while on campus.

Classroom Environment issues – see below.

B. Behavioral Suspension – Eligible for appeal

- i. Students may be placed on Behavioral Suspension status for a definite period of time as a result of a misconduct where a student presents a definite threat or disruption and/or interference with the normal operation of the College within the classroom environment or while residing on campus or, misconducts which could negatively affect:
- ii. The safety and well-being of members of the College residence community
- iii. A student's own physical or emotional safety and well-being
- iv. The preservation of College property, or
- v. A breach of the Olds College Code of Conduct.

Classroom Environment issues – Students may be placed on Behavioral Probation or Suspension for misconduct within the classroom environment. The process will be managed through the Instructor, Program Coordinator and Chair. The Supervisor of Campus and Residence Life may be called upon if the circumstances warrant his/her advice or guidance due to the student residing on campus. Based on the severity of the misconduct, the Chair will determine if the student is allowed to remain in the class or not during the process of any pending appeal of their suspension and the results of the appeal. Other courses of action, such as verbal or written reprimand may occur.

Students placed on behavioral suspension will be denied access to some or all of the College premises. Re-admittance to the College will be subject to a pre-determined set of conditions.

Note: The Registrar/Director of Student Services will be notified of the results of all probations and suspensions as well as results of student appeals so that accurate student records can be maintained.

CATEGORY III – EXPULSION – Eligible for Appeal

Students may be expelled at any time during the year for extreme or repetitive infractions against the Olds College Code of Conduct while on campus. Expulsion applies to the final eviction from Olds College campus and all its programs and services for an indefinite period of time and becomes part of the student's confidential record on the student information system.

PROCESS

CATEGORY I – ACADEMIC

A. ACADEMIC INTEGRITY

Instructor: If an instructor suspects a student is in violation of academic integrity, they will produce evidence of the academic infraction to the student, Program Coordinator and Chair.

Student: The student will be provided the opportunity to meet with the Instructor, Program Coordinator and Chair to:

1. admit to the charge
2. deny the charge

Actions:

If it is proven that the student is guilty of an offence of academic integrity, the Chair will:

First Offence:

1. Levy a grade of "F" on the assignment, test, report or course in question; and/or
2. Place the student on academic probation for a pre-determined length of time, and allow the student to remain in class.

Second Offence:

1. Levy a grade of "F" for the course.
2. Place the student on academic probation or academic suspension. If suspended, students will receive a "W" (Withdrawal) from all other courses currently enrolled in at the time of the incident.
3. Advise the Vice President, Academic and Research of the circumstances.

B. RESTRICTED ACADEMIC PROBATION

Students will receive a letter and transcript from the Registrar's Office immediately following the end of the Fall Semester indicating their academic status. Upon receipt of the letter and, if it is the student's wish to continue in their program of study, the student must make arrangements to meet with their Program Coordinator and Chair during the first three (3) days of the Winter Semester. The result of the meeting may be any component of the 'Academic Plan' outlined in CATEGORY I - Section A of 'GUIDELINES'.

If a student does not contact the Program Coordinator or Chair within these timelines, he or she will be subject to academic suspension by the Chair.

C. ACADEMIC PROBATION

Students may be placed on Academic Probation during the year, following mid-term examinations or at the end of the Winter Semester (April) for unsatisfactory academic performance or issues related to Academic Integrity.

After the October mid term examination results are processed, the Office of the Registrar will notify Program Coordinators of any first year students with a GPA below 2.00.

Notifications to students will take place by the:

1. Chair or Program Coordinator – mid year by letter (cc. Registrar's Office)
2. Office of the Registrar – end of Winter Semester by letter with a copy of a student's transcript.

Failure to show academic improvement during the probationary period may result in Academic Suspension by the Program Coordinator and Chair for a pre-determined length of time.

D. ACADEMIC SUSPENSION

At the end of the Winter Semester (April) students will be notified of their Academic Suspension status by the Registrar's Office by letter. The letter will indicate when they are eligible to re-apply; timelines and deadlines for the appeal process; where the appeal should be directed and an indication of acceptable reasons or conditions for an appeal.

All other Academic Suspensions occurring during the year or as a result of failure to contact the Program Coordinator or Chair at the end of the Fall Semester will be administered by the Chair. The Office of the Registrar will be copied and the student's academic records adjusted accordingly.

CATEGORY II – NON-ACADEMIC

For behavior misconduct resulting in Behavioral Probation or Behavioral Suspension in the class environment, students should first approach the instructor, Program Coordinator and Chair to make every effort to resolve the dispute prior to initiating a formal appeal.

For behavioral misconducts resulting in Behavioral Probation within the residence and on campus, the Supervisor, Campus and Residence Life and the student(s) involved should meet to resolve their dispute prior to initiating a formal appeal. The Supervisor, Campus and Residence Life may refer the student to the College Counselor for mentorship and support throughout the process if required or requested.

If the Supervisor, Campus and Residence Life wishes to recommend a student be placed on Behavioral Suspension he/she will contact the Chair to discuss the circumstances of the student and the event leading to the recommendation.

Students wishing to appeal both the Behavioral Probation (including eviction from residence) and/or the Behavioral Suspension must refer to Policy D26 for the Appeal procedures and processes.

Note: The Office of the Registrar will be notified of all final decisions of appeals so that student records are accurate.

CATEGORY III – EXPULSION

The Olds College student appeal process applies to infractions which may result in expulsion from campus. Decisions with respect to expulsion of Olds College students must be directed to the Vice President, Student and Support Services by the Program Chair or Supervisor, Campus and Residence Life, within a one working day period following the occurrence or instance of the infraction(s) which occurred as a breach of the Olds College Code of Conduct. Should an appeal of expulsion be received, the Office of the Vice President, Student and Support Services will contact the student in question immediately upon notification of the incident and arrange a timely opportunity for an appeal.

IMPLEMENTATION & ADMINISTRATIVE RESPONSIBILITY

This policy will be reviewed by the Vice Presidents and Registrar every five years.