



**UNDERGRADUATE ACADEMIC
STANDING AND GRADUATION
PROCEDURE**

Procedure Type:	Academic	Initially Approved:	January 17, 2024
Procedure Sponsor:	Dean, Academic Programs	Last Revised:	January 17, 2024
Administrative Responsibility:	Registrar	Review Scheduled:	January 2029
Approver:	General Faculties Council		

A. PURPOSE

The purpose of this procedure is to provide consistent application of processes related to monitoring undergraduate students’ academic standing and confirming their eligibility for graduation.

B. PROCEDURES

1. ACADEMIC STANDING

- 1.1 Assigning Academic Standing
 - a. A student’s academic standing is determined at the end of each term following the submission of final grades; for the Spring term, students who have attempted fewer than 6 credits are exempt from this process.
 - b. Academic Standing
 - i. Good Academic Standing. A student, whether full-time or part-time, must obtain a minimum term grade point average (GPA) of 2.00 to remain in good academic standing.
 - ii. Academic Probation. A student who obtains a term GPA of under 2.00 will be placed on Academic Probation for the next term in which they register and may be capped in the number of credits in which they can register in their probationary term. To return to good academic standing, the student with a probationary status must obtain a term GPA of at least 2.00 in their probationary term.
 - iii. Academic Withdrawal. A probationary student who fails to obtain a term GPA of at least 2.00 for the probationary term will be assigned the academic standing Academic Withdrawal which includes a notation on the student’s academic transcript. The student will be required to withdraw from the University and will not be eligible for readmission to the University for a minimum period of 12 months from the date of their Academic Withdrawal.
 - An individual who is readmitted to the University after a period of Academic Withdrawal, will be placed on academic probation and be subject to the conditions specified above. A readmitted student who fails to obtain an average of at least 2.00 during

this probationary term will be academically withdrawn from the University and will not be eligible for future readmission.

- c. The University recognizes that a student experiencing extenuating circumstances may be unable to maintain the required minimum GPA for Good Academic Standing. As a result, a student experiencing extenuating circumstances who wishes to appeal the assignment of their academic standing, Academic Withdrawal, may submit a letter to the Registrar requesting that the probationary status be extended. The letter, with a recommendation from the Registrar, will be forwarded to the Dean, Academic Programs, for decision. The decision of the Dean may not be appealed.

1.2 Academic Alerts

- a. AUArts supports students through their studies by identifying students who are at risk with academic alerts.
- b. Academic alerts are independent of academic standing and have no impact on the student's academic record.
- c. An academic alert will be issued to students who:
 - i. Fail a course and are in Good Academic Standing;
 - ii. Have made an unsuccessful second attempt of a course;
 - iii. Have a cumulative GPA below 2.0 and are in Good Academic Standing;
 - iv. Have four or more courses with withdrawal grades; and/or
 - v. Have third or fourth year standing but are missing requirements from their first or second year of studies.
- d. Academic alerts are issued by the Office of the Registrar and will direct students to relevant university resources to assist their studies.
- e. Voluntary academic alerts may also be issued by instructors who identify students as having missed many course meetings, or not having submitted enough assignments and are on track to fail the course.

1.3 President's Honour Roll

- a. A student who successfully completes a minimum of 12 credits in a term and obtains a minimum grade point average of 3.67 in that term shall be placed on the President's Honour Roll. A "President's Honour Roll" notation will appear on the student's academic transcript.

2. ACTIVE STATUS

- 2.1 Students are expected to maintain active status in their program until graduation.
- 2.2 New students who fail to register in any courses or drop all courses in their first term of study will not be considered to have active status and will be withdrawn from the program. They are required to reapply for admission if they wish to return to studies.
- 2.3 Students who have completed at least one term of studies are eligible to take a break of up to two consecutive full terms and maintain their active status. Students who take a longer break will no longer be considered to have active status in their program and will be withdrawn. They will be required to reapply for admission if they wish to return to studies in the program.

- 2.4 Students may only be active within their program of study for a maximum of seven years from their date of admission, inclusive of any breaks in study.
- 2.5 Exceptions to active status requirements must be approved by the Registrar in consultation with the Associate Dean, Undergraduate Studies.

3. AWARDING OF CREDENTIALS

- 3.1 In order to be eligible to graduate, students must:
 - a. have been admitted to the program and declared a major and/or concentration;
 - b. have completed all program graduation requirements as per the Academic Calendar for the year in which they were admitted;
 - c. have the required minimum cumulative program grade point average of 2.0;
 - d. meet the university's residency requirement and complete a minimum of 60 credits at AUArts, including the last 15 credits completed;
 - e. not have any outstanding monies owing to the University; and
 - f. not have any active holds on their account for academic, financial or other non-academic reasons.
- 3.2 Students who are pursuing a second degree from AUArts or another institution must follow the guidelines for residency and complete a minimum of 60 credits from AUArts. These 60 credits are in addition to any courses used to satisfy requirements for the previous credential(s). Combined degrees are not available for second or subsequent baccalaureate degrees.
- 3.3 A student who is expecting to graduate within the current academic year will apply by the deadline specified in the AUArts Academic Schedule and pay the required graduation application fee, regardless of whether or not they plan to attend convocation.
- 3.4 Students may request through the Office of the Registrar to follow the curriculum of an Academic Calendar other than that for their admission year if it enables them to meet graduation requirements more quickly and/or with better learning outcomes.
- 3.5 An undergraduate student who, besides meeting all academic program requirements, has also attained a 3.67 cumulative grade point average will have a "With Distinction" notation appear on their academic transcript, along with the graduation notation on their parchment.
- 3.6 Undergraduate credentials are conferred three times per year in the month following each academic term. Students who have had their degree conferred in the past two years are eligible to attend the annual Convocation ceremony held in Spring.
- 3.7 Upon recommendation from the Dean of Academic Programs and the Registrar, a credential may be awarded posthumously to a deceased student who had successfully completed the majority of their program. Posthumous awards will be noted on the academic transcript and parchment.
- 3.8 The authority to approve a credential rescission rests with the Dean, Academic Programs. If a School determines that credential rescission is warranted due to breach of Academic Integrity or other conduct, the Director (or designate) may make the recommendation to the Dean, Academic Programs. If rescission is approved, the original conferring of a degree is permanently deleted from the student's academic record and a notation of the rescission, and its date will appear permanently on the student transcript.

C. DEFINITIONS

Credential Rescission: Removal of a credential from a student record that was previously conferred.

D. RELATED POLICIES

- Undergraduate Academic Standing and Graduation Policy
- Undergraduate Registration Policy

E. RELATED LEGISLATION

- Post-Secondary Learning Act

F. RELATED DOCUMENTS

- Academic Calendar
- Academic Schedule
- Final Grading Procedure
- Undergraduate Registration Procedure

G. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
01/17/2024	NEW Procedure	All	Registrar	Dean, Academic Programs