

## **C.20 Student Academic Evaluation**

Academic Matters

*Nunavut Arctic College*

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### **Nunavut Arctic College Student Academic Evaluation**

#### **POLICY**

The academic progress of all students enrolled in credit courses shall be reviewed throughout each semester / term. Students who do not maintain good standing shall be informed of their status in a timely manner.

#### **PRINCIPLES**

1. Nunavut Arctic College believes effective evaluation contributes to a student's academic success.
2. Nunavut Arctic College recognizes the importance of timely, appropriate, and fair student evaluation.
3. Nunavut Arctic College recognizes the merit in establishing and adhering to criteria for measuring academic standards.
4. Nunavut Arctic College recognizes that establishment of minimum passing grades validates the efforts of the student who has successfully met the academic requirements of a course or program.
5. Nunavut Arctic College believes that a student who is in academic difficulty should be advised.

#### **PROCEDURES**

1. Each Program manager shall review the academic performance of all Program students throughout each term.
2. The Program manager shall recommend to the Dean or designate, for approval, students to be placed on probation and the requirements to regain good standing as well as those students required to withdraw.
  - a. For Nunavut Arctic College programs, students who maintain a cumulative average of "C" (60%) or higher shall be deemed as students in good standing. For University partnership programs the policy of the university partner will be adhered to.
  - b. If a full-time student's current or cumulative average falls below the required mark at any mid-term point, s/he shall be placed on academic probation for the remainder of the term.

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- c. If a full-time probation student's current or cumulative average falls below the required mark at the end of the term (identified in "b"), s/he will normally be required to withdraw from the program for a period of one academic year.
  - d. If a part-time student's average falls below the required mark at the end of any term after having completed four courses, s/he will be placed on academic probation for a minimum of one term. (The next term of active registration.)
  - e. If an academic probation part-time student's cumulative average falls below the required mark at the end of any term, s/he shall normally be required to withdraw from the program for a period of one academic year.
  - f. The performance of a student in a practicum/internship may be reviewed at any time. If the student is failing to meet the prescribed level of performance, the student may be required to withdraw from the practicum/internship. The student may be required to withdraw from the program at any time on the recommendation of the instructor and the Program manager and concurrence of the Campus Dean or designate.
  - g. The student who is withdrawn as in bullet "f" above may be given the opportunity to attempt the practicum/internship in a subsequent term at the discretion of the Campus Dean or designate. The student shall be responsible for all fees and tuition.
3. The Campus Dean or designate shall inform the Registrar or designate of those students to be placed on academic probation and the requirements to regain good standing as well as those students required to withdraw.
  4. The Registrar or designate shall, as expeditiously as possible, inform students, by letter, of their academic standing and any condition to be met to continue enrollment as in the case of academic probation and make the appropriate notation on the student's record/transcript.
  5. The Registrar or designate shall, as expeditiously as possible, inform all students being dismissed due to their academic standing and make the appropriate notation on the student's record/transcript.
  6. Students who are dismissed must be informed of their right to appeal under Policy C.24
  7. Standards for academic progress and academic probation shall be published in all College documents including the Calendar, program brochures and student handbooks to ensure student awareness.

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APPENDIX C.20 i

**SAMPLE**

**DATE:**

**Student Name:**  
**Program:**

**Re: PERFORMANCE**

Pleased be advised that your performance in the \_\_\_\_\_ Program is unacceptable for the following reasons:

- 1.
- 2.

Accordingly, you will be placed on probation as per Policy C.20. A copy of this policy is attached for information.

Please arrange to meet with your instructor by \_\_\_\_\_ (date) to prepare a contract.

If you have any questions, please contact me to discuss the options.

\_\_\_\_\_  
Program Manager:  
[Program]

attachment  
- Policy C.20 – Student Academic Evaluation

cc. Registrar

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APPENDIX C.20 ii

**SAMPLE**

**DATE:**

**TO:**

**FROM: (program Manager, Program)**

**Re: DISMISSAL FROM PROGRAM**

You were placed on probation and you signed a prepared Performance Contract – a copy is attached. Since that time, you have not maintained the required 60% cumulative average agreed to in the contract.

You are hereby notified that you have been dismissed from \_\_\_\_\_ (program) effectively immediately.

All outstanding accounts and fees are now due and must be paid immediately.

You do have the right to appeal this decision. A copy of the Appeals Policy is attached for you information and contains the procedure and the deadlines which we follow.

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Program Manager  
(Program)

attachments

- Performance Contract
- Policy C.24 – Student Appeals - Academic

cc Registrar  
Finance Officer  
Financial Assistance for Nunavut Students