

Questions about Academic Probation

1. What is Academic Probation?

According to the Satisfactory Academic Progress Policy ED-3-2, if a student's grade point average (GPA) falls below 1.5, he or she will be placed on Academic Probation. Academic Probation is a warning to a student that his or her academic performance must improve or he or she may be required to withdraw for at least one fall or winter semester. Sarah Graham is the Administrator of the Academic Probation policy. She can be reached by phone at (250) 371-5661 or by email at sgraham@tru.ca.

2. What is TRU's Satisfactory Academic Progress Policy?

The details of TRU's Satisfactory Academic Progress Policy ED 3-2 Policy are summarized below:

All students who enter Thompson Rivers University (TRU) are expected to maintain acceptable standards of academic performance. Should a student fall below acceptable performance, the following policy will apply:

1. A student shall be placed on academic probation in the next semester attended when the semester or cumulative GPA falls below 1.50 on two or more credit courses. Upon approval by the Vice-President Academic, individual departments may set higher minimum academic standards which take precedence over TRU-wide standards. If at the end of the probation period:

a. the GPA on assigned grades during the probation period and the cumulative GPA are 1.50 or higher, the student will be considered to be in good academic standing;

b. the GPA on assigned grades during the probation period is 1.50 or higher but the cumulative GPA is less than 1.50, the student will continue on academic probation;

c. the GPA on assigned grades during the probation period is less than 1.50, but the cumulative GPA is 1.50 or higher, the student will continue on academic probation;

d. both the GPA on assigned grades during the probation period and the cumulative GPA are less than 1.50, the student will be required to withdraw for at least one of a Fall or Winter semester.

2. A student who is required to withdraw may reapply for admission at the end of one semester's absence. Upon re-admission the student will be placed on academic probation subject to the academic probation terms above.

3. However, at the end of the probation period, if both the cumulative GPA and the GPA for assigned grades during the probation period are below 1.50, the student will be required to withdraw and re-admission will not be considered for the period of two calendar years.

EXAMPLE OF A TRANSCRIPT OF A STUDENT ON ACADEMIC PROBATION

Course	Course Title	CRD	GRD	GRDPT
FALL SEMESTER 2005				
ENGL 060	LITERATURE and COMPOSITION	3.00	D	3.00
PSYC 111	INTRO TO PSYC 1	3.00	C+	6.99
GEOG 112	GEOMORPHOLOGY-	3.00	F	0.00
MATH 110	FINITE MATH		W	
PHIL 111	INTRO TO CRITICAL THINKING	3.00	F	0.00
	TERM GPA 0.83	CREDIT 6.00		
	CUM GPA 0.83	CREDIT 6.00		
WINTER SEMESTER 2006				
ENGL 110	COMPOSITION	3.00	F	0.00
SPAN 111	INTRODUCTORY SPANISH 1	3.00	DNC	0.00
	TERM GPA 0.00	CREDIT 0.00		
	CUM GPA 0.55	CREDIT 6.00		

CRD= credit GRD= grade GRDPT= grade point W= withdraw DNC= did not complete CUM= cumulative

In this example, the student is placed on academic probation after first semester because the TERM GPA is below 1.5. Students who attain a GPA below 1.5 are mailed a letter of warning at the end of the semester. The letter explains the consequences of being on academic probation. According to the *Satisfactory Academic Progress* policy, if both the GPA on assigned grades during the probation period (TERM GPA) and the cumulative GPA (CUM GPA) are less than 1.50 the student will be required to withdraw for at least one fall or winter semester.

In this example, the student's TERM GPA and CUM GPA for the winter semester 2006 were both below 1.5; therefore, the student would not be permitted to register for fall 2006 semester. Summer session is not affected by academic probation, and the student could choose to attend in the summer if he or she wished.

3. What is the exemption criterion for a student on academic probation and required to withdraw?

Students may seek an exemption from TRU's Academic Probation Policy. The Policy Administrator, Sarah Graham, will consider an exemption after receipt of a written request from the student, and meeting with the student. The written request and supporting documentation must provide evidence of the student's ability, intent and/or readiness for success:

- a. evidence of previous academic success (high school transcripts, other transcripts)
- b. change in circumstances that created failing conditions
- c. course selection, education plan for the upcoming semester

A subsequent meeting between the student and the Policy Administrator to review this written request will then be necessary.

4. Are there minimum grades and/or a minimum GPA required to continue in some programs?

Some programs have a minimum grade requirement at one level in order to progress to the next level, and/or a minimum grade to earn credit in the program, and/or a minimum GPA to graduate. Refer to the TRU calendar for program details and course descriptions and prerequisites: <http://www.tru.ca/calendar/current/index.htm>

- i. Some programs have a **minimum grade required** for all core courses (required courses, as opposed to elective courses) in the program. For example, in the Bachelor of Business Administration degree (BBA), it is required that all core courses must be completed with a C- grade or higher in order to count as credit towards the degree.
- ii. Some programs have a **minimum cumulative GPA** required for graduation. Graduation GPA is based on required and elective courses which count as credit in the program. Courses which do not count as credit towards a degree program, such as UPrep and ESAL courses, will not be used in the graduation GPA calculation. They are, however, used to determine the cumulative TRU GPA. For example, the Bachelor of Arts degree program requires a minimum cumulative GPA of 2.0 for graduation.
- iii. Some programs have a **Promotion Policy** which may require the student to withdraw from the program if the student does not attain the required minimum grades. For example, in the Respiratory Therapy program, students need to attain a minimum grade in certain courses in order to continue to the next semester. Please refer to the calendar for more information.

5. What happens when a varsity athlete has a GPA below 2.0?

Varsity athletes should maintain a minimum GPA of 2.0. If you are a TRU varsity athlete and your GPA falls below 2.0 you will receive a letter of academic warning, and you will be advised to discuss your situation with your coach. But if your GPA falls below 1.5 you will be placed on Academic Probation. Once on academic probation, you will NOT be able to participate in athletic events but may be allowed to attend practice. You will not be allowed to participate in athletic events until your GPA is raised to 1.50 or better and you are no longer on academic probation. (Refer to the section on Athletic Eligibility in the Satisfactory Academic Progress Policy Ed 3-2 found at <http://www.tru.ca/policy/allpolicy.htm>).

6. Are there immigration implications for International students who are on academic probation?

Poor academic performance may have implications on a student's ability to extend their student visa. Students who are placed on Academic Probation should visit their International Student Advisor for guidance. International students who have been required to withdraw for a semester must see their International Student Advisor to indicate their plan of action for the semester for which they have been asked to withdraw from TRU due to poor academic performance.

7. What should a student do to help themselves get off Academic Probation?

1. Phone the Counselling Office at (250) 828-5023 to book an appointment. Counsellors can assist with career planning, study skills and time management skills.
2. Phone the Academic Advising Office at (250) 828-5075 to book an appointment. Academic Advisors can help plan an appropriate course load for the following semesters, and review course descriptions and prerequisites.
3. Take a Student Success course. These courses may not count as credit towards your degree, but could be extremely beneficial in helping you reach your long term goals.
4. Check out the booklet titled “Student Guide” and the “Handbook for Student Success” for lots of great information and advice about how to succeed at TRU. Copies of the booklet are available from the Counselling Office and numerous other student service areas.

8. When and why should a student withdraw from a course or program?

If you are registered in a course or a program which you believe you are not going to complete successfully, depending on the date and the reason, you may be able to formally withdraw to avoid a failing grade. If you wish to withdraw, you must fill out a Course Change Form and return it to the Registrar’s Office before the deadline date, and if applicable, request a refund. Please refer to the current calendar for regulations governing course withdrawal/add procedures and deadlines in effect.

The deadline date to withdraw from an individual course or an entire program along with other important dates is published in the calendar under *Schedule of Events*. The *Schedule of Events* are dates by which you must act:

- a) if you want to add a course or drop a course and receive a refund, you must do so within the first two weeks of class. If you are taking a summer session course, which is only seven weeks in length, you must make your course change within the first week of class.
- b) if you want to withdraw (W) from a fall, winter, or summer semester course with no money refunded. **Note, withdrawing and getting a “W” does not affect your GPA, which is better than an “F” grade.**
- c) you can withdraw from a program up until the last day of instruction and before the start of exams; with no refund given.
- d) if your course spans two semesters check the *Schedule of Events* because some upper level 6 credit courses have different deadline dates to withdraw.

Note: International students should visit their Academic Advisor before withdrawing from a course to review their Student Visa criteria. According to TRU fee policy, International students pay full fees when taking less than a full course load.

9. What is a Medical withdrawal?

Prior to the last day of the semester, domestic students enrolled in a semesterized program who completely withdraw from all of their courses for medical reasons will be refunded 80% of tuition fees on receipt of official medical documentation from their doctor. For those programs assessed on a monthly basis, students will be refunded a portion of any full months not attended. If you need to withdraw for a medical reason, you should do the following:

- a) book an appointment to meet with a Counsellor, phone (250) 828-5023.
- b) request that your doctor provide medical documentation recommending that you withdraw from your courses.
- c) submit a completed program withdrawal form to the Registrar's Office, RM OM1155, and request a refund.

10. Can an International student withdrawal for medical reasons?

As outlined in the International Student Refund Policy, there is no provision for a medical refund. We encourage international students who wish to withdraw for medical reasons to visit their Academic Advisor to complete a program withdraw form which allows the student to withdraw without obtaining a DNC on their academic record.