

 CAPILANO UNIVERSITY		POLICY		
Policy No.		Officer Responsible		
S2003-03		Vice-President Academic and Provost		
Policy Name				
Academic Standing				
Approved by	Replaces		Category	Next Review
Senate			Academic	December 2030
Date Issued	Date Revised	Date in effect	Related Policies	
2010	December 2, 2025	December 2, 2025		

1. PURPOSE

- 1.1 This policy provides direction regarding the assessment of student academic performance during their studies at Capilano University (the “University”) and ensures that students are provided timely feedback on their institutional academic performance.

2. DEFINITIONS

“Major Academic Term”- A primary academic term, defined as Fall or Spring

“Term Grade Point Average” (TGPA) – the average of the final grades for all credit courses taken within a defined academic term.

“Cumulative Grade Point Average” (CGPA) – the average of final grades for all credited courses.

“Required to Withdraw” (RTW) - this status reflects that a student is being withdrawn from the University for a minimum of one Major Academic Term.

3. SCOPE

- 3.1 This policy applies to all students registered in credit courses at the University. Specifically, it applies to the student’s institutional academic performance, distinct from performance in individual classes or programs.
- 3.2 Continuing studies and executive education courses at the University and the students completing these courses are not subject to this policy.

4. POLICY STATEMENT

- 4.1 The Registrar’s Office conducts academic standing assessments at the end of each term to provide students with clear feedback on their academic standing.

- 4.2 The Academic standing assessment process is designed to allow students to take timely corrective action, including the opportunity to seek academic assistance, if needed, and achieve or maintain good academic standing.
- 4.3 This policy outlines the University's requirements for academic standing and continuance. Cohort programs may establish additional or alternate continuance requirements. These must be clearly communicated to prospective and current students through program websites and other appropriate channels.

5. ASSESSMENT OF ACADEMIC STANDING

Academic Standing is:

- a) assessed after completion of 9 credits of undergraduate course work after the first admission to the University and every term thereafter;
- b) based only on grades assigned by the University; and
- c) based on courses using standard letter grades A+ through F.

6. ACADEMIC STANDING STATUS

Good Academic Standing

- 6.1 "Good Academic Standing" is recorded on both the student's permanent student record and their transcript for each applicable term. Prior to the completion of nine (9) University credits, students are considered in good academic standing by default.
- 6.2 Undergraduate students at the University are in good academic standing if both the TGPA and the CGPA are 2.00 or higher.
- 6.3 Graduate students are in good academic standing if they maintain a program GPA of 3.00 or higher.

Academic Alert

- 6.4 Undergraduate students with a TGPA and/or CGPA of less than 2.00 are placed on academic alert. This status appears on the student's permanent record but not on the official transcript, which will continue to show "Good Academic Standing".
- 6.5 The academic alert standing is designed to provide students with an early warning regarding the potential change in status from "Good Academic Standing" to "Academic Probation". This early warning is provided to encourage students to seek out services, at the University and elsewhere, to support their learning.

Academic Probation

- 6.4 Undergraduate students who have a CGPA of less than 1.67 are placed on academic probation. "Academic Probation" will appear on both the permanent record and student transcript. To be removed from academic probation, an undergraduate student must have a CGPA of 2.00 or higher.
- 6.5 Graduate students with a CGPA below 3.00 will be placed on academic probation and must meet with their program coordinator/supervisor to develop a plan to return to good academic standing within a specified period.

Required to Withdraw (RTW)

- 6.6 Undergraduate students on academic probation will be Required to Withdraw (RTW) if they have a CGPA of less than 1.59 and a TGPA of less than 1.67. "Required to Withdraw" will appear on both the student's permanent record and student transcript.
- 6.7 Undergraduate students with RTW status are Required to Withdraw from the University for a minimum of one Major Academic Term (Fall or Spring). Students who have registered for a subsequent term but who are RTW will be deregistered from that term and refunded their fees in full.
- 6.8 Graduate students on probation who do not raise their CGPA to 3.00 in the specified period of time (as per Section 6.7) will be RTW.

7. RE-ADMISSION AFTER REQUIRED TO WITHDRAW STATUS

- 7.1 Following a RTW status, undergraduate students are required to reapply for Admission or Readmission with the required application fee. Undergraduate students returning from RTW status are readmitted with Academic Probation standing and are subject to the conditions of Academic Probation.
- 7.2 Undergraduate students who were RTW and are returning to the University after more than three years' absence may request that the Registrar assess their academic standing independent of their previous academic standing for their first term of return.
- 7.3 Graduate students who were RTW and who wish to re-enter must re-apply under the same procedures as other applicants to Graduate Studies.

8. RELATED POLICIES AND GUIDANCE

S2017-01 Grading Profile Policy

S2017-04 Graduation Policy

S2003-02 Repeated Courses

S2024-03 Graduate Supervision

9. DESIGNATED OFFICER

- 9.1 The Vice President, Academic and Provost is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Registrar.