

University of Prince Edward Island	Policy Number: FNDI-001
Policy Title: ACADEMIC STANDARDS AND CONTINUANCE	Pages - 4
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1. Purpose

To outline the academic standards required for progression in the UPEI Integrated Dietetic Internship Program and to ensure a fair, transparent, and consistent process for addressing situations in which interns do not meet established academic requirements.

2. Scope

This policy applies to all interns enrolled in the UPEI Integrated Dietetic Internship Program, including requirements related to nutrition course grades, cumulative GPA, course failures, probation, and academic continuance.

3. Responsibility

The Professional Practice Coordinator, in consultation with the Program Director, is responsible for:

- Monitoring interns' academic performance;
- Reviewing cases where academic standards are not met;
- Determining appropriate actions, including probation, course repetition, delayed progression, or withdrawal;
- Communicating decisions to interns in writing;
- Notifying the Registrar's Office of withdrawal or dismissal from the internship program.

Interns are responsible for:

- Maintaining required academic standards;
- Ensuring full-time enrollment between program levels;
- Communicating promptly regarding academic concerns;
- Emailing the Professional Practice Coordinator a copy of their unofficial transcript after each semester while enrolled in the Integrated Dietetic Internship Program.
- Completing all degree requirements for graduation.

4. Policy

Interns enrolled in the UPEI Integrated Dietetic Internship Program must maintain full-time enrollment between program levels.

A minimum GPA of 2.7 (70%) must be achieved in all required nutrition courses, and a cumulative GPA of 3.0 (74–76%) or higher must be maintained.

If an intern:

- Fails a required course;
- Achieves a GPA below 2.7 (70%) in a nutrition course; or
- Has a cumulative GPA below 3.0 (74-76%);

the Professional Practice Coordinator will review the situation in consultation with the Program Director. Intern status in the program will be determined on a case-by-case basis.

Interns who voluntarily withdraw from or are dismissed from the Integrated Internship Program may remain in and continue with the regular Foods and Nutrition degree program, subject to University regulations.

5. Procedure

If an intern does not meet the program's academic requirements, a meeting will be scheduled with the Professional Practice Coordinator and the intern. During this meeting, the intern will have the opportunity to explain the factors that affected their performance. Then, in consultation with the course instructor, preceptor, Program Director or whoever is relevant, the Professional Practice Coordinator will help the intern develop an action plan to remediate the situation so that the intern may proceed in the program, if appropriate. A copy of the action plan will be kept in the intern's electronic file

a) Failure to Achieve a GPA of 2.7 in a Nutrition Course

Each case will be reviewed individually. Factors considered may include:

- Overall grade average;
- Performance in other nutrition courses;
- Class attendance;
- Performance in internship placements;
- Evidence of improvement or extenuating circumstances.

Interns who fail to achieve a 2.7 GPA in a nutrition course may:

- Be permitted to continue in the internship but placed on probation;

- Be required to retake the course, if mark is less than 60% or the course instructors feels that there may be a significant knowledge deficit of the course material that could impact the intern's ability to succeed in future courses or practicum placements;
- In more rare and serious situations with many factors being considered, the intern may be asked to withdraw from the program.

If an intern is already on probation and receives a second grade below the required GPA, they may be asked to withdraw from the program.

The final decision will be determined by the Professional Practice Coordinator in consultation with the Program Director.

b) Failure to Maintain a Cumulative GPA of 3.0

The cumulative GPA will be calculated based on all required courses and electives contributing to the BSc in Foods and Nutrition degree, as recorded in the degree audit.

Interns who do not maintain a cumulative GPA of 3.0 will be placed on probationary status. While on probation, interns may be permitted to proceed to the next level of the internship program at the discretion of the Professional Practice Coordinator in consultation with the Program Director and the course instructor, if appropriate.

If academic performance continues to fall below required standards after steps have been put into place to remediate the situation, the intern will not be permitted to proceed to the next level of the internship program and may be asked to withdraw.

c) Failure of a Required Course

Interns who fail a required course during their third or fourth year will be notified in writing by the Professional Practice Coordinator that they are not permitted to proceed to the next level of the internship program until a passing grade has been achieved.

Once a passing grade is obtained, the intern may be permitted to proceed to the next level of the program. Due to limited placement availability and scheduling requirements, delays between course completion and placement start dates may occur.

d) Failure of an Elective Course

Interns who fail an elective course during their third or fourth year may be permitted to proceed to the next level of the internship program.

To ensure degree requirements are met, the intern must submit a written plan to the Professional Practice Coordinator outlining how the missing credits will be completed. This plan will be maintained on file until graduation.

Even upon successful completion of the internship program, interns will not receive their letter of completion, which is required for registration of candidacy and to write the Canadian Dietetic Registration Exam (CDRE) until the completion of the required forty-three courses for graduation.

Academic Continuance

Interns who voluntarily withdraw from or are dismissed from the Integrated Internship Program may continue in the regular Foods and Nutrition degree program.

The Registrar's Office will be notified in writing of the intern's withdrawal or dismissal from the internship program.

Withdrawal or dismissal from the internship program does not prevent the student from completing and graduating from the Foods and Nutrition degree program, provided all academic requirements are met.

6. Review

This policy will be reviewed every two years, or as required, to ensure alignment with university regulations and accreditation standards