

ACADEMIC STANDING AND PROMOTION POLICY

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Revision Dates

March 01, 2018 – Replaced Graduation and Convocation Policy
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Policy Information & Responsibilities

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Executive Responsible: Academic Director (Regional)

Administrator Responsible: Academic Manager

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Purpose

To provide a consistent, equitable, and transparent process that facilitates student progression through their chosen program of studies to graduation.

Definitions

Academic Administrator: For the purposes of this policy, an Academic Administrator is the academic Manager or designate.

Academic Standing: A measure of a student's academic achievement relative to their program requirements that determines their eligibility to be admitted to and/or proceed in their academic program and to qualify for graduation.

Advanced Standing: A procedure for granting credit to a student for previous educational courses completed at Cambrian at Hanson or at another institution.

GPA: Grade Point Average

Learning Contract: A formal agreement between the Cambrian at Hanson and a student outlining specific requirements of achievement for the student. Learning contracts are required when students are on probation for a second time. They may also be used when students are readmitted to a program after having been e eited.

Learning Plan: A document used to plan learning, usually over a defined period. Faculty or academic administrator in discussions with the student develops the learning plan.

Program GPA: Calculated by multiplying the number of credit hours assigned to a course by the value of the grade earned for each completed course included in the Program of Study.

Program of Study: A set of courses defined by Cambrian – in compliance with standards established by the Ministry of Training Colleges and Universities (MTCU) – for an area of study. These courses provide students with Cambrian at Hanson, an integrated continuum of learning from basic to complex. A program of study includes one to eight semesters of study depending on the credential to be awarded. For example, a certificate program contains two semesters of study; a diploma contains four semesters.

Semester: Refers to an established cluster of courses identified in the Program of Study.

Semester GPA: Semester GPA is calculated by multiplying the number of credit hours assigned to a course by the value of the grade earned for each course taken in that semester. All courses taken during the semester are included in the semester GPA, regardless of whether or not they relate to the program of study.

Adaptation/Scope

This policy applies to all students enrolled in Cambrian at Hanson programs governed by the Ontario Ministry of Training Colleges and Universities (MTCU) Qualifications Framework.

Policy Statements

1.0 Credentials

Cambrian at Hanson ('Hanson,'the college') assigns credentials for all certificate, and diploma programs consistent with the Qualifications Framework issued by MTCU, September 2003. See Appendix A for more information.

2.0 Posthumous Award of Credentials

Credentials are awarded posthumously (after death) on the recommendation of the Dean of Cambrian to students in good Academic Standing who successfully completed at least 75% of their program requirements within a timeframe established by the College.

3.0 Program of Study

For each program, the Cambrian defines a Program of Study that lists the courses, organized by semester. Programs of Study are reviewed regularly and changes are made where necessary as part of the annual curriculum review cycle.

Each new intake of students is associated with the most current version of the program. Students are required to complete the program version assigned when admitted to their program.

4.0 Passing Grades

A minimum passing grade of 50% is required in all courses offered by Cambrian at Hanson. However, some courses may require a high minimum standard. In such cases, the Academic Director approves the higher minimum passing grade.

5.0 Repeated Courses

A student may attempt a course two (2) times. A student wishing to register in a course for a third time must have approval from the Dean. Should a student not be able to complete a course because they have exhausted the number of available attempts, they will not be able to graduate from that program.

In situations where there is limited capacity in a placement course, a student repeating a course cannot displace another student who has progressed through their program unrestricted.

In the case of repeated courses, the calculation of the program GPA includes only the best result. However the student's transcripts records all results.

6.0 Interruption of Studies

In cases where a student's studies are interrupted for more than one academic year, Cambrian at Hanson may require the student to repeat courses. While courses completed in the last five years are generally considered current, programs may impose stricter standards. The Dean's decision, with respect to suitability of an older version of a course, is final.

In cases where curriculum revisions have occurred during a period of interrupted study, students will be required to follow the revised program, unless otherwise approved by the Dean.

Students wishing to return to a program suspended during their interruption of studies must see the academic administrator to determine if program completion is possible.

7.0 Advancement from One Semester to the Next

7.1 Promotion with Good Academic Standing

Students progress from one semester to the next upon achievement of a minimum semester GPA of 2.0 with no failures

7.2 Promotion on Probation

Promotion on probation refers to students who achieve a semester GPA between 1.50 and 1.99 and/or who have one or more failing grades. Students who progress on probation can register in the next semester, but course registration is subject to course prerequisites.

7.2.1 First Probation (P1)

Students on probation for the first time are encouraged to meet with member of the Academic department; Manager or advisor to map out a learning plan as well as review success strategies.

7.2.2 Second Probation (P2)

Students on probation for a second consecutive semester must meet with an academic administrator to develop a Learning Contract. The Learning Contract specifies the student's responsibilities and College's expectations.

7.3 Program Exit

The college exits students who have a semester GPA of 1.49 or less or those who have failed to clear probation status after two consecutive semesters. Students on exit status must make up their grade

deficiencies and will be required to repeat all failed courses prior to advancing to the next semester of their studies.

In instances where repeating failed courses will put the student into Part-Time status, the Associate Director of Academics will advise the student to re-do past 'C' or 'D' graded courses or approve adding courses from future semesters that the student has pre-requisite(s) for.

Hanson strives to maintain equitability with respect to developing a learning contract with exited students, in instances where a student achieved 'A' or 'B' they will not be required to repeat those courses.

8.0 Promotion Meetings

Promotion meetings occur at the end of each term for each program. At these meetings, program faculty members and the Academic Director review grades and promotion status before the College releases this information to students.

9.0 Residency Requirements

Students must earn a minimum of 25% of the credits for their program from Cambrian at Hanson.

For students completing a second credential from Cambrian at Hanson, a minimum of 25% of courses used towards the second credential must be completed with Cambrian at Hanson. In addition, at least 25% of courses must consist of courses not included towards a previous Cambrian at Hanson credential.

Residency does not include credits obtained through advanced standing, transfer credits, exemptions and credits earned through the Prior Learning Assessment and Recognition (PLAR) process.

10.0 Graduation

10.1 Graduation Requirements

Completion of the program of study with an overall minimum program GPA of 2.0 is required to graduate.

10.2 Provisional Graduation Status

The College allows students registered in programs whose end-date extends beyond the regular end-date of the academic year, or programs whose final semester takes place over the summer term, to participate in the annual spring convocation ceremonies as provisional graduates.

Students making up deficiencies in the May/June period or over the summer term are not eligible to graduate provisionally. Provisional status is determined at the program level and not at the student level.

10.3 Timelines for Graduation

The College expects students to complete their program of study within the following time limits based upon the original program or course start date:

Credential	Length	Timelines for Graduation
Graduate Certificate	One-year program	Up to 20 months
Diploma	Two-year program	Up to 44 months

These timelines align with Ministry guidelines. Approval of the Dean, with academic responsibility for the program, is normally required to extend these time limits. However, the College may grant students with disabilities extended time limits due to a disabling condition as verified and recommended by the dean.

10.4 Graduation Clearance

Based on students' completion of the program, Cambrian college provides the Registrar or designate with an approved list of students eligible for graduation.

10.5 Graduate Standing

Cambrian awards to students (on their transcript) a designation for programs governed by the *Ontario Qualifications Framework* of:

'Graduated Cambrian Scholar' – the individual has completed all program requirements with a program GPA between 3.50 and 4.00

'Graduated with Honours' – the individual has completed all the requirements of the program with a program GPA between 3.00 and 3.49

'Cum Laude' – the individual has completed all the requirements of the degree program with a minimum program average of 80%

11.0 Program Withdrawal

Students who officially withdraw from the College within the first ten days of class have all courses removed from their transcript.

Students who withdraw after the first ten days but by the last day to withdraw in a semester receive a “W” (withdrawn) for all courses on their transcript.

Students who withdraw after the withdrawal with a “W” date receive an “F” (failure) for all courses on their transcript.

Those who do not officially withdraw receive grades earned on their transcript.

The college publishes annually academic dates and deadlines on the Cambrian at Hanson schoology site.

12.0 Graduating with Provisional Status

12.1 Certain programs are deemed to graduate students provisionally.

12.2 Typically, programs whose end date extends beyond the regular end date of the academic year or programs whose final semester is scheduled to take place over the summer term are deemed as having provisional status.

12.3 Students registered in these programs will be allowed to participate in the annual spring convocation ceremonies as provisional graduates.

12.4 Students making up deficiencies in the May/June period or over the summer term are not eligible to graduate provisionally.

12.5 Provisional status is determined at the program level and not at the student level.

12.6 Students should verify with the Academic Department to determine if they are eligible to graduate provisionally.

13.0 Graduate Certificates and Diplomas(Ontario Campuses)

13.1 In accordance with the Ontario Ministry of Training Colleges and Universities (MTCU), Ontario Qualifications Framework, the College will issue the following credentials for course work that is recorded on the student’s official record.

13.2 The name appearing on the Certificate, Diploma is the official program name as approved by the College’s Board of Governors, Credential Validation Service and the Ministry of Training, Colleges and Universities in which the student was registered at the time of graduation.

Responsibilities and Accountability

Faculty Members

- Evaluate students and submit course grade, submit course promotion status or standing to the academic administrator in a timely manner as outlined in the Coursework Assessment Feedback Policy.
- Communicate academic requirements to students and document these requirements in course outlines and other official College materials.

Academic Administrators

- Monitor and interpret this policy
- Set academic criteria, program requirements, and performance outcomes for students.
- Oversee application and administration of these criteria/requirements.
- Lead promotion meetings.
- Administer the processes of grade collection, produce and distribute grade reports
- Oversee administration of Academic Standing at the College

Registrar, Academic Coordinators and Academic Advisors

- Inform students of their grades, promotion status, and eligibility for graduation.
- Receive transcripts from Cambrian
- Maintain the Hanson convocation and graduation records

Cambrian College

- Grant Diplomas and Certificates
- Production of transcripts
- Maintain the official convocation and graduation records.

Related Policies / Directives / Regulations

Qualifications Framework – Ministry of Training Colleges and Universities (MTCU)
Framework for Programs of Instruction (MTCU)

Appendix A: Graduate Certificates, and Diplomas (Ontario Campuses)

In accordance with the Ontario Ministry of Training Colleges and Universities (MTCU) Qualifications Framework, Cambrian College will issue the following credentials for course work complete with Cambrian at Hanson that is recorded on the student's official record.

The name appearing on the Certificate, or Diploma is the official program name as approved by Cambrian Board of Directors, Credential Validation Service and the Ministry of Advance Education and Skills Development in which the student was registered at the time of graduation.

“Ontario College Graduate Certificate”

This is issued upon successful completion of a program that has an admission requirement of an Ontario College Diploma, Ontario College Advanced Diploma or equivalent and has a typical duration of 2 academic semesters or 600-700 equivalent instructional hours. This Certificate will include the Coat of Arms and seal of Cambrian College and will be signed by the President and Registrar. The credential will be awarded at Convocation.

“Ontario College Diploma”

This is issued to students who have successfully completed outcomes of a prescribed postsecondary program, typically four (4) academic semesters or 1200-1400 equivalent instructional hours in duration, approved by the College's Board of Governors which meets all specific vocational learning outcomes as defined by provincial program standards, where they exist. This Diploma will include the Coat of Arms and seal of Cambrian College and will be signed by the President and Registrar. The credential will be awarded at Convocation.