

ACADEMIC STANDING AND PROMOTION POLICY

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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 Dean, Academic Director, 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 through Cambrian at Hanson program(s) or at another institution.

GPA: Grade Point Average

Learning Contract: A formal agreement between Hanson College ('the College') 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 exited.

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 Colleges and Universities (MCU) – 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.

Application/Scope

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

Policy Statements

1.0 Credentials

- Cambrian College assigns credentials for all certificate and diploma programs consistent with the Qualifications Framework issued by MCU, September 2003.

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, Cambrian College 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 the College.
- Some courses may require a higher minimum standard. In such cases, the Dean of Cambrian College 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 with academic responsibility for the program in which the student is registered.
- 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, 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 decision of Dean at Cambrian College, with respect to suitability of an older version of a course, is final.

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 members of the Academic department: Manager and/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.

8.0 Program Withdrawal

- Students who officially withdraw from a course or from the College within the first ten days of the Semester have all courses removed from their transcript.
- Students who withdraw from a course or from the College after the first ten days but before the last day to withdraw in a Semester without academic penalty, receive a "W" (withdrawn) for all courses on their transcript.
- "W" grades do not affect the student's Program GPA.
- Students who withdraw from a course or from the College after the last day to withdraw in a semester without academic penalty, receive an "F" (failure) for all courses on their transcript.
- Those who do not officially withdraw receive grades earned on their transcript.

9.0 Program Exit

- Annually, the College publishes academic dates and deadlines.
- The College exits students who have a semester GPA of 1.49 (54%) 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 Academic Administrator 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.

10.0 Promotion Meetings

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

11.0 Graduation Requirements

11.1 Certificate and Diplomas

- Completion of the program of study with an overall minimum program GPA of 2.0 (60%) is required to graduate.
- Students must earn a minimum of 25% of the credits for their program from the College.
- For students completing a second credential from Cambrian at Hanson programs, 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.

11.2 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
Certificate and Graduate Certificate	One-year program	Up to 200% of program length (4 semesters/16 months)
Diploma	Two-year program	Up to 200% of program length (8 semesters/32 months)

- These timelines align with Ministry guidelines.
- Approval of the Dean of Cambrian College, with academic responsibility for the program, is normally required to extend these time limits. However, extensions may be granted for students with documented accommodation for extended time limits as verified and recommended by the Academic Administrator of Hanson College.

11.3 Graduation Clearance

Based on students' completion of the program, Cambrian College provides Hanson College with an approved list of students eligible for graduation.

12.0 Graduate Standing

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

- *'Graduated Cambrian Scholar'* – the student has completed all program requirements with a program GPA between 3.50 and 4.00
- *'Graduated with Honours'* – the student has completed all the requirements of the program with a program GPA between 3.00 and 3.49

Responsibilities and Accountability

Dean, Academic Excellence and Compliance

- Ensuring that the policy and associated procedures are reviewed, communicated, and fully implemented.

Faculty Members

- Evaluate students and submit course grades, course promotion status or standing to the academic administrator in a timely manner.
- Communicate academic requirements to students and document these requirements in course outlines and other official College materials.
- Participating in promotion meetings.

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.

Academic Advisors

- Inform students of their grades, promotion status, and eligibility for graduation.

Registrar

- Receive transcripts from Cambrian College.
- 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

Academic Appeal Policy

Academic Evaluation Policy

Transfer Credit and Advanced Standing Policy

Ontario Qualifications Framework – Ministry of Colleges and Universities (MCU)

Framework for Programs of Instruction (MCU)