

## COLLEGE POLICY

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Policy No. & Title:	<b>A-111 Academic Progression</b>
Policy Sponsor:	Vice-President, Academic
Reference Cmtee:	Policy & Procedure Committee
Effective:	2021-08-01
Next Review:	2024-07-31
Supersedes:	Add-on Internships, Advanced Standing – Alumni Discount_February 2019, CPR Exemptions, Auditing Classes, Cancellation Policy, Change in Student Status – Downgrades, Program Change – DOWNGRADES, Change in Student Status – Program Changes, Program Change, Change in Student Status – Upgrades, Program Change – UPGRADES, Completing the Upgrade-Downgrade App Form June, 2017, Doubling Up, Return to School Application, Retake Policy, Retake Policy – Terminations, Taking Further Programs, Transferring Students, Transferring Files – March 2017, Student Success Plans – January 2017

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### **Purpose**

Students may follow various pathways to achieve their academic goals. The College supports a student's exploration of the pathway that works best for their individual situation, and as such accepts that a linear progression through a program of study may not fit every circumstance.

Within this context, this policy establishes the guidelines for students to advance through a program of study to its completion, culminating in graduation.

### **Scope**

This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

### **Definitions**

Academic Probation: Conditions placed on a student who fails to maintain good standing.

Evaluations: Any form of assessment, either formative or summative, that establishes a student's level of comprehension or mastery of skill(s), in the form of, but not limited to, quizzes, tests, assignments, labs, exams, presentations, performances, professionalism, participation, experiential learning, internships.

Good Standing: Meeting all academic requirements for progression within a program of study.

Internship Add-On Upgrade: A change in a program that adds the internship option to the program of study.

Program Change: A change from one program to another that is not part of the same faculty or program stream AND there is no (or very limited) overlap of courses.

Program Downgrade: A change in a program from a longer duration program to a shorter duration program where the content of the original program constitutes part of the content of the downgraded program (same faculty or program stream). The student must not have taken any module(s) that are not in the downgraded program.

Program Upgrade: A change in program where the content of the original program constitutes “part” of the content of the upgraded program and the student has not yet taken any module(s) that are not in the new, upgraded program they have selected. The upgrade program is always the same OR longer in length than the original program in which the student has enrolled (same faculty or program stream).

Program of Study: A suite of courses, that when grouped by the College, provide the knowledge base required to meet the learning outcomes.

Program Stream: A group of associated programs that share some common learning outcomes, yet differ in both complexity and duration (e.g., Mechanical Techniques vs. Mechanical Engineering Technician vs. Mechanical Engineering Technologist).

Progress: Advancing from one course to the next, based on maintaining good standing, until all courses in a program of study are completed.

## **POLICY**

### *Progression*

- 1) Once a student has been admitted into a program of study, their progress, normally, follows the defined schedule of courses and blocks as established by the College.
- 2) The College has established standards it believes to be valid indicators of successful progress toward graduation (see Policy A-119 Grades, Evaluations and Exams – *The Standards*).
- 3) Students must maintain good standing in their program of study.
- 4) Students must maintain a minimum 60% full-course load throughout their program of study.
- 5) If a student has difficulty maintaining good standing, the Campus Director may, at their discretion, apply interventions of academic probation to set immediate goals and strategies for academic improvement and student success – a *Student Success Plan* (see below).
- 6) When a student successfully completes all courses in a program of study by meeting the minimum standard of academic progress, they will be granted the College credential associated with the program.

### *Auditing Classes*

- 7) The College recognizes some students may encounter delays in funding or required paperwork prior to starting their program of study.
  - 8) If a student does not meet all of the admission requirements for the program on the start date, they may be able to audit classes for a limited time at the discretion of the Educational Consultant and/or the Campus Director.
  - 9) A student who does not have all the required paperwork may audit their class for the audit period of their program (the first five (5) days at triOS, fifteen (15) at Eastern).
  - 10) An Audit Request Form (see XCAS Forms) must be completed and signed by the Campus Director prior to the first day of the audit period.
  - 11) Except for the documentation the student is awaiting, all other required supporting documentation including a signed contract, admissions testing, and proposed payment plan must be in the student's file.
  - 12) The registration fee must be paid prior to auditing classes.
  - 13) Despite the audit period, potential students may not audit past the end of the starting month without approval from the Director of Finance and the Campus Director.
  - 14) The student must purchase the courseware and books for the audit class.
  - 15) The registration fee cannot be applied to the cost of the materials.
  - 16) Once financing is finalized, the payment for courseware will be applied to the program book costs.
  - 17) Payment is due upon receipt of materials.
  - 18) Postdated cheques are not acceptable.
  - 19) The student will appear on the schedule and the attendance list for the class.
  - 20) If the student does not receive the funding or required documentation, they are removed from the schedule after the audit period, but the posted audit attendance must remain in XCAS.
  - 21) Standard attendance and academic requirements apply to all students auditing classes.
  - 22) Attendance must be documented by the instructor for all students.
  - 23) All academic *Progression* requirements of the program of study apply during the audit period.
- Note:** Medical Transcription students are not permitted to audit classes.

### *Cancellation*

- 24) A student may audit for the audit period of their program (the first five (5) days at triOS, fifteen (15) at Eastern).
- 25) If a student chooses not to continue with the program, the decision must be made by the fifth day of the start date.
- 26) If the decision is not made on the day following the audit period, the auditing student will be charged a \$500.00 termination fee.
- 27) In extenuating circumstances, the Campus Director may choose to waive the termination fee except in situations where a student has received their funding.
- 28) On the sixth day, the auditing student will be deemed a termination (see Policy A-121 Academic Withdrawal).

### *Program Change*

- 29) Occasionally, students are accepted into a program of study that, despite all parties' best efforts and intentions, is not the right fit for the student.
- 30) A student may, in consultation with their Education Consultant and Campus Director, change programs.
- 31) There are four (4) types of program changes available to students:
  - a) Program Change.
  - b) Program Downgrade (see Appendix 1 for the downgrade list of programs).
  - c) Program Upgrade (see Appendix 2 for the upgrade list of programs).
  - d) Internship Add-On Upgrade.
- 32) A student must maintain good standing and meet the progression requirements once admitted to their new changed program of study.

### *Advanced Standing/Course Exemption*

- 33) Occasionally, students are accepted into a program of study where they have taken previous courses or have extensive industry experience, and therefore request advanced standing or course exemption.
- 34) To be granted advanced standing/course exemption, the student must submit:
  - a) A course outline showing the content and the number of hours of instruction and an official transcript from a community college or university program offered at the post-secondary level, or;
  - b) In the Faculty of Technology, a current official industry certification obtained within the previous three (3) years and currently taught within the College's program, or;
  - c) Pass the College's challenge exam with a grade of 80%, if one is available for that module:
    - i) Challenge examinations are available for some modules of the diploma programs. The examination may be given to assess ability when a student has petitioned for advanced academic standing. The use of a challenge examination is at the discretion of the Campus Director, who is responsible for all related arrangements.
    - ii) Challenge examinations are the final examinations of the module for which the student is requesting advanced academic standing. The Campus Director will notify the student in writing of the assessment results within five business days of the examination date.
    - iii) A passing grade on a challenge examination is 80%. Challenge examination grades will not be included in the calculation of a student's final average.
  - d) For the Paralegal program, the Faculty Head must approve the exemption. Advanced standing may only be granted for the same compulsory legal course from an accredited program. If the college where the course was taken was not accredited at the time the student took the previous program, they cannot be exempt.
  - e) Students may not be exempt from the CPA portion of the program and the full compulsory fee must be charged.
- 35) Students who wish to write a challenge examination, must pay \$50.00 prior to the exam.
- 36) There cannot be gaps in a student's schedule of more than four (4) weeks.

- 37) The Campus Director must sign the Advanced Standing/Exemption Quote Form before the student can be enrolled in any program with advanced standing.
- 38) Official signed documentation and supporting documentation must be placed in the student's file and uploaded to XCAS to prove the advanced standing/course exemption.
- 39) An applicant must be eligible for admission into the program. This requires that the applicant must have passed all admission requirements before they can be assessed for advanced standing.
- 40) Applicant cannot receive credit for more than 40% of the program.
- 41) If advanced standing is granted, the tuition fee will be prorated for the number of weeks for which the exemption is granted.
- 42) If books required are part of a bundle there may be no reduction on the book costs.
- 43) The Technology Fee and Student Activity Fee are pro-rated according to the number of weeks on the contract.
- 44) Other compulsory fees such as, but not limited to, CPR, Anatomy Lab, Simulation Workshop, NVCI, TVIC, GPA, do not get pro-rated.
- 45) Requests for advanced standing must be approved by the Campus Director prior to issuing an acceptance letter.
- 46) Once a student's contract is signed, they are not eligible to apply for advanced standing.
- 47) A student must maintain good standing and meet the progression requirements once admitted to their program of study where any advanced standing has been granted.

#### *Doubling Up*

- 48) Doubling up on classes refers to a student taking two classes in one day.
- 49) The College does not, usually, permit students to double up their courses.
- 50) Students may only be enrolled in a program of study (following typical academic progression) if they can begin the program and complete it without doubling-up on courses or missing weeks.
- 51) The College expects the student is continuously in school from the scheduled start date to the scheduled end date and that the number of weeks of instruction matches the approved number of weeks in the program.
  - a) The actual number of weeks between the start and end dates may be more than the approved number of weeks in the program by 1 to 3 weeks depending on the placement of Lab weeks, Christmas, *etc.*
  - b) The actual number of weeks between the start and end dates cannot be less than the approved number of weeks in the program unless the student has been approved for advanced standing by the Campus Director and documentation is in the student file.
  - c) No student on their initial contract with the College can be scheduled for less than the approved number of weeks except with advanced permission from the Regulatory Officer or the Executive Vice-President.
- 52) Students may not double up on classes in order to go on vacation or take time off from school.
- 53) The following exceptions apply:
  - a) Students who have failed a course and have a Student Success Plan in their student file requiring them to re-take a course may be in school for 8 hours per day instead of

4 on a temporary basis.

- i) The Student Success Plan must be approved by the Campus Director before the student attends class.
  - b) Students who have been terminated and are re-enrolling in the same program may be required to double-up to complete their program in a timely manner.
    - i) These students may also have schedules with weeks of non-attendance in them
    - ii) Non-attendance weeks must be approved by the Campus Director before the start date on the student's re-enrolment contract.
  - c) Students who are non-grads and are returning to complete their original program of study may be required to double-up to complete their program in a timely manner, approved at the discretion of the Campus Director.
- 54) A student must maintain good standing and meet the progression requirements if they have doubled up their classes.

#### *Course Retakes*

- 55) The College allows students who have failed a course or not met the course attendance requirements the opportunity to retake a course.
- 56) Course retakes follow one of the two following conditions:
- a) Students will be given one (1) free course retake if they fail a course to do not meet course attendance requirements.
    - i) For any subsequent course retakes afterwards, whether for the same course or another, the student will be charged any applicable fees.
  - b) The College allows students who have withdrawn or been terminated from their program of study to return within twelve (12) months from the date of termination to successfully complete their program.
    - i) A student must complete a Return to School Application Form (see XCAS Forms) as well as clear any outstanding balance owed before they are re-admitted to their program
    - ii) A student may have failed one or more courses that must be retaken prior to being re-contracted for the remainder of their program
    - iii) If a student was terminated for academic reasons (meaning they failed three or more courses) the student must first satisfactorily complete all failed courses prior to re-contracting.
- 57) Students who retake a course and successfully complete that course will receive a course maximum mark (60% triOS, 70% Eastern) as the mark for the retake course.
- 58) A Student Success Plan must be signed by the student outlining the requirements of the retake, including any applicable fees.
- 59) A student will not be put on the schedule until required fees have been paid.
- 60) A student must maintain good standing and meet the progression requirements of their Student Success Plan if they have been permitted to retake their classes.
- 61) A student must maintain good standing and meet the progression requirements of their program of study once they have been re-admitted to their program after the retake(s).

### *Student Success Plan*

- 62) A Student Success Plan is for students who are not meeting academic or attendance requirements.
- 63) A Student Success Plan is a developmental document to help the student meet progression requirements and success strategies for their program of study.
- 64) Each plan is:
  - a) A contract between the College and the student and must be followed.
  - b) Unique to the student.
  - c) Specific, and concise, in its recommendations for study or learning strategies to support progression or to address behaviours not contributing to academic success or a respectful learning environment for all.
  - d) Setting clear expectations, as may be required at the discretion of the Campus Director, for deliverables and milestone achievements throughout the duration of the Plan.
  - e) Created when, at the Campus Director's discretion, required to support academic progression and/or student success, which may or may not be used in cases of:
    - i) Academic integrity violation(s)
    - ii) Code of Conduct violation(s).
- 65) A student must maintain good standing and meet the progression requirements of their program of study while on a Student Success Plan.

### *Academic Progression Time Limits*

- 66) A program of study is normally completed within the defined time limit of the program as established by the College.
- 67) Program time limits are based on typical academic progression and successfully meeting the progression standards of the program.
- 68) The length of a program, defined in weeks, is provided to students in their admission letter and/or contract with the College.
- 69) In exceptional circumstances (as defined by the Campus Director):
  - a) A 12-month extension may be granted for any outstanding course completions (except for the Medical Transcriptionist Program).
  - b) Terminated students are not eligible for a program time limit extension.
  - c) The 12-month extension period will begin on the officially contracted end date of the program.
  - d) The 12-month extension applies only to re-contract to complete a program.
  - e) Students who require an updated text to repeat a course must purchase the updated text prior to retaking the course.
  - f) All arrangements for completion of outstanding courses must be made with the Campus Director and will be recorded on the students' transcript.
- 70) A student must maintain good standing and meet the progression requirements of their program of study if provided an extension to the typical program of study time limit.

### *Successfully Meeting Progression Requirements (Issuing a Diploma)*

71) When, in good standing, a student successfully completes all courses in a program of study by meeting the minimum standard of academic progress, regardless of the pathway to achieve that standard as noted in the cases above, they will be granted a formal transcript of grades, an official College credential associated with their program of study, and may attend a graduation ceremony.

### *Taking Further Programs*

- 72) Should a student wish to re-enroll in a second program with the College, the following requirements apply. They must be:
- a) A student who is in good standing.
  - b) A student who has successfully graduated from any previously taken program.
  - c) A student who has not receive advanced standing for more than 40% of the second program.
  - d) A student who has not receive advanced standing for any course for which a minimum pass (60%) was granted.
- 73) The student must pay the registration fee when enrolling in the second program.
- 74) The student must meet the admission requirements for the second program (see Policy C-401 Admissions).
- 75) If it has been more than 1 year since the testing date in XCAS, the student must re-write the admissions tests.
- 76) If the student wrote Wonderlic Form A on the first enrolment, they must write Wonderlic Form B.
- 77) Students who were OSAP funded for their first program and plan to apply to OSAP for their second program must complete all documentation required to satisfy the Ministry's academic probation (Code 36) before the enrolment process may begin for the second program. This includes, but is not limited to, a letter clearly outlining their career goals, including an explanation how the second program will enhance the student's employability; a budget showing the total monthly repayment amount of both OSAP loans combined; labour market information showing that the student will be able to carry the debt.
- 78) Under no circumstances may a student take 3 or more programs at the College without a period of employment (of at least 6 months) in their field of study occurring between the second and third program.
- 79) A student must maintain good standing and meet the progression requirements of their new/additional program(s) of study.

### **Related Policies**

A-145 Academic Appeals  
A-119 Grades, Evaluations & Exams  
A-121 Academic Withdrawal  
C-401 Admissions

### **Supporting Documents/Forms**

A-111p Academic Progression - Procedure