



Academic Standing and Promotion Policy

Date Approved: May 16, 2018

Effective Date: September 1, 2018

Date Reviewed: September 2017

Replaces 'Promotion, Graduation and Convocation Policy' 2014

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 a Dean or Chair.

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 or at another institution.

GPA: Grade Point Average

Learning Contract: A formal agreement between 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. The faculty 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 the College – in compliance with standards established by the Ministry of Advanced Education and Skills Development (MAESD) – for a particular area of study. These courses provide students with 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.



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Application/ Scope

This policy applies to all students enrolled in Cambrian College programs governed by the Ontario Ministry of Advanced Education and Skills Development (MAESD) Qualifications Framework.

Policy Statements

1.0 Credentials

Cambrian College assigns credentials for all certificate, diploma and advanced diploma programs consistent with the Qualifications Framework issued by MAESD, September 2003. See Appendix A for more information.

2.0 Posthumous Award of Credentials

A Cambrian College credential is awarded posthumously (after death) on the recommendation of the Dean 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 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 at the College. However, some courses may require a higher minimum standard. In such cases, the Dean responsible for those courses approves the higher minimum passing grade.

5.0 Repeated Courses

A student may attempt a course 2 times. A student wishing to register in a course for a third time must have approval from the Academic Administrator 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 in a placement or clinical 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.



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However, the student's transcript records all grades.

6.0 Interruption of Studies

In cases where a student's studies are interrupted for more than one academic year, the College may require the student to repeat courses. While courses completed in the last 5 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 their Dean.

Students wishing to return to a program suspended during their interruption of studies must see the Registrar 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 their program coordinator 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 their program coordinator 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 who have failed to clear probation status after two consecutive semesters.

The College provides exited students an opportunity to register in General Arts and Science and develop an individualized Learning Plan.

Exited students are ineligible to register in their original Program of Studies for a period of one semester. At the conclusion of that semester, students who wish to return must apply for re-



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admission. Students who return to their original program may be eligible for Advanced Standing.

Exited students may apply to another College program. However, the College strongly recommends that exited students who wish to begin another program seek academic advice before applying.

Students who register for courses before final grades are submitted will have their registration cancelled if they have been exited from their program.

8.0 Promotion Meetings

Promotion meetings occur at the end of each term for each program. At these meetings, program faculty members and the Dean/Chair review grades and promotion statuses 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 at Cambrian College.

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



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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
Certificate and Graduate Certificate	One-year program	Up to 20 months
Diploma	Two-year program	Up to 44 months
Advanced Diploma	Three-year program	Up to 68 months
Degree	Four-year program	Up to 80 months
Board Level Certificates	Varies	Up to 60 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 Glenn Crombie Centre.

10.4 Graduation Clearance

The Registrar approves students for graduation, on the advice of the Dean as based on a student's completion of the program.

10.5 Graduate Standing

The College 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%

14.0. 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



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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 College website as well as in the staff intranet portal.

Responsibilities and Accountability

Faculty Members

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

Academic Administrators (Deans/Chairs)

- Set academic criteria, program requirements, and performance outcomes for students.
- Oversee application and administration of these criteria/requirements.
- Lead promotion meetings.

Registrar

- Produce and distribute grade reports and transcripts.
- Administer the processes of grade collection and transcript production.
- Inform students of their grades, promotion status, and eligibility for graduation.
- Produce and grant diplomas and certificates.
- Maintain the official convocation and graduation records.
- Monitor and interpret this policy.

Senior Team

- Oversee administration of Academic Standing at the College.

Related Policies / Directives / Regulations

Qualifications Framework – Ministry of Advance Education and Skills Development (MAESD)
Framework for Programs of Instruction (MAESD)



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Appendix A: Certificates, Diplomas, and Degrees

In accordance with the Ontario Ministry of Advance Education and Skills Development (MAESD) Qualifications Framework, the College will issue the following credentials for course work that is recorded on the student's official record.

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

"Degree"

This is issued to a student who has successfully completed all requirements of an approved degree program of eight semesters and at least one separate full-time work term, of no less than 14 weeks, related to the professional field of study. This Degree 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 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 Advanced Diploma"

This is issued to students who have successfully completed outcomes of a prescribed postsecondary program, typically six (6) academic semesters or 1800-2100 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.

"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.

"Ontario College Certificate"

This is issued to students who have successfully completed outcomes of a prescribed postsecondary program, typically two (2) academic semesters or 600-700 equivalent instructional hours in duration,



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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 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.

"Certificate"

This is issued to students who have successfully completed a prescribed program; typically of 240-500 instructional hours in duration and in which grades are issued and successful completion of specific academic requirements are met. The Board of Governors of Cambrian College will approve these programs. Postsecondary preparatory programs such as ACE and tuition short vocational and trades programs fall within this category. 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.

Other Official Recognitions

The college will issue the following credentials:

"Certificate of Successful Completion"

This is issued to students who have completed a prescribed program; typically of 64-240 hours in duration and in which grades are issued and successful completion of specific academic requirements are met. The College Senior Team Leadership will approve these programs. Continuing Education programs fall within this category. The Certificate of Successful Completion cannot be construed as an award to those not completing certificate, diploma or degree program requirements. This recognition will include the logo of Cambrian College and be signed by the President and the Registrar. The credential will be awarded at Convocation.

"Declaration of Standing"

This will be issued to students who have completed a course that requires the successful completion of specific academic requirements and for which a grade is submitted to the Enrolment Centre. The Declaration of Standing will include the logo of Cambrian College and be signed by the Registrar.

"Declaration of Attendance"

This acknowledgment is issued to students who have attended a College learning activity for which some form of recognition is appropriate but for which no formal assessment was conducted and no grade issued. The Declaration of Attendance will include the logo of Cambrian College and be signed by the Registrar.

The College reserves the right to withhold a certificate, diploma, or degree from students who have not met all their financial or other obligations with the College.