

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 5	DIRECTIVE NO. E29
	ORIGINATOR Vice President, Academic	
	APPROVED BY President's Executive Committee	
TITLE PROGRAM PROGRESSION & GRADUATION REQUIREMENTS	EFFECTIVE DATE 2008.06.25	REPLACES 2007.05.30

PREAMBLE

In order to graduate from an Ontario College Credential program, students are required to successfully complete all course requirements as set out in the approved Program of Study.

The Program of Study provides a continuum in learning from basic to more complex levels. Students must demonstrate their readiness to progress at various intervals; this is usually determined by successful course completion. In addition, in some programs, an overall review of progress will be required at various stages.

POLICY

1. When admitted to a program, students are assigned to the current version of the Program of Study.
2. Students will be informed in advance, of the criteria which will determine successful transition through the Program of Study leading to graduation. To this end, the progression criteria of the Program of Study are published in the course outlines by the Program Chair/Dean and applied in all situations.
3. Progression through the Program of Study is dependent upon successful completion of courses. Where courses are assigned to academic achievement levels, progress from one level to the next is dependent upon meeting program promotion criteria.
4. In individual situations, courses on the Program of Study may be accounted for through advanced standing, transfer of academic credit, Prior Learning Assessment and Recognition, or course substitution, as defined in the glossary of terms.

5. Some students may not be able to complete their full-time program requirements to graduate within the normal timelines. For these students, the following timelines apply:
- Students registered in a full-time certificate program must complete program requirements within two academic years of being admitted to the program.
 - Students registered in a full-time, non-semestered diploma program (NSDP) or a full-time diploma program must complete program requirements within four academic years of being admitted to the program.
 - Students registered in a full-time advanced diploma program must complete program requirements within six academic years of being admitted to the program.
 - Students registered in bachelor of applied studies degree programs must complete program requirements within eight academic years of being admitted to the program.

These timelines apply to students who have been in a program on a continuous basis.

For students who have interrupted and then resumed studies, the timeline for completion of program requirements is reassessed at the time of assignment to the appropriate version of the Program of Study. (See Section 6 below.)

Selected programs offered on a part-time basis through continuing education allow a longer period for completion.

6. For students who have studied on a continuous basis, the requirements of the Program of Study assigned at the time of admission must be satisfied.

Students who resume their studies after an interval of two or more academic terms have their previously earned credits assessed by the department and approved by the Program Chair/Dean against the current version of the Program of Study to ensure their relevancy. Upon approval, students are placed in the appropriate version of the Program of Study. A record of this assessment is placed on the student's file in the Registrar's Office and a copy provided to the student.

7. Graduation from the program is dependent upon successful completion of all course requirements of the Program of Study, fulfilment of the twenty-five percent (25%) residency requirement, and good standing in the College. Under certain delivery circumstances, upon review by the Curriculum Review Committee and with a recommendation to and approval by the Registrar, the residency requirement may be adjusted.

8. Upon graduation from a program, the student's academic record remains permanent, including the cumulative Grade Point Average (GPA).

PROCEDURES, ROLES AND RESPONSIBILITIES

1. Program of Study

- 1.1 For post-secondary programs, the Program of Study is established by the Program Chair/Dean, approved by the Executive Dean/Dean and the Vice President, Academic and is subject to modification once an academic year. Modifications are approved as of April 1 of each year and apply to the following Fall, Winter and Spring Terms. Changes in curriculum are communicated by the department to students, and are binding on students in terms of progression and graduation requirements.
- 1.2 Once the student is admitted to a program, the Registrar will assign the student to the current version of the Program of Study, appropriate to his/her entry level.

2. Course Progression

- 2.1 Course prerequisites and corequisites are established by the Course Chair/Dean and are approved by the Executive Dean/Dean. Minimum grades may be established in prerequisite courses.
- 2.2 Prerequisite and corequisite tables will be maintained on the Student Information System and updated annually.
- 2.3 In order to progress through the program, students must meet the course requirements for registration including successful completion of course prerequisites and concurrent registration in course corequisites.

As part of the registration process, grades achieved in prerequisite courses are verified and if met, registration is completed. If the prerequisite requirements are not met, the registration in the course is shown as conditional. The academic department reviews these conditional registrations and actions changes accordingly. All conditional registrations must be satisfied within the ten-day Ministry-defined refund period.

3. Program Promotion

- 3.1 Promotion criteria are developed by the Program Coordinator or Program Chair/Dean and approved by the Executive Dean/Dean.

- 3.2 Program promotion criteria are published by the department and provided to students registered in the program.
- 3.3 The Program Chair/Dean will ensure that each student meets the program promotion criteria and will communicate this to the Registrar at specifically stated intervals.
- 3.4 Assignment to an academic achievement level for the purposes of registration and calculation of classification is the responsibility of the Registrar's Office.
- 3.5 Students, who have failed to meet program promotion criteria, will be referred to the Program Chair/Dean for review and advising. Students who fail to meet the criteria to advance to Level 2 in a program, must reapply through ontariocolleges.ca (Ontario College Application Services,, OCAS).

4. Graduation

- 4.1 Eligibility to graduate is determined by an evaluation of the student's academic record against the Program of Study version assigned to the student.
- 4.2 The Registrar certifies that all of the requirements of the approved Program of Study version have been satisfied, that the residency requirement has been met and that the student has no outstanding financial obligation to the College.
- 4.3 "Honours" standing is designated on the transcript and certificate/diploma of any student who completes the program requirements with a cumulative Grade Point Average of 3.60 or higher.
- 4.4 The Registrar's Office publishes the official list of graduates, and formally advises graduates of their status.
- 4.5 Students who have met the full requirements of their Program of Study will be assigned "Graduate" status and will be invited to Convocation. Fees and procedures concerning Convocation are established and published by the Registrar's Office.

5. Second Program Certification

- 5.1 Algonquin College provides every opportunity for students to build on their previous education. In that regard, the College offers sequential programs so that students may complete certificate programs on a part-time basis that will be recognized toward completion of Ontario College programs. Students who are currently registered in or have successfully completed the Ontario College Credential diploma or advanced diploma program will not be awarded the related College certificate.

RELATED DIRECTIVES

Evaluation of Student Learning - E1
Transfer of Academic Credit (Internal) - E9
Transfer of Academic Credit (External) - E10
Prior Learning Assessment - E35
Grading System - E11
Student Misconduct - E27
Academic Appeal - E15

(original signed by)
Vice President, Academic