

AA39

Program Progression and Graduation Requirements

Classification:	Academic Affairs
Responsible Authority:	Registrar
Executive Sponsor:	Senior Vice President, Academic
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PURPOSE

To state the requirements to be met by students in order to graduate from an Ontario College Credential

SCOPE

All students registered in a program of study

DEFINITIONS

Word/Term	Definition
Academic Achievement Level (AAL)	Courses to be taken in a given term
Academic Administrator	Chair, Academic Manager, Course Chair, or Dean
Academic Good Standing	A status assigned to a student who achieves a Grade Point Average (GPA) at or above 1.7 (equivalent to a letter grade of C-) as well as any minimum grade requirements in a particular course(s) or program. A student is ineligible for an <i>Academic Good Standing</i> status when: <ul style="list-style-type: none"> (i) the program stipulates other requirement(s) that are unmet; and/or (ii) a student is assigned an Academic Probation status.
Academic Probation	Status assigned to a student if the term of cumulative grade point average falls below 1.7, or carries two or more F grades. Failure to improve academic performance could result in college-initiated program withdrawal as determined by the Academic Administrator.
Academic Progression	A minimum progression in a program based on completion of minimum standards for a level of a program of study in addition to minimum passing grade requirements.

Annual Curriculum Review	The process whereby program progression criteria is confirmed by April 1 for application in the following academic year (September 1 to August 31).
Cumulative Grade Point Average (GPA)	The Cumulative Grade Point Average is calculated by dividing the total number of grade points earned to date in a program by the total number of normative instructional hours attempted to date in that program. A cumulative GPA is calculated for all courses applicable to the program. The CGPA is calculated at the completion of each assessment period, which is typically the end of a term of study such as fall, winter and spring/summer terms and again upon program completion. The CGPA is an indicator of overall student achievement in a program of study.
Graduate	Student who has achieved the approved program learning requirements within the specified timeline for completion.
Honours	An academic recognition awarded to a student who completes the program requirements with a cumulative Grade Point Average (GPA) of 3.60 or greater.
Minimum Grade Requirement	The minimum grade (for specified courses) required for a student to progress in a program (i.e. to progress to the next program level or to graduate). Progression/Graduation Requirements can be used when there is an identified need for students to maintain a specific average for graduation into a regulated industry, for entrance into other programs or associations, or to succeed in future program levels.
Ontario College Credential Programs	Ontario College Certificate, Diploma, Advanced Diploma, Graduate Certificate and Honours Bachelor's Degree programs
OCAS	Ontario College Application Service
Program of Study	A group of courses leading to an Ontario College Certificate, Diploma, Advanced Diploma, Graduate Certificate or Honours Bachelor's Degrees
Version	The version of the Program of Study against which a student must complete the requirements. The version determines the program course requirements, by level or term of study.

POLICY

1. Students are required to successfully complete all course requirements in an approved Program of Study in order to graduate from that program.
2. The Program of Study version is established by the Academic Administrator, approved by the Dean and the Senior Vice President, Academic, and is subject to modification no more than once per academic year. Any submitted modifications are reviewed and approved as of April 1 of each year and apply to the following academic year (September 1 to August 31); specifically applied to the following Fall, Winter and Spring terms. Changes made to the curriculum may be retroactively implemented for current students actively registered in the program of study where the

requirements for progression and graduation are less restrictive in the updated program of study or meet regulatory requirements.

3. When students are admitted to a program, they are assigned to the current version of the Program of Study.
4. Students are informed in their course outlines of the assessment, evaluation and promotion criteria that will determine their successful progression in that course as a part of the Program of Study leading to graduation.
5. Progression through the Program of Study is dependent upon successful completion of courses, including course prerequisites and concurrent registration in course corequisites. Where courses are assigned to academic achievement levels, progression from one level to the next is dependent upon meeting program progression criteria. In addition, in some programs, an overall review of progress will be required at various stages.

Some courses in the Program of Study may be accounted for through advanced standing, transfer of academic credit, Prior Learning Assessment and Recognition, or course substitution.

6. Assignment to an academic achievement level for the purposes of registration and calculation of classification is the responsibility of the Registrar's Office.
7. Students who fail to meet the progression criteria to advance to Level 02 in a program must reapply for admission to Level 01. Domestic students apply through the Ontario College Application Services (OCAS) via www.ontariocolleges.com. International students apply through the International Application Portal.
8. Some students may not be able to complete their full-time program requirements to graduate within the duration or number of terms indicated in the Program of Study. Typically, the duration for completion to graduate is double the length indicated in the Program of Study. For most students, the following timelines apply:
 - a. Students registered in a full-time Ontario College Certificate or Ontario College Graduate Certificate program must complete program requirements within two academic years of being admitted to the program.
 - b. Students registered in a full-time, non-semestered Ontario College Diploma program (NSDP) or a full-time Ontario College Diploma program must complete program requirements within four academic years of being admitted to the program.
 - c. Students registered in a full-time Ontario College Advanced Diploma program must complete program requirements within six academic years of being admitted to the program.
 - d. Students registered in an Honours Bachelor Degree program must complete program requirements within eight academic years of being admitted to the program.

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

Selected programs offered on a part-time basis may allow a longer period for completion.

Rare exceptions to the graduation timeline requirement are handled on an individual learner basis at the recommendation of the Academic Administrator to the Registrar for consideration and decision. The Registrar is accountable for equitable application and adherence to policy along with consideration of demonstrated exceptional circumstances.

9. For students who have interrupted and then resumed their studies, the timeline for completion of the program requirements is reassessed at the time of assignment to the appropriate version of the Program of Study. This is determined upon re-admission or resumption of registration.

Students who resume their studies after an interval of two or more academic terms must have their previously earned credits assessed to ensure their currency and relevancy by the Department and approved by the Academic Administrator against the current version of the Program of Study. Upon approval, students are placed in the assessed version of the Program of Study. A record of this assessment is placed on the student's file in the Registrar's Office.

10. Students may complete College Certificate programs on a part-time basis. These may be recognized toward the completion of Ontario College Credential programs. Students who are currently registered in or have successfully completed an Ontario College Diploma or Advanced Diploma program will not be awarded the related College Certificate.

11. Graduation from the program is dependent upon:
- successful completion of all course requirements of the Program of Study version; and
 - fulfilment of the twenty-five percent (25% of the normative hours of the program) residency requirement.

Exceptions to Academic Good Standing requirement for graduation require Academic Administrator recommendation and Registrar approval as outlined in the Policy Exception Procedure below. Degree programs are ineligible for exception to the CGPA requirement.

12. An "Honours" standing is awarded to a student who completes the program requirements with a cumulative Grade Point Average (CGPA) of 3.60 or higher.
13. Upon graduation from a program, the student's academic record remains permanent, including the cumulative Grade Point Average (CGPA).

PROCEDURE

Action

Responsibility

1. Re-entry into a Program of Study

- 1.1 Indicate to the Registrar's Office an intention to resume their program after being away for two or more academic terms and request that their earned credits be assessed against the current version of the Program of Study.

Student

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| 1.2 | Request that the Coordinator of the program assess the student's earned credits against the current version of the Program of Study and submit the assessment to the Academic Administrator for approval. | Registrar's Office |
| 1.3 | Register the student in the approved assessed version of the Program of Study. | Registrar's Office |
| 2. Course Progression | | |
| 2.1 | Review, verify and update course prerequisites, corequisites and progression requirements for each course during the Annual Curriculum Review on the Student Record, as required. Minimum grades may be established in prerequisite courses. | Professors and Academic Administrator |
| 2.2 | Verify grades achieved in prerequisite courses during the registration process, and if met, complete the student registration. If the prerequisite requirements are not met, register the student in the course as conditional. | Registrar's Office |
| 2.3 | A status assigned to a student who achieves a Grade Point Average (GPA) at or above 1.7 (equivalent to a letter grade of C-) as well as any minimum grade requirements in a particular course(s) or program. A student is ineligible for an <i>Academic Good Standing</i> status when: <ul style="list-style-type: none"> (i) the program stipulates other requirement(s) that are unmet; and/or (ii) a student is assigned an Academic Probation status. | Academic Administrator |
| 3. Program Progression | | |
| 3.1 | Review progression criteria during the Annual Curriculum Review and recommend approval to the Dean. | Academic Administrator |
| 3.2 | Approve progression criteria submitted as part of Annual Curriculum Review. | Academic Administrator |
| 3.3 | Publish course-specific program progression criteria as part of course outline approval. | Academic Administrator |
| 3.4 | Provide course outlines at the beginning of each term to students registered in the program. | Professors |
| 3.5 | Verify that each student meets the program progression criteria at the end of the term and inform Registrar's Office by the set timelines. | Academic Administrator |
| 3.6 | Provide list of students who have failed to meet program progression criteria to the Academic Administrator for review and advising. | Registrar's Office |

4. Graduation

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| 4.1 | Establish and publish procedures regarding graduation. | Registrar's Office |
| 4.2 | Evaluate the student's academic record against the Program of Study version assigned to the student to determine their eligibility to graduate. | Registrar's Office and Academic Administrator |
| 4.3 | Certify that the student has: <ul style="list-style-type: none"> a. met all the requirements of the approved Program of Study version, b. met the residency requirement, and c. has no outstanding financial obligation(s) to the College. | Registrar |
| 4.4 | Assign an "Honours" standing on the transcript and on the credential of any student who completes the program requirements with a cumulative Grade Point Average of 3.60 or higher. | Registrar |
| 4.5 | Publish the official list of graduates in the Convocation Program and formally advise graduates of their status by inviting graduates to attend convocation ceremonies. | Registrar's Office |
| 4.6 | Assign students who have met the full requirements of their Program of Study a "Graduate" status and place in student's academic record. | Registrar's Office |

5. Policy Exceptions

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| 5.1 | Submission of a written recommendation via email to the Registrar's Office for exceptions related to graduation requirements, such as timeline, residence requirement, or cumulative grade point average. | Academic Administrator |
| 5.2 | Consideration of demonstrated exception criteria, which may include exceptional medical or related circumstances. Consideration of academic program integrity and equitable application and compliance of policy. Decision communicated in writing via email to the Academic Administrator within 10 business days. | Registrar or designate |

SUPPORTING DOCUMENTATION

None

RELATED POLICIES

- AA13 Evaluation of Student Learning
- AA09 Transfer of Academic Credit (Internal)
- AA10 Transfer of Academic Credit (External)

- AA12 Prior Learning Assessment and Recognition
- AA14 Grading System
- AA15 College Credentials
- AA19 Academic Appeal
- AA26 Course Outlines and Course Section Information
- AA38 Program Quality Assurance
- SA06 Fees
- SA07 Student Conduct

RELATED MATERIALS

None