

CANADORE COLLEGE
CORPORATE POLICY MANUAL

TITLE: Program Progression Policy

EFFECTIVE DATE: December 19, 2019

1. SCOPE

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

This policy applies to all students registered in any program offered by Canadore College of Applied Arts and Technology (hereafter referred to as “Canadore” or “the College”).

2. PURPOSE AND PRINCIPLES

2.1 The purpose of this policy is to establish a clear protocol for progression of students in programs of study offered by the College.

2.2 The College is committed to ensuring deployment of a consistent, equitable and transparent assessment process that also enables timely feedback, to students, as they work towards the achievement of learning outcomes.

3. POLICY

3.1 The performance of a student enrolled in a given course, at Canadore, is evaluated using an appropriate combination of summative and formative tools.

3.2 The College’s Academic departments are responsible for establishing a process for evaluating students’ performance.

3.3 Specific program performance/progression requirements are communicated to students at the beginning of their first semester of enrollment in the concerned program.

3.4 Students are informed at the beginning of each course, of the specific mechanisms for the assessment and evaluation of student performance in that course.

- 3.5 Evaluation of students' performance is based on criteria that reflect measuring attainment of the learning outcomes established for the course.
- 3.6 Evaluation results are formally documented and provided to students. The overall achievement demonstrated in course evaluation is translated into a grade in accordance with the established College grading system.
- 3.7 Students have the right to appeal decisions that prevent progression through a program of study as outlined in the College's Academic Appeal Policy (A-1).
- 3.8 The College's course grading system, grade point values, program re-admission or transfer methodology and requirements are established in procedures and published to the College website.
- 3.9 Progress reports, end of semester grades, academic probation notifications and involuntary withdrawal notifications are to be communicated to students through established formative channels, such as e-mail and the College website.

4. ROLES AND RESPONSIBILITIES

4.1 President

The President is responsible for the overall management and operation of the College. The President ensures that the policy is implemented and that compliance is monitored.

4.2 Vice President, Academic

The Vice President, Academic is responsible for the effective implementation of this policy and is to resolve any disputes related to academics arising over policy interpretation.

4.3 Registrar

The Registrar is responsible to enforce compliance with this policy.

5. EVALUATION

This policy will be reviewed every five years or earlier if required.