

CANADORE COLLEGE
PROCEDURES MANUAL

Program Progression Procedures:**1. APPLICATION**

- 1.1. This procedure applies to students, faculty, support staff and administration involved in the evaluation and assessment of students in a program of study.
- 1.2. This procedure is applied at regular intervals consistent with the published academic calendar. This procedure may also be applied at the discretion of the College.

2. FORMS AND RESOURCES

- 2.1. Grades and *Academic Tracking* report.
- 2.2. Communications regarding academic standing (Attendance Alert, Academic Alert, Academic Probation, Involuntary Withdrawal from Current Program, Involuntary Withdrawal from College, Term Honours).
- 2.3. *Progression/Exam Board and Academic Council Guidelines*

3. DEFINITIONS3.1 Dean

For the purpose of this procedure, Dean refers to the Academic Administrator with program responsibilities.

3.2 Academic Standing

Statement of a student's overall academic performance in an institution; generally used to determine student eligibility for progression, honours, and graduation.

4. PROCEDURE FOR MIDTERM PROGRESSION

- 4.1. At midterm, program teams participate in progression boards to review and assess student performance requirements.
- 4.2. The Admissions Office provides *the Academic Tracking* reports to the Deans for these meetings.
- 4.3. Deans and Faculty review student academic progress using the *Academic Tracking* reports and the *Progression/Exam Board and Academic Council Guidelines*.
- 4.4. Academic decisions are based on the following criteria: progress to date, attendance, academic integrity, or other program specific criteria.

- 4.5. Deans note student progression decisions on the *Academic Tracking* reports. Copies of the signed reports are provided to both the Deans' Office and the Admissions Office.

Progress Evaluation	Description
Attendance Alert (AT)	Attendance Alert is assigned to students who have not been attending classes according to program requirements.
Academic Alert (AL)	Academic Alert is assigned to students who are not achieving the minimum academic standards of the program.

5. PROCEDURE FOR END OF TERM PROGRESSION

- 5.1. During the final week before the end of each term, program teams participate in exam boards to review and assess student performance requirements.
- 5.2. The Admissions Office communicates the grade submission deadline to the academic area based on the published academic calendar prior to the grade due date as well as a final reminder the morning the grades are due.
- 5.3. The Admissions Office uploads the final grades from our Learning Management System (iLearn) to our Student Information System (Banner). Term GPAs and Academic Standings are calculated in Banner based on the final grades submitted.
- 5.4. The Admissions Office provides the *Academic Tracking* report to the Deans. The tracking reports will not be provided prior to the grade submission deadline.
- 5.5. Deans and faculty review student academic progress using the *Academic Tracking* Reports and the *Progression/Exam Board and Academic Council Guidelines*.
- 5.6. Academic decisions for the end of term are based on the following criteria: current Term GPA, previous and current academic standings, attendance, academic integrity, or other program specific criteria.
- 5.7. Deans note student progression decisions on the *Academic Tracking* reports. Copies of the signed reports are provided to both the Deans' Office and Admissions Office.

Academic Standing	Description
Good Standing (GS)	Good Standing is assigned to students who have achieved or exceeded all program standards. This includes a term GPA equal to or greater than 2.0.

Term Honours (TH)	Term Honours identifies students whose G.P.A. is 3.7 or higher at the end of term.
Academic Probation (AP)	<p>Academic Probation is assigned to students who have encountered academic challenges this past semester but are being allowed to continue their studies on a probationary basis. Failure to improve academic performance could result in being involuntarily withdrawn from the program.</p> <p>Academic Probation is assigned under the following conditions:</p> <ol style="list-style-type: none"> 1. Accumulating a GPA of less than 2.0 (or greater depending on the program) in a semester 2. Accumulating "I" (incomplete) grades in 25% or more of the courses in the semester 3. Exhibiting excessive absence in courses that have an attendance requirement 4. Demonstrating unsatisfactory progress during the semester 5. Conduct in violation of program specific requirements <p>Students are encouraged to seek academic advice on how to improve their chances for academic success.</p>
Withdrawn from Current Program (WC)	<p>Withdrawn from Current Program is assigned to students who are not eligible to continue in their current program; however, students that are withdrawn from a program for academic reasons may be eligible for readmission to a different program under Academic Probation. Readmission to a different program is subject to availability and admission requirements in effect at the time of readmission. Students in semester one will typically not be Involuntarily Withdrawn from the program.</p>
Involuntary Withdrawn from the College (WI)	<p>Involuntarily Withdrawn from the College is assigned to students who are not permitted to proceed to the next semester. Canadore College reserves the right to dismiss a student when such action is justified. Students in semester one will typically not be Involuntarily Withdrawn from the College.</p>

5.8. Reinstatement of Good Standing

5.8.1 Academic Probation

A student placed on Academic Probation must achieve Good Standing (GS) status in their next scheduled semester. A student who fails to clear their probationary status may be involuntarily withdrawn from the program for a minimum of one scheduled semester.

5.8.2 Withdrawal from Current Program

A student who has been withdrawn from their current program may be readmitted to a new program with an academic probation standing. The student must remain in Good Standing (GS) in their next scheduled semester. A student who fails to meet this requirement may be involuntarily withdrawn from the new program for a minimum of one scheduled semester. Students seeking readmission must request an appointment with the Dean.

5.8.3 Involuntary Withdrawal from the College

A student who has been involuntarily withdrawn from the College, and who has sat out one academic year, may be re-admitted with an academic probation standing. The student must remain in Good Standing (GS) in their next scheduled semester. A student who fails to meet this requirement may be involuntarily withdrawn from the College for a minimum of one scheduled semester. Students seeking readmission must contact the Admissions office.

6. RESPONSIBILITIES

6.1. Program areas are responsible for academic standing decisions at Midterm and End of Term.

6.2. In the event of an academic appeal regarding program progression, the Vice President, Academic is responsible for the effective implementation of the A-1 Academic Appeal Policy and Procedure.