

# ACADEMIC STANDING AND PROMOTION POLICY

## 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 an Associate Director, Academics or designate

**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 Hanson College or at another institution.

**GPA:** Grade Point Average

**Learning Contract:** A formal agreement between Hanson 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. Faculty or academic administrator 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 Hanson College – in compliance with standards established by the British Columbia Ministry of Advanced Education, Skills and Training – for an area of study. These courses provide students with Hanson College, 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.

## **Adaptation/Scope**

This policy applies to all students enrolled in Hanson College programs governed by the British Columbia Ministry of Advanced Education, Skills and Training (AVED) Qualifications Framework.

## **Policy Statements**

### **1.0 Credentials**

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

### **2.0 Posthumous Award of Credentials**

Credentials are awarded posthumously (after death) on the recommendation of the Dean of Cambrian to students in good Academic Standing who successfully completed at least 75% of their program requirements within a time frame established by the College.

### **3.0 Program of Study**

For each program, Hanson 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 by Hanson College. However, some courses may require a high minimum standard. In such cases, the Associate Director, Academics approves the higher minimum passing grade.

### **5.0 Repeated Courses**

A student may attempt a course two times. A student wishing to register in a course for a third time must have approval from the Dean. 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 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.

However, the student's transcripts records all grades.

## **6.0 Interruption of Studies**

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

Students wishing to return to a program suspended during their interruption of studies must see the academic administrator 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 member of the Academic department; Associate Director, advisor or designate 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 an academic administrator 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 those who have failed to clear probation status after two consecutive semesters. Students on exit status must make up their grade deficiencies and will be required to repeat all failed courses prior to advancing to the next semester of their studies.

In instances where repeating failed courses will put the student into Part-Time status, the Associate Director, Academics will advise the student to re-do past 'C' or 'D' graded courses or approve adding courses from future semesters that the student has pre-requisite(s) for.

Hanson strives to maintain equitability with respect to developing a learning contract with exited students, in instances where a student achieved 'A' or 'B' they will not be required to repeat those courses.

## **8.0 Promotion Meetings**

Promotion meetings occur at the end of each term for each program. At these meetings, program faculty members and the Associate Director, Academics review grades and promotion status 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 from Hanson College.

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

### 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

These timelines align with Ministry guidelines. Approval of the Associate Director, Academics 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 Associate Director.

### 10.4 Graduation Clearance

Based on students' completion of the program, Hanson College complies an approved list of students eligible for graduation.

### 10.5 Graduate Standing

A student is awarded a designation (on his/her transcript) for programs governed by provincial qualifications frameworks:

'Graduated 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%

### 11.0 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 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 Hanson Schoology website.

## **12.0 Graduating with Provisional Status**

- 12.1** Certain programs are deemed to graduate students provisionally.
- 12.2** Typically, programs whose end date extends beyond the regular end date of the academic year or programs whose final semester is scheduled to take place over the summer term are deemed as having provisional status.
- 12.3** Students registered in these programs will be allowed to participate in the annual spring convocation ceremonies as provisional graduates.
- 12.4** Students making up deficiencies in the May/June period or over the summer term are not eligible to graduate provisionally.
- 12.5** Provisional status is determined at the program level and not at the student level.
- 12.6** Students should verify with the Academic Department to determine if they are eligible to graduate provisionally.

## **13.0 Certificates, Diplomas and Degrees (Ontario Campuses)**

- 13.1** In accordance with the Ontario Ministry of Advanced Education and Skills Development (MAESD), Ontario Qualifications Framework, the College will issue the following credentials for course work that is recorded on the student’s official record.
- 13.2** 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 Training, Colleges and Universities in which the student was registered at the time of graduation.

## **Responsibilities and Accountability**

### **Faculty Members**

- Evaluate students and submit course grade, submit course promotion status or standing to the academic administrator in a timely manner as outlined in the Coursework Assessment Feedback Policy.
- Communicate academic requirements to students and document these requirements in course outlines and other official College materials.

### **Associate Director, Academics**

- Monitor and interpret this policy
- Set academic criteria, program requirements, and performance outcomes for students.
- Oversee application and administration of these criteria/requirements.
- Lead promotion meetings.
- Administer the processes of grade collection, produce and distribute grade reports
- Oversee administration of Academic Standing at the College.

### **Registrar, Academic Coordinators and Academic Advisors**

- Inform students of their grades, promotion status, and eligibility for graduation.
- Receive transcripts from Hanson College

### **Hanson College**

- Grant Diplomas and Certificates
- Production of transcripts
- Maintain the official convocation and graduation records.

## **Appendix A: Certificates, and Diplomas (Ontario Campuses)**

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

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

### **“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, 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. Cambrian Board of Directors 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.

**Certificates, Diplomas and Degrees (British Columbia Campuses)**

In accordance with the Private Career Training Institutions Branch (PCTIB), Hanson College will issue the following credentials for course work that is recorded on the student’s official record. The name appearing on the Diploma is the official program name as approved by the Hanson’s Board of Directors and the PCTIB in which the student was registered at the time of graduation.

**“British Columbia 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 Hanson College and will be signed by the Associate Director, Academics. The credential will be awarded at Convocation.

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