











Students who withdraw after the first ten days but by the last day to withdraw in a semester receive a “W” (withdrawn) for all courses on their transcript.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.

### Academic Director

- 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 International Academy

### Hanson International Academy

- 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 International Academy 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 International Academy and will be signed by the Principal and Academic Director. 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.