

# PROMOTION, GRADUATION AND CONVOCATION POLICY

## 1. Policy

The purpose of this policy is to provide standards for promotion, graduation, and the issuance of appropriate documents upon successful completion of a Cambrian College course or program at Cambrian at Hanson. This policy applies to all programs and courses taken at Cambrian at Hanson from which full-time and part-time students can graduate with a credential.

## 2. Promotion in Good Standing

- 2.1. In order to progress unimpeded through a program curriculum, students must maintain a semester grade point average (GPA) of 2.00 with no outstanding "F" grades.
- 2.2. Specific programs may have additional requirements to progress unimpeded through the program and those will be listed in the individual course outlines and program maps.

## 3. Academic Probation

- 3.1. Students who have a semester GPA of 1.50 or greater but less than 2.00 and/or who have one or more failing grades must meet with their Academic (Associate) Director to explore options and develop success strategies prior to being allowed to register in the subsequent semester.
- 3.2. Students on Academic Probation must meet with the Academic (Associate) Director to develop a Learning Contract, which will outline the conditions for a student to continue in the program.

## 4. Program Exit

- 4.1. Students who have a GPA of 1.49 or lower will be automatically exited from their program until such time as they make up their deficiencies.
- 4.2. The exit is most likely to entail retaking all courses from the previous semester, including those in which a passing grade was obtained.
- 4.3. At the discretion of the Academic (Associate) Director, exited students may be enrolled into a special schedule in which the student will be registered in a combination of general education courses; courses from previous semesters of study in which there was a deficiency; and courses from the next semester of study.
- 4.4. Only some of the courses in this semester will be credited towards the requirements for program completion.
- 4.5. After two consecutive semesters on probation, a student will be exited from the program for at least one academic year.
- 4.6. A student exited from Cambrian College programs at Cambrian at Hanson, because of poor academic performance, will be recommended for enrolment into the English for Academic Purposes (EAP) Program, if available, and will be given priority registration.

- 4.7. In the event that a program is suspended during their period of exit, the student will be advised that he/she may not be able to complete his/her program of study and should consult an Academic Administrator and Student Services Officer for options.
- 4.8. Breach of the Code of Conduct may result in a student being exited from their program even if the student is in good standing and will not result in a recommendation or a guaranteed enrolment space into the EAP program.

## 5. Program Exit Appeal

- 5.1. A student has the option to have the program exit decision reviewed by the Principal or Campus Director (or designate) and the Academic (Associate) Director.
- 5.2. A written request outlining the reasons or extenuating circumstances that led to the program exit must be submitted to the Principal or Campus Director (or designate) within **14 calendar days** of the posting of final semester grades.
- 5.3. Review decisions will be rendered no later than the 10<sup>th</sup> day of classes in the following term.
- 5.4. Should the student be allowed to continue in the same program on a probationary basis as a result of an appeal, and is subsequently exited from this program, no further appeal will be allowed.
- 5.5. A successful appeal will outline the criteria required for readmission into the program.
- 5.6. ***Readmission after being exited***
  - 5.6.1. Students who have been exited from semester one of their program may reapply and will be considered for admission to that program in future terms. S
  - 5.6.2. Students who have been exited a second time from semester one of their program will need approval from the Academic (Associate) Director and the Student Services (Associate) Director to be considered for readmission.

## 6. Repeated Courses

- 6.1. A student may repeat a failed course up to two times (i.e. a single course can be taken a maximum of three times).
- 6.2. A student wishing to register in a course for a third time must have approval from the Academic (Associate) Director. After the 2<sup>nd</sup> failed attempt, the student along with the Academic (Associate) Director will prepare a Learning Contract outlining what needs to be done to ensure success in the 3<sup>rd</sup> attempt.
- 6.3. Please note that some courses may not allow more than one failure. These will be noted in the course outline. After the failed attempt, the student, along with the faculty member teaching the course for the second attempt, will prepare a learning contract outlining what needs to be done to ensure success in the 2<sup>nd</sup> attempt.
- 6.4. In situations where there is limited capacity in a placement, a student repeating a course cannot displace another student who has progressed through his/her program unimpeded.

- 6.5. Students must be aware that successful completion of all courses in the program of study is required to graduate. Should a student not be able to complete a course because they have exhausted the number of available attempts, he/she will not be able to graduate. In the case of repeated courses, only the best effort will be calculated into the program GPA. However, all grades are recorded on the student's transcript.

## 7. Graduation Timelines

- 7.1. Students are usually expected to complete their programs of study within the following time limits, based upon the original program or course start date:

<b>One year program</b>	Up to 20 months (16 months for students with a study visa)
<b>Two year program</b>	Up to 44 months (30 months for students with a study visa)

- 7.2. Written approval from the Academic (Associate) Director and the Student Services (Associate) Director is required to extend these time limits.
- 7.3. Students with disabilities may require extended time limits due to a disabling condition as verified and recommended by the Human Resource Manager.
- 7.4. Some programs may have alternate timelines as published in the college calendar.

## 8. Curriculum Revision/Interruption of Studies

- 8.1. Where curriculum revisions have occurred from a program of study, students who are making up deficiencies will follow the revised program.
- 8.2. Should students interrupt their studies, hours earned to date (and transfer credit awarded) will be re-evaluated for relevancy within the current curriculum.
- 8.3. Students who return after a break in their studies must discuss their graduation requirements with the Academic (Associate) Director designate and obtain a written agreement on a continued program of study.
- 8.4. Students wishing to return to a program that has been suspended during their interruption of studies must see the Student Services Department to determine if program completion is possible.

## 9. Graduation

- 9.1. To be eligible to graduate, students must have completed the specific course requirements of their program with a minimum program GPA of 2.00 and have no outstanding "F" or "I" grades.
- 9.2. Students must be currently registered in the graduating semester of the program from which they are graduating, and cannot graduate from the same program more than once.



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- 9.3. Students wishing to graduate from the same program more than once will need to make a request in writing to the Cambrian College Registrar stating the reasons for this request.

## 10. Eligibility to Graduate

- 10.1. Each year the Student Services Department informs students who are registered in their graduating semester of their eligibility to graduate.
- 10.2. Students who do not receive notification and feel they are eligible to graduate should consult the Student Services Department.
- 10.3. Students are expected to acquaint themselves with the Cambrian at Hanson graduation requirements.

## 11. Graduating with Provisional Status

- 11.1. Certain programs are deemed to graduate students provisionally.
- 11.2. 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.
- 11.3. Students registered in these programs will be allowed to participate in the annual spring convocation ceremonies as provisional graduates.
- 11.4. Students making up deficiencies in the May/June period or over the summer term are not eligible to graduate provisionally.
- 11.5. Provisional status is determined at the program level and not at the student level.
- 11.6. Students should verify with the Academic Department to determine if they are eligible to graduate provisionally.

## 12. Certificates, Diplomas and Degrees (Ontario Campuses)

- 12.1. 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.
- 12.2. 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.

## 13. Terms and Definitions (Ontario Campuses)

### "Degree"



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This is issued to a student who has successfully completed all requirements of an approved degree program of eight semesters and at least one separate full-time work term, of no less than 14 weeks, related to the professional field of study. This Degree 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 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. The Board of Governors of Cambrian College 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.



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Candidates for a declaration, certificate, diploma, or degree must have demonstrated integrity of character worthy of a responsible adult. The College, therefore, reserves the right to withhold a certificate, diploma or degree from candidates who have not met all their financial or other obligations with the College.

## 14. Certificates, Diplomas and Degrees (British Columbia Campuses)

- 14.1. 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.
- 14.2. 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.

## 15. Terms and Definitions (British Columbia Campuses)

### "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.

## 16. Graduate Standing (Cambrian College Transcripts)

- 16.1. A student is awarded a designation (on his/her transcript) for programs governed by provincial qualifications frameworks:
  - 'Graduated Scholar' if he/she completed all program requirements with a program GPA between 3.50 and 4.00.
  - 'Graduated with Honours' if he/she has completed all the requirements of the program with a program GPA between 3.00 and 3.49.
  - 'Cum Laude' if he/she has completed all the requirements of the Degree program with a minimum program average of 80%.

## 17. Convocation



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- 17.1.** Convocation is held each Spring, at which time certificates, diplomas and degrees are awarded to those students who have successfully completed all of the requirements for their program.
- 17.2.** Provisional graduates (students who are registered in programs that are deemed provisional) also participate in Convocation.
- 17.3.** If students cannot attend Convocation, the certificate, diploma or degree is mailed to their home after Convocation.