COLLEGE POLICY

Policy No. & Title:	**A-111 Academic Progression**
Policy Sponsor:	Vice President, Operations
Reference Cmtee:	Policy & Procedure Committee
Effective:	2025-06-01
Next Review:	2028-07-31

Purpose
Students may follow various pathways to achieve their academic goals. The College supports a student's exploration of the pathway that works best for their individual situation, and as such accepts that a linear progression through a program of study may not fit every circumstance.

Within this context, this policy establishes the guidelines for students to advance through a program of study to its completion, culminating in graduation.

Scope
This policy applies to all College students.

Definitions
Academic Probation: Conditions placed on a student who fails to maintain good standing.

Evaluations: Any form of assessment, either formative or summative, that establishes a student's level of comprehension or mastery of skill(s), in the form of, but not limited to, quizzes, tests, assignments, labs, exams, presentations, performances, professionalism, participation, experiential learning, internships.

Good Standing: Meeting all academic requirements for progression within a program of study.

Internship/Practicum/Field Practice, Placement Addition or Program Upgrade: A change in a program that adds the internship option to the program of study.

Program Change: A change from one program to another that is not part of the same faculty or program stream AND there is no (or limited) overlap of courses.

Program Downgrade: A change in a program from a longer duration program to a shorter duration program where the content of the original program constitutes part of the content of the new program (same faculty or program stream and where the student has taken only modules in the new or original program). The student must not have taken any module(s) that are not in the downgraded program.

Program Upgrade: A change in program where the content of the original program constitutes "part" of the content of the upgraded program and the student has not yet taken any module(s) that are not in the new, upgraded program they have selected. The upgrade program is always the same OR longer in length than the original program in which the student has enrolled (same faculty or program stream).

Program of Study: A suite of courses, that when grouped by the College, provide the knowledge base required to meet the learning outcomes of a certificate or diploma program, as applicable.

Program Stream: A group of associated programs that share some common learning outcomes, yet differ in both complexity and duration (*e.g.,* Mechanical Techniques vs. Mechanical Engineering Technician vs. Mechanical Engineering Technologist).

Progression: Advancing from one course to the next, based on maintaining good standing until all courses in a program of study are completed, resulting in graduation.

Student Success Plan: A plan developed with a student whose course or program average is below the course passing mark with the goal of raising the student's marks into the range of good standing.

POLICY

Progression

1) Once a student has been admitted into a program of study, their progress, normally, follows the defined schedule of courses and semesters/blocks as established by the College.
2) The College has established standards it believes to be valid indicators of successful progress toward graduation (see Policy A-119 Grades, Evaluations and Exams – *The Standards*).
3) Students must maintain good standing in their program of study.
4) The College allows students to maintain a minimum 60% full-course load throughout their program of study. A full-course load is defined as the duration and courses within the program the student has enrolled in. Part time course load is considered 20% – 59%.
5) If a part-or full-time student does not maintain good standing, the Campus Director/Remote Education Director may, at their discretion, apply interventions of academic probation to set immediate goals and strategies for academic improvement and student success – a *Student Success Plan* (see above).
6) When a student successfully completes all courses in a program of study by meeting or exceeding the minimum standard of academic progress, they will be granted the College credential associated with the program.

Auditing Classes (applicable to Campuses in New Brunswick and Ontario)

7) The College recognizes some students may encounter delays in funding or required documentation prior to starting their program of study.
8) If a student does not meet all admission requirements for the program on the start date, they may be able to audit classes for a period of 5 days and an extension of up to 15 days at the joint discretion of the Regulatory Officer, Director of Financial Aid, Campus Director/Remote Education Director.
9) A student may audit their class for the audit period specified by their College (the first five (5) days at triOS, (SSG) or up to fifteen (15) days at the discretion of the Regulatory Officer, Director of Financial Aid or CD/RED, fifteen (15) days at Eastern).
   An Audit Request Form (Eastern College only, see XCAS Forms) and email trail must be completed and signed by the Campus Director/Remote Education Director prior to the first day of the audit period.
10) Except for the missing documentation, all other required supporting documentation including a completed registration form, admissions testing, Signed contract (signed on or before the start date), and proposed payment plan must be in the student's file.
11) Despite the audit period, potential students may not audit past the end of the starting month without approval from the VP of Finance.
12) The student must purchase the courseware and books/Technology Fee for the audit class.
13) The student will appear on the schedule and the attendance list for the class.
14) If the student does not receive the funding or required documentation, they are removed from the schedule after the audit period. The posted audit attendance must remain in XCAS.
15) Standard attendance and academic requirements apply to all students auditing classes.
16) Attendance must be documented by the instructor for all students.
17) All academic *Progression* requirements of the program of study apply during the audit period.
    Note: Students at some Eastern College locations (i.e., Nova Scotia) are not permitted to audit classes.

Cancellation

18) If a student chooses not to continue with the program, they must notify a staff member of ~~the~~ College of their decision by the fifth day after the start date.
19) If the decision is not made on the day following the audit period, the auditing student will be charged a $500.00 fee.
20) In extenuating circumstances, the Campus Director/Remote Education Director may choose to waive the fee except in situations where a student has received their funding.

21) On the sixth day, the auditing student will be deemed withdrawn (see Policy A-121 Academic Withdrawal).

Program Change

22) Occasionally, students are accepted into a program of study that, despite all parties' best efforts and intentions, is not the right fit for the student.
23) A student may, in consultation with their Education Consultant and with the approval of the Campus Director/Remote Education Director, change their program.
24) There are four (4) types of program changes available to students:
    a) Program Change.
    b) Program Downgrade (see Appendix 1 for the list of applicable programs).
    c) Program Upgrade (see Appendix 2 for the list of applicable programs).
    d) Internship/Practicum/Field Practice or Placement Option .
25) A student must maintain good standing and meet the progression requirements once admitted to their new changed program of study.

Advanced Standing/Course Exemption

26) Occasionally, students are accepted into a program of study where they have taken previous courses or have extensive industry experience, and therefore request advanced standing and/or course exemption via Prior Learning Assessment Recognition (PLAR). Students can apply for both types of recognition.
27) To be granted a review of potential transfer credit(s) from another institution, , the student must submit:
    a) A course outline showing the content and the number of hours of instruction and an official transcript from a community college or university program offered at the post-secondary level, or;
    b) In the Faculty of Technology, a current official industry certification obtained within the previous three (3) years and currently taught within the College's program, or;
    c) Pass the College's challenge exam with a grade of 80%, if one is available for that module:
        i) Challenge examinations are available for some modules of the diploma . The examination may be given to assess ability when a student has applied for advanced standing via PLAR. The use of a challenge examination is at the discretion of the Campus Director/Remote Education Directors.
        ii) Challenge examinations are the final examinations of the module for which the student is requesting advanced standing via PLAR. The Campus Director/Remote Education Director will notify the student in writing of the assessment results within five business days of the examination date.
        iii) A passing grade on a challenge examination is 80%. Challenge examination grades will not be included in the calculation of a student's final average.
    d) For the Paralegal program, the Program Co-Ordinator/Faculty Head must approve the exemption. Advanced standing may only be granted for the same compulsory legal course from an accredited program. If the college where the course was taken was not accredited at the time the student took the previous program, they cannot be exempt.

e) Students may not be exempt from the NPI (National Payroll Institute) portion of the program, and the full compulsory fee must be charged.

28) Students who wish to take a challenge examination must pay $50.00 prior to the exam.
29) There cannot be gaps in a student's schedule of more than four (4) weeks.
30) The Campus Director/Remote Education Director must sign the Advanced Standing/Exemption Quote Form before the student can be enrolled in any program with advanced standing.
31) Official signed documentation and supporting documentation must be placed in the student's file and uploaded to XCAS as evidence of the advanced standing/course exemption.
32) An applicant must be eligible for admission into the program. This requires that the applicant must have passed all admission requirements before they can be assessed for advanced standing.
33) An applicant cannot receive credit for more than 40% of the program.
34) If advanced standing is granted, the tuition fee will be calculated for the number of courses for which advanced standing is granted.
35) If books required are part of a bundle there may be no reduction on the book costs.
36) The Technology Fee and Student Activity Fee are pro-rated according to the number of weeks on the contract.
37) Other compulsory fees such as, but not limited to: CPR (Cardiopulmonary resuscitation) Training, Anatomy Lab, Simulation Workshop, VI (Verbal Intervention) Training, GPA (Gentle Persuasive Approaches), are not pro-rated.
38) Requests for advanced standing must be approved by the Campus Director/Remote Education Director prior to issuing an acceptance letter.
39) Once a student's contract is signed, they are not eligible to apply for advanced standing.
40) A student must maintain good standing and meet the progression requirements once admitted to their program of study where any advanced standing has been granted.

Doubling Up

41) Doubling up on classes refers to a student taking two classes in one day. The College does not, usually, permit students to double up their courses. Students may only be enrolled in a program of study (following typical academic progression) if they can begin the program and complete it without doubling-up on courses or missing weeks.
42) The College expects the student to be continuously in school from the scheduled start date to the scheduled end date. and that the number of weeks of instruction matches the approved number of weeks in the program.
    a) The actual number of weeks between the start and end dates may be more than the approved number of weeks in the program by 1 to 3 weeks depending on the placement of Lab weeks, Reading weeks, *etc.* The actual number of weeks between the start and end dates cannot be less than the approved number of weeks in the program unless the student has been approved for advanced standing by the Campus Director/Remote Education Director and documentation is in the student file.

b) No student on their initial contract with the College can be scheduled for less than the approved number of weeks except with advanced permission from the Regulatory Officer or the Vice President of Operations.

43) Students may not double up on classes in order to go on vacation or take time off from school.
44) The following exceptions apply:
    a) Students who have failed a course and have a Student Success Plan in their student file requiring them to re-take a course may be in school for 8 hours per day instead of 4 on a temporary basis.
        i) The Student Success Plan must be approved by the Campus Director/Remote Education Director before the student attends class.
    b) Students who have been terminated and are re-registering in the same program may be required to double-up to complete their program in a timely manner.
        i) These students may also have schedules with weeks of non-attendance in them.
        ii) Non-attendance weeks must be approved by the Campus Director/Remote Education Director before the start date on the student's re-enrolment contract.
    c) Students who are non-graduates and are returning to complete their original program of study may be required to double-up to complete their program in a timely manner, approved at the discretion of the Campus Director/Remote Education Director.
45) A student must maintain good standing and meet the progression requirements if they have doubled up their classes.

Course Retakes (Eastern and triOS Colleges only)

46) The College allows students who have failed a course or not met the course attendance requirements the opportunity to retake a course.
47) Course retakes follow one of the two following conditions:
    a) Students will be given one (1) complimentary course retake if they fail a course to do not meet course attendance requirements.
        i) For any subsequent course retakes , whether for the same course or another, the student will be responsible for tuition fees .
    b) The College allows students who have voluntarily withdrawn or have been terminated from their program of study to return within twelve (12) months from the date of withdrawal or termination to successfully complete their program.
        i) A student must complete a Return to School Application Form (see XCAS Forms) and remit any outstanding tuition as well as clear any outstanding balance owed before they are re-admitted to their program.
        ii) A student may have failed one or more courses that must be retaken prior to being re-contracted for the remainder of their program.
        iii) If a student was terminated for academic reasons (meaning they failed three or more courses), the student must first satisfactorily complete all failed courses prior to re-registering for a program.
48) Students who retake and successfully complete a course and successfully complete that course will receive a course maximum mark (60% triOS, 70% Eastern, or otherwise noted) as the mark for the retake course.

49) A Student Success Plan, which outlines retake requirements and any applicable tuition fees, must be signed by the student.
50) A student will not be eligible to attend classes if tuition fees are outstanding. .
51) A student must maintain good standing and meet the requirements of their Student Success Plan.
52) After successful completion of their retake(s), a student must maintain good standing and meet the requirements of their program of study once they have been re-admitted to their program after the retake(s).

Student Success Plan

53) A Student Success Plan is for students who are not meeting academic or attendance requirements.
54) A Student Success Plan is a document to support the student to meet program progression requirements (or academic performance) and implement success strategies for their program of study.
55) Each plan is:
    a) A contract between the College and the student.
    b) Is individualized for the student.
    c) Is specific in its recommendations for study or learning strategies to support progression or to address behaviours that contravene the Student Code of Conduct sets clear expectations, as may be required at the discretion of the Campus Director/Remote Education Director, throughout the duration of the Plan.
    d) Is created when, at the Campus Director/Remote Education Director's discretion, a plan is required to support academic progression and/or student success, which may or may not be used in cases of:
        i) Academic integrity violation(s)
        ii) Code of Conduct violation(s).
56) A student must maintain good standing and meet the progression requirements of their program of study while on a Student Success Plan.

Academic Progression Deadlines

57) A program of study is normally completed within the defined time limit of the program established by the College.
58) The length of a program, defined in weeks, is provided to students in their admission letter and/or contract with the College.
59) In exceptional circumstances (as defined by the Campus Director/Remote Education Director):
    a) A 12-month extension may be granted for any outstanding course completions (except for the Medical Transcriptionist Program).
    b) Students who had previously been terminated are not eligible for an extension.
    c) The 12-month extension period will begin on the officially contracted end date of the program.

d) The 12-month extension applies only to re-contract to complete a program.
e) Students who require an updated text to repeat a course must purchase the updated text prior to retaking the course.
f) All arrangements for completion of outstanding courses must be made with the Campus Director/Remote Education Director and will be recorded on the students' transcript.

60) A student must maintain good standing and meet the progression requirements of their program of study if provided an extension to the typical program duration.

Successfully Meeting Progression Requirements (Issuing a Diploma)

When, in good standing, a student successfully completes all courses in a program of study, they will be granted an official and unofficial transcript of grades, and an official certificate or diploma, as applicable.

Registration in Additional Programs

61) Should a student wish to re-register in a second program with the College, the following requirements apply. They must be:
    a) A student who is in good standing.
    b) A student has graduated from another certificate or diploma program.
    c) A student has not received advanced standing for more than 40% of the second program after transfer credits and/or PLAR have been applied.
    d) A student has not received advanced standing for one or more courses for which a minimum passing grade was granted.
62) The student must pay the registration fee when enrolling in the second program.
63) The student must meet the admission requirements for the second program (see Policy C-401 Admissions).
64) If the student wrote Wonderlic Form A on the first enrolment, they must write Wonderlic Form B on their second enrolment.
65) Students who were OSAP funded for their first program and plan to apply to OSAP for their second program must complete all documentation required to satisfy the Ministry's academic probation (Code 36) before the enrolment process may begin for the second program. This includes, but is not limited to, a letter clearly outlining their career goals, including an explanation how the second program will enhance the student's employability; a budget showing the total monthly repayment amount of both OSAP loans combined; labour market information showing that the student will be able to carry the debt.
66) Under no circumstances may a student take 3 or more programs at the College without a period of employment (of at least 6 months) in their field of study occurring between the second and third program.
67) A student must maintain good standing and meet the progression requirements of their new/additional program(s) of study.

Related Policies
A-145 Academic Appeals
A-119 Grades, Evaluations & Exams
A-121 Academic Withdrawal
C-401 Admissions

Supporting Documents/Forms
A-111p Academic Progression - Procedure