



PROMOTION/ACADEMIC STANDING DECISIONS PROCESS FOR COHORT PROGRAMS

Authorizer: Associate Registrar

Effective Date: August 2015

PROCESS:

1. Promotion decisions will be *assigned* through SIS after all grades are entered/signed off for the session as noted below:
 - a. Program Complete/Met Requirement
 - i. Student has successfully completed all courses in the program of study. (No outstanding courses)
 - b. Eligible to Continue
 - i. Student has no failures/missed courses and has completed all courses based on the program of study up to the current level.
2. A '*Progress Pending*' decision will be assigned to students who have missing/failed course(s) including incomplete grades ('I') for electives, co-op and/or program options.
 - a. A review and determination of the appropriate promotion/academic decision is required by the academic area.
3. Log onto SIS and go to the Reports tab.
4. Select Achievement Reports and then select the Achievement Profile
 1. Generate a report for each cohort of students at the end of each academic year/session or for your graduating class.
 - i. Version is the start year of each cohort (1401)
 - ii. Under Achievement standing select '*Progress Pending*'
 2. The report will now include only students who have been issued the temporary status of '*Progress Pending*'.
 3. Review the each student record using the Achievement Profile.
 4. Complete the Academic Decision chart for each program level applicable student (first page of the report) and **do not leave blanks**.
 5. Email the completed Academic Decision form to the Student Records Office within 2 weeks of the program end date or within 2 weeks of the end of the Academic Year.
 - i. Programs that continue into the next session and require discontinuance decisions are expected to:
 1. Communicate the discontinuance decision with students prior to the start of classes.
 2. Forward the names of the discontinued students to the appropriate Records Officer. Refer to the discontinuance procedure at [Discontinuance Procedure](#)

Please note:

- Ensure that decisions are based on the required program courses, including Liberal Studies electives.
- If a student is on the list but stopped attending, a decision must still be assigned. (Do not leave blanks.)

April 2017

- If you have a question regarding the student's Achievement Summary Profile, please contact the appropriate Student Records Officer prior to assigning an academic decision.

Below is the information on academic standing decisions. If you have any questions regarding the descriptions or how to use the decision, please contact the Student Records Officer.

| DECISION | DESCRIPTION |
|--|---|
| Program Complete | <ul style="list-style-type: none"> • Graduate |
| Eligible to Continue | <ul style="list-style-type: none"> • Promoted to next level |
| Special Timetable – Same Level | <ul style="list-style-type: none"> • Student is not promoted to the next level of the program or allowed to graduate due to missing/failed courses(s). (Cannot be used for first level of a program) • Student is allowed to return to the program to complete and/or repeat the missing/failed course(s). |
| Progress Pending <i>(A temporary decision)</i> | <ul style="list-style-type: none"> • A temporary decision automatically assigned as a result of missing courses. |
| Decision Pending <i>(A temporary decision)</i> | <p>A temporary decision made by the program coordinator/academic team as noted below:</p> <p>Potential graduating students:</p> <ul style="list-style-type: none"> • Must complete courses and an academic decision made and communicated to the Student Records Officer no later than 2 weeks prior to Convocation. <p>Returning students:</p> <ul style="list-style-type: none"> • To be used when additional time is required as a result of an incomplete, supplemental or rewrite. |
| Discontinued | <ul style="list-style-type: none"> • Student is no longer in the program due to failure to meet program objectives. |
| Academic Probation | <ul style="list-style-type: none"> • Promoted to next level with a special timetable and academic conditions. |
| Must Repeat | <ul style="list-style-type: none"> • Applies to specific non-semestered programs only i.e. Apprenticeship. (Contact the Records Officer for further clarification.) |
| Transfer to Non Co-op | <ul style="list-style-type: none"> • Student cannot academically continue in the co-op program |