



**CONESTOGA**  
Connect Life and Learning

Approved by: **Academic Coordinating Committee**

Authorizer: **Executive Director, Registrar Services  
and International Education**

Effective Date: **September 1, 2011**

Procedure Title: **Academic Standing and Promotion Requirements**

## **Procedure Statement**

Upon registration, students are assigned to a cohort and into the current version of the program of study. Academic decisions are based on a student's academic achievement with respect to the promotion standards of the program of study. Academic decisions are entered on the student's permanent academic record and will appear on the transcript. Progress from one level to the next is dependent upon successful completion of courses and/or meeting program promotion standards.

Students are informed in advance of the standards which will determine successful progression through the program of study to program completion. Students who require longer than the designed program duration to complete their studies are accountable for completing any new and/or additional courses or program requirements that may result due to changes in the program of study. In such cases, the Chair of the program may grant exemptions where it is deemed appropriate.

## **Definitions:**

### **Academic Decision**

- The status of a student's academic achievement within a program at a given period of time.

### **Cohort**

- An intake of group of students registered in a specified program of study with a defined start and completion date.

### **Co requisite Course**

- A course which must be taken concurrently with the related course

### **Course**

- A distinct and discrete teaching and learning framework, containing content that has been approved by an expert source, usually structured to be delivered over an identified period of time, with measurable learning outcomes, and formal evaluation.

### **Equivalent Course**

- A course deemed to meet a minimum of 80% of outcomes of the identified course(s).

### **Exemption**

- Transfer credits given in situations when a student has already earned academic credit(s) at Conestoga or at another recognized educational institution which is/are equivalent to the learning requirements for a specific subject taught at Conestoga. The course(s) must have been of similar credit hours and with similar outcomes or descriptions.

### **Prerequisite Course**

- A course which must be taken prior to the identified course.

### **Program of Study**

- A planned and coordinated selection of courses delivered to an identified student body leading to a certificate, diploma or degree or other document awarded by the board of governors.

### Promotion Standards

- The minimal acceptable academic performance standards or expectations that must be met as the student progresses through the years of a program. It includes both the theoretical and applied aspects of the program content.

### Student Status

- Full-time Cohort Student
  - Admitted to and enrolled in a minimum of 70 percent of the hours, or 66 2/3 per cent of the courses in the current session/level of the program of study.
- Part-time Cohort Student
  - Admitted to and enrolled in a program of study and does not meet the full-time cohort student status.

### Academic Decision Chart

DECISION (Cohort Standing)	DESCRIPTION
<b>Program Complete</b>	<ul style="list-style-type: none"> <li>• Graduate</li> </ul>
<b>Met Requirements</b>	<ul style="list-style-type: none"> <li>• Met requirements of program</li> </ul>
<b>Eligible to Continue</b>	<ul style="list-style-type: none"> <li>• Promoted to next level</li> </ul>
<b>Special Timetable – Same Level</b>	<ul style="list-style-type: none"> <li>• Student is not promoted to the next level of the program or allowed to graduate due to missing/failed course(s). <b>(Cannot be used for first level of a program)</b></li> <li>• Student is allowed to return to the program to complete and/or repeat the missing/failed course(s).</li> </ul>
<b>Pending</b> ( <i>A temporary decision pending the outcome of a supplemental, rewrite, incomplete or Continuing Education course</i> )	<ul style="list-style-type: none"> <li>• Potential graduating students:               <ul style="list-style-type: none"> <li>• Must complete courses and an academic decision made and communicated to the Records Officer no later than 2 weeks prior to Convocation.</li> </ul> </li> <li>• Returning Students:               <ul style="list-style-type: none"> <li>• To be used when the outcome of the incomplete/supplemental/rewrite results in a decision of discontinued or special time table same level. (Contact the Records Officer for further clarification if required.)</li> </ul> </li> </ul>
<b>Discontinued from program</b>	<ul style="list-style-type: none"> <li>• Student is no longer permitted to remain in the program due to his/her failure to meet program standards.</li> </ul>
<b>Required to Withdraw from Conestoga</b>	<ul style="list-style-type: none"> <li>• Student is no longer permitted to remain at the college due to non-academic performance</li> </ul>
<b>Academic Probation</b>	<ul style="list-style-type: none"> <li>• Permitted to continue with academic conditions.</li> </ul>
<b>Must Repeat</b>	<ul style="list-style-type: none"> <li>• Applies to specific non-semestered programs only. (Contact the Records Officer for further clarification.)</li> </ul>
<b>Transfer to Non Co-op</b>	<ul style="list-style-type: none"> <li>• Student cannot academically continue in the co-op program.</li> </ul>

### Responsibilities:

**Academic Team**

- Establish, publish and communicate program standards to students at the beginning of the program.
- Document student progress making use of formative and summative evaluations.
- Keep students informed of progress throughout the semester.
- Determine the academic decision.
- Inform active students of changes that are made to the program of study after a cohort's admit term.

**Associate Registrar**

- Ensure policies and procedures relating to the recording/reporting of students records are maintained and followed.

**Records Officer**

- Ensure the accurate and timely processing of the academic decision to a student record.

**Student**

- Be aware of all progress, promotion and graduation standards for their program of study.

**Procedure:**

1. The Academic team communicates the promotion standards to students at the beginning of the program.
2. The Academic team, at specified intervals, reviews student achievement and makes academic decisions.
3. The Academic team communicates academic decisions to the Registrar's Office.
4. The Records Officer enters the academic decision for the purpose of registration and determination of student status.
  - a. In the event a student has been given an academic decision of discontinued, an official letter of discontinuance will be forwarded to the student. (See Discontinuance Procedure)
5. Academic decisions are made available to students through the Student Portal.

**References:**

Academic Recognition Policy  
 Discontinuance Policy  
 Discontinuance Procedure  
 Readmission Procedure  
 Student Discontinuance Form RO 175A  
 Application to Graduate Form  
 Achievement Profile Report

**Revision Log:**

<b>Revision Date</b>	<b>Summary of Changes</b>
April 26, 2011	Degree Management Committee / Academic Forum – reviewed
June 7, 2011	Degree Management Committee / Academic Forum - approved
June 13, 2011	Policies and Procedures Committee - approved
June 22, 2011	Academic Coordinating Committee - approved