

## **PROMOTION DECISION PROCEDURE**

Authorizer: Vice-President Academic/Student Affairs & Human Resources

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### **PROCEDURE STATEMENT:**

Promotion decisions are based on a student's academic achievement with respect to the promotion standards of the program of study. The decision is 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.

### **DEFINITIONS:**

#### **Academic Manager**

- The Executive Dean or Program Chair or designate responsible for the academic management of a particular program or program area.

#### **Co-op Work Term Eligibility**

- A set of program specific college and program requirements that must be met in order for a student to participate in a given work term.

#### **Faculty**

- Faculty are person/s responsible for the teaching/learning process. This includes professors/instructors who perform specific functions related to the academic process.

#### **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 Portal**

- A secure web enabled access to student information regarding registration, enrolment, grades, promotion decisions, financial records and personal information.

## **RESPONSIBILITIES:**

### **Academic Manager**

- Ensure promotion standards are communicated through program handbooks.
- Review and approve grades/promotion decisions.

### **Co-op Advisor**

- Generate the achievement summary matrix, review and determine in consultation with the Program Coordinator in order to determine co-op work term eligibility.

### **Program Coordinator**

- Generates outstanding decision report, reviews and determines promotion decisions within the stated timeframes.

### **Student Records Officer**

- Ensure the accurate and timely processing of the promotions decisions.

### **Student**

- Be aware of promotion standards.
- Access promotion decisions/grades through the student portal.
- In the event of an appeal, be aware of and adhere to the established timelines.

## **PROCEDURE:**

1. The Program Coordinator is required to submit outstanding promotion decisions within two weeks of the program end date or within two weeks of the end of the academic term.
2. The Program Coordinator generates outstanding profiles and determines promotion decision based on the program promotion standards.
3. Programs that continue into the next session and require discontinuance decisions, program coordinators must:
  - a. Communicate the discontinuance decision (in writing) to the student(s) on or before the start of semester.
  - b. Forward the names of the discontinued students to the appropriate Student Records Officer and Co-op Advisor if applicable.
4. The Program Coordinator submits outstanding promotion decisions to the Student Records Officer for their program.
5. The Student Records Officer enters the final decision onto the student record and generates the appropriate communication to the student.

Promotion Decision Terminology	Definition
Graduate	Met all graduation requirements.
Program Completed (Used for programs not included in convocation ceremonies)	Met all program completion requirements.
Eligible to Continue (cohort programs)	Student is allowed to progress to the next level of the program without conditions.
Eligible to Continue – (cohort programs)	<p>Student is allowed to continue in the program with missing or failed courses(s).</p> <ul style="list-style-type: none"> <li>In order to complete the program all requirements must met.</li> </ul>
Progress Pending (A temporary decision - cohort programs)	A temporary decision automatically assigned as a result of missing courses (failed, not attempted and incomplete 'I' grades).
Decision Pending (A temporary decision – cohort programs)	<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"> <li>Must complete courses and an academic decision made and communicated to the Student Records Officer no later than 2 weeks prior to Convocation.</li> </ul> <p>Returning students:</p> <ul style="list-style-type: none"> <li>To be used when additional time is required as a result of an incomplete, supplemental or rewrite.</li> </ul>
Discontinued	<p>Student is not permitted to continue in the program.</p> <ul style="list-style-type: none"> <li>Program standards/objectives have not been met.</li> </ul>
Must Repeat (Only for Trades/non-semestered programs)	Applies to specific non-semester programs only. (Contact the Student Records Officer for further clarification.)

**REFERENCES:**

Academic Advancement and Achievement Policy

**REVISION LOG:**

April 26, 2011`

Academic Forum

June 7 2011

Academic Forum

June 13 2011

Policies and Procedures committee

June 22 2011  
September 11, 2019

Academic Coordinating Committee  
Academic Forum