

CORPORATE POLICY

Policy Number:	AC700
POLICY TITLE:	Program Promotion and Graduation Requirements
OWNER:	Registrar
APPROVED BY:	Senior Leadership Team – Dec. 03, 2008
EFFECTIVE:	Fall 2009
REFERENCE:	
LINKS TO OTHER POLICY:	AC702 - Grading and Transcripts Policy C709 - Academic Appeals

BACKGROUND

Mohawk College is committed to a consistent, equitable and transparent process that facilitates students' progression through their chosen Program of Studies to graduation. College policies and procedures related to progression and promotion have been developed in accordance with the Mohawk commitment to excellence and the requirements of the Ministry of Training, Colleges and Universities.

Definitions:

Program of Studies (POS): A set of courses defined by the college (in compliance with standards established by the Ministry of Training, Colleges and Universities) for a particular area of study that provide students with an integrated continuum of learning from basic to complex. Depending on the credential to be awarded, a Program of Studies includes two to six semesters of study.

Semester: Refers to an established cluster of courses identified in the Program of Studies.

Term: Refers to the timeframe in which a course is taken (fall, winter, spring/summer).

Passing Grade: Refers to the consistent, college-wide course pass

Course Promotion Grade: Refers to the course-specific grade that can be used to determine promotion within the context of the POS.

Semester Promotion Grade: Refers to the weighted GPA calculated within the context of a semester in the POS that must be achieved for the student to be promoted. With the approval of the Promotion and Grading Standards Committee, this grade may be higher than the standard college semester promotion grade.

Weighted Grade Point Average (GPA): A representation of student achievement that is calculated using the following formula:
the sum of the percentage grades multiplied by the credit value and divided by the sum of the credits for the courses taken as defined by the Program of Studies.
Courses for which no numeric grade is assigned (e.g. E, CR, AU, R) are not considered in the calculation of the Weighted GPA.

Purpose: This policy outlines Mohawk College requirements related to program progression and graduation.

Scope: This policy applies to all Certificate, Diploma, Advanced Diploma and Apprenticeship programs offered by Mohawk College. Where indicated, some policy provisions are also applicable to applied degree programs.

POLICY STATEMENTS

1. **Credentials** Mohawk College assigns credentials for all certificate, diploma and Advanced Diploma programs consistent with the revised Credentials Framework issued by the Ministry of Training, Colleges and Universities, September 2003.

A College “Acknowledgement of Completion” is issued when a Program of Studies does not meet the criteria for the award of a College certificate or diploma.

2. **Posthumous Award of Credentials** A Mohawk College certificate, diploma or advanced diploma will be awarded posthumously on the recommendation of the Associate Dean, to students in good academic standing, who have successfully completed at least 75% of their program requirements within a timeframe established by the School with academic responsibility for the program.
3. **Program of Studies** For each program, the College defines a Program of Studies which lists courses, sorted by semester, that provide a continuum of learning from basic to more complex levels. Programs of Studies are reviewed annually and changes made where necessary. Each new intake of students is associated with the most current version of the program, which is indicated by the year.
4. **Pass Level** Effective Fall 2009, a **minimum passing grade of 50%** applies for all courses offered at the College.

5. Advancement from One Semester to the Next

Promotion with Good Standing: Students will be allowed to progress from one semester to the next with attainment of a **minimum Weighted GPA greater than or equal to 60% (semester promotion grade) with no failures**. Course registration is subject to course prerequisites.

Promotion with Advice: This situation applies to students who achieve a Weighted GPA greater than or equal to 50%, with no more than one failure. Provided that prerequisites are met, students in this situation may continue into the next term, but are strongly encouraged to seek academic advice from a Program Coordinator, Student Success Advisor and/or Counselor to help them enhance their academic performance. Students need to recognize that one failure has the potential to compromise progression from one semester to the next, and successive occurrences may prohibit the student from achieving graduation status within the timelines prescribed by the POS.

Students in this category who have identified with Disability Services and have a Confidential Academic Accommodation Plan are strongly encouraged to meet with their Disability Services Case Manager.

Probation: Students who achieve a Weighted GPA greater than or equal to 50% with more than one failure will not be promoted. These students may be allowed to progress to the next term with **special authorization** through the mandatory academic advisement process. Students in this category must meet with a Program Coordinator or Student Success Advisor to discuss their academic future. Referral to a Counselor may follow, if appropriate.

Students in this category who have identified with Disability Services and have a Confidential Academic Accommodation Plan must meet with their Disability Services Case Manager.

Compulsory Withdrawal: Students with a Weighted GPA less than 50 will be required to leave the program. It is strongly recommended that students in this situation seek advisement to explore opportunities for continuing study at the College.

Exceptions: The College is committed to maintaining consistent grading standards. However, to respect external accreditation/examination requirements in certain programs, requests for a **course promotion grade higher than 50% or semester promotion grade higher than 60%** must be reviewed by the **Grading and Promotion Standards Committee**. Decisions of the committee are final.

6. **Requirements for Graduation** An overall minimum weighted GPA of 60% is required to graduate. Where courses have been repeated, the highest course mark will be used in the calculation. Exceptions to these graduation requirements require the approval of the Grading and Promotion Standards Committee.
7. **Credit for Other Learning – Transfer Credit, Exemptions and PLAR**
Students are able to achieve up to 75% of course credits required to earn a Mohawk College credential through a) transfer credit or exemption for courses successfully completed at accredited postsecondary institutions; b) Challenge Exams demonstrating knowledge and skills acquired through work and life experiences; and c) Prior Learning Assessment by Portfolio that provides documented evidence of prior learning acquired through work and life experience.

Credit is granted on a course-by-course basis. It should be noted that granting of credits for learning acquired outside of the College does not guarantee entry into any Program of Studies. Students must pursue normal admission procedures to gain entrance into any certificate, diploma program or applied degree program.

8. **Residency Requirements** To qualify for a Mohawk College certificate or diploma or applied degree, students using advanced standing and/or credit for prior experiential learning must complete at least 25% of the program requirements at Mohawk College.

When students are completing Mohawk College courses through distance education at another College, residency requirements will be considered on a case-by-case basis.

9. **Timelines for Graduation** To be eligible for graduation, students are expected to demonstrate mastery of current competencies outlined in the Program of Studies applicable at the time of graduation. Mohawk College does not permit backdating of diplomas.

In cases where study has been interrupted for one or more years, the College may require a student to repeat a subject area. Generally, most courses will be considered current if they have been completed within the past 5 years. The decision to impose more rigorous currency standards in specific programs will be made by the Grading and Promotion Standards Committee, in response to an application for review by the Associate Dean responsible for the Program of Studies in question.

10. **Clearance for Graduation** The recommendation for graduation is determined by the Registrar, on the advice of the Associate Dean, based on completion of the program.
11. **Program Withdrawal** Students who officially withdraw from the College within the first ten days of class will have all courses removed from their

transcript. Students who withdraw after the first ten days but within ten weeks of the start of class will receive a “W” (withdrawn) for all courses on their transcript. Students who withdraw after the first ten weeks of classes, or who do not complete an Official Withdrawal form will receive grades earned on their transcript.

MONITORING

The Registrar is responsible for monitoring the effectiveness of this Policy and initiating policy review according to the cycle established by Corporate Services.

POLICY REVISION DATE

ATTACHMENTS

Appendix A – Implementation Procedures

SPECIFIC LINKS

APPENDIX A

PROCEDURES FOR THE IMPLEMENTATION OF POLICY AC 700

P1. Course Versioning

P1.1 Course versioning captures course information details for a specific period of time. According to guidelines established June 2004, a new course version, rather than a new course, is required when:

- The Course Name Changes – a new version is created as long as the course outcomes remain the same;
- The Grade Type Changes – a new version is required unless the change is from credit to non-credit, or vice-versa;
- Credit Hours/Course Hours Change – an increase or decrease of approximately 25% will accommodate a version change as long as the outcomes of the course remain the same.
- Equivalent or Pre-Requisite Changes – additions or deletions require a new version of the course
- Course Description Changes - when the content changes but the outcomes remain the same, the course can be versioned.

Note: New courses must be created when outcomes change.

P1.2 Course Updates/changes must be recorded using the “Course Create/Update Form”.

P2. Program of Studies and Program Versions

Programs of Studies are reviewed annually and changes to courses and content are made, as necessary, to maintain the relevance of programs. Each new intake of students is associated with the most current version of the program, which is indicated by the year. The Associate Dean is responsible for approving changes to Programs of Studies.

To graduate, students must demonstrate mastery of competencies outlined in the Program of Studies applicable at the time of graduation.

P3. Promotion Processes

It is important that promotion decisions be considered in a context which encourages review of students’ individual performance and facilitates input from all faculty who participated in teaching the individual students. Consequently, it is strongly encouraged that program areas schedule promotion meetings or other promotion events that will enable faculty to gain an overall perspective of the students’ performance in a program. Whatever promotion processes are applied, the following guidelines/rules should be adhered to:

- (i) Promotion decisions should be made according to the criteria outlined in this policy.
- (ii) All faculty who have taught a student in a particular course have a responsibility to participate in the promotion meeting or event, or to provide input in some other way. If attendance at a promotion meeting is not possible (e.g. illness, conflict with another promotion meeting), the faculty member must send a delegate or written documentation to the promotion meeting.
- (iii) Any discussion about an individual student must be conducted in a courteous and respectful manner.
- (iv) Discussion regarding a student should be focused on academic progress. In extenuating circumstances, when additional information assists the faculty/Associate Dean in determining the student's grades/promotion status, there may be a discussion about a student's health, family matters, behaviour etc. Confidential information about a student must not be discussed without the student's permission.
- (v) Faculty are encouraged to use language based on measurable objective facts such as "the student did not attend labs", "the student missed two tests", "the student had difficulty with written tests" rather than making value judgments or statements.
- (vi) A faculty member may choose to adjust a student's grade in his/her respective course after gaining new relevant information during the promotion meeting.
- (vii) The chair of the meeting has the responsibility to ensure that all participants adhere to the guidelines.