BACCALAUREATE DEGREE PROMOTION AND GRADUATION PROCEDURE

Authorizer:	Vice President, Academic, Student Affairs, Human Resources & Research
Version:	V3
Effective Date:	September 1, 2022

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.

In degree programs, where there is an opportunity for eligible students to be admitted to the program from a foundational module or with advanced standing, students must successfully meet all requirements of the foundational module and/or bridging modules or courses to continue within the degree program. In the case where admission is conditional upon the completion of the modules or courses, and the requirements are not met, students will be ineligible to continue within the degree program.

Graduation from a Baccalaureate Degree program requires a minimum weighted average of 60% and completion of all courses and modules, including the required co-op or WIL work terms.

SCOPE:

This policy applies to degree programs for which Conestoga has been granted consent to deliver by the Ministry.

PROCEDURE ELABORATION:

1. The promotion standards for a program of study are communicated to students through the program handbook.

a. 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.

    i. In such cases, the Chair of the program may grant exemptions where it is deemed appropriate.

2. Academic decisions are made at the end of each semester. Final academic decisions, including the results of 'pending' decisions, must be submitted by the course drop date for the following semester. The academic decision will be one of the following:

   a. A student with a program or term weighted average greater than or equal to 60% with two or less failed and/or dropped courses will be promoted to the next level.
   b. A student with a program or term weighted average greater than or equal to 60% with more than two failed and/or dropped courses will be placed on probation.
   c. A student with a program or term weighted average less than 60% will be placed on probation or be discontinued according to the program standards.

3. Eligibility for work terms, co-op, field/professional practice placement or other WIL component, is approved by the CCWIL (Co-operative Education, Career Services and Work-Integrated Learning). The academic requirements to be eligible for a Co-op/WIL term in a degree program are as follows:

   a. A term weighted average greater than or equal to 60% with two or less failed and/or outstanding courses must be achieved in the co-op/WIL eligibility term two academic semesters prior to any co-op/WIL term.

   b. A student unable to secure or complete a mandatory co-op/WIL term will result in ineligibility to graduate.

4. The academic team communicates academic decisions to the Registrar's Office.

   a. In the case where a promotion decision is unaligned with standard procedure published by the College, approval will be required by the executive dean or dean of the academic school, the registrar, and the vice president – academic administration.

   b. Students required to repeat a semester will not be expected to repeat liberal studies elective courses in which they have achieved a mark of 60% or greater

   c. A course that has been failed is considered un-cleared until the student receives a passing grade for it. A previously failed course or module must be cleared through one of the following methods:
          i. Repeat the course or module;
          ii. Take a supplemental examination; or
          iii. Complete supplemental work as per the Clearance of Academic Deficiency Policy.

5. 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).

6. Academic decisions are made available to students through the Student Portal.

DEFINITIONS:

Academic Team
Academic Team includes heads of schools, program heads/chairs, program coordinators and faculty members who are responsible for the academic content.

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

Degree Co-op/WIL Eligibility Term
The academic term used to determine eligibility to participate in a co-op/Work-Integrated Learning term. The eligibility term is two academic semesters prior to any co-op work term. If the term two academic semesters prior is also a co-op/WIL term, the preceding academic term will be used to determine eligibility.

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.

Professional Practice
Professional Practice involves work experience under the supervision of an experienced registered or licensed professional in any discipline that requires practice-based work experience for professional licensure or certification. Professional practice placements are generally unpaid. This can include intensive immersive simulations.

Program of Study
A planned and coordinated selection of courses delivered to an identified student body leading to a certificate, diploma, degree or other credential awarded by the Conestoga Board of Governors upon successful conclusion.

Program Weighted Average
An average based on the program code/version and all the courses taken that are part of the program of study, including electives. These courses may have been taken either via the cohort or through part-time studies (non-cohort). This is represented as a percent value and is printed on the transcript and achievement records for cohort and non-cohort-based programs.

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.

Term Weighted Average
An average based on all courses within the session. This is represented as a percent value and is printed on the transcript and achievement records.

REFERENCES:
Postsecondary Education Choice and Excellence Act, 2000

RELATED DOCUMENTS:
Academic Advancement and Achievement Policy
Academic Credential Policy and Procedure
Clearance of Academic Deficiency Policy
Discontinuance Policy and Procedure
Grading Procedure
Promotion Decision Procedure
Readmission Procedure
Work-Integrated Learning Policy

REVISION LOG:

Date	Committee
July 9, 2007	Academic Forum
July 16, 2007	Policies and Procedures Task Force
April 14, 2010	Degree Management Committee
May 19, 2010	Policies and Procedures Subcommittee
June 2, 2010	Academic Coordinating Committee
February 9, 2022	Academic Forum
February 16 2022	Academic Coordinating Committee