

TYPE:	Academic
TITLE:	Academic Progression
NO.:	ACAD-127
RESPONSIBILITY:	Executive Vice-President, Academic & Associate Vice-President, Academic (International & Enrolment)
APPROVED BY:	Durham College Leadership Team
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1. Introduction

Durham College (DC) is committed to providing a consistent and transparent process that facilitates students' understanding of successful progression through their chosen programs to graduation.

2. Purpose

This policy and procedure are designed to clearly define the requirements and processes by which students move through academic programs at Durham College.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

- 4.1. Durham College will publish its programs of study. When full-time post-secondary students are admitted to a program, they are assigned to the current version of the program of study (POS).
- 4.2. Post-secondary academic progression status is determined each semester and is dependent on a student's semester grade point average (SGPA). Information on how a student's grade point average is calculated will be posted on the DC website.
- 4.3. Post-secondary students will be advised of their SGPA at the end of each semester by the Office of the Registrar, through DC Mail.
- 4.4. Students who fail to attain academic progression criteria may be required to meet with their academic school to establish an individualized academic plan, as a condition of continuing in their programs.
- 4.5. When post-secondary students return from academic suspension or a voluntary absence, they will follow their originally assigned POS.

- 4.6. Post-secondary students seeking to repeat a course in their POS for a third time require the permission of the Executive Dean/Dean/Associate Dean.
- 4.7. Apprenticeship students require a 3.0 GPA or higher in each course in order to progress to the next level of study and to be eligible to graduate.
- 4.8. Eligibility for services and/or participation in activities including, but not limited to, financial aid; varsity athletics; and co-operative education opportunities may be impacted by a student's academic progression status.
- 4.9. Students who are involuntarily withdrawn from their programs due to unsuccessful academic progression may appeal these decisions through DC's grade appeal process.

5. Procedure

5.1. Academic Progression - Full-time and Part-time Post-Secondary Students

5.1.1. Determination of Academic Progression Status

Once final grades are exported to the student information system as per published timelines, the Office of the Registrar will:

- calculate the SGPA in the most recently completed academic semester;
- assign the appropriate academic progression status value to each student; and
- generate and distribute a report to academic schools that itemizes academic progression status for each student in their school.

5.1.2. Notification of Academic Progression Status

Students will be notified of their academic progression status through DC Mail by the Office of the Registrar. The categories of academic progression status are:

Good Standing

Students assigned this status have achieved an SGPA of 2.0 or greater as required by their programs, and are eligible to continue in their POS.

Academic Probation

i) Probation I - First Instance

Students are placed on academic probation for the first time after receiving an SGPA of less than 2.0 or below their program's minimum threshold in the most recent semester of their programs. Students on probation are eligible to progress to the next level of study in their POS if they have passed the required prerequisite courses.

ii) Probation II - Second Instance

Students are placed on academic probation for the second time after receiving an SGPA of less than 2.0 or below their program's minimum threshold for any two (2) semesters of their programs. As a condition of continuing in their programs, students are required to meet with their student advisor in order to establish an individualized academic plan.

Failure to meet with the program's student advisor before the last day to register in the next semester will result in:

- the student being withdrawn from their program;
- the student's academic progression status being revised to Academic Suspension; and
- a refund being issued for all tuition fees paid for the subsequent academic semester.

iii) Probation III - Third Instance

Students are placed on academic probation for the third time after receiving an SGPA of less than 2.0 or below their program's minimum threshold for any three (3) semesters of their programs. Students interested in continuing their studies at DC will be required to meet with their student advisor and choose one of the following options:

- enrolling in an interim semester, offered through the School of Interdisciplinary Studies;
- applying to another program; or
- reducing their POS course load to part-time studies.

Failure to meet with the program's student advisor before the last day to register in the next semester will result in:

- the student being withdrawn from their program;
- the student's academic progression status being revised to

- Academic Withdrawal; and
- a refund being issued for all tuition fees paid for the subsequent academic semester.

Academic Suspension

i) Suspension I - First Instance

Students are placed on academic suspension for the first time after receiving an SGPA of less than 1.0 or their program's minimum threshold in the most recent semester of their programs. As a condition of continuing in their programs, students are required to meet with their student advisor in order to establish an individualized academic plan.

Failure to meet with the program's student advisor before the last day to register in the next semester will result in:

- the student being withdrawn from their program;
- the student's academic progression status being revised to Academic Withdrawal; and
- a refund being issued for all tuition fees paid for the subsequent academic semester.

ii) Suspension II - Second Instance

Students are placed on academic suspension for a second time after receiving an SGPA of less than 1.0 or below their program's minimum threshold in any two (2) semesters of their program. Students interested in continuing their studies at DC will be required to meet with their student advisor and choose one of the following options:

- enrolling in an interim semester, offered through the School of Interdisciplinary Studies;
- applying to another program; or
- reducing their POS course load to part-time studies.

Failure to meet with the program's student advisor before the last day to register in the next semester will result in:

- the student being withdrawn from their program;
- the student's academic progression status being revised to Academic Withdrawal; and
- a refund being issued for all tuition fees paid for the subsequent academic semester.

5.2. Repeating Courses - Full-time and Part-time Post-Secondary Students

5.2.1. Students are permitted to two attempts to pass a course.

5.2.2. If the relevant Executive Dean/Dean/Associate Dean permits subsequent attempts at an unsuccessful course, the academic school will:

- register the student in the course; and
- update the academic status of the student if required.

If Executive Dean/Dean/Associate Dean does not approve subsequent attempts at an unsuccessful course, the academic school will:

- notify the student of the decision through DC Mail; and
- submit a Program Withdrawal Form to the Office of the Registrar.

5.3. Re-Admission After Academic Withdrawal

5.3.1. Students are eligible to be re-admitted to their program (under their original POS) after two consecutive academic semesters have elapsed since they were last enrolled in the program.

5.3.2. Students seeking re-admission to their program must:

- meet with the program's student advisor; and
- complete a "Return to Full-time Studies" form.

5.3.3. If re-admission is approved by the program's Executive Dean/Dean, the Office of the Registrar will:

- re-activate the student record;
- send the student a link to the Program Fee Calculator, via DC Mail;
- ensure that the original POS is attached to the student record; and
- update the student's academic progression status, if required.

Following fee payment, students will be able to self-register for courses through the web registration process.

5.4. Academic Progression – Apprenticeship Students

5.4.1. Academic progression criteria are published in the college's apprenticeship guide.

5.4.2. Students are required to achieve a minimum 3.0 GPA in each course to progress in their programs. Failure to do so will result in students requiring approval from the Ministry of Labour, Training and Skills Development to enroll in a subsequent intake.

5.5. Academic Progression – Centre for Professional and Part-time Learning (PPL) Students

- 5.5.1. Once final grades are exported to the student information system as per published timelines, PPL staff will provide POS documents to students via the PPL website. With the support of student advisors, PPL students are responsible for managing their own academic progression.

6. Roles and responsibilities

- 6.1. It is the responsibility of the Executive Vice-President, Academic to ensure this policy and procedure are fully implemented.
- 6.2. It is the responsibility of the Office of the Registrar to ensure that the academic progression process is administered each semester and that student records are updated as outlined in this policy and procedure.
- 6.3. It is the responsibility of academic schools to advise students on academic options and implications related to their academic progression status.
- 6.4. It is the responsibility of the student to be aware of their academic progression status, to initiate meetings with academic staff as appropriate and to re-apply to their programs of study after academic withdrawal.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

Non-compliance may impact a student's ability to progress through and graduate from their program of study.

Non-compliance may impact the accuracy of college data on student enrolment and retention.

9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

10. Related forms, legislation or external resources

- Ministry of Training, Colleges and Universities - Minister's Binding Policy

- Directive on Framework for Programs of Instruction
- Return to Full-Time Studies Form
- Program Withdrawal Form