

Policy Title: Academic Standing, Promotion, and Graduation Policy

Approved by: Campus Director

Executive(s) Responsible: Director, Student Services/Registrar; Academic Director

Administrator(s) Responsible: Academic Manager, Academic Coordinator, and Registration Coordinator

Revision Date: N/A

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Next Review Date: Sep 20, 2025

Institution Number: 4119

Background & Scope

The Canadian College of Technology and Business (CCTB) is committed to providing high quality education and a learning environment fostering excellence. CCTB is committed to assisting students in successfully completing their programs of study and has fair, transparent, and effective processes to monitor student progression and identify students who may need additional support.

This Policy relates to all students that register for courses at CCTB.

Purpose of the Policy

The Academic Standing, Promotion, and Graduation Policy (the Policy) outlines the College's standard for the assessment of academic standing and continuance in college registration. Students' academic performance is assessed regularly during the termination of an academic term to determine their academic standing.

The purpose of this Policy is to articulate the student progression, retention, and graduation process.

Policy Statement

The academic standing assessment is designed to provide feedback to students at the end of each academic term with respect to their term/cumulative standing to help them understand their ongoing institutional academic standing.

The assessment criteria are meant to ensure that students are provided with notification of their standing in a time sensitive manner that allows them the opportunity to seek academic assistance, if necessary, and maintain or return to Good Academic Standing. To ensure that students have adequate time to seek assistance, a student's academic standing may only be reduced by one academic standing status in any given term. The Registrar is the final authority on determining academic standing.

Students receiving At-Risk Status, Academic Probation, Academic Suspension or Required to Withdraw standing will be notified by written communication from the Academic Department.

1. Academic Standing Procedure

1.1. Good Academic Standing: Students are in good academic standing if their cumulative program percentage scale is 60% or higher, without any failed courses. All students will begin their academic career in the college in Good Academic Standing.

- Students will progress from one academic term to the next upon achievement of a minimum semester average percentage scale of 60% without any failed courses; and
- Academic standing will be evaluated at the completion of every term.

1.2. At-Risk Status: The At-Risk Status is designed to provide students with a proactive warning regarding the potential change in status from “Good Academic Standing” to “Academic Probation” or “Required to Withdraw”. This status is meant to encourage the student to seek out support services through Student Services, or through external resources, to support their learning. Students are placed on At-Risk Status for any one of the following conditions:

- Their midterm grade report for any semester yields a percentage scale below 60%;
- Their midterm grade report for any course yields an interim grade below 50%; or
- Their overall attendance for a given semester is below 60%;

1.3. Academic Probation: Students will be allowed to progress to the next semester but will be placed on Academic Probation for any of the following reasons:

- Their average cumulative percentage scale falls between 50% - 59%;
- They have received their second consecutive attendance warning letter;
- They have one or more failed grades in previous academic terms that they must retake; or
- The student has been allowed to return to the program after being previously required to withdraw.

Students who are on Academic Probation must meet with a representative of the Academic Department to conduct an Academic Advising interview before proceeding to the subsequent term. The interview serves as an assessment of the student’s needs to succeed in the college and whether the student requires additional academic or social support. This interview establishes the student’s responsibilities and the college’s expectations for continued success in the program.

1.4. Required to Withdraw: A student will be required to withdraw from the program if they have an average percentage scale of less than 50% at the end of any given semester or if they have failed to return to Good Academic Standing after two consecutive terms on Academic Probation.

- Students who are Required to Withdraw may appeal to return to the college;
- Students who wish to appeal to return to the college must do so in writing to the Academic Director or the Director, Student Services/Registrar;
- The student may be asked to present supporting evidence for their appeal to be reinstated in the program

- Students may be required to pay the institutional application fee to be reinstated.
- 1.4.1. Program Reinstatement: The student may be allowed to return to the college to remediate their academic deficiencies and to repeat all failed courses prior to advancing to the next semester of their studies.
 - 1.4.1.1. As a corrective measure and to provide the student an opportunity to reflect on their academic deficiencies, the college reserves the right to delay a student's return by at least one semester.
 - 1.4.1.2. In instances where repeating failed courses will put the student into Part-Time status, the Registrar, or designate reserves the right to advise the student to add courses from future semesters or retake passed courses at cost; and
 - 1.4.1.3. The student will return on Academic Probation status for the next semester in which they are registered.
- 1.5. Referral to Support Services: Students who have been placed in Academic Probation Status may be sent to Student Services to connect with additional support and resources. This may include additional academic tutoring/mentoring/remedial academic work and/or mandated monitored clinical counselling.
 - 1.5.1. The Director, Student Services/Registrar, or designate, reserves the discretion to mandate students to monitored clinical counselling support through the GuardMe Student Support Program or other similar support services.
 - 1.5.2. Failure to comply with this referral will result in a contravention of the Code of Conduct.

2. Repeating Courses

- 2.1. Students may attempt a course two (2) times. A student wishing to register in a course for a third time must obtain written approval from the Director, Student Services/Registrar.
- 2.2. Should a student not be able to complete a course because they have exhausted the maximum number of available attempts, they will not be able to graduate from their program.
- 2.3. A fee of \$1100.00 Canadian Dollars will be assessed for each course being repeated.
- 2.4. Students may elect to repeat courses to improve their grades.
- 2.5. The highest grade will be used in the calculation of the percentage scale for graduation purposes. However, all attempts will be recorded on the student's transcript.

3. Residency Requirements

- 3.1. Students must earn a minimum of 50% of the courses for their program from CCTB.
- 3.2. For students completing a second credential from CCTB, a minimum of 25% of courses used towards the second credential must be completed with CCTB. In addition, at least 50% of courses must consist of courses not included towards a previous CCTB credential.

3.3. Residency does not include credits obtained through advanced standing, transfer credits, exemptions, and credits earned through the Prior Learning Assessment and Recognition (PLAR) process.

4. Interruption of Studies and Program Duration

4.1. For international students, the period of study shall be as specified in the signed enrolment contract. The school will only extend the duration of a student’s study when the student will not complete the program within the expected duration as a result of:

- Compassionate or compelling circumstances such as illness, where a medical certificate states that the student was unable to attend classes;
- Implemented designated intervention strategy for students at risk for not completing their program successfully (Required to Withdraw); or
- Receiving an approved period of suspension

4.2. The College expects students to complete their program of study within the following time limits based upon the original program/intake/course start date:

Credential	Length	Timelines for Graduation
Certificate/Graduate Certificate	One-year Program	Up to 20 months
Diploma	Two-year Program	Up to 36 months
Diploma with Co-op/Practicum	Two-year Program	Up to 48 months

4.3. The expected duration of study/interruption of studies will not supersede provincial or federal mandated policies and guidelines.

5. Graduation

Completion of the program of study with an overall minimum program Percentage Scale of 60% is required to graduate.

- Some programs, to meet external requirements, may require a higher overall minimum program percentage scale to pass;
- Based on students’ completion of the program, CCTB compiles an approved list of students eligible for graduation;
- A student is awarded their transcript and credential no later than 30 days after program completion; and
- The College may award credentials posthumously on the recommendation of the Campus Director to students in Good Academic Standing who successfully completed at least 75% of their program requirements within a timeframe established by the college.

Definitions

At-Risk Status: A notification in writing that a student’s cumulative Grade Point Average has slipped below satisfactory levels and that improvement is required if the student is to avoid Academic Probation. At-Risk academic standing will not be recorded on the student’s permanent record.

Academic Probation: A state of limited registration privileges arising from unsatisfactory academic performance, as evidenced by a percentage scale below the minimum required for good standing. Academic Probation standing will be recorded on the student’s permanent record.

Credit: The number of units of academic value assigned to a course.

Cumulative Credits: The total number of credits earned for all courses successfully completed at the institution.

Good Academic Standing: All students, upon initial entry to the college, are in Good Standing. Students who maintain the minimum required percentage scale for their program of study remain in Good Standing.

Percentage Scale: A grading scale between 0 – 100.

Permanent Record: A permanent electronic file, which includes a record of all the student’s course work, the status of their courses and the grades and credits received, and from which the student’s transcript is prepared.

Required to Withdraw: The academic status assigned when a student has not satisfied the program requirements for continuation of study and/or has more than the allowed number of “F” (fail) grades. Required to Withdraw will be recorded on the student’s permanent record.

Term Credits: The total number of credits that a student earns by satisfying the course requirements during a given term.

Transcript: Documentation of a student's permanent academic record, which consists of all courses taken, grades and honours received, performance standings (other than good standing), and diplomas awarded to a student.

Related Policies

Policy Name	Policy Number
Student Grade Policy and Procedure	
Student Attendance Policy	
Student Dismissal Policy	

Student Leave of Absence Policy	
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Document History

Date	Approval/Review/Key Change(s)
20 Sep 2024	Major changes to adapt policy to semester-based academic delivery