

AC105: Progression

Policy Title:	Progression Policy
Policy Number:	AC105
Owner:	Sr. Vice President Academic
Approved by:	College Executive Team
Effective Date:	September 2023
Reference:	Graduation and Convocation policy
Links to Other Policy:	Student-Athlete Eligibility Status Non-Academic Involuntary Withdrawal

St. Lawrence College is committed to making our resources fully accessible to all persons. This document will be made available in alternative format upon request.

BACKGROUND

Definitions:

Conditional Academic Standing – when students do not maintain the required semester GPA and structured supports are put in place for the student.

Full-Time Student – a student enrolled in courses from their Program of Study with a course load equivalent to at least 70% of the normal course credits or two-thirds of the normal course load (calculated on number of courses) for each semester of their Program of Study. Students with a permanent disability accommodated on an approved reduced course load are deemed to be a Full-Time Student, provided they maintain a minimum of 40% caseload. Please note that full-time status may be defined differently for the purposes of financial aid.

Good Academic Standing – students must maintain a specified semester GPA

Program of Study – a group of related courses that conforms to the levels of learning articulated in the Credentials Framework and leads to the awarding of a credential.

Progression – movement from one level to the next within a Program of Study culminating in graduation.

Purpose:

St. Lawrence College is committed to supporting the success of our students. The purpose of this policy is to outline the requirements for students to progress through

the levels of their Program of Study and ultimately graduate with an Ontario College credential or degree from St. Lawrence College.

Scope:

This policy applies to all St. Lawrence College students and includes all St. Lawrence College courses and programs.

POLICY STATEMENTS

1. Progression

- To move from one level to the next within a Program of Study, a student must complete their current semester with either Good Academic Standing or Conditional Academic Standing. This does not override any pre-requisite or co-requisite conditions for courses that may still need to be satisfied. Additional progression requirements for specific programs are identified in the Program Manual, Course Outline or Learning Plan.

2. Good Academic Standing

- For certificates, diplomas, Ontario College advanced diplomas and Ontario College graduate certificates, to be in Good Academic Standing, students must maintain a semester GPA of 1.51 or higher (Please reference Student Athlete Status for required GPAs)
- For degrees, to be in Good Academic Standing, students must maintain a semester GPA of 1.7
- Any exceptions to the above are noted in Appendix A

3. Conditional Academic Standing

- Students not maintaining Good Academic Standing will transition to Conditional Academic Standing.
- Students will be notified of their Conditional Academic Standing for the duration of their next registered academic semester and will be connected to resources to support their successful progression in their Program of Study.
- To return to Good Academic Standing students must maintain a semester GPA or higher as indicated in Section 1: Good Academic Standing.
- Students unable to return to Good Academic Standing will have their academic progress and options reviewed by the applicable Dean/Associate Dean to determine if they will remain in a Conditional Academic Standing or

be academically withdrawn from the program or counselled to consider other ways of continuing their education.

- Students have the right to appeal an academic withdrawal decision that are based on the College's Student Academic Appeal process and grounds for appeal. As per the Academic Appeal policy, the appeal will be reviewed by an academic administrator from outside their School or Faculty.
- Students with Conditional Academic Standing may have additional conditions that have to be met to continue in their Program of Study (including placement), such as specific requirements to access academic and non-academic supports and resources. Any additional requirements will be determined by the Dean/Associate Dean and provided to the student in writing.
- If performance is unsatisfactory at the end of the probationary period, students may be withdrawn from the program or counselled to consider other ways of continuing their education.

4. Academic Withdrawal

- An academic withdrawal requires that a student be removed from their Program of Study for two academic semesters.
- To be re-admitted, students need to re-apply to the program as per the academic policy (See Admission policy) after meeting with the applicable Dean/Associate Dean to provide documentation that demonstrates the student's commitment to maintaining Good Academic Standing.
- It is important to note that the re-admission process for Level 1 entry is different than re-admission to an upper year of a program.
- Re-application decisions are made by the Registrar's Office in consultation with the Dean/Associate Dean.
- Students that are academically withdrawn are eligible to enroll in courses through Continuing Education or other courses or programs where they meet the admission requirements. Applicable transfer credits will be reviewed.

5. Non-Academic Involuntary Withdrawal

- A student may be withdrawn from a course, a program or from the College for "just cause" according to the Non-Academic Involuntary Withdrawal policy.

6. Re-Admission

- A student at St. Lawrence College who interrupts their studies (either through voluntary or mandatory withdrawal) and has not graduated within 200% of the normal program duration (see Graduation and Convocation policy) is subject to the current admission requirements for the program in question and the order of priority of admission applicable to the program. See APPENDIX B for program specific re-admission policies where applicable.

7. Course Attempts

- Unless otherwise stated, students may attempt a course three times. After the second failed attempt in a course, a student and their respective Student Success Facilitator and/or Program Coordinator will prepare a learning contract outlining what needs to be done to support success in the third attempt. Any exceptions to this will be noted in the Course Outline.
- Where possible, the student will be permitted to re-take the course with a different faculty member or to identify a course from another institution to be used as a transfer credit at their own expense.
- Inability to achieve the minimum grade in a course required for progression in, or graduation from, a program within the three permitted attempts will result in a withdrawal from the program.
- Withdrawal from a course on or before the approved date to withdraw without academic penalty will not be considered an attempt.
- Successful completion of all courses in the program is required for a student to be eligible to graduate. Should a student not be able to complete a course because they have exhausted the number of available attempts, they will not be eligible to graduate. In the case of repeated courses, the highest grade will be calculated into the program GPA. All grades and courses will be recorded on the student's transcript and included in their term and cumulative GPAs.

8. Additional Courses

- Full-time students will be required to pay fees for each course taken in excess of the normal full-time load for the current term of their program and for any non-credit course(s) they wish to take. Courses may include additional material fees (varies per course) and/or online course fees.

- Students who wish to register for an online version of a course that is scheduled in their program of study as a face-to-face, may be required to pay additional tuition and ancillary fees for that course in addition to their fulltime program tuition and fees. Any exceptions due to extraordinary circumstances requires the written recommendation of the Dean or Associate Dean.

MONITORING

Sr. Vice President Academic

NEXT POLICY REVISION DATE

September 2028

SPECIFIC LINKS

APPENDIX A AND ATTACHMENTS

APPENDIX A: PROGRESSION POLICIES FOR FULL-TIME STUDENTS BY PROGRAM

Autism and Behavioural Science [rev. Sept. 2015]

Students must achieve a final grade of 60% (C- grade) or higher in each course, in order to advance in the program and to graduate.

Honours Bachelor of Behavioural Psychology (HBBP) [rev. Sept. 2017]

Term-based Grade Point Averages (term GPA) are used to determine each student's eligibility to progress through the program as a full-time student. Any student who does not meet the minimum term GPA for continuance will not be eligible to progress as a full-time student but can take part-time courses if the pre-requisites are met and space is available. In order to progress to the next semester or to graduate the following is required:

1. Minimum overall acceptable achievement (ie across all degree requirements including the breadth and discipline-related requirements) not lower than a 1.7 term GPA (60–62%).

2. Minimum overall acceptable achievement in all PSYC/BEHA courses (ie discipline-related requirements) not lower than a 1.7 term GPA (60-62%).

In Semesters 3 and 6, students complete several courses before beginning a practicum. A term GPA will be also be calculated using the final course grades leading up to each practicum to determine if a student is eligible for practicum. A term GPA of 1.7 is required to be eligible for practicum.

Bachelor of Science - Nursing (Honours) (SLC Degree) [dev. Sept. 2021]

This section applies to the SLC degree only

Admission

One 4U English

One 4U Chemistry

One 4U Biology

One 4U Mathematics (for students who begin in Fall 2020)

Two other 4U/M courses

Minimum 75% overall average (for students at college sites who begin Fall 2020)

Students transferring from other university nursing programs complete a minimum 2-year full-time residency at St. Lawrence College to obtain a BScN degree at St. Lawrence College.

Academic Standing

To be in good academic standing and progress in the BScN program, a student must:

- 1) *Meet all conditions of admission*
- 2) *Achieve a minimum of 65% in each required Nursing and Science Course*
- 3) *Achieve a minimum grade in elective courses of 60% in all passed courses.*
- 4) *Demonstrate satisfactory clinical and laboratory performance in courses where clinical experience is required. Failure to demonstrate satisfactory performance in these areas constitutes a failure in the course regardless of numerical grade; therefore, all aspects of the course must be repeated.*
- 5) *Complete all course evaluation components.*
- 6) *Fulltime status in the BScN program requires 9 credits per semester.*
- 7) *Demonstrates safe, ethical, and professional practice as outlined by Student Code of Conduct, professional nursing regulatory bodies' code of ethics and*

competencies and host clinical agencies. A student may be deemed unsafe in a practice course and may be removed from a practice course for this reason.

Program of Study

To register in any course, a student must meet all pre-requisites and co-requisites. If a student does not meet this requirement the student will be withdrawn by the registrar from the course.

A student who fails a nursing practice course and/or who has been absent from the BScN program or from a nursing practice course for one semester or more will be required to take the Resumption of clinical practice course, and must be successful in this course in order to continue in any subsequent nursing practice course.

Students must successfully pass all required courses in one semester to progress to the required courses in the subsequent semester.

Completion of Course Work

In addition to achieving a minimum of 65% overall for all core courses and 60% overall for non-core, elective courses, submission of all required course work/assignments is required in order to be considered for course credit. Non-submission of any of the required course assignments will result in an F grade. **Failure to complete all evaluative components/requisite submissions for each course, prior to the end of the BScN final exam period, will result in ineligibility for course credit.**

Lateness:

Late assignments are not normally accepted. **If accepted, assignments are penalized by 10% per day or part thereof for up to 5 days and includes weekends. After that date, a late assignment will be assigned a grade of zero.** Submissions of all late assignments will be documented in the student academic file by the course professor. All assignments must be submitted to complete the course, therefore regardless of a zero grade, the assignment must still be submitted as per the assignment outline.

In the event of exceptional circumstances, (eg. a death in the family), a student may submit a written request for an assignment extension 5-7 days in advance of the due date. When a student is ill, he/she must report to the Health Services, the family physician or nurse practitioner to obtain documentation prior to contacting the course professor regarding an extension for assignments.

Poor Form:

Students can lose up to 25% of the assignment total possible mark for poor form and writing style that does not meet APA requirements, whether or not marks are specifically assigned to writing format in the assignment. The exact amount is at the discretion of the course professor. If students require format writing assistance they are to seek help from the Centre for Academic Excellence. Course professors are to be consulted about assignment content. The assignment content and format accuracy are the student's responsibility.

Vacation and Examination

Students are expected to write tests and exams when scheduled. If exceptional circumstances arise (see student BScN Handbook for details) such as, a serious illness that the student cannot present for the exam or adequately prepare for the exam (substantiated by a medical note), a death in a student's immediate family, or a legal obligation such as Jury duty, etc., the Course Professor must be notified **prior to the exam date** where possible. Vacations planned outside of reading weeks or during the academic semester and posted entire exam period will not be supported nor considered. Early departures that affect tests or exams will not be considered as exceptional circumstances.

There is **NO** supplemental / re-write examination or work offered within the BScN program.

Probation

A student is subject to a one year probationary period for failure to meet any of the above criteria under Academic Standing.

If the student meets the conditions of Academic Standing, and does not have any other failures, the student will be released from academic probation after 1 year.

Withdrawal from the Program

A student is required to withdraw from the School of Nursing if while on probation, if the student:

- 1) Does not satisfy all conditions after one probationary year and does not attain good academic standing (refer again to Academic Standing criteria).
- 2) Fails to obtain the minimum academic grade and satisfactory clinical and lab performance where appropriate in any required course on a second attempt.

A student who is required to withdraw may petition the Senior Vice President Academic (SVPA) for re-admission after one calendar year. Such an appeal should have a recommendation from the Associate Dean of the school before being considered.

Students in good academic standing who choose to discontinue their studies at the end of the first or any other year, with successful completion of that year, may apply for re-admission with advanced standing. Cases are considered on an individual basis.

Degree Requirements: Bachelor of Science – Nursing (Honours) Degree Program

The BScN program prepares individuals for nursing practice with health promotion and professional caring perspectives in a variety of settings with diverse populations. Students develop professional independence, self-directedness and critical thinking. Graduates are self-reflective, self-evaluative, responsible, accountable, and make clinical judgments based on the best evidence. They create and influence the future of nursing practice at a political, social and professional level by responding to and anticipating the changing needs of society. Furthermore, they are prepared to meet entry level professional practice requirements as identified by the College of Nurses of Ontario.

To graduate with a Bachelor of Science – Nursing (Honours) degree, a student must meet all stated degree requirements:

1. Complete all required courses including clinical requirements where appropriate with a 65% minimum grade in each
2. Complete all elective courses with a minimum grade of 60% in each
3. Complete all NURS courses for the BScN degree within 7 years of the first nursing course

Bachelor of Science in Nursing (Laurentian University Degree) [rev. Sept. 2023]

This section applies to the Laurentian BScN degree only.

Admission

One 4U English

One 4U Chemistry

One 4U Biology

One 4U Mathematics (for students who begin in Fall 2015)

Two other 4U/M courses

Minimum 75% overall average (for students at college sites who begin Fall 2014)

Students transferring from other university nursing programs complete a minimum 2 year full-time residency at Laurentian University to obtain a BScN degree at Laurentian University.

Academic Standing

To be in good academic standing and progress in the BScN program, a student must:

- 1) Meet all conditions of admission (dependent on criteria for year of admission into program)
- 2) Achieve a minimum of 60% in each required Nursing and Science Course
- 3) Achieve an overall average of 60% in all passed courses.
- 4) Demonstrate satisfactory clinical and laboratory performance in courses where clinical experience is required. Failure to demonstrate satisfactory performance in these areas constitutes a failure in the course regardless of numerical grade; therefore, all aspects of the course must be repeated.
- 5) Complete all course evaluation components.
- 6) Full-time status in the BScN program requires 70% of credits or 66 2/3% of regular course load per semester, unless student has been approved for and is enrolled in Official Reduced Course Load (TFSPD) by Student Wellness and Accessibility Services (SWA).
- 7) Demonstrates safe, ethical, and professional practice as outlined by Student Code of Conduct, professional nursing regulatory bodies' code of ethics and competencies and host clinical agencies. A student may be deemed unsafe in a practice course and maybe removed from a practice course for this reason.

For students admitted Fall 2012 and prior, the following will apply:

- Not fail more than 3 credits in any one year or in any sequence of 30 credits.

Program of Study

To register in any course, a student must meet all pre-requisites and co-requisites. If a student does not meet this requirement the student will be withdrawn by the registrar from the course.

A student who fails a nursing practice course and/or who has been absent from the BScN program or from a nursing practice course for one semester or more will be required to take the Nursing Practice Laboratory Course, and must be successful in this course in order to continue in any subsequent nursing practice course.

Probation

A student is subject to a one year probationary period for failure to meet any of the above criteria under Academic Standing.

If the student meets the conditions of Academic Standing, and does not have any other failures, the student will be released from academic probation after 1 year.

Withdrawal from the Program

A student is required to withdraw from the School of Nursing if while on probation, if the student:

- 1) Does not satisfy all conditions after one probationary year and does not attain good academic standing (refer again to Academic Standing criteria).
- 2) Fails to obtain the minimum academic grade and satisfactory clinical and lab performance where appropriate in any required course on a second attempt.

A student who is required to withdraw may petition the Senate Committee on Academic Regulations and Awards (ARA) for re-admission after one calendar year. Such an appeal should have a recommendation from the director of the school before being considered by the committee.

Students in good academic standing who choose to discontinue their studies at the end of the first or any other year, with successful completion of that year, may apply for re-admission with advanced standing. Cases are considered on an individual basis.

Degree Requirements: Bachelor of Science in Nursing Degree Program

The BScN program prepares individuals for nursing practice with health promotion and professional caring perspectives in a variety of settings with diverse populations. Students develop professional independence, self-directedness and critical thinking.

Graduates are self-reflective, self-evaluative, responsible, accountable, and make clinical judgments based on the best evidence. They create and influence the future of nursing practice at a political, social and professional level by responding to and anticipating the changing needs of society. Furthermore, they are prepared to meet entry level professional practice requirements as identified by the College of Nurses of Ontario.

To graduate with a Bachelor of Science in Nursing, a student must meet all stated degree requirements:

- 1) Complete all NURS courses including clinical requirements where appropriate with a 60% minimum grade in each
- 2) Complete all required Science courses with a minimum grade of 60% in each
- 3) Achieve a minimum overall average of 60% on all passed courses (only courses approved by Laurentian University are included in the calculation of averages)
- 4) Complete all NURS courses for the BScN degree within 7 years of the first nursing course

For students admitted fall 2012 and prior, the following will apply:

- Complete all NURS courses for the BScN degree within 8 years of the first nursing course.

School of Business [rev. Sept. 2021]

This policy applies to the following academic programs within the College:

- Advertising & Marketing Communications
- Advertising & Marketing Communications Management
- Business
- Business Administration
- Business - Accounting
- Business Administration – Accounting
- Business – Human Resources
- Business Administration – Human Resources
- Business Administration - Fast Track – Human Resources
- Business – Marketing
- Business Administration – Marketing
- Digital Marketing Communications
- Health Care Administration – International

- International Business Management
- Office Administration
- Office Administration – Health Services
- Office Administration – Legal
- Office Administration – Health Services/Legal
- Law Clerk
- Logistics and Supply Chain Management
- Project Management

Students in Business programs must be in good academic standing to continue within their program of study.

Good Academic Standing

To be in good Academic Standing, students must:

- Maintain a semester GPA of 1.51 or higher

Students not maintaining good academic standing will be placed on Academic Probation.

Academic Probation:

Students will be notified that they are on academic probation for their next registered academic semester.

To return to Good Academic Standing students must:

- maintain a semester GPA of 1.51 or higher

Students failing to return to good academic standing will have their academic progress reviewed by an Academic Dean to determine if they will remain on academic probation or be academically withdrawn from their program of study. Students continuing on academic probation may have additional conditions that have to be met in order to continue in their program of study. Any additional requirements will be determined by an Academic Dean and provided to the student in writing.

An academic withdrawal requires that a student be removed from their program of study and any other business program for one academic year. To be re-admitted to their program of study or another business program, students need to re-apply to the program and provide documentation that demonstrates their commitment to maintaining good academic standing. Re-application decisions are made by the registrar's office in consultation with the program coordinator. Students that are

academically withdrawn are not allowed to enroll in any courses offered as part of the programs listed above. Students are eligible to enroll in courses through Continuing Education.

Communicative Disorders Assistant [rev. Sept. 2015]

Students must achieve a final grade of 60% (C- grade) or higher in each course, in order to advance in the program and to graduate.

Graphic Design [rev. Sept. 2015]

In addition to complying with the general continuance policy of St. Lawrence College, the following semester grade point averages are required to continue in the Graphic Design program: Semester 2 (2.0); Semesters 3 to 5 (2.3).

Health Information Management [rev. Sept. 2016]

The continuance mark in this program is 63% (C grade). Students may continue in this program if they achieve the continuance mark in all courses, excluding the general education courses.

Medical Laboratory Assistant/Technician [rev. Sept. 2016]

The continuance mark in this program is 60% (C- grade). Students may continue in this program if they achieve the continuance mark in all courses, excluding the general education courses.

Medical Laboratory Science [rev. Sept. 2016]

The continuance mark in this program is 63% (C grade). Students may continue in this program if they achieve the continuance mark in all courses, excluding the general education courses.

Primary Care Paramedic [rev. Sept. 2016]

The continuance mark in this program is 70% (B- grade). Students may continue in this program if they achieve the continuance mark in all (PARA) courses.

Practical Nurse [rev. Sept. 2016]

The continuance mark in this program is 67% (C+ grade). Students may continue in this program if they achieve the continuance mark in all courses, excluding the general education courses.

Pre-Service Firefighter Education and Training [dev. Sept. 2016]

The continuance mark in this program is 70% (B- grade). Students may continue in the program if they achieve the continuance mark in all (FIRE) courses.

Veterinary Technology [rev. Sept. 2020]

The continuance mark in core courses in this program is 60%. Students may continue in the program if they achieve the continuance mark in the core courses* and the pass mark (50%) in the other courses. No individual course involving techniques on live animals may be repeated more than once.

*Core Courses

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
ANIM 102	BIOL 201	ANIM 1000	ANIM 200	ANIM 304	
CHEM 100	ANIM 108	ANIM 206	ANIM 202	ANIM 307	
MATH 150	ANIM 204	ANIM 2601	ANIM 205	ANIM 309	
ANIM 104		ANIM 2700			
		ANIM 2500			

Placement for All Programs [rev. Sept. 2020]

In a program that requires placement for graduation, students who fail a placement may be permitted to repeat the same placement course once, if space permits. If a student fails that same placement for the second time, they will be required to withdraw from the program for a period of two semesters and will adhere to conditions to return.

These conditions, which are determined by the Associate Dean or Dean for the program, may include, but are not limited to, repetition of identified courses, or completion of new course(s). When conditions have been met, and the student has completed the two semester withdrawal period, they may be permitted to make one more attempt at successfully completing the placement. If the student fails a placement for a third time, they will be required to withdraw from the program. This policy includes courses taken through Distance and/or Continuing Education. Students should be aware that the 200% rule for completion of the program is in effect. For re-admission policies, see [Section 3.7 Re-Admission](#).

The following programs are exceptions:

In Medical Laboratory Science, Practical Nursing and Medical Laboratory Assistant/Technician, students who fail a placement may be permitted to repeat the

placement portion up to one more time based on program policies and seat availability. If the student is unsuccessful in placement for a second time, they will be required to withdraw from the program. This policy includes courses taken through Distance and/or Continuing Education. Students should be aware that the 200% rule may require re-application to the program before having time for two attempts at a placement.

APPENDIX B: RE-ADMISSION POLICIES BY PROGRAM

Bachelor of Science in Nursing (Laurentian University) [rev. Sept. 2021]

- A student who is required to withdraw may petition the Senate Committee on Academic Regulations and Awards for re-admission after one calendar year. Such an appeal should have a recommendation from the director of the school before being considered by the committee.
- Students in good academic standing who choose to discontinue their studies at the end of the first or any other year, with successful completion of that year, may apply for re-admission by completing the “Advanced Level Application.” Cases are considered on an individual basis and are dependent upon seat availability.
- for Bachelor of Science in Nursing (SLC) Readmission see [Appendix C](#).**

Medical Laboratory Science [rev. Sept. 2021]

Students entering the third year of the Medical Laboratory Science program must have completed successfully all prescribed fourth semester core courses in the academic semester (winter) immediately preceding the third-year clinical placement to maintain competency in all five clinical disciplines.

Medical Laboratory Assistant/Technician [rev. Sept. 2021]

Students applying for re-admission to a placement semester will require an assessment of readiness prior to placement.

Applications received before the equal consideration deadline will be ranked by academic average with preference given to SLC students in good standing at the time of their departure.

Paramedic [rev. Sept. 2021]

Students who have been required by the College to withdraw from the program due to academic/clinical failures will be permitted to reapply to the program. If students are required to withdraw from the program on the second attempt, no further admission opportunity will be granted to that semester without consultation with the Registrar.

1. Students who have not successfully completed Semester 1 must apply through Ontario College Application Services (OntarioColleges.ca) by February 1st and compete for available seats in the program with no guarantee of admission.
2. All students eligible for re-admittance will meet with an academic adviser to clarify conditions of re-entry to the program with no guarantee of admission.
3. Students may repeat a semester/course once within 12 calendar months of initial enrolment data. As a condition of acceptance, students re-entering a program after a semester or longer absence will be required to participate in an assessment to determine maintenance of clinical competence; students may be required to repeat some or all of the clinical practice courses. The Paramedic Program must be completed within five years from the date of initial enrolment.
4. Re-admission will be based on availability of seats according to the following priorities:

Priority 1 - The applicant was maintaining at least a C grade in all courses at the time of withdrawal.

Priority 2 - The applicant has failed one or more courses. The number of failed courses will be considered in establishing priority.

Practical Nurse [rev. Sept. 2021]

If students are required to withdraw from the PN program after a second attempt, no further admission opportunity will be granted to that semester without consultation with the Registrar.

A condition of re-admission is an assessment of competence in clinical skills, particularly if the student has been away from clinical placement for eight months or more.

Veterinary Technology [rev. Sept. 2021]

For ethical reasons and to comply with Canadian Council for Animal Care Regulations, students required to withdraw from this program can only be readmitted to the program once.

Students required to withdraw from the program due to ethical or animal treatment reasons, can only be readmitted to the program once, in order to comply with the Canadian Council for Animal Care Regulations.