

CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: Program Progression

EFFECTIVE DATE: February 10, 2014

1. SCOPE

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

This policy applies to all students in all programs offered by Canadore College.

2. PURPOSE AND PRINCIPLES

2.1 The purpose of this policy is to establish a clear protocol for progression of students in Canadore College's programs of study.

2.2 The College is committed to a consistent, equitable and transparent process of assessment that provides timely feedback to students as they work towards the achievement of learning outcomes.

3. POLICY

3.1 Student learning in a given course is evaluated on a number of occasions using a combination of summative and formative evaluation.

3.2 Academic departments establish a process for evaluation of student performance.

3.3 Students are informed at the beginning of each course, of the specific mechanisms for the assessment and evaluation of student performance in each course.

3.4 Evaluation of student performance is based on criteria that reflect the learning outcomes established for the course.

3.5 Evaluation results are formally documented and provided to students. The overall achievement demonstrated in course evaluation is translated into a grade in accordance with the established College grading system.

3.6 Students have the right to appeal decisions that prevent progression through a program of study as outlined in the College's Academic Appeal Policy (A-1).

3.7 The College's course grading system, grade point values, program re-admission or transfer methodology and requirements are established in procedures and published to the College website.

3.8 Progress reports, end of semester grades, academic probation notifications and involuntary withdrawal notifications are to be communicated to students through established communication channels, such as e-mail and the College website.

4. ROLES AND RESPONSIBILITIES

4.1 President

The President is responsible for the overall management and operation of the College. The President ensures that the policy is implemented and that compliance is monitored.

4.2 Vice President Academic

The Vice President Academic is responsible for the effective implementation of this policy and is to resolve any disputes related to academics arising over policy interpretation.

4.3 Vice President, Student Services, Enrolment Management, Recruiting & Marketing

The Vice President Student Services, Enrolment Management, Recruiting & Marketing is responsible for the effective implementation of this policy and is to resolve any disputes related to services arising over policy interpretation.

4.4 Registrar

The Registrar is responsible to enforce compliance with this policy.

5. EVALUATION

This policy will be reviewed every three years.