



**CONESTOGA**  
Connect Life and Learning

Approved by: **Degree Management Committee**

Authorizer: **Executive Dean: Academic Administration**

Effective Date: **June 2 2010**

Policy Title: **Baccalaureate Degree Promotion and Graduation Policy**

### **Policy Statement:**

This policy is defined to meet the requirements of the Post-secondary Education Quality Assessment Board (PEQAB), and to guide Schools in decision making related to promotion and graduation in PEQAB approved degree programs.

### **Scope:**

This policy applies to all the students in degree programs approved by PEQAB (i.e. does not include B.Sc. – Nursing).

### **Definitions:**

#### **Session Grade Point Average (GPA)**

- Represents the courses taken within a program session. The session GPA is printed on transcripts and achievement records for cohort based programs. It is calculated by averaging the grades achieved and credit weighting by the credits assigned to each course.

#### **Program Grade Point Average (GPA)**

- Represents all courses taken for the specified program code/version. These courses may have been taken either via the cohort or through part time studies (non-cohort). The program GPA is not related to a given session. It is based on the program code/version and all the courses the student took that are part of the program, including electives.

### **Policy Elaboration:**

1. Graduation from a Baccalaureate Degree program requires a minimum program GPA of 2.5 and completion of all courses and modules including required Co-op semesters.
2. For programs with a Foundation Module, the requirement for passing the Foundation Module is successful attainment of the course outcomes (Pass). The Foundation Module must be passed before starting the third semester of academic coursework.
3. In degree programs where there is the opportunity for eligible students to bridge/transfer into an upper year of the program and where bridging modules/courses are an entrance requirement to the upper years of the program, students must successfully complete the bridging modules/courses to be admitted

into the upper years of the degree. Definition of successful completion, either as a percentage or a Pass, is determined by the respective Schools.

4. The minimum passing grade for a course/module is 60%.

### **Academic Standing Decision**

Based on a student's academic achievement and following the promotion guidelines established by the program, an academic standing decision is assigned to the student record indicating progress/promotion/graduation.

- Program promotion guidelines will be communicated to students in writing by the respective program
- Academic teams<sup>1</sup> will communicate the conditions for probation

### **Procedure:**

1. Academic decisions will be made at the end of each academic semester. The academic decision will be one of the following:
  - a) A student with a program or sessional GPA greater than or equal to 2.50 with two or less failed and/or dropped courses will be promoted to the next level.
  - b) A student with a program or sessional GPA greater than 2.50 with more than two failed and/or dropped courses will be placed on probation.
  - c) A student with a program or sessional GPA less than 2.50 will be placed on probation or be discontinued according to the program standards.
2. 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
3. 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:
  - a. Repeat the course or module.
  - b. Take a supplemental examination
  - c. Complete supplemental work as per the Clearance of Academic Deficiency Policy.

### **References:**

Clearance of Academic Deficiency Policy  
Grading Procedure  
Academic Credential Procedure

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<sup>1</sup> Academic Team includes heads of schools, program heads, program coordinators and faculty members who are responsible for the academic content

<b>Revision Date</b>	<b>Summary of Changes</b>
2007-07-09	Academic Forum - Approved
2007-07-16	Policies and Procedures Task Force - Validated
2010-04-14	Degree Management Committee - Revised
2010-05-19	Policies and Procedures Sub-Committee - Revised
2010-06-02	Academic Coordinating Committee - Approved