

Progression and Graduation Requirements Procedure

Procedure Title	Progression and Graduation Requirements
Procedure Holder	Office of the Vice President Academic
Procedure Approver(s)	Senior Team
Related Policies	Ch5-s1-02 Academic Appeal Policy; Ch5-s3-04 Academic Honour Roll Ch5-s5-03 Charter of Students' Rights and Responsibilities Ch5-s1-01 Course Evaluation and Grading Ch5-s1-07 Prior Learning Assessment and Recognition Ch5-s1-06 Program Overload Fees Ch5-s1-08 Program Re-admission Ch5-s1-03 Transfer Credits Ch5-s1-05 Withdrawal from a Course Ch5-s1-04 Withdrawal from the College Ch5-s1-14 Progression and Graduation Requirements Policy
Related Procedures	
Appendices	
Storage Location	https://www.confederationcollege.ca/policies-and-procedures
Effective Date	2025-02-23
Next Review Date	2028-02-23

Purpose

This procedure establishes the academic progression and graduation requirements for students enrolled in Ontario College credential programs at Confederation College. It outlines criteria necessary to earn certificates, diplomas, advanced diplomas, graduate certificates, and degrees.

Scope

This procedure applies to all registered Confederation College students in any program of instruction and/or credit course(s). Where Confederation College is delivering a collaborative program in partnership with another institution, the program manual will address progression and graduation eligibility and conditions that may differ from the policy statements herein.

Definitions

Academic Dishonesty	Students who have engaged in serious or repeated acts of academic dishonesty shall receive a final course grade of XF (zero) and may be withdrawn from the course or program.
Academic Intervention	GPA \geq 1.25 If the student's term GPA falls between 1.99 and 1.25, the student will be placed on academic intervention.
Academic Probation	GPA $<$ 1.25 Students with a term GPA below 1.25 will be placed on Academic Probation and may be ineligible to continue without written permission from their Program Coordinator.

Admit Term	The admit term is the first term of enrolment in a program of study, or reenrolment in a program of study.
Course	A course is a unit of instruction that is recorded on the student transcript with a final alpha/numeric grade. Each course has a credit value, and these values may differ from course to course.
Course Outline	The document that identifies the course learning outcomes, method of evaluation and minimum passing grade requirements.
Cumulative Grade Point Average	All credit level courses that receive alpha/numeric grades are used in the calculation of the cumulative grade point average.
Good Standing	GPA= \geq 2.00 Students with a grade point average of 2.00 or higher are considered to be in good standing and are eligible to continue in their current program. Some exceptions may apply.
Grade Point Average (GPA)	A method of expressing a student's academic performance as a numerical value. Each alpha/numeric grade is assigned a Grade Point Equivalent, which is then multiplied by the credit value assigned to the course to produce the Grade Point.
Graduation	Graduation results from successful achievement of the approved program learning outcomes within a specified duration for completion.
Program Grade Point Average	All program required courses (approved curriculum) are used in the calculation of the Program grade point average.
Repeat Courses	In cases where a student registers more than once in the same course (or equivalent course), all final grades will be reported on the transcript. The highest grade will be used in the calculation of the grade point average.
Residency	Residency refers to the minimum number of credits, or corresponding length of time, that a student must be registered with Confederation College.
Term Grade Point Average	All courses within a semester are used in the calculation of the term grade point average.

Governing Laws and Regulations

[Postsecondary Education Choice and Excellence Act, 2000, S.O. 2000, c. 36](#)

[Programs of Instruction: Minister's Binding Policy Directive](#)

[Ontario Qualifications Framework](#)

[Ontario Human Rights Code](#)

Procedure Statements

	Action		Responsibility
1.	Progression through a program of study to graduation is contingent upon academic performance on a semester basis:		
1.1	Must successfully complete any identified prerequisite courses in order to be registered in a requisite course.		Student
1.2	Special permission to register in a course without successfully completing a prerequisite can be granted at the discretion of the Dean/Associate Dean/Program Coordinator. This permission must be in writing.		Dean/Associate Dean/Program Coordinator
2.	Good academic standing occurs when all courses attempted in a semester are successfully completed and the student maintains a minimum GPA of 2.0		Student
2.1	Academic Intervention occurs when the term GPA falls between 1.99 and 1.25, the student will be placed on academic intervention. The student will receive an email to their college email address to advise them that they are on Academic Intervention.		Registration Services
2.2	Academic Probation occurs when the term GPA falls below 1.25. The student will be placed on Academic Probation and may be ineligible to continue without written permission from their Program Coordinator. A student will be at risk of not meeting graduation requirements if their program GPA is below 2.0. In some cases, this GPA may be higher, if program specific standards exist. Individual program manuals or course outlines may reflect additional academic probation conditions and outcomes. It is up to students to make themselves aware of these program requirements identified in course outlines or the program manual. The student will receive an email to their college email address to advise them that they are on Academic Probation.		Registration Services Student Program Coordinator
2.3	A student will be considered for dismissal if their academic performance is not acceptable for continuation in the program. If a student is dismissed, this is a non-continuation status. Individual program manuals will reflect additional dismissal conditions and re-entry requirements.		Program Coordinator

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2.5	Students may be dismissed for code of conduct violations as stipulated in the Student Code of Conduct and are subject to those conditions and re-entry requirements as outlined.		Dean/Associate Dean
3.	Graduation eligibility will be assessed against the Program Graduation Requirements and in compliance with the Ontario Qualifications Framework. Program Graduation Requirements are specific to an admit term. These requirements may be amended periodically at the discretion of the Dean/Associate Dean to ensure curriculum currency.		Registration Services Dean/Associate Dean
3.1	Students will successfully complete all courses in their program of study and obtain the minimum required Program GPA of 2.0 to receive an Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma, Ontario College Graduate Certificate, or Honours Bachelor's Degree. Students who successfully pass all courses but do not achieve a 2.0 GPA are not eligible to graduate. Some Programs require a higher GPA requirement to be eligible to graduate. The student will receive an email to their college email address to advise them that they are eligible to Graduate.		Registration Services
3.2	Students registered in a mandatory co-operative education placement program must successfully complete all co-op requirements.		Student
3.3	All decisions regarding promotion and graduation are subject to appeal. See Academic Appeal Policy (Ch5-1-02).		Student
4.	Study Duration		
4.1	A student will be considered for graduation if they successfully complete the program graduation requirements within the following timeframe, based on their original admit term: One year program – up to three years Two-year program – up to five years Three-year program – up to six years Four-year programs – up to seven years Part-time post-secondary/continuing education programs – five years.		Registration Services
4.2	A student who takes longer than the approved program duration, must have their transcript evaluated by the program Dean/Associate Dean for relevance to current program performance objectives, and may be required to successfully complete additional requirements to meet graduation eligibility. Students who have interrupted their studies, including those studying part-time, must discuss their program graduation requirements and pathway to graduation with the program Dean/Associate Dean. Such students may be required to meet new program graduation requirements.		Program Coordinator Dean/Associate Dean

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4.3	Students who are currently enrolled in a suspended or cancelled program will be provided the opportunity to complete the program within the completion timeframe outlined in 4.2 above. Students in these situations must still meet residency requirements.		Registration Services Dean/Associate Dean
4.4	Students approved by Accessibility Services to study on a reduced course load are accommodated and will have a learning plan developed for program completion.		Accessibility Services
5.	Residency refers to the minimum number of credits, or corresponding length of time, that a student must be registered with Confederation College.		
5.1	To receive a Confederation College certificate, Diploma or Advanced Diploma, students must complete at least 25 % of the program credits at Confederation College. Being “at” Confederation College can include study via face-to-face, online, approved distance education or self-directed courses.		Registration Services
5.2	To receive a Confederation College degree, students must complete at least 50% of the program credits at Confederation College. Being “at” Confederation College can include study via face-to-face, online, approved distance education or self-directed courses.		Registration Services
6.	Students who are encumbered may not receive their credential, transcript, or other written acknowledgement of graduate status. See Charter of Student’s Rights and Responsibilities (Ch5-s5-03).		Registration Services Finance Department
7.	Academic Recognition		
7.1	Students who are registered full-time or part-time in an Ontario College Credential program that have achieved a minimum overall program GPA of 3.5 will receive an Academic Honour Roll Certificate. Each semester a student can also earn a letter of First Class Standing.		Registration Services
7.2	The student must be registered in an Ontario College Credential program and complete or satisfy all academic course requirements for the Ontario College Credential program of study. Achieving a grade of: A - Outstanding Achievement B - Exceeds normal achievement C - Meets normal achievement D - Minimum acceptable level EX and TR - Course requirements met through assessment of previous learning outcomes CR - Course requirements met in job placement, fieldwork or practicum)in all required courses.		Registration Services

8.	Calculation of Cumulative Grade Point Average		
8.1	The transcript will indicate the courses attempted and resulting grades. Only the highest grade for courses attempted will be used in the calculation of the cumulative GPA.		Registration Services
9.	Awarding of Credentials		
9.1	Certificates, diplomas, and degrees are awarded at Convocation. Students who do not attend Convocation will have their credentials made available to them following the ceremony.		Registration Services

Non-Compliance

It is the joint responsibility of the Registrar and Dean to ensure that the guidelines contained in this policy are followed and adhered to in order to effectively and efficiently support student focused learning objectives. Lack of compliance will result in delays in academic operations and student success.

Revision History

Version	Change	Author	Date of Change
New		Assoc. Registrar	2025-02-23