

Academic Standing and Progression Policy

Policy ID: 2-203

Approved by: Vice President, Academics

Executive(s) Responsible: Vice President, Academics

Administrator(s) Responsible: Academic Director

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Background and Scope

The Ontario Institute for Health and Innovation (OIHI) is committed to delivering high-quality education and fostering a learning environment that promotes excellence. OIHI is committed to supporting students in successfully completing their programs of study by implementing a fair, transparent, and effective process to monitor student progression. This policy applies to all students and staff at OIHI.

Purpose of the Policy

This policy outlines the criteria and support mechanisms for students to maintain good academic standing and successfully progress through their program. Progression from one level or step in the program is achieved by meeting the standards of good academic standing. The Academic Standing and Progression Policy highlights the minimum requirements for advancing to the next level and achieving the academic benchmarks necessary for graduation. These thresholds also serve to identify students who may benefit from additional guidance and support to help them reach their full potential.

Definitions

Academic Standing: The status of a student in relation to their progress within their academic program, determined by cumulative average grade or other academic performance criteria.

Good Academic Standing: A status assigned to students who meet or exceed the minimum academic requirements of the institution. A student who fails to maintain this status is placed on academic probation.

Minimum Academic Requirements: The threshold of academic performance necessary to be in good academic standing. The minimum academic requirements at OIHI are active participation and an average attendance of 70% across the program, a cumulative grade average 60% unless otherwise stated and consistent academic honesty.

Academic Warning: A status assigned to students who fail to meet the minimum academic requirements during their program for the first time. This status signals the need for improvement. Students who receive an academic warning develop a learning plan in collaboration with Student Success which outlines how they are to improve their performance.

Academic Probation: A status assigned to students who fail to increase their cumulative grade average after receiving an academic warning status. Students on academic probation develop a learning contract in collaboration with the academic department which outlines precisely how they are to improve their performance. Students who fail to meet the minimum academic requirements or the conditions stipulated in their learning contract may be academically

dismissed from their studies at the institute.

Academic Dismissal: Students who are administratively withdrawn for academic reasons. These are students who fail to meet the minimum academic requirements while on the second academic probation or who fail a module they are retaking, resulting in a dismissal from the institute.

Learning Support Plan: A document that a student and Student Success collaboratively create which outlines recommendations to the student on how they can improve their performance (e.g. meeting with an academic department designate, connecting with facilitators and faculty, accessibility, career, and library services).

Learning Contract: A learning contract outlines specific activities the student must take to improve their performance. Specific activities could include mandates on attendance, assignment submission deadlines, mandatory workshops or lessons with learning support services.

Cumulative Grade Average: The Cumulative Grade Average represents the weighted average of all grades achieved in all completed courses up to the time of calculation.

Policy Statements

1. Students must be in good academic and financial standing to maintain their status as students and progress from one level to the next.
2. To remain in good academic standing, students must maintain a cumulative grade average of 60% or higher in their program of study unless otherwise mandated by the program.
 - 2.1. Active participation is required of students as per the Attendance Policy. To maintain satisfactory academic standing a student is expected to attend at least 70% of scheduled courses and complete all learning activities and assessments as assigned.
3. A student in good academic standing must also pass all courses/modules required in their program. The passing grade unless otherwise stated is 60%.
4. Students who do not meet any of the requirements for satisfactory academic standing will receive an academic warning which will remain active until the minimum requirements are met.
 - 4.1. Academic warning is accompanied by a learning support plan that the student should follow. The learning plan includes best study practices and strategies to address the reasons why the student failed the minimum academic requirements.
 - 4.2. Academic warnings also include a timeline by which students must improve their performance.
5. Students who do not satisfy the minimum academic requirements by the deadline set in the academic warning will be placed on academic probation.
 - 5.1. Students on probation meet with student success to develop a learning contract that outlines the practices and strategies the student will employ to improve their performance.
 - 5.2. The learning contract will also include a timeline by which students must improve their performance.
6. Students who fail to meet the minimum academic requirements by the deadline set in their learning contract may be dismissed from OIHI.

- 6.1. Students who successfully meet the minimum academic requirements are removed from academic probation.
7. Students who fail a course they are repeating do not receive an academic warning nor are they placed on probation. Students in this case are dismissed from the college for academic reasons.
8. Students issued an academic warning or placed on academic probation are subject to all applicable College policies including academic integrity policies.
9. Students have the right to appeal an academic probation. They may do so in accordance with the Academic Appeal Policy 2-204.
10. Students withdrawn for academic reasons may apply for reinstatement as per the administrative withdrawal and expulsion policy (4-402).
11. OIHI will maintain records of academic standing in the student file in accordance with privacy regulations.
12. To be eligible for graduation, students must be in good academic standing as well as meet the following criteria:
13. Practicum Requirements: For programs with practica, work placement or internships, students must complete the designated hours and pass all evaluations from supervisors.
14. Financial Standing: A zero balance on your student financial account is required prior to graduation.
 - 14.1. Documentation: All required documentation, as specified by the College throughout your studies must be on file prior to graduation (E.g.: Signed contract, proof of Canada visa status, health insurance).

Related Legislation

- Ministry of Colleges and Universities (2021). Requirements for The Approval of Private Institutions Providing Postsecondary Education Programs in Ontario for Ontario Student Grants and Ontario Student Loans and for The Administration of the Ontario Student Assistance Program by Approved Private Institutions (The “Performance Requirements”).
- Ministry of Colleges and Universities (2023). 2023-24 OSAP Student Activity Update: Withdrawal and academic progress.
- Ontario Career Colleges Act, 2005 (O. Reg. 415/06)
- AODA (Accessibility for Ontarians with Disabilities Act, 2005)

Related Policies

Policy Name	Policy Number
Academic Integrity Policy	2-201

Grading Policy	2-223
Academic Residence Policy	2-221
Administrative Withdrawal and Expulsion Policy	4-402