

Policy Title: Student Promotion – Graduate Studies Program

Category:	<input type="checkbox"/> Institutional - Board <input checked="" type="checkbox"/> Academic - Administrative <input type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Policy Sponsor:	Dean, Undergraduate and Graduate Education		
Date Approved:	April 2, 2026	Effective Date:	April 2, 2026
Date Last Reviewed:	April 2, 2026	Date of Mandatory Review (expiry date):	April 2031

1. POLICY

1. Students are eligible to advance to a higher year of study when all components of the preceding year are successfully completed, or when, at the discretion of the Graduate Studies Program Student Promotion Committee, arrangements are made to allow for completion of a previous year’s academic requirements.
2. A student who has two or more failed courses is deemed ineligible for promotion and will be withdrawn from the Graduate Studies Program.
3. A student who, after supplemental privileges, fails a course(s) and whose post-supplemental yearly GPA is less than 3.0 will be considered to have failed the year and will be withdrawn from the program.
4. A student who fails a repeated course is deemed ineligible for promotion and will be withdrawn from the Graduate Studies Program.
5. Under extenuating circumstances, at the approval of the Dean, Undergraduate and Graduate Education, a student who does not complete all of the academic requirements in the prior year of study may be promoted in the subsequent year of study. Such promotion will be probationary, and the terms and conditions prescribed by CMCC.

2. PURPOSE

To outline the academic benchmarks by which students may progress through the Graduate Studies Program.

3. SCOPE

All registered Graduate Studies Program students.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

N/A

5. RELATED POLICIES (not a comprehensive list)

- Academic Standing and Status
- Accommodation for Students with Disabilities
- Grades
- Graduation
- Part-time Student
- Program Completion – Graduate Studies Program
- Withdrawal and Refund

6. DEFINITIONS

Extenuating circumstances are those that are beyond the control of the student. They may be unexpected and could include, but are not limited to, illness or injury to themselves or others. In order to be considered, circumstances related to illness or injury must be comprehensively validated in terms of their limitation on academic functioning and student well-being by a health care professional who is licensed within the specific scope of practice. For circumstances not related to illness or injury, other supporting documentation must be provided on request.

7. PROCEDURES

1. A student who, after supplemental privileges, fails a course(s) will have their circumstances reviewed by the Graduate Studies Program Student Promotion Committee (GSPSPC). (Attachment)
2. The Graduate Studies Program Student Promotion Committee will consider the student's past academic performance, any exceptional circumstances and the course content and weighting of the failed course(s).
3. The Graduate Studies Program Student Promotion Committee will recommend to the Dean, Undergraduate and Graduate Education and to the Registrar whether the student should remain in the program and what steps must be taken before the student may continue in the program. Such steps will be provided to the student in writing.

8. HISTORY

New Policy Approved (date):	April 27, 2017
Policy Revision History (dates):	March 30, 2023 April 2, 2026

9. ATTACHMENTS

Graduate Studies Program Student Promotion Committee (GSPSPC) Terms of Reference.

Attachment: Graduate Studies Program Student Promotion Committee (GSPSPC)
Terms of Reference

1. MANDATE

The Graduate Studies Program Student Promotion Committee has responsibility for supporting and promoting student success by:

- a. Monitoring and reviewing student academic progress as it relates to the requirements of the Graduate Studies Program;
- b. Developing and monitoring integrated advising plans for students at academic risk;
- c. Reviewing the implementation of accommodations for students with disabilities;
- d. Reviewing final academic status in each year of the program and making recommendations for promotion and graduation in accordance with academic policy, and the program requirements as outlined in the Academic Calendar; and
- e. Annually reviewing and analyzing student progress data to identify performance trends and opportunities to enhance student engagement, and presenting such to various institutional stakeholders.

2. MEMBERSHIP (6 voting members)

Chair: Director, Graduate Studies (voting).

Voting Members:

- Graduate Studies Program Coordinators
- Student Success Advisor
- Student Success Counsellor

Non-Voting Members:

- Registrar
- Dean, Undergraduate and Graduate Education

Guests:

Other members of the institution (faculty, staff, students) may be invited to participate in committee meetings to discuss aggregate data and trend analysis. Discussion and review of individual student performance data may only occur with official members of the committee.

3. RESPONSIBILITIES

- a. In preparation for each meeting, the Program Coordinators provide student progress data. Such data includes, but is not limited to, course grades to date and outcomes on examinations. It is imperative that faculty submit assessment results within two weeks of the assessment's administration, to ensure that the Director can assess the necessary data for review.

- b. The Committee reviews the status of each student identified as being at academic risk, and determines the best approach for advising and intervention, depending on the student's needs, and the person who is best positioned to provide advising. Where required, the development, implementation and monitoring of an advising/success plan is mutually agreed upon by the student and the associated advisor.
- c. The Director, Graduate Studies oversees and monitors the repository of common data relating to the committee's work including progress data as provided in 2., and notes from individual advising sessions with students, including details of agreed upon advising/success plans. Such a repository is accessible only to committee members on a restricted access common drive, with data encrypted as necessary.
- d. The committee reviews the effectiveness of the implementation of accommodation plans for students with disabilities. The review of these plans is to ensure that the institution is fully and effectively meeting its legislated obligations in a manner that promotes inclusion and minimizes barriers to student success, and that students are fulfilling their obligations as outlined in associated academic policy. The individual academic progress of students with accommodations is not subject to review by the committee, unless the student falls within the definition of being at academic risk. Should changes to accommodation plans or the manner in which they are implemented be recommended, such a recommendation is undertaken by the Student Success Counsellor, and subject to review in accordance with academic policy.
- e. In cases where it is recommended that a student not be promoted in or graduate from the academic program, such a recommendation is made to the Registrar and the Dean, Undergraduate and Graduate Education. The decision is communicated to the student in accordance with the Academic Standing and Status Policy.
- f. Annually, the committee undertakes a review of student progress data to explore and identify opportunities to inform curriculum and pedagogy.

Chair's Role and Responsibilities

The Chair is responsible for scheduling meetings, taking summary notes, and presenting recommendations regarding student promotion to the Registrar and Dean, Graduate and Undergraduate Education.

Definitions

A student at academic risk is a student who:

- a. Has received an unsuccessful grade on two or more academic requirements in a given course;
- b. Has received an unsuccessful final grade in one or more courses; and/or
- c. Is on academic probation.

Meetings

The Graduate Studies Program Student Promotion Committee meets a minimum of twice per academic year, and at other times to review exceptional matters at the request of the Dean, Graduate and Undergraduate Education, and the Registrar.

Procedures

Where possible, the committee should aim to establish consensus on recommendations that adversely impact a student's promotion or graduation. In the event that the committee does not reach consensus, the matter will be referred to the Registrar, and the Dean, Undergraduate and Graduate Education, for further consideration.

Record

Given the confidential nature of student grades, and the often sensitive nature surrounding the circumstances under which students fall into academic risk, the Committee's meetings are confidential, and as such, no detailed minutes are taken. Information cannot be shared by committee members with any other member of the institutional community, unless otherwise deemed necessary by the Registrar, or the Dean, Undergraduate and Graduate Education.

Summary notes are taken by the Director, Graduate Studies, with a written recommendation for promotion or graduation where required.

The records are maintained and stored electronically in the Office of the Director, Graduate Studies in a confidential password protected file on the Graduate Studies drive.