



Academic Promotion and Progression Policy

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PURPOSE

George Brown College is committed to providing students with a clear, consistent, and equitable framework for understanding their progression through their program of study, and to ensuring that this framework is effectively communicated at the outset of their program and at key intervals.

SCOPE

All George Brown students should be afforded an equitable framework for understanding their progression through their program of study.

DEFINITIONS

This section includes an explanation of terms and abbreviations used within this document.

Word/Term	Definition
Academic Standing	<p>Academic standing is a statement of a student's overall academic performance by term. It is calculated at the end of each term for every student.</p> <p>Academic standing is determined by the term and program grade point averages as well as the student's academic standing in the previous term.</p> <p>Honours Standing: A student is in 'honours' standing for any given term when they achieve a term grade point average (TGPA) equal to or above 3.50 (certificate, diploma, or advanced diploma program) or 3.70 (degree program).</p> <p>Good Standing: A student is in 'good standing' for any given term when they pass all courses and have a TGPA equal to or above 1.70 (for certificate or diploma programs) and 2.30 (for degree programs).</p> <p>Probationary Standing: A student is in 'probationary' standing for any given term if they failed one or more courses or obtained a TGPA of less than 1.70 (certificate or diploma program) or 2.30 (degree program) and were given permission by their Promotion Committee to continue in the program. A student is also in 'probationary' standing if they have transferred to another program at the college after a failed term.</p> <p>Removed from Program: A student is 'removed from program' if in the previous term they obtained a TGPA of less than 1.70 (certificate or diploma program) and 2.30 (degree program) and were not given permission by their Promotion Committee to continue in the program. A student will also be removed if they fail two consecutive terms in their program (i.e. if they fail to meet the conditions of their Probationary Contract).</p>
Accommodation	<p>Services, adaptations, adjustments and/or strategies to equalize opportunities for a person in meeting the essential requirements of applying for or achieving the learning outcomes in a course or program. Appropriate accommodation provides individuals with an equal opportunity to attain an equitable level of performance and mastery of learning outcomes that is experienced by others. Examples include reasonable time off to observe religious holidays or providing additional time during exams for students with disabilities.</p>
Chair	<p>The academic administrator with most immediate responsibility for the program. This individual may have the title 'Chair' or 'Director' (in the absence of a Chair), depending on the program.</p>
Curriculum Advising & Program	<p>The CAPP tool helps students to evaluate their progress against the program requirements. Students can create a credential evaluation, view results and print these results using this tool. Evaluations are based on the program they are</p>

Planning (CAPP) Tool currently registered in and are not considered to be official college documents.

Credential The credential that the college awards; examples include:

Degree: The degree is the highest graduation document awarded by the college. This document is awarded to graduates who complete a MAESD approved degree program.

Ontario College Advanced Diploma: This document is awarded to graduates from a six semester (or more) MAESD approved program.

Ontario College Diploma: This document is awarded to graduates from a four semester MAESD approved program.

Ontario College Graduate Certificate: The Ontario College Graduate certificate is awarded to students who complete a MAESD approved post-graduate certificate program.

Ontario College Certificate: This document is awarded to graduates from a one, two or three semester MAESD approved program.

George Brown Certificate: This certificate is awarded to graduates who complete a MAESD approved program or Continuous Learning program consisting of MAESD approved credit courses.

Failure, Academic A student is refused the ability to continue in their program due to inadequate academic performance (as defined on pages 2, 5, and 6 of this policy).

Institutional Residency Requirement Full-time Programs: Twenty-five percent (25%) of the credit courses in a declared program of study must be earned at George Brown College over and above exemptions, Advanced Standing and Prior Learning Assessment credits.

Continuing Education: Fifty percent (50%) of the credit courses in a declared program of study must be earned at George Brown College over and above exemptions, Advanced Standing and Prior Learning Assessment credits for programs eligible for George Brown College certificates.

Learning Outcomes Learning outcomes are statements of what a learner is expected to know, understand and/or be able to demonstrate after completion of a course of study. Learning outcomes are clearly stated in the course outline.

Ministry of Training, Colleges and Universities (MTCU) The MTCU is responsible for the administration of laws relating to education and skills training. For more information go to the Ministry website: <https://www.ontario.ca/page/ministry-training-colleges-universities>. The Ministry of Training, Colleges and Universities is responsible for the administration of laws relating to education and skills training. For more information go to the Ministry

website: <https://www.ontario.ca/page/ministry-training-colleges-universities>.

Policy	A statement of basic principles, rules, regulations and/or guidelines, developed and enforced to direct and/or limit actions and activities
Prior learning assessment & recognition (PLAR)	Prior learning assessment & recognition (PLAR) is a process that gives students the opportunity to obtain academic credit for one or more courses in a certificate, diploma or degree. Students must demonstrate they have acquired the necessary skills and knowledge through life experiences. These may include work, training, independent study, volunteering, travel, hobbies and family experiences.
Program	An approved combination of courses in a subject area(s) that fulfils the requirements for a degree, diploma, advanced diploma or certificate.
Promotion Meetings	Promotion Meeting membership is determined at the program level. Participants determine whether or not a student may progress into the next term based on the student's academic performance as per the criteria outlined in this policy. Once the Committee's decision is final, program promotion status, or standing, is sent to the Registrar.

POLICY

1.0 General Principles

- 1.1 George Brown College's Promotion and Progression policies are developed and updated in compliance with relevant policies and frameworks published by The Ministry of Training, Colleges and Universities (MTCU) [See definitions for description].
- 1.2 George Brown's Promotion and Progression policy seeks to establish standards that protect the integrity of academic programs, with a primary focus on student success.
- 1.3 George Brown is committed to promoting a culture of informed, supported student decision-making by ensuring that students:
 - 1.3.1 Have access to information relating to relevant program-level requirements for promotion and progression, and have access to an academic progress report.
 - 1.3.2 Have access to their academic records and standing in courses at all times on Stuvview, the college's student information system:
<https://stuvview.georgebrown.ca/>.
- 1.4 Students are responsible for meeting all program requirements for graduation.

2.0 Program Progression

- 2.1 Progression through a program of study and achievement of course and program learning outcomes depends upon the successful completion of courses. This includes all course prerequisites and co-requisites [see Section 5.0 of this policy].
- 2.2 Each George Brown Academic Division determines and communicates its specific program requirements for progression through each semester to the Office of the Registrar.
- 2.3 Courses that are a part of a program of study may be considered successfully completed through advanced standing, transfer of academic credit, prior learning assessment and recognition, course exemptions or course substitutions.
- 2.4 The Office of the Registrar awards credentials to students who have satisfactorily met all college and program requirements as outlined in **Office of the Registrar Policies**: [see **Section 11** <http://www.georgebrown.ca/policies/or.pdf> for details].
- 2.5 Promotion Meeting [See “Definitions” section for description]:
 - 2.5.1 At the end of each term [or at otherwise determined appropriate program-specific intervals], each student who has not met the academic requirements of the program for graduation has their academic record reviewed at a Promotion Meeting.
 - 2.5.2 The Promotion Meeting participants review the academic records of those students and determines whether or not the student may progress into their program’s next semester.
 - 2.5.3 If the Promotion Meeting membership decides that the student is placed on probationary standing, is removed from their program, or has other special circumstances affecting their promotion, the decision is communicated to the student via Stuview and/or by their program chair.
 - 2.5.4 Any student wishing to appeal the decision of a Promotion Committee must contact their program Chair and follow the process outlined in the **Academic Appeals Policy**: [\[http://www.georgebrown.ca/policies/appeals.pdf\]](http://www.georgebrown.ca/policies/appeals.pdf).

3.0 Academic Standing (as defined in the Office of the Registrar Policy)

- 3.1 There are four levels of academic standing: (I) Honours Standing, (II) Good Standing, (III) Probationary Standing [see Section 4.0], and (IV) Removed from Program. [Detailed descriptions of each found in the “Definitions” section.]

Two types of averages may be used in reference to a student’s academic standing. A term grade point average (TGPA) is based on the courses taken in a single term, while the cumulative program grade point average (CGPA) takes into account all completed credit courses at the time of calculation.

- 3.1.1 A student must achieve a TGPA of 1.70 (diploma/certificate program) or 2.30 (degree program) to qualify for promotion to their next term.

- 3.1.2 A student must achieve at least a program GPA value of 1.70 (diploma/certificate program) or 2.30 (degree program) to graduate.
- 3.1.3 A program GPA value of 3.50 (diploma/certificate program) or 3.70 (degree program) is the minimum requirement for honours standing.
- 3.1.4 Students must refer to divisional and/or program level promotional policies for program-specific requirements regarding the clearing of failures or missed courses.

4.0 Probationary Standing and Academic Holds

4.1 **Probationary Standing:** If a student obtains a GPA of less than 1.70 (certificate or diploma program) or 2.30 (degree program) in the current term, the Promotion Committee may allow them to continue in the program on probationary standing.

- 4.1.1 A student on probation may be asked to sign, and meet terms outlined in, a probationary contract in order to continue to progress in their program.
- 4.1.2 Probation is lifted when the student achieves a program GPA of greater than 1.70 (certificate or diploma program) or 2.30 (degree program).
- 4.1.3 A student on probation whose TGPA is 2.00 or better, but whose program GPA remains less than 1.70, will be allowed to continue in the program while remaining on probationary standing.
- 4.1.4 Students who fail to meet the requirements of their probation may be withdrawn from the program.

4.2 **Academic Failure and Academic Holds** [See “Definitions” in this policy for a description]:
Students who are designated on AC Hold subject to departmental requirements are not eligible to register for a George Brown Program until they are reinstated.

- 4.2.1 A George Brown student will be designated on AC Hold if, in the previous two terms, they obtained a TGPA of less than 1.70 (certificate or diploma program) and 2.30 (degree program) (i.e. if they fail to meet the conditions of their probation) and were not given permission by their Promotion Committee to continue in the program.
- 4.2.2 **Repeating Failed Courses:** Students who fail a course in their program of study must repeat the course. A student who fails a course will be placed on Academic Probation by the Promotion Committee. Students should

meet with their program's academic coordinator to discuss academic supports and to clarify details related to progression through their program. Students may repeat a failed course a maximum of two times. In exceptional circumstances the program Chair may allow a student to repeat a course more than two times. The highest grade achieved in repeated courses will be used in the calculation of program GPA and in CAPP.

4.3 Readmission after Academic Failure: Students seeking readmission to the college following an academic failure must follow the processes outlined in Section 18 of the **Office of the Registrar Policies** [<http://www.georgebrown.ca/policies/or.pdf>].

4.4 Voluntary Withdrawal: Students who wish either to voluntarily withdraw from a program or those seeking readmission after voluntarily withdrawing must follow the processes outlined in **Section 3.3** of the **Office of the Registrar Policies**.

5.0 Prerequisite and Co-requisite Courses

5.1 Prerequisite Courses: George Brown College programs may designate courses as prerequisites. These courses are designed to be completed in a specific sequence. These sequences are designed to support student learning in the program. It is the student's responsibility to ensure that they are registered in and complete all appropriate prerequisite courses.

5.2 Co-requisite Courses: George Brown College programs may designate that certain courses or practical experiences must be taken at the same time to support student learning in a program. If a student fails a co-requisite course, the student may be required to repeat both courses and/or practical experiences. It is the student's responsibility to ensure that they are registered in and complete all appropriate co-requisite courses.

5.3 Communication: George Brown College programs that include pre- or co-requisite courses must make this information available to students.

5.4 Exceptions: A student wishing to enrol in a course for which the student does not have the stated course prerequisite(s) or co-requisites must receive permission from the program coordinator.

6.0 Student Course Load

6.1 Status: The Registrar's Office provides the respective official certification of students' full- or part-time enrolment status based on MTCU guidelines. Please note that the standard academic course load may vary across programs. Students who have a question related to their enrolment status should contact a George Brown Student service representative.

6.2 **Accessibility:** Students who are registered with Accessible Learning Services may be eligible to retain full-time status with a reduced course load and extend the time limitations on full time study as defined in section 6.4. Students who may require accommodations must register with Accessible Learning Services to ensure that they receive appropriate accommodations:

[\[https://www.georgebrown.ca/accessible-learning-services/how-to-register.aspx\]](https://www.georgebrown.ca/accessible-learning-services/how-to-register.aspx)

6.3 **Repeating Passed Courses:** Students who wish to repeat a course that they have passed to improve their grade may do so with permission from the program's Chair. The option to repeat a passed course is conditional upon availability. Precedence will be given to students taking the course for the first time. The highest grade achieved in repeated courses will be used in the calculation of program GPA.

6.4 **Time Limitations on Full-time Study:** [Note: For non-postsecondary programs, students should consult the Chair for information relating to time limits.]

1 year program: Maximum of 3 years

2 year program: Maximum of 4 years

3 year program: Maximum of 5 years

4 year program: Maximum of 6 years

Programs taken through Continuing Education:

GBC Certificate programs: Maximum of 3 years

Ontario College Certificate program: Maximum of 6 years

Ontario College Diploma programs: Maximum of 6 years

6.4.1 Under exceptional circumstances, the time limitation may be extended at the discretion of the Registrar, upon the recommendation of the Dean of the student's School or Centre.

6.4.2 A student taking a post-secondary program on a part-time basis must adhere to time limitations outlined above.

7.0 Graduation

7.1 Graduation from a program and receipt of a certificate, diploma, or degree is dependent upon:

7.1.1 Successful completion of all course requirements of the program of study as outlined in **Section 2.4** of the **Office of the Registrar Policies**.

7.1.2 Fulfilment of the twenty-five percent (25%) of a program's credit courses institutional residency requirement as outlined in **Section 11.2** of the **Office of the Registrar Policies**.

7.1.3 A program GPA value of 1.70 for a diploma program, or 2.30 for a degree program.

7.2 **Multiple Diplomas:** Students may qualify for more than one diploma by applying common courses toward multiple diplomas. Students should declare their intention to do so to the Office of the Registrar in the first term of their graduating year.

7.3 **Alternate Certification:** Students who leave the college before completing their full program may be awarded an alternate certification (e.g. a two-year diploma instead of a three-year advanced diploma or a one-year program certificate instead of a two-year diploma).

7.4 **Full-time & Part-time Students and Applications to Graduate:** Applications to graduate are automatically generated for all full-time students who meet eligibility requirements. Part-time students must apply to graduate. For details, please refer to the Office of the Registrar webpage and relevant policies: [<http://www.georgebrown.ca/registrar/>].

7.5 **Continuing Education Students and Applications to Graduate:** Upon completion of all program requirements, students must submit a certificate or diploma request to the program/department co-ordinator along with a copy of a transcript and/or copies of all required grade reports.

NON-COMPLIANCE IMPLICATIONS

This policy has been sanctioned by George Brown College, requiring compliance across the college. Failure to comply with this policy may result in disciplinary measures commensurate with the offence.

SUPPORTING DOCUMENTATION

N/A

RELATED POLICIES

Academic Appeals Policy
Accessible Learning Policy
AODA Accessibility Policy
Code of Student Behaviour & Community Standards
Curriculum Policy
Educational Concerns and Complaints Policy
Employee Code of Conduct – Academic Staff
Office of the Registrar's Policies

RELATED MATERIALS

N/A

APPENDIX 1, PROCEDURES

N/A

