

Senate Policy

Academic Standing, Graduate Studies

3.10

Description:

This policy outlines the assessment criteria and procedures related to academic standing in graduate programs.

Approvals:

Revised by Graduate Studies Committee: December 2010
Approved by Academic Policy and Planning: January 2011
Approved by Academic Council: January 2011

Revised by Graduate Studies Committee: April 2018
Approved by Academic Standards Committee: April 2018
Approved by Senate: May 2018
Effective Date: September 2018

Approval Authority: Senate

Signature: b.h. Yael, Chair

Policy

The academic performance of all graduate students is reviewed at the end of every term to determine if students are in good academic standing. Students not in good academic standing will either be placed on academic probation or required to withdraw from the university.

Good Standing:

Graduate students are in good academic standing if they have earned minimum grades of 70% in all courses in their most recent term and have a minimum overall average of 75%.

Unsatisfactory Standing:

Graduate students who have earned grades below 70% in the previous term and/or who

have an overall average of less than 75% are not in good academic standing.

The Graduate Program Director of a student with unsatisfactory standing must meet with the student, the student's Principal Advisor (if applicable) and, as necessary, the student's instructor(s) to discuss and assess the student's academic performance. The Graduate Program Director must then submit a written report on the student's performance to their Graduate Program Committee.

The student will receive a copy of the Graduate Program Director's report and be invited to appear before the Graduate Program Committee when their case is considered. The student may submit any materials the student deems relevant to their situation.

Based on the student's performance report and the student's submission, the Graduate Program Committee will make a recommendation to the Dean, Graduate Studies to either allow the student to continue their studies on academic probation or to withdraw the student from the university. This decision must be made within 20 business days of the release of final grades for the previous term.

Academic Probation:

Students placed on academic probation will receive formal notice of the conditions under which they may continue their studies, as determined by the Graduate Program Committee and the Dean, Graduate Studies. Students who do not meet these conditions will be withdrawn from the university.

Required to Withdraw:

A student who is required to withdraw will be notified, in writing, by the Dean, Graduate Studies. Withdrawn students may not register for further courses at OCAD University.

Repeat Courses:

A graduate student may repeat a course to improve the grade earned in that course. Permission of the Graduate Program Director is required.

Both grades are recorded on the student's academic transcript. However, only the higher grade will be used to calculate the overall average and the credit hours for the course are used only once towards the requirements for the degree.

Graduation Requirements:

Students are eligible to graduate if they:

- Have fulfilled all program requirements;
- Are in good academic standing;
- Have a minimum cumulative average of 75%; and
- Have no outstanding accounts at the university.

Appeals of Graduate Program Committee Decisions:

Students who believe that their circumstances warrant reconsideration of the decision of their Graduate Program Committee and the Dean, Graduate Studies may submit an appeal to the Senate Student Appeals Committee in accordance with OCAD University's Student Academic Appeals policy.

Grounds for the appeal must be clearly stated and based on medical or compassionate grounds; procedural irregularity; or evidence of prejudice or bias.

The appeal must be filed within 20 business days of the date on which the student was notified of the decision regarding their academic standing.