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| POLICY: Academic Standards | | POLICY NUMBER: AC-2-10 |
| | | PREVIOUS/REPLACES: Academic Standards |
| APPROVED BY: Executive Council | EFFECTIVE DATE AS OF: May 4, 2021 | PRIOR VERSIONS: August 28, 2019 |

1. Policy Statement:

MITT is committed to a consistent, equitable and transparent policy and process that upholds academic rigour and facilitates successful student progression through their chosen program of study to graduation. This policy outlines the academic standards that MITT and students will jointly uphold to promote a quality learning environment.

2. Scope:

This policy applies to all MITT staff, instructors, teachers, and students unless otherwise noted.

3. Policy Elaboration:

A. **Progression Requirements:** Upon registration, students are assigned to a cohort and into the current version of the program of study. Academic decisions are based on a student’s academic achievement with respect to the progression standards of the program of study. Academic decisions are entered on the student’s permanent academic record and will appear on the transcript. Progress in a program of study is dependent upon successful completion of courses and meeting any additional program progression standards.

Establishment of progression requirements

i. Program teams have the authority to determine what constitutes the required progression requirements for the program of study, including but not limited to admission requirements, prerequisite and corequisite courses, credit transfer requirements, and standards for a student to remain enrolled in and graduate from the program. Progression requirements will be communicated to students in Course Outlines that follow the Course Outline Policy and may be supplemented by or summarized in Program Guidebooks. As such, Course Outlines and/or Program Guidebooks may be used in the interpretation and application of this policy.

Communication to students

- ii. Where progression requirements include assessment of student learning, the evaluation method used for assessment will be communicated in the Course Outline, including the value of each evaluation method and how final grades will be calculated.
- iii. Students will receive the Course Outline at the beginning of the course, as well as to any subsequent approved updates to the Course Outline.



- iv. Students have a responsibility to familiarize themselves with all information contained in the Course Outline and ensure they receive information on the evaluation methods in each course. Students have the responsibility to seek clarification at the beginning of the course if they do not understand the evaluation methods or any other part of the Course Outline.

Evaluation of student learning

- v. Students will be evaluated by their instructor or by an individual who has been given authority by MITT, where appropriate to the evaluation method. Examples of such delegated authority are evaluations by work practicum hosts and accredited subject matter experts in integrated third-party exams.
- vi. Instructors have the authority to set evaluation methods and submission deadlines. Students may request an extension to such deadlines. Instructors have the authority to allow or deny such requests based on the principles of consistency, equity, transparency, and academic rigour.
- vii. Instructors have the authority to deduct marks for evaluation methods handed in late, provided that notice of such penalty is identified in the Course Outline.
- viii. A student who does not attend a time-limited assessment (which include but are not limited to tests, exams, and practical skills assessments) may receive a failing mark on the time-limited assessment.
- ix. A student who is unable to attend a time-limited assessment due to illness or compassionate grounds must follow the Student Attendance Policy to provide appropriate notice.
- x. A student who arrives after a time-limited assessment has started may not be given permission to complete the assessment at that time. Instructors have the authority to set standards for late arrivals based on the principles of consistency, equity, transparency, and academic rigour.

Reporting and recognition

- xi. Students will receive feedback and grading for each evaluation method in a timely manner. Instructors will return each graded evaluation method within 10 business days of its submission and enter the grade in MITT's student records system. Letter grades will be assigned according to the MITT Grade Scale or the program-specific grade scale identified on the Course Outline.
- xii. Students must meet all requirements of the program of study to receive academic eligibility for graduation. Students will receive an official transcript after graduation from their program of study.
- xiii. Students who achieve high academic standing will earn recognition on the Dean's Honour Roll. Eligibility for the Dean's Honour Roll is determined at each cohort completion date and is as follows:



1. No more than one successfully repeated course in the program of studies;
2. No instances of academic dishonesty on their student record; and
3. A program grade point average of 3.8 or higher.

Compliance with other policies

- xiv. Students are required to follow the Student Attendance Policy. Students are responsible for any class work or assignments missed during their absence.
 - xv. Progression requirements are subject to the Academic Integrity Policy. Violation of the Academic Integrity Policy may result in a delay or end to student progression in their program of studies.
 - xvi. Students who have a work placement (i.e., practicum, internship, etc.) as a requirement of their program of study are required to follow the Work Practicum and Work Co-op Policy.
- B. Suspension of Studies:** To ensure safety and adequate technical competency-building, most programs at MITT have an inflexible series of prerequisites, a fixed delivery order, and culminating capstone experiences. A student who fails or is ineligible to complete two or more courses in their program of studies will be suspended from further study with their cohort.
- i. A student who has been suspended from study must meet with a Student Advisor to identify options and/or request a program extension.
 - ii. During the period of the suspension, a student will be ineligible to continue in active participation in their program or be on an MITT campus without cause.
 - iii. A suspended student is subject to the Tuition Refund Schedule based on the date of the suspension.
- C. Program Extension for Post-Secondary Students:** A student who has been suspended from studies or who otherwise does not meet the progression requirements of their program may request a program extension to complete outstanding program requirements. Program extensions are subject to program schedule and seat availability and will require payment of additional tuition and fees. A program extension is not guaranteed.
- i. A student will not be allowed to proceed into subsequent courses where they have not passed a prerequisite course or have otherwise failed to achieve course eligibility requirements.
 - ii. A student is permitted a second attempt at a failed course. A repeat of a passed course will only be considered when a student requires an increase to their grade point average to be eligible for graduation or external accreditation. Students requesting to repeat a course must meet with a Student Advisor to initiate the program extension process and review their overall academic plan. Application and tuition fees will be charged when applying for a program extension and registering to repeat individual courses.
 - iii. Students are permitted one attempt at a Work Practicum placement in their program of studies.



- iv. Under rare circumstances, a student may request a third attempt at a course or a second attempt at a work placement (practicum, internship, etc.). Permission of a Dean, Director, Principal or Equivalent, is required to allow the additional attempt. The student will be required to submit evidence of change in circumstance to receive permission for a third attempt at a course or a second attempt at a work placement. The Dean, Director, Principal or Equivalent, may set additional requirements as a condition of additional course or work placement attempts.
 - v. A student who has failed to successfully complete the same or similar program of studies twice will not be readmitted to the same or similar program unless approved by a Dean, Director, Principal or Equivalent.
 - vi. A student who joins a subsequent cohort due to a program extension must complete the current progression requirements of that program of study to be eligible to graduate.
 - vii. Students must complete all the progression requirements of their program of study within the time limit identified in the Credential Taxonomy. For clarity, the maximum time to complete certificate and diploma programs is double the full-time equivalent length of the program plus 1 year (ex: a 1-year certificate program would have a 3-year maximum time to complete). Individual programs may set alternative requirements, or expire or add requirements (including courses) that take precedence over this policy.
 - viii. A student will not be allowed to exceed the maximum course load for their program of studies without the permission of a Dean, Director, Principal or Equivalent.
 - ix. Final grades from all attempts at individual courses will be displayed on the student's academic record and official transcript. Only the highest grade of any attempt will be used to calculate the grade point average, prerequisite standing, or requirements for graduation/certification.
 - x. Student eligibility for services and supports (including but not limited to Financial Aid, Study Permits, or Band Funding) may be impacted by changes in academic progression status. Students have the responsibility to verify the impact of their progression status on any entitlements or approvals they may have received.
 - xi. Students have the right to appeal academic decisions through the Student Appeals Policy.
 - xii. Student have the right to withdraw from their program of studies through the Student Withdrawal Policy.
- D. **Program Extension for High School Students:** High school students who do not meet the requirements of the Academic Standards Policy will meet with their instructor and a Student Advisor to develop an academic plan that supports student learning and program progression. Where the student is from a partner school division, the sending school counsellor and/or administration may be involved in the academic plan development.



E. Standards for Academic Records

- i. Mid-term exams, final exams, and third-party exams will not normally be returned. They will be kept by instructors for a minimum of six months after the completion of the academic year in which they were given. Upon request, students may view, but not keep or copy, major exams or final exam papers. If a student appeals a grade, all relevant exam and term assignments will be kept until the appeal is concluded.
- ii. Retention of other documented evaluation methods is at the discretion of a Dean, Director, Principal or Equivalent.

4. Administration:

The Vice-President Academic is responsible for ensuring this policy is implemented.

5. Review:

This policy will be reviewed every five years by Academic Council.

6. Reference:

Academic Integrity Policy

Course Outline Policy

Credential Taxonomy

Student Appeals

Student Attendance Policy

Student Withdrawal Tuition Refund Schedule

Work Practicum and Work Co-Op Policy

MITT gratefully acknowledges the permission of Red River College for use of their Academic Standards Policy as the foundation of this document, and recognizes Conestoga College for 'progression requirement' policy wording.

7. Definitions:

Cohort: An intake group of students registered in a specified program of study with a defined start and completion date.

Corequisite: A corequisite course must be studied concurrently with a specified related course. Both corequisite courses must be successfully completed before advancing in the program.

Course Outline: The permanent record of academic activity in a course. Is prepared according to the standard format described in the Course Outline Policy and includes course delivery details, learning outcomes, and evaluation methods.



Evaluation Methods: The graded and ungraded assessments of student learning. May include but are not limited to assignments, quizzes, tests, exams, practical demonstrations, case studies, presentations, and research projects. Final course grades are the accumulation of the graded evaluation methods.

Maximum Course Load: The allocated hours per week of delivery for a program of study based on full-time delivery.

Prerequisite: A course that must be successfully completed before the student is allowed to take a specified related course.

Program Extension: Permission for a student to complete outstanding program progression requirements beyond the expected end date of their assigned cohort.

Program Guidebook: A document that compiles the progression requirements of the program for student reference. This does not include promotional material.

Program of Study: A planned and coordinated selection of courses delivered to an identified student body leading to a certificate, diploma or other MITT credential.

Program Team: The instructors and administrative staff responsible for program delivery, including but not limited to full-time and part-time program instructors, the program academic coordinator, and the Dean, Director, Principal or Equivalent.

Progression Requirement: The minimum requirements for a student to continue in a program, with the expectation that students will aspire to excellence and work to achieve well above the minimum requirements. Progression requirements can include, but are not limited to: successful completion of evaluation methods, prerequisites, and corequisites; attaining minimum passing grades; and demonstration of work skills and adequate attendance.

Suspension of Studies: A student who fails or is ineligible to complete two or more courses in their program of studies will be suspended from further study with their cohort.

Work Placement: A practicum, internship, co-op, or other similar work-integrated learning experience. This is a practical work experience (paid or unpaid) that takes place at a workplace whose operations are directly related to an MITT program of study. The student's performance is evaluated and a credit awarded toward completion of their program of study.