POLICY:		POLICY NUMBER:
Academic Standards (Policy)		**AC-2-10**
		PREVIOUS/REPLACES: **Academic Standards**
APPROVED BY: **Executive Council**	EFFECTIVE DATE AS OF: **May 5, 2025**	PRIOR VERSIONS: **September 3, 2024** **May 4, 2021**

See the related Procedures

Policy Statement:

The Manitoba Institute of Trades and Technology (MITT) establishes academic standards that align with its mandate to provide career-oriented technical education. These standards relate to academic requirements that a student must meet to remain enrolled in, or graduate from, a program.

Scope:

This policy applies to all programs delivered by MITT. If this policy does not apply to a course or program, students are notified in the respective course outline or Program Guidebook.

This policy does not replace graduation requirements for Manitoba High School Diplomas.

Policy:

1. **Progression Requirements & Graduation Requirements**
   a. A Progression Requirement is a program-specific academic requirement that a student must meet to remain enrolled in a program.
   b. A Graduation Requirement is a program-specific academic requirement that a student must meet to graduate from a program.
   c. A Course-Eligibility Requirement is a course-specific academic requirement that a student must meet to begin studies in a specific course (e.g., a prerequisite). A student is not permitted to proceed into a course for which they do not meet a Course-Eligibility Requirement.
   d. A student who enrols in a program is required to meet the program's current Progression Requirements and Graduation Requirements.

e. A student who does not complete a program within the regularly scheduled program dates may be affected by:

   i. Time limits to complete the program

   ii. Credit expiry rules

   iii. Course, program, and admission requirement changes

f. Each student is responsible for being aware of their program's current Progression Requirements, Graduation Requirements, and Course-Eligibility Requirements (e.g., prerequisites), and the effects of not meeting one of these requirements.

   i. This information is made available to students, as indicated in the Academic Standards Procedures.

   ii. Students are responsible for verifying the effects of a change in their student status (e.g., changes in full-time student status affecting student loan and/or other funding eligibility).

2. Evaluation of Student Learning

a. Instructional Staff evaluate student learning.

b. Other staff or educational partners involved with course or program delivery may evaluate a student's learning when authorized by MITT, where appropriate to the evaluation method (e.g., instructional assistants, work practicum hosts, or recognized subject-matter experts).

c. Student learning is assessed according to the evaluation items listed on a course outline, including their relative weightings, as defined in the Course Outlines (AC-2- 3) policy.

3. Student Evaluation and Recognition

a. Instructional Staff assess evaluation items and provide feedback, including marks, to students within the five business days that follow an item's due date.

b. The mark that a student receives on a graded evaluation item is recorded in an approved grade management system within the five business days that follow an item's due date.

c. A final grade for a post-secondary course is assigned according to the Final Grade (AC- 2-13) Policy and Procedures.

d. A student may not receive feedback, a mark, or a final grade within five business days, whenever extraordinary circumstances, as determined by an Academic Manager, prevent the timely assessment of an evaluation item or the calculation of a final grade.

e. A student is in Good Academic Standing while they continue to be able to meet their program Progression Requirements, Graduation Requirements, and Course-Eligibility Requirements (e.g., prerequisites).

4. **Course Repeats**

   a. A post-secondary course may only be attempted twice, and a Work-Integrated Learning course may only be attempted once, unless otherwise specified.

      i. A post-secondary student may request to exceed the maximum allowed attempts for a course. To exceed the allowed attempts, a student requires Academic Manager, or designate, approval.

   b. Students are financially responsible for all tuition and related fees associated with course attempts.

   c. Repeated courses are included on transcripts and in GPA calculations, as indicated in the Final Grades Policy and Procedures.

5. **Academic Probation**

   a. Academic Probation is an academic status that results when a student is identified as being at-risk of unsuccessful program completion. Its purpose is to promote program recovery by implementing a structured process to review a student's academic performance, provide referrals to on-campus and off-campus support services (where appropriate), and establish Conditions for Program Continuance.

   b. A student receives an Academic Probation if any of the following occur:

      i. Upon completion of a course, the grade received is not sufficient for use as a Course-Eligibility Requirement (e.g., prerequisites) or Graduation Requirement.

      ii. Following a review of the student's performance, an Academic Manager determines that the student is at risk of not meeting, or is unable to meet, a Graduation Requirement.

   c. A student who receives a status of Academic Probation is:

      i. Permitted to continue their studies.

      ii. Removed from any course for which they no longer meet the Course-Eligibility Requirements (e.g., prerequisites).

      iii. Subject to Conditions for Program Continuance.

      iv. Responsible for any additional costs resulting from the Academic Probation, including those associated with the established Conditions for Program Continuance.

   d. A student who fulfills their Conditions for Program Continuance is removed from Academic Probation and is considered a student in Good Academic Standing.

   e. While on Academic Probation, a student who does not fulfill their Conditions for Program Continuance receives a Program Withdrawal.

f. There is no transcript notation associated with Academic Probation.

6. Academic Suspension

a. Academic Suspension is an academic status that results in a student being ineligible to continue in post-secondary studies for eight months. It occurs when a student:

   i. Receives a college-initiated withdrawal from a program (e.g., a Program Withdrawal) two or more times.

   ii. Does not successfully complete the same course three times, or a Work-integrated Learning course two times.

b. A student who receives an Academic Suspension is:

   i. Withdrawn from their program, subject to the Student Withdrawal (AC-2-1) policy and Tuition Refund Schedule.

   ii. Given an academic status of Academic Suspension and is not eligible to apply to, or study in, any MITT post-secondary program for a period of eight months..

   iii. Subject to the tuition refund schedule, based on the start date of the Academic Suspension.

c. A student who has been suspended from study receives a transcript notation of "Academic Suspension." After the suspension period ends, the student may submit a written request to the Registrar to have the notation removed.

7. Program Withdrawal

a. Program Withdrawal is an administrative action that results if any of the following occur:

   i. A student does not meet a Progression Requirement.

   ii. A student on Academic Probation does not fulfill their Conditions for Program Continuance.

b. A student may be subject to Program Withdrawal without first being placed on Academic Probation.

c. A student who receives a Program Withdrawal is:

   i. Withdrawn or dropped from their courses, as indicated in the Student Withdrawal (AC-2-1) policy.

   ii. Withdrawn from their program.

   iii. Eligible to apply for Program Re-entry to the same program, or admission to another program.

   iv. Subject to the Tuition Refund Schedule, based on the effective date of the

Program Withdrawal.

8. **Program Re-Entry for Post-Secondary Students**

   a. Program Re-entry is a formal process used by a student to regain admission to a program to complete any outstanding Progression Requirements and/or Graduation Requirements.

   b. Students are financially responsible for all tuition and related fees associated with the courses included in their Program Re-entry plan.

   c. A student placed on Academic Suspension is not eligible to apply for Program Re-entry until the end of the suspension period, when the status has been lifted.

   d. A student is limited to two attempts of the same or similar program:

      i. A student who does not successfully complete the same or similar program two times will not be readmitted to the same or similar program.

      ii. A student may request to exceed the maximum allowed attempts for a program. To exceed the allowed attempts, a student requires approval from the program's Dean.

   e. A student admitted for re-entry to a program must complete the program's current Progression Requirements and Graduation Requirements and may be subject to program time limits to complete and/or credit expiry rules.

   f. A student is not allowed to exceed the normally scheduled course load for a program without the permission of an Academic Manager, or designate.

9. **Academic Standards for High School Students**

   a. A high school student who does not meet the requirements of the Academic Standards Policy meets with an academic staff member and a student advisor to develop an academic plan.

Administration:

The Vice-President, Academic and the Vice-President, Business Development and Cultural Initiatives are responsible for the administration of this policy.

Review:

This policy is reviewed by Academic Council every five years. This policy shall remain in effect until amended or revoked regardless of the five-year review.

Reference:

Student Attendance Post-Secondary (AC-1-6) policy

Student Withdrawal (AC-2-1) policy

Student Appeals (AC-2-2) policy

Course Outlines (AC-2-3) policy

Final Grades (AC-2-13) policy

Tuition Refund Schedule *(the most recent version of this document is available on the MITT website)*

Definitions:

Academic Manager: For the purpose of this policy, refers to a staff member whose main responsibilities relate to the administration and oversight of a program or portfolio of programs.

Academic Probation: Academic Probation is an academic status that results when a student is identified as being at-risk of unsuccessful program completion. Its purpose is to promote program recovery by implementing a structured process to review a student's academic performance, provide referrals to on-campus and off-campus support services (where appropriate), and establish Conditions for Program Continuance.

Academic Suspension: An academic status that results when a student reaches the maximum allowable attempts at a course or program. Academic Suspension results in a student being ineligible to apply to, or study in, any post-secondary MITT program for a period of eight months.

Conditions for Program Continuance refers to academic conditions associated with Academic Probation. These conditions are designed to return a student to Good Academic Standing, where they can meet their Course-Eligibility Requirements (e.g., prerequisites) and Graduation Requirements.

Course-Eligibility Requirement refers to a course-specific academic requirement that a student must meet to begin studies in a specific course (e.g., a prerequisite). A student is not permitted to proceed into a course for which they do not meet a Course-Eligibility Requirement.

Dean: For the purpose of this policy, refers to a dean, director, principal, or equivalent role.

Good Academic Standing is an academic status which indicates that a student is currently on track to meet their program's Progression Requirements, Graduation Requirements, and Course-Eligibility Requirements (e.g., prerequisites).

Graduation Requirement: A program-specific academic requirement that a student must meet to graduate from a program.

Instructional Staff: For the purpose of this policy, refers to staff members whose main responsibilities relate to the instruction of students and who are responsible for the delivery of course curriculum.

Program Guidebook: A student-focused document that states a program's Progression Requirements, Graduation Requirements, Course-Eligibility Requirements, and other important academic information.

Program Re-Entry: Program Re-entry is a formal process used by a student who, after receiving one or more final grade(s) in their program, withdrew from that program, was subject to Program Withdrawal, or received an Academic Suspension. This process is used to return to the program to complete any outstanding Progression Requirements and/or Graduation Requirements.

Progression Requirement: A program-specific academic requirement that a student must meet to remain enrolled in a program.

Program Withdrawal: An administrative action that results in a college-initiated withdrawal from a program.

Work-integrated Learning (WIL): A form of curricular experiential education that formally integrates a student's academic studies with quality experiences in a workplace setting. WIL experiences include an engaged partnership of at least an academic institution, a host organization, and a student.

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Procedures:

1. **Progression Requirements & Graduation Requirements**
    a. Progression Requirements, Graduation Requirements, and Course-Eligibility Requirements (e.g., prerequisites) are approved by Deans, and are defined in Program Guidebooks.
    b. A student may become unable to satisfy their program's Progression Requirements or Graduation Requirements if they:
        i. Do not meet Course-Eligibility Requirements (e.g., prerequisites) for one or more courses.
        ii. Exceed their program's maximum time to complete. Maximum time to complete is stated in Program Guidebooks.

2. **Evaluation of Student Learning**
    a. Instructional Staff set deadlines for evaluation items.
        i. Instructional staff may allow or deny student requests for extensions that do not exceed the course's end date.
        ii. Instructional staff, with permission of an Academic Manager, or designate, may grant an extension that exceeds the course's end date.
    b. Academic Managers, or designates, have the authority to establish:
        i. Course and/or program-specific penalties for evaluation items that are submitted late.
        ii. Course and/or program-specific penalties regarding late student arrival to time-limited evaluation items.

c. Program-specific penalties for late submission and arrival to time-limited evaluation items are communicated to students in Program Guidebooks. If course-specific penalties exist, these are communicated to students on course outlines.

d. A student unable to attend a time-limited evaluation item due to illness or compassionate reasons may request alternate arrangements. A student requests accommodation by making a written request to the program's Academic Manager, or designate.

3. Student Evaluation and Recognition

a. Graded evaluation items that are returned to students should be claimed in a timely manner.

   i. Items that are unclaimed by students are retained by departments for three months after a course's scheduled end date, or until an ongoing appeal is concluded. After this time, unclaimed items may be destroyed.

b. Graded evaluation items may not be returned to students, at the discretion of Academic Managers.

   i. Students may review graded evaluation items that were not returned. These evaluation items can be reviewed with instructional staff upon request.

   ii. Items that are not returned to students are retained by Academic Managers for six months after a program's scheduled end date, or until an ongoing appeal is concluded. After this time, these items are destroyed.

c. Student performance is regularly reviewed by Academic Managers, or designates, to determine if a student is continuing to meet their Progression Requirements, Graduation Requirements, and Course-Eligibility Requirements (e.g., prerequisites).

d. Students are notified of a change in their academic status within two business days of:

   i. Receipt of the final grade that causes the change in status.

   ii. The event that caused the change in status (e.g., a missed deadline that relates to a Progression Requirement).

e. A student may not be notified of a change in their academic status within two business days whenever extraordinary circumstances, as determined by an Academic Manager, prevents the timely review of a student's status.

4. Course Repeats

a. To register to repeat a course, the Program Re-entry Form is used.

5. Academic Probation

a. When a student is placed on Academic Probation, an Academic Manager, or designate, will communicate this to the student in writing.

b. Academic Probation ends when a student meets their Conditions for Program Continuance. These conditions are designed to return a student to Good Academic Standing, where they can meet their Course-Eligibility Requirements (e.g., prerequisites) and Graduation Requirements.

   The following conditions may apply:

   i. The requirement to maintain a minimum program-specific performance standard, if applicable (i.e., minimum GPA)

   ii. The requirement to successfully repeat certain courses, subject to repeat rules.

   iii. The requirement to register in courses that were withdrawn or dropped, using the Program Re-entry Form.

c. A student who fulfills their Conditions for Program Continuance is removed from Academic Probation and is considered a student in Good Academic Standing.

d. A meeting occurs with an Academic Manager, or designate, whenever a student is placed on Academic Probation.

   The purpose of the meeting is to:

   i. Review any changes to the student's academic plan that relate to unmet Progression Requirements or Graduation Requirements. For example, the need to repeat course(s), a change in program schedule or course load, a change in graduation date, or (due to course availability) a gap in studies.

   ii. Review any conditions associated with program continuance.

e. A student who receives an Academic Probation is encouraged to meet with a student advisor to discuss the probation and strategies to return to Good Academic Standing.

6. Academic Suspension

a. When a student is placed on Academic Suspension, an Academic Manager, or designate, will communicate this to the student in writing.

b. The effective date of the Academic Suspension is equal to either:

   i. the effective date of the second Program Withdrawal, or

   ii. the last scheduled teaching day of the course that the student did not successfully complete.

c. There may be conditions for Program Re-entry

d. A meeting occurs with a Dean, or designate, whenever a student receives an

Academic Suspension. The purpose of this meeting is to:

i. Review the details of the Academic Suspension.

ii. Review any conditions associated with a return to study at MITT.

e. A student who receives an Academic Suspension is encouraged to meet with a student advisor to discuss the suspension, associated policies, and how the student may be affected by the suspension (e.g., changes in full-time student status affecting student funding eligibility, or immigration status).

7. Program Withdrawal

a. When a student is subject to Program Withdrawal, an Academic Manager, or designate, will communicate this to the student in writing.

b. The effective date of a Program Withdrawal is the last scheduled teaching day before a student was no longer able to:

i. Meet a Progression Requirement (e.g., the last date of a course the student was unsuccessful in).

ii. Meet a condition for program continuance (e.g., a missed deadline).

c. There may be conditions for Program Re-entry..

d. A meeting occurs with an Academic Manager, or designate, whenever a student is subject to Program Withdrawal. The purpose of the meeting is to:

i. Review remaining program requirements and options for re-entry. For example, the need to repeat course(s), future course availability, and potential re-entry points.

ii. Review any conditions associated with program re-entry.

e. A student who is subject to Program Withdrawal is encouraged to meet with a student advisor to discuss the withdrawal, associated policies, how the student may be affected by the withdrawal (e.g., changes in full-time student status affecting student funding eligibility or immigration status), and strategies to return to Good Academic Standing.

8. Program Re-Entry for Post-Secondary Students

a. Program Re-Entry instructions for students are included on the Program Re-entry Form.

b. Requests received using the Program Re-entry Form are not guaranteed, and are subject to:

i. Program schedules

ii. Course space and availability

iii. Conditions associated with Academic Probation, Academic Suspension, or

Program Withdrawal, if applicable.

c. An administrative fee is charged for requests received using the Program Re-entry Form.

d. Whenever course or program changes affect a re-entry student (e.g., curriculum changes), the student is notified of:

   i. Any equivalencies that exist between old and new courses or programs.

   ii. Any limitations that exist for the student to return and complete the new program curriculum.

e. Tuition and related fees are calculated and charged for all courses included on the Program Re-entry Form.

9. Academic Standards for High School Students

a. Academic plans are designed to support student learning and program continuance.

b. The academic staff member who is involved in developing an academic plan will depend on where the student attends High School:

   i. A sending school counsellor and/or administrator may be involved, if the student is from a partner school division.

   ii. The MITT Principal may be involved, if the student is a MITT High School student.

   iii. The Education Director will be involved, if the student is a MITT Adult Learning Centre student.