

PACE Academic Standing Policy

PMAL, PMIT, PMCN & ITVR Programs

OVERVIEW

PMAL, PMIT, PMCN and ITVR programs are designed for full-time study only (with a designated break term in the middle) and run as a cohort model. A cohort is a group of students who are enrolled in all or most of the same classes together in a term. This is designed to build community, promote networking and student retention.

- All students will be assigned a cohort.
- Students must be able to study full time for the duration of the program.
 - For Project Management Programs, full time would constitute being enrolled in five (5) courses per term.
 - For Information Technology: VR & AR Program, full time would constitute being enrolled in four (4) courses per term with exception of term 4 where students would only be enrolled in three (3) courses.

Students must pass all courses within seven terms (including break terms and authorized leave of absences). Students who do not complete the entire program within the allowed timeframe will be dismissed from the program.

SCOPE

This policy is effective May 2024 and applies to all students registered in the Project Management Programs (PMAL, PMIT & PMCN) and Information Technology VR & AR (ITVR).

POLICY

Good Academic Standing is a level of performance that must be maintained for a student to continue in or graduate from the program. To maintain or return to good Academic Standing, students at any given time, must pass all courses. The passing grade for all courses is 60%. Students must pass all courses in the program to be able to graduate.

Students will be required to repeat failed courses to remain in good academic standing and graduate from the program.

Students who do not maintain good Academic Standing will be subject to the following:

1. Students will receive a Program Warning if they fail one course
2. Students will be placed under Program Probation if they fail two courses
3. Students will be Program Dismissed if they fail the same course twice or fail four (4) courses throughout the program or fail three (3) courses in term 1 (*see below additional considerations on Program Dismissal*)

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Students will be supported through prevention and intervention strategies to ensure that they remain or can return to Good Academic Standing.

- Prevention - Week 3 and 6 at risk reports will highlight students who are at risk of not passing the courses they are enrolled in. Program Advisors follow up with students deemed at risk with suggested strategies to help student achieve Good Academic Standing
- Intervention – The Program Advisor will contact students to discuss the unsuccessful course and an Academic Recovery Plan to achieve Good Academic Standing.

Program Warning - a student will receive a Program Warning when they fail one course in any term of study including any academic study during a scheduled break.

- A notice will be sent to the student of unsatisfactory academic performance and a Program Warning will be issued indicating that the student needs to improve performance to avoid being put on Program Probation.
- The student will be required to repeat the unsuccessful courses at their own expense.
- If the unsuccessful course is a prerequisite, the student will repeat the unsuccessful course in the following semester. Non-prerequisite courses can be taken in the break term.

Program Probation – A Program Probation is when a student has failed two courses following a Program Warning.

- Failure to maintain good Academic Standing: The academic performance of each student is reviewed at the end of each term. Students who have received a Program Warning and have failed two courses are placed on Program Probation.
- A student placed on Program Probation will be formally notified by the Program Advisor’s Office that they are on Program Probation and the conditions that must be met while on Program Probation.
- A student on Program Probation will be required to submit an Academic Recovery Plan to the Program Chair’s office. The Academic Recovery Plan will be prepared jointly by the student and the Program Advisor and then signed by both before being submitted to the Program Chair’s Office.

Students must re-attempt the courses during:

1. The subsequent academic term (subject to standard maximum course loads). If the unsuccessful course is a prerequisite, the student will repeat the unsuccessful course in the following term. Non-prerequisite courses can be taken during the break term.
2. The scheduled break - both prerequisite and non-prerequisite courses can be taken in the break term to return students to regular progression. From Spring 2024 onwards, it will be mandatory for students to re-take failed Term 1 and Term 2 courses during the scheduled break.
3. Additional term(s) - provided all courses are successfully completed within seven terms from the initial start date.

Program Dismissal

A student who remains below the Program’s requirement for good Academic Standing, will be dismissed from the Program if one of the below situations is true:

- Students who breach Algoma University’s academic integrity policy.
- Students that fail the same course twice.
 - If a student has failed a course twice before May 2024, they will be allowed to take a third attempt at the Program Chair’s discretion.
 - If a student fails a course twice from May 2024 onwards, they will be dismissed from the Program.

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- Students that fail more than 3 courses throughout the Program.
 - If a student has failed more than 3 courses prior to May 2024, they will not be dismissed. If a student fails more than 3 courses during or after S2024 term, they will be subject to Program Dismissal.
- Students that fail 3 courses on Term 1.
 - If a student has failed three (3) courses or more in Term 1 prior to S2024, they will be allowed to re-take courses in the scheduled break or the following term. If a student fails three (3) courses or more in Term 1 during or after S2024 term, they will be dismissed from the Program.
- Students that take longer than 7 terms to complete the program. The 7 terms include the scheduled break, any Authorized Leave of Absence and any term missed due to fees/balance being owed to Algoma University.

All appeals to Program Dismissal decisions will be at the sole discretion of the Program Chair.

Academic Recovery Plan

If a student is on Program Probation, they will need an Academic Recovery Plan. The Academic Recovery Plan must be completed and signed by both the Program Advisor and the student to acknowledge areas of strength and improvement and map out a plan to improve grades. The Academic Recovery Plan includes suggestions and resources available to the student (i.e. accommodations, learning centre support, Writing Lab, etc.).

The Program Chair may impose additional probationary conditions while the student is on probation, such as but not limited to:

1. Specific courses the student must take
2. Reduction in the number of courses that may be taken during a term
3. Academic skills remediation activities.

The maximum number of courses a student can take in any given term is 5 unless otherwise specified by the Program Chair.

Independent Study Attendance

All students who are registered for independent study courses being delivered on-campus are required to have a minimum 75% attendance throughout the term.

1. **On-campus check-ins:** There will be **4 on-campus check-ins each term** – one each in week 3, 6, 9 and 11/12. It is **mandatory for the students to attend 3 out of the 4 on-campus check-ins.**
2. **Virtual touchpoints:** There will be **8 virtual touchpoints during the term** excluding weeks with on-campus check-ins. It is **mandatory for the students to attend a minimum of 6 out of the 8 touchpoints in the term.**

Failure to meet the attendance criteria may result in a student failing the course regardless of their final grade. The final decision will be at the sole discretion of the Program Chair’s Office.

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