

## Academic Progression Policy

### 1. Policy Statement

Toronto School of Management (TSoM) is committed to providing a high quality education experience for all students and in assisting students to complete their academic programs successfully. The school has fair, transparent and effective processes to monitor student progression and to identify students who may need additional assistance.

### 2. Scope

This policy applies to all students and staff involved in any TSoM program and operations including any collaborative programmes or operations. This policy is applicable to all students and/or prospective students of TSoM.

### 3. Staff Responsibilities

It is the responsibility of each instructor to monitor the progress of each student in the relevant module(s)/ paper. The instructors will be responsible for ensuring:

3.1. That the requirements for each module are clearly provided to students in the module outline;

3.2. That the requirements for each assignment are clearly specified to students;

3.3. That students who may be at risk of failure or deemed in need of assistance are identified and referred to Student Services; and

3.4. That accurate records of student progression, achievement and completion are maintained and transmitted as required.

### 4. Repeating Modules

Students who fail a module in their program of study will have to repeat the course at the earliest available opportunity. Fees will be assessed for the modules being repeated. Students can choose repeat modules for better grades.

With approval from the Academic Manager, students may repeat modules a maximum of two times. The highest grade will be used in the calculation of the program average. All attempts will be recorded on the student's transcript.

### 5. Academic Probation (Applicable to all programs except Preparatory Course for ACCA Examination)

Students who have failed 25% of modules in a given program of study will be placed on Academic Probation and will be required to meet with the Academic Manager to determine the conditions under which they may continue in their program. The student's individual needs will be assessed and

a personalised study plan will be developed in consultation with the Academic Manager and the student.

Students placed on Academic Probations who do not meet the conditions set out for them in the required timeframe may be placed on suspension for a period of time determined by the Academic Manager. In some circumstances, continual poor academic performance may result in mandatory withdrawal from the program of study or expulsion from the institution; however, these measures would be used only as a last resort when all other measures have failed.

## 6. Transcript

All modules in which a student has registered in will appear on the transcript. If the module is repeated, the original failure will still be displayed on the transcript; however, the highest grades will be used in calculating the program average.

## 7. Appeals

Students may appeal all grades in accordance with the Appeals Procedure.

## 8. Period of study

For international students, the period of study shall be as specified in the signed enrolment contract. The school will only extend the duration of a student's study where it is clear that the student will not complete the module/paper within the expected duration as a result of:

8.1. Compassionate or compelling circumstances such as illness, where a medical certificate states the student was unable to attend classes;

8.2. Implemented designated intervention strategy for students being at risk of not progressing satisfactorily, or

8.3. Receiving approved period of suspension.

The expected duration of study for an international student will always be governed by the relevant Private Career Colleges/Designated Learning Institution policies and guidelines.