

POLICY:  <p style="text-align: center;"><b>Academic Standards Policy</b></p>		POLICY NUMBER: <p style="text-align: center;"><b>AC-002-A2</b></p>
		PREVIOUS/REPLACES: <p style="text-align: center;"><b>Updated November 8, 2023</b></p>
APPROVED BY: <p style="text-align: center;"><b>Academic Council</b></p>	EFFECTIVE DATE AS OF: <p style="text-align: center;"><b>December 1, 2023</b></p>	PRIOR VERSIONS: <p style="text-align: center;"><b>November 1, 2021</b></p>

## 1. Policy Statement

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

## 2. Scope

This policy applies to all Herzing College staff, faculty members, and students unless otherwise noted.

## 3. Policy Content

1. Standards of Satisfactory Academic Progress apply to all students at Herzing College regardless of whether financial assistance is provided. A student at Herzing College is deemed to be making satisfactory progress if he/she has achieved the minimum standards of 2.0 CGPA (Cumulative Grade Point Average – see [AC-004-A2 Grading Policy](#)).
2. If a student has not made satisfactory progress at the end of any term, the student may be placed on probation or may be terminated from enrolment following the standards below.

### 3. Specific Standards of Satisfactory Academic Progress

- a. For a degree program, the assessment point is at the end of each semester. For a non-degree program, the assessment point is at the end of each term (two months). The GPA (Grade Point Average) for the semester/term is calculated at that time as well as the overall CGPA for the student.
  - i. Within the first term, if a student is not enrolled for the entire term or the student is not enrolled full-time, the first assessment point will be at the end of a term in which the student has completed the equivalent of a term's full-time course load.
- b. Students who have a semester/term GPA of less than 2.0, but an overall CGPA that is equal to or above 2.0 will be placed on academic warning.

- c. Students not maintaining a CGPA of 2.0 at any assessment point will be placed on academic probation.
- d. Some programs such as those in trades and healthcare have higher standards for passing and probation as dictated by industry and are communicated to the student upon application.

#### 4. Academic Probation

- a. Students placed on academic probation must attain a minimum of a 2.0 term GPA during the probationary term. Other specific conditions of probation may be stated at the time probation is initiated. Students not meeting these conditions may have their current registration terminated.
- b. Students who have a 2.0 term GPA for the term of probation but do not attain a CGPA of 2.0 may continue on academic probation for one more term. Students who do not attain a 2.0 CGPA at the end of the second probationary term will be terminated unless a term GPA has exceeded 2.0 and the College believes sufficient progress has been or will be made to graduate on the original expected graduation date or very close thereto, and a 2.0 GPA is attained each term until a CGPA of 2.0 is attained. The College may consider mitigating circumstances in deciding whether enrollment is to be terminated. Students who are terminated may apply for re-admission after one year, although there is no guarantee the application will be accepted.

#### 5. Graduation Standards

- a. Students in any program must have a CPGA of 2.0 or higher to graduate as well as a pass in every required course.

#### 6. Grade Appeals

- a. A grade appeal must be made within two (2) weeks for an exam and within thirty (30) days of grade issuance for a course. The student may appeal to the faculty member and if not satisfied may appeal to the Academic Dean<sup>1</sup>.

#### 7. Grade Appeals Process

- a. Grade Disputes/Delays should be addressed initially in a conversation with the course faculty member.
- b. If not addressed in a timely manner i.e., before the next assessment or the student does not accept the faculty member's decision, the student may make a formal appeal to the Academic Dean. If the Academic Dean's decision is not acceptable to the student, a formal appeal may be made to the Appeal Board.

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<sup>1</sup> Discussions about the grades of individual assignments are between the student and faculty member. If no satisfactory resolution is reached by the end of the course, the student is free to appeal the grade for the course.

- i. Formal appeals must be identified as falling into one of the following categories:
  - Fairness.
  - Procedural error.
  - New information has come to light.
  - Academic assessment and course management not followed.
  - Unforeseen circumstances such as compassionate or humanitarian situations.
- c. A formal appeal must be submitted in writing, either in an email or letter outlining:
  - i. The course name and number.
  - ii. The faculty member's name(s).
  - iii. The assessment in question.
  - iv. The issue: dispute or delay.

If it is a delay, include the due date of the assessment and the expected time of grade results.
- d. The Academic Dean will respond to the appeal within two class days with a resolution plan.
- e. If the Academic Dean fails to respond within the two class days or the response is unsatisfactory, the student may file an appeal in writing to the Campus President in the form of an email or letter outlining:
  - i. The course name and number.
  - ii. The faculty member's name(s).
  - iii. The assessment in question.
  - iv. The issue: dispute or delay.
    - If it is a delay, include the due date of the assessment and the expected time of grade results.
    - Explain why the Academic Dean's actions were unsatisfactory.
- f. The Campus President will form an Appeal Board, which will consist of a staff member, a faculty member, and a student appointed by the Campus President as well as a faculty member selected by the student. Neither faculty member can be a present or past faculty member of the student. The student may also bring a representative who should be identified to the College prior to the meeting. The student will be informed of the time of the Board meeting, which will be within three

days of the President receiving the appeal and may make an oral presentation before the Board. The Board will render a decision in writing within two days of the Appeal meeting.

- g. Students in diploma or certificate programs may also lodge a complaint with the relevant Provincial office responsible for regulating PVLs:
  - a. In Manitoba, this can be done through their website here:  
[https://residents.gov.mb.ca/forms.html?d=details&pub\\_id=2815&filter\\_category=9](https://residents.gov.mb.ca/forms.html?d=details&pub_id=2815&filter_category=9)
  - b. In Ontario, students can access information regarding complaints on their website here:  
<https://www.ontario.ca/page/private-career-college-students-rights-and-responsibilities#section-3>

## 8. Academic Failure

- a. Students who fail to maintain Satisfactory Academic Progress in their program will face termination from the program. The College may at its discretion offer alternatives to a student.

## 9. Academic Termination Appeal Procedures

- a. If a student is terminated (i.e., dismissed) from the College for lack of Satisfactory Academic Progress, the student may appeal by following the steps below:
- b. The student may submit a written petition to the Campus President who will form an Appeals Board as outlined above. The written petition of appeal must contain verifiable documentation of mitigating circumstances that contributed to poor academic performance and a realistic plan for improvement. The written petition must be submitted prior to the beginning of the following term if the student wishes to continue without interruption. However, the student must appeal within 12 months of dismissal, or all rights of appeal expire. The Board will meet within two weeks of receiving an appeal and will attempt to accommodate more urgent schedules.
- c. If the petition of appeal is approved, the student will be reinstated on academic probation and provisions of the College's academic probation policy will apply.
- d. Note: A student who withdraws while in good standing with the College or is withdrawn for administrative reasons while in good standing with the College (such as for having missed excessive classes) may be readmitted normally and is not required to appeal.

## 4. Administration

The Academic Dean will oversee the administration and enforcement of this policy.

## 5. Review

This policy will be reviewed as required by the Academic Council in 2028.

## 6. Reference

- Herzing College Student Manual.
- [AC-004-A2 Grading Policy](#)

## 7. Definitions

**Term** – For degree program students a semester is 15-week period of instruction usually starting in September, January, and May. For non-degree students, a term is a two-month period of instruction finishing at the end of February, April, June, August, October, and December.

**Full-time** – A full -time student in a degree program is enroll for four or more courses. A full-time student in anon-degree program is usually in attendance 20 hours per week or completing the equivalent course work online.

**Probation** – A student status in which the student has been informed that failure to meet the terms of the probation will result in the student’s termination from the College.

**Termination** – An action by the College in which a student is dismissed from the College but may apply for re-admission after one year.