Academic Progression Policy

Policy ID: TBD
Approved by: Compliance
Executive(s) Responsible: Executive Director of Operations and Infrastructure
Administrator(s) Responsible: Academics
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Background & Scope

Toronto School of Management (TSoM) is committed to providing a high-quality educational experience for all students and 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 assistance.

This policy applies to all students and staff involved in any of TSoM's programs and operations, including any collaborative programs or operations. This policy is applicable to all students and/or prospective students of TSoM.

Purpose of the Policy

The purpose of this policy is to define the responsibilities of students and staff with regards to academic progression, to define TSoM's regulations and process for students to be placed on Academic Probation.

Policy Statement

1. Faculty Responsibilities

It is the responsibility of each instructor to monitor the progress of each student and ensuring that the following are completed:

1.1   The requirements of reach module are clearly provided to students in the module outline/syllabus;

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1.2   The requirements for each assignment are clearly specified to students;

1.3   Students who may be at risk of failure or deemed in need of assistance are identified and referred to Academics; and

1.4   Accurate records of student progression, achievement, and completion are maintained and transmitted as required.

2. Repeating Modules

2.1   Students who fail a module in their program of study need to repeat the course at the earliest available opportunity.

2.2   Fees will be assessed for all modules being repeated.

2.3   Students can choose to repeat modules for better grades.

2.4   With approval from their Academic Manager, students may repeat modules a maximum of two times.

3. Academic Probation

This segment of the Academic Progression Policy does not apply to students enrolled in the ACCA Examination Preparatory Course or in the EAP program.

3.1   Students who have failed 25% of the 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.

3.2   The student's individual needs will be assessed, and a personalized study plan will be developed in consultation with the Academic Manager and the student.

3.3   Students placed on Academic Probation who do not meet the conditions set out for them in the required timeframe may be expelled.

4. Transcript

4.1 All modules in which a student has registered will appear on their transcript.

4.2 If a module is repeated, the original grade will still be displayed.

4.3 The highest grade(s) will be used in calculating the program average.

5. Appeals

Students may appeal all grades within 10 business days and in accordance with the Appeals Procedure.

6. Period of Study

6.1 For international students, the period of study shall be as specified in the enrolment contract. TSoM will only extend the duration of a student's study period when it is clear that the student will not complete a module within the expected duration as a result of:

i)   Compassionate or compelling circumstances, such as illness, in which case a medical certificate states that the student was unable to attend classes;

ii) Implemented designated intervention strategy for students being at risk of not progressing satisfactorily; or

iii) Receiving an approved period of suspension.

6.2 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.

7. Grading System

7.1 In order to graduate, students must pass all courses with a grade of 60% and up as well as a program average of at least 70%.

7.2 EAP students require 80% or higher in attendance and course scores to progress to the next level.

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Table 1

Grade	Grade Point Value	Percentage Equivalent	Definition
A+	4.33	90-100	
A	4.00	85-89	Exceeds expectations
A-	3.67	80-84	
B+	3.33	77-79	
B	3.00	73-76	Meets expectations
B-	2.67	70-72	
C+	2.33	67-69	
C	2.00	63-66	Approaching expectations
C-	1.67	60-62	
F	0.00	0-59	Does not meet expectations

How to calculate a GPA

See the fictional example below for the Diploma in Business Administration Co-op to learn how to calculate your grade point average throughout your program.

Step 1

Determine the value of your module. Modules are worth 3 credits each for all programs except Data Analytics, Fundamentals of Hospitality and Tourism and ACCA. Next, add up all the credit values to get 15, in this case.

Step 2

For each grade (%) you were assigned on your transcript, look up its grade point value in the table 1 above.

Step 3

Multiply the credit value by the grade point value for each module. Add up all the totals to get 45.99, in this case.

Step 4

Calculate your GPA by dividing the total by the total credit value.

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Module #	Module	Grade	Credit Value	Grade Point Value		Total
1	Fundamentals of Business Administration	86% (A)	3	4.00	=	12.00
2	Principles of Accounting	74% (B)	3	3.00	=	9.00
3	Business Environment	70% (B-)	3	2.67	=	8.01
4	Managing Financial Resources	69% (C+)	3	2.33	=	6.99
5	Organizational Behavior	78% (B+)	3	3.33	=	9.99
Total Credit Value =			**15**	**Total**	**=**	**45.99**

Program Grade Point Average (GPA) → 45.99 ÷ 15 = 3.07

Related Policies

Policy Name	Policy Number
Suspension and Expulsion Policy	TBD

Document History

Date	Approval/Review/Key Change(s)
April 14th, 2023	Approval
March-April 2023	Review, reformatting, and addition of new student responsibilities

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