



Policy Title:	Academic Standing, Promotion and Graduation Policy
Policy Number:	

1. Policy Statement

St. Matthew's University (SMU) assesses student academic performance to determine whether students are making satisfactory progress in their program of study.

Students are expected to meet the academic, professional, and progression requirements of their program. Academic standing, promotion, remediation, dismissal, and graduation decisions are made to ensure that students are prepared to progress through the curriculum and meet the requirements for completion of their credential.

Student performance is assessed at the end of each term, semester, or other defined academic period. Students must achieve the required passing level established for each course, clinical rotation, placement, or other program requirement in order to progress.

2. Purpose

The purpose of this policy is to establish the requirements for academic standing, promotion, remediation, dismissal, and graduation at SMU.

This policy provides a framework for reviewing student academic performance, identifying students who require academic support or remediation, and determining whether students may continue, progress, repeat, be dismissed, or graduate from their program.

3. Scope

This policy applies to students enrolled in credit-bearing programs at SMU.

This policy applies to academic standing, promotion from one level or stage of a program to the next, remediation of unsatisfactory performance, dismissal for academic reasons, and eligibility for graduation.

For students receiving financial aid, continued eligibility may also be subject to Satisfactory Academic Progress requirements established by SMU and applicable financial aid regulations.

4. Academic Performance Review

Student performance is determined on the basis of achievement in each prescribed course, clinical rotation, placement, examination, assessment, or other program requirement.

Faculty may evaluate and document student performance, which may include, but is not limited to:

- Academic knowledge;
- Problem-solving abilities;
- Clinical or practical competence, where applicable;
- Personal and professional maturity;
- Interpersonal and communication skills;
- Manual, technical, or professional skills, where applicable; and
- Any other competencies required by the program.

Students must be considered adequately prepared before progressing to the next stage of their program, including any clinical, practicum, placement, internship, or professional learning component.

5. Academic Review

SMU may review student performance at the end of each term, semester, course block, clinical rotation, placement, or other defined academic period.

The University may determine whether students should:

- Progress to the next term, semester, course, rotation, placement, or program stage;
- Be placed on academic probation;
- Be offered or required to complete remediation;
- Be required to repeat a course, rotation, placement, term, or semester;
- Be placed on an academic plan;
- Be placed on financial aid warning or financial aid probation, where applicable; or
- Be recommended for dismissal.

Individual course, examination, or grade disputes should be addressed through the applicable academic grievance, grade review, or appeal process.

The University may request that a student meet with the appropriate academic official, committee, advisor, or designate as part of its academic review process.

6. Good Academic Standing

A student is considered to be in Good Academic Standing when the student is meeting the academic requirements of their program, including course requirements, progression requirements, minimum grade requirements, and any applicable standards established by SMU.

Unless a higher program-specific standard applies, students must maintain a minimum cumulative GPA of 2.0 to remain in Good Academic Standing.

Students in Good Academic Standing may be eligible to progress to the next term, semester, course, rotation, placement, or program stage, provided they have successfully completed all applicable prerequisites and progression requirements.

7. Satisfactory Academic Progress

Satisfactory Academic Progress means that a student is proceeding in a positive manner toward fulfilling degree or credential requirements.

Students receiving Federal Student Aid or other forms of financial aid may be required to meet Satisfactory Academic Progress standards to remain eligible for funding.

Satisfactory Academic Progress includes both qualitative and quantitative standards. The qualitative standard considers the student's academic standing and grade performance. The quantitative standard considers the student's pace of progression and completion of required coursework, credits, clinical weeks, rotations, placements, or other program requirements within the maximum time frame established for the program.

Satisfactory Academic Progress will be evaluated at the end of each semester or payment period, as applicable. Students must meet both the qualitative and quantitative standards to continue receiving applicable financial aid.

Students will be notified of any Satisfactory Academic Progress evaluation that impacts their eligibility for financial aid.

8. Financial Aid Warning and Probation

If a student does not meet Satisfactory Academic Progress requirements at the end of a semester or payment period, the student may be placed on financial aid warning for the next semester or payment period, where permitted by applicable financial aid rules.

A student on financial aid warning may remain eligible for financial aid during the warning period.

If, at the end of the warning period, the student does not meet Satisfactory Academic Progress requirements, the student may be placed on financial aid probation only where permitted by applicable financial aid rules and University requirements.

A student may be placed on financial aid probation where the student appeals the determination and SMU determines that the student should be able to meet Satisfactory Academic Progress standards by the end of the subsequent payment period, or where SMU

develops an academic plan that, if followed, will allow the student to meet Satisfactory Academic Progress standards by a specific point in time.

A student who does not meet Satisfactory Academic Progress requirements and is not placed on financial aid probation may lose eligibility for financial aid.

9. Academic Probation

Academic probation serves as a warning that a student's academic performance must improve in order for the student to continue in their program.

A student may be placed on Academic Probation where the student does not meet the minimum academic requirements for Good Academic Standing, including where the student's cumulative GPA falls below 2.0, unless a higher program-specific standard applies.

A student on academic probation may be required to meet with an academic advisor, faculty mentor, Dean, program head, or designate, and may be required to follow an academic plan intended to address identified deficiencies.

Failure to meet the conditions of academic probation may result in further academic action, including suspension, required withdrawal, or dismissal.

10. Unsatisfactory Academic Performance

If a student is performing unsatisfactorily, the University may require the student to meet with an academic advisor, faculty mentor, program head, Dean, or designate.

The student may be referred to academic support, personal counselling, learning support, remediation, or other services intended to support improvement.

The student is responsible for following through with any required meetings, referrals, academic plans, remediation requirements, or conditions for continued enrolment.

11. Unsatisfactory Grades and Remediation

A grade or academic result is considered unsatisfactory where it does not meet the minimum standard required by the course, program, or University.

A student may be required to remediate an unsatisfactory grade or academic result before progressing.

Remediation may include, but is not limited to:

- Repeating a course, clinical rotation, placement, assessment, or program requirement;

- Completing a supplemental or re-sit examination, where permitted;
- Completing additional academic work;
- Completing an academic support plan; or
- Meeting other conditions established by the University.

Remediation is not automatic and may be subject to program requirements, course requirements, academic standing, prior academic history, and approval by the University.

12. Course or Program Requirement Repeats

A student who repeats a course, clinical rotation, placement, or other program requirement must achieve the minimum satisfactory standard required by the University.

A student who receives an unsatisfactory grade or result in a repeated course, rotation, placement, or program requirement may be subject to dismissal or other academic action.

The treatment of repeated courses or requirements on the transcript and in GPA calculations will be determined in accordance with the applicable grade scale, academic records, and program requirements.

13. Dismissal or Required Withdrawal

A student may be dismissed or required to withdraw if they receive more than the permitted number of unsatisfactory grades. Unless a higher program-specific standard applies, a student may be dismissed or required to withdraw where the student:

- Receives two F grades in a semester;
- Receives three D grades in a semester, including D-, D, and/or D+;
- Receives any combination of one F grade and two D grades in a semester;
- Receives two F grades cumulatively within the program or applicable program stage;
- Receives any combination of three unsatisfactory grades cumulatively within the program or applicable program stage;
- Receives an unsatisfactory grade while on Academic Probation;
- Receives an unsatisfactory grade in a repeated course, clinical rotation, placement, or other repeated program requirement; or
- Exceeds the permitted number of course, semester, clinical rotation, placement, or program requirement repeat opportunities.

A student who receives an unsatisfactory grade may be required to complete remediation before progressing. Remediation may include a re-sit examination, repeating a course, repeating a clinical rotation or placement, or completing another academic requirement approved by SMU.

Remediation does not remove the student's obligation to meet academic standing, progression, and graduation requirements. A remediated unsatisfactory grade may still count toward the maximum number of unsatisfactory grades permitted, unless otherwise determined by SMU.

14. Appeals Related to Satisfactory Academic Progress

A student may appeal a determination of unsatisfactory Satisfactory Academic Progress where permitted by applicable financial aid rules and University requirements.

The appeal must be submitted in writing and must explain why the student did not meet Satisfactory Academic Progress requirements, identify any mitigating circumstances, and explain what has changed that will allow the student to meet Satisfactory Academic Progress requirements if the appeal is approved.

If the appeal is approved, the student may be permitted to continue under financial aid probation and/or an academic plan, as determined by SMU.

The decision on a Satisfactory Academic Progress appeal is final.

15. Promotion

Promotion refers to a student's eligibility to proceed from one level, term, semester, course sequence, clinical rotation, placement, or program stage to the next.

Students must achieve the required passing level established for each course, clinical rotation, placement, or program requirement in order to be promoted.

Students must satisfy all applicable prerequisites, progression requirements, attendance requirements, academic standards, professional expectations, and program requirements before promotion.

SMU determines whether a student may progress, repeat, remediate, be placed on probation, be placed on an academic plan, or be recommended for dismissal.

16. Clinical, Placement, Practicum, or Professional Program Progression

Where a program includes clinical rotations, placements, practica, internships, or other professional learning components, students must meet the academic, professional, behavioural, safety, and competency requirements of both SMU and the placement or affiliated site.

Students must be considered adequately prepared before proceeding to any clinical, placement, practicum, internship, or professional learning environment.

Students must achieve the required passing level in each required clinical, placement, practicum, internship, or professional learning component in order to progress.

17. Incomplete Grades

A student may receive an incomplete in a course only where permitted by the University and approved by the appropriate academic authority.

Students with an incomplete are responsible for completing the required coursework, examination, assessment, or other requirement by the deadline established by the University.

Once the course or requirement has been completed, the instructor or appropriate academic authority will submit the final grade to the Registrar.

18. Graduation

To be eligible to graduate from SMU, a student must:

- Apply for graduation in accordance with University requirements;
- Satisfactorily complete all required courses and program requirements;
- Meet all academic, professional, clinical, placement, practicum, or program requirements, where applicable;
- Be in Good Academic Standing or otherwise approved for graduation by the University; and
- Satisfy all outstanding administrative and financial obligations, where applicable.

Graduation confirms that the student has completed the requirements for the credential.

The official conferral date will be recorded in accordance with University practice and may differ from the convocation or ceremony date, where applicable.

19. Financial and Administrative Holds

A student may complete all academic requirements and be approved for graduation; however, the release of official documents, including transcripts, letters, parchments, or other records, may be deferred until all outstanding financial and/or administrative obligations are cleared.

Students are responsible for ensuring that all financial and administrative obligations are resolved before graduation documents are issued.

20. Rescission of Credential

SMU reserves the right to revoke a credential if, after it has been conferred, it is determined that a serious academic or non-academic offence occurred, or that the student was not eligible to graduate.

Any decision to rescind a credential will be made in accordance with applicable University procedures and principles of fairness.

21. Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Academic Plan	A plan established by SMU that identifies the conditions a student must meet to improve academic performance, meet progression requirements, or regain Satisfactory Academic Progress.
Academic Probation	A formal academic status assigned when a student's academic performance is below the minimum standard required for Good Academic Standing. Academic Probation serves as a warning that academic performance must improve.
Academic Review	The process by which SMU reviews student academic performance and determines whether a student may progress, be placed on Academic Probation, complete remediation, repeat courses or requirements, be placed on an Academic Plan, or be recommended for Dismissal or Required Withdrawal.
Clinical, Placement, Practicum, or Professional Program Progression	Progression through any clinical rotation, placement, practicum, internship, or other professional learning component required by a program.
Dismissal or Required Withdrawal	The academic status or action assigned when a student has not satisfied the requirements for continuation of study, has failed to meet academic or progression requirements, or has exceeded the allowed number of failing or unsatisfactory grades or results.
Financial Aid Probation	A financial aid status that may allow a student who has not met Satisfactory Academic Progress requirements to remain eligible for financial aid for a specified period, subject to an approved appeal and/or Academic Plan.
Financial Aid Warning	A financial aid status that may allow a student who has not met Satisfactory Academic Progress requirements to remain eligible for financial aid for the next semester or payment period, where permitted by applicable financial aid rules.

Good Academic Standing	The academic standing of a student who is meeting the minimum academic, progression, and program requirements established by SMU.
Graduation	Recognition that a student has satisfactorily completed all requirements of a program and is eligible to receive the applicable credential.
Incomplete Grade	A temporary grade assigned where permitted by the University and approved by the appropriate academic authority, pending completion of required coursework, examination, assessment, or other course requirement.
Promotion	Eligibility to proceed from one level, term, semester, course sequence, clinical rotation, placement, or program stage to the next.
Remediation	The process by which a student addresses an unsatisfactory grade, academic result, or academic deficiency through an approved academic pathway.
Satisfactory Academic Progress	The standard used to determine whether a student is proceeding in a positive manner toward fulfilling degree or credential requirements. For financial aid purposes, Satisfactory Academic Progress includes qualitative and quantitative standards.
Unsatisfactory Academic Performance	Academic performance that does not meet the minimum standard required by the course, program, or University and may require academic support, remediation, an Academic Plan, or other academic action.
Unsatisfactory Grade or Result	A grade, assessment result, course outcome, clinical rotation outcome, placement outcome, or other academic result that does not meet the minimum standard required by the University or program.

22. Responsibilities

Students are responsible for understanding and meeting all academic standing, promotion, remediation, progression, Satisfactory Academic Progress, financial aid, and graduation requirements.

Students are responsible for monitoring their academic progress and seeking academic support where needed.

Faculty are responsible for evaluating student performance in accordance with course, clinical, placement, practicum, or program requirements.

Academic advisors, faculty mentors, program heads, Deans, or designates are responsible for supporting students who are performing unsatisfactorily and referring students to appropriate academic or personal supports where needed.

The Registrar is responsible for maintaining official student records, recording grades and academic standing, supporting graduation audits, and confirming completion of academic requirements.

The Office of Financial Aid is responsible for reviewing Satisfactory Academic Progress for financial aid purposes and notifying students of determinations that affect financial aid eligibility.

SMU is responsible for applying this policy in a fair, consistent, and timely manner.