

SUBJECT

Promotional Meetings Procedure

Student Assessment and Evaluation Policy #A-26

Document reposted December 2018. No change to content.

1. All full-time and part-time faculty record student grades in the Northern College system for their semester course(s) as determined by the promotional meeting date and the Program/Academic Assistant.
2. At least twelve (12) hours prior to a scheduled promotional meeting (where possible), all full-time and part-time faculty confirm with their respective Program/Academic Assistant that their student grades are accurately recorded in the Northern College system. If faculty experience difficulty in entering their student grades, they should immediately contact the appropriate Program/ Academic Assistant.
3. Program/Academic Assistants create tote sheets for all programs and cohorts for a semester. Where there are missing grades, the Program/Academic Assistants will enter an "S".
4. Program/Academic Assistants print and/or send completed tote sheets to program specific coordinator(s) and the Dean.
5. Academic program faculty, academic administrators, and/or an appointed designate attend promotional meetings. Additional staff may be included at the discretion of the Dean.
6. The Dean, in conjunction with the program coordinator and full-time faculty, will review all grades during a promotional meeting. The final grades for students who have failed a course(s), who have a grade point average (GPA) below 1.7 or who have been flagged by a full-time faculty member (i.e. eligible for a Student Award) will be actioned for appropriate follow up.

Note: It is inefficient to selectively review grades. All grades should be reviewed and compared with the overall grade summary sheet for the program, where appropriate, follow up measures actioned.

7. Tote sheets are collected at the conclusion of the promotional meeting and shredded as soon as possible.
8. The program coordinator shares all promotional meeting notes with the appropriate Program/ Academic Assistant. Faculty members are responsible for contacting students who failed their course and notifying Advising Services, while coordinators will follow-up with students to discuss next steps.

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2018-06-30	NEW	2023-06-30	A-26 Policy	ACADEMIC	1	1