



GRADUATE ACADEMIC STANDING AND GRADUATION PROCEDURE

Procedure Type:	Academic	Initially Approved:	April 28, 2025
Procedure Sponsor:	Dean, Academic Programs	Last Revised:	April 28, 2025
Administrative Responsibility:	Registrar's Office	Review Scheduled:	April 2030
Approver:	General Faculties Council		

A. PURPOSE

The purpose of this procedure is to provide consistent application of processes related to monitoring graduate students' academic standing and confirming their eligibility for graduation.

B. PROCEDURES

1. ACADEMIC STANDING

1.1 Assigning Academic Standing

- a. A student's academic standing is determined at the end of each term following the submission of final grades.
- b. Academic Standing
 - i. Good Academic Standing. A student, whether full-time or part-time, must obtain a minimum term grade point average (GPA) of 3.00 and obtain a favorable assessment on the Mid-Program Review conducted by their Graduate Supervisory Committee (GSC) to remain in good academic standing.
 - ii. Academic Probation. A student who obtains a term GPA of under 3.00 will be placed on Academic Probation for the next term in which they register and must obtain a term GPA of at least 3.00 in their probationary term to return good academic standing. A student who obtains an unsatisfactory assessment on the Mid-Program Review will be placed on Academic Probation and must meet the conditions set out in the review to return to good academic standing.
 - A student who receives an unsatisfactory assessment on the Mid-Program Review may submit an appeal within 10 business days of the issuance of the Mid-Program Review. Appeals are to be submitted to the Registrar and will be heard by a hearing committee comprised of the Dean, Academic Programs (acting as chair), one graduate faculty member, and a student representative. The student has a right to appear before the committee when the case is considered. The decision of the hearing committee shall be final.

- A student on Academic Probation may be granted a leave of absence with the understanding that enrollment is subject to conditions specified by the Associate Dean: Research, Internationalization and Graduate Studies, or designate. No substantial use of institutional facilities will be available during this period. Conditions for re-enrollment will be specified in writing at the time leave is approved.
 - iii. Academic Withdrawal. Except in extenuating circumstances, a probationary student who fails to obtain a term GPA of at least 3.00 will be assigned the academic standing Academic Withdrawal which includes a notation on the student's academic transcript. The student will be required to withdraw from the University and will not be eligible for readmission to the University for a minimum period of 12 months from the date of their Academic Withdrawal.
 - An individual who is readmitted to the University after a period of Academic Withdrawal, will be placed on Academic Probation and be subject to the conditions specified above. A readmitted student who fails to obtain an average of at least 3.00 during this probationary term will be academically withdrawn from the University and will not be eligible for future readmission.
 - c. The University recognizes that a student experiencing extenuating circumstances may be unable to maintain the required minimum GPA for Good Academic Standing. As a result, a student experiencing extenuating circumstances who wishes to appeal the assignment of their academic standing, Academic Withdrawal, may submit a letter to the Registrar requesting that the probationary status be extended. The letter, with a recommendation from the Registrar, will be forwarded to the Dean, Academic Programs, for decision. The decision of the Dean may not be appealed.
- 1.2 President's Honour Roll
- a. A student who successfully completes a minimum of 12 credits in a term and obtains a minimum grade point average of 3.8 in that term shall be placed on the President's Honour Roll. A "President's Honour Roll" notation will appear on the student's academic transcript.

2. ACTIVE STATUS

- 2.1 Students are expected to maintain active status in their program until graduation.
- 2.2 New students who fail to register in any courses or drop all courses in their first term of study without appropriate withdrawal or deferral notice will not be considered to have active status and will be withdrawn from the program. They are required to reapply for admission if they wish to return to studies.
- 2.3 Students who have completed at least one term of studies are eligible to take a Leave of Absence of up to two consecutive full terms and maintain their active status. Students who take a longer break will no longer be considered to have active status in their program and will be withdrawn. Withdrawn students will be required to reapply for admission.
- 2.4 In either 2.3 or 2.4 above, students studying on graduate programs with a fixed calendar of required classes will not be eligible for readmission to the

- program for a full 12-month period in order to be able to return to the appropriate point in their studies.
- 2.5 Normally students may only be active within their program of study for a maximum of three years from their date of admission, inclusive of any Leaves of Absence.
 - 2.6 Graduate students are entitled to a total of two weeks of annual vacation, not including statutory holidays or days designated by the institution as closed.
 - i. Graduate students shall take their vacation leave outside of scheduled classes.
 - ii. Vacation leave time shall not be carried forward from year to year and shall not accrue during periods of leaves of absence.
 - iii. For graduate students holding twelve-month scholarships, the two weeks of vacation do not interrupt the payment of the scholarship.
 - 2.7 Exceptions to active status requirements must be approved by the Registrar in consultation with the Associate Dean: Research, Internationalization and Graduate Studies.
 - 2.8 Once students have completed all seminar course requirements (except in the circumstances of a culminating Thesis Project which includes Paper, Exhibition and Defense), their Master's candidacy may continue for a maximum of an additional full academic year, at which point it will lapse. Once candidacy has lapsed, the student may resume work towards a graduate degree at AUArts only if approved by the Graduate Studies Committee and subject to the payment of any additional fees required for reinstatement of candidacy.

3. AWARDING OF CREDENTIALS

- 3.1 The awarding of the degree is recommended by the Graduate Studies Committee.
- 3.2 In order to be eligible to graduate, students must:
 - a. have been admitted to the program;
 - b. have completed all program graduation requirements as per the Academic Calendar for the year in which they were admitted;
 - c. have the required minimum cumulative program grade point average of 3.0;
 - d. meet the university's residency requirement and complete a minimum of 30 credits at AUArts, including the last 15 credits completed;
 - e. not have any outstanding monies owing to the University; and
 - f. not have any active holds on their account for academic, financial or other non-academic reasons.
- 3.3 A student who is expecting to graduate within the current academic year will apply by the deadline specified in the AUArts Academic Schedule and pay the required graduation application fee, regardless of whether or not they plan to attend convocation.
- 3.4 Graduate credentials are conferred three times per year in the month following each academic term. Students who have had their degree conferred in the past two years are eligible to attend the annual Convocation ceremony held in Spring.
- 3.5 Upon recommendation from the Dean, Academic Programs and the Registrar, a credential may be awarded posthumously to a deceased student. Posthumous award will be noted on the academic transcript and parchment.

- 3.6 The authority to approve a credential rescission rests with the Dean, Academic Programs. If a graduate program committee determines that credential rescission is warranted due to breach of Academic Integrity or other conduct, the Director (or designate) may make the recommendation to the Dean, Academic Programs. If rescission is approved, the original conferring of a degree is permanently deleted from the student's academic record and a notation of the rescission, and its date will appear permanently on the student transcript.

C. DEFINITIONS

Credential Rescission:	Removal of a credential from a student record that was previously conferred.
Good Academic Standing:	A student, whether full-time or part-time, must obtain a minimum term grade point average (GPA) of 3.00 and obtain a favorable assessment on the Mid-Program Review conducted by their Graduate Supervisory Committee (GSC) to remain in good academic standing.

D. RELATED POLICIES

- Final Grading Procedure
- Graduate Registration Policy and Procedure

E. RELATED LEGISLATION

- *Post-Secondary Learning Act*

F. RELATED DOCUMENTS

- Academic Calendar
- Academic Schedule

G. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
04/28/2025	New Procedure	All	Registrar	Dean, Academic Programs