

ACADEMIC PROGRESSION POLICY (GC-POL-30)

Item	Detail
Policy No.	GC-POL-30
Effective Date (this revision)	September 29, 2026
Next Scheduled Review	September 29, 2027
Applies To	All students in all programs
Responsible Office	Senior Educational Administrator
Regulatory Basis	Private Training Regulation ss.18(2)(f), (i), 23(4), 24(2), 24(4)(d), 24(5), 40, 43, 47; PTIRU Policy Manual s.3.2.2
Related Policies	GC-POL-04 Grade Appeal and Exam Deferral; GC-POL-07 Attendance; GC-POL-14 Academic Alerts; GC-POL-03 Student Dismissal; GC-POL-09 Tuition and Fees; GC-POL-27 Work Experience / Practicum
Institution	Guildford College Inc. PTIRU Institution No. 04470

1. Purpose

This policy sets out pass marks, examination rewrites and course repeats, so they are applied the same way to every student.

2. Pass marks and attendance

Pass marks are those in each PTIRU-approved program outline:

Program	Pass mark	Attendance minimum
Health Unit Clerk; Health Unit Clerk - with Practicum	70% in each course and on each examination. HUCP01 and HUCP03: Pass/Fail. Practicum (HUCP02): Pass/Fail.	80% of scheduled theory instruction. Health Unit Clerk - with Practicum only: all 96 practicum hours must be completed, and missed practicum hours are rescheduled with the host organization.
Bookkeeping & Payroll	60% in each course and on each examination	75%

Program	Pass mark	Attendance minimum
Business Administration Diploma	60% in each course and on each examination, and 60% overall	70% in each course

Absences are reported as set out in the Attendance Policy (GC-POL-07).

3. Examination rewrites

- A student who does not pass an examination may rewrite it once: a maximum of two (2) attempts for any single examination (the original attempt and one rewrite).
- A student may have up to three (3) rewrites in the program.
- Rewrite examinations are capped at 70%: scores above 70% are reduced to 70%; scores at or below 70% remain unchanged.
- The Senior Educational Administrator may grant a further rewrite by exception where it is appropriate and necessary for program completion and the student has demonstrated substantial effort and commitment.

4. Course repeats

- A student who fails both the original attempt and the rewrite of the same examination must repeat the course. A failed course must be repeated within ninety (90) days, before the student starts the next course.
- A student may repeat a maximum of two (2) courses in the program. In Health Unit Clerk - with Practicum, course repeats required after a failed practicum are in addition to this maximum.
- A student repeating a course receives one (1) additional rewrite attempt (in addition to the three program rewrites), to be applied to a later examination.
- A student who fails the practicum may be required to repeat up to two (2) relevant courses before repeating the practicum. There is no fee to repeat the practicum.
- If a repeat changes the program end date, the College and the student sign a written amendment to the contract dates. A contract term cannot be longer than 12 months; if the program cannot be completed within that term, a subsequent contract is signed as permitted by Private Training Regulation s.24(2.1).

5. Charges

Examination rewrites and course retakes are conditional tuition (PTIRU Policy Manual s.3.2.2), disclosed in the Student Enrolment Contract and in the Tuition and Fees Policy (GC-POL-09). They are charged only when a rewrite or course retake is scheduled.

Conditional tuition (charged only if needed)	Amount
Examination rewrite (first / second / third)	\$100.00 / \$200.00 / \$300.00
Each rewrite beyond the three program rewrites (the extra attempt after a course repeat, or one granted by exception)	\$300.00 each
Course retake (repeating a failed course)	\$750.00 per course

6. Academic alerts and dismissal

Students who are not progressing receive support and alerts under the Academic Alerts Policy (GC-POL-14). A student who does not pass the final rewrite attempt for a second repeated course may be dismissed under the Student Dismissal Policy (GC-POL-03), which requires a meeting with the student and a written Notice of Dismissal. Refunds follow the Refund Policy (GC-POL-10).

7. Evaluations and appeals

Students receive a written evaluation regularly and at least once before 30% of the hours of instruction have been provided (Private Training Regulation s.18(2)(f)). A final course grade may be appealed within 30 calendar days of receiving it under the Grade Appeal and Exam Deferral Policy (GC-POL-04).

Approved by: Firas Haddad, President & Senior Educational Administrator, Guildford College Inc. · Approved and effective September 29, 2026.

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