PURPOSE
To establish the correlation between course load, student status and tuition fees

SCOPE
All students registered in an Ontario College Credential or bachelor’s degree program

DEFINITIONS

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>ACSIS</td>
<td>Algonquin College Student Information System Student Portal</td>
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<tr>
<td>Academic achievement level (AAL)</td>
<td>Courses to be taken in a given term</td>
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<tr>
<td>Academic Administrator</td>
<td>Chair, Academic Manager, Course Chair, or Dean</td>
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<td>Academic Good Standing</td>
<td>A status assigned to a student who achieves a Grade Point Average (GPA) at or above 1.7 (equivalent to a letter grade of C-) as well as any minimum grade requirements in a particular course(s) or program. A student is ineligible for an Academic Good Standing status when: (i) the program stipulates other requirement(s) that are unmet; and/or (ii) a student is assigned an Academic Probation status.</td>
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<td>Academic Probation</td>
<td>A student is deemed to be on academic probation if the term or cumulative grade point average falls below 1.7, or carries 2 or more F grades</td>
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<td>Audit status</td>
<td>Student who formally waives receiving credit for a particular course</td>
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<td>Course load</td>
<td>Number of courses taken in a particular term</td>
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<td>Full-time course load</td>
<td>At least 66⅔ per cent of the courses required or 70 per cent of the contact hours for the program of instruction in a given semester or</td>
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reporting period (as defined by the Ministry of Advanced Education and Skills Development Tuition and Ancillary Fees Binding Policy Directive)

Full-time status  A student is deemed to have a full-time status when enrolled in a full course load in an approved program of study.

Part-time course load  Less than 66\% per cent of the courses required or 70 per cent of the contact hours for the program of instruction in a given semester or reporting period (as defined by the Ministry of Advanced Education and Skills Development Tuition and Ancillary Fees Binding Policy Directive)

Part-time status  A student is deemed to have a part-time status when enrolled in less than a full course load

POLICY

1. Each program has an approved program of study, outlining the combination of courses which must be successfully completed to entitle a student to receive certification as a graduate of the program.

2. The program of study is divided into academic achievement levels, each one outlining the courses to be taken in a given term.

3. Students are able to maintain full-time status in one program and part-time status in another program in the same term. Only by exception would students be considered for full-time status in two programs in the same term. Such exceptions require the approval of the Dean or designate.

4. Tuition fees only apply to the courses that form part of the student’s program of study. If a full-time student is registered in less than a 100\% course load, he/she may request approval from the Academic Administrator to register in a course offered within the same School, but not part of his/her program of study, at no additional tuition cost.

5. At the discretion of the Academic Administrator, students carrying a full-time course load may take one additional course in their program of study, at no additional cost. In accordance with provincial audit guidelines, additional fees are assessed, for any further increase in course load.

6. Students on academic probation may be required by their Academic Administrator to reduce the number of courses in the term, to change to part-time status in the program, or to withdraw completely from the program.

7. An audited course cannot be used to establish a full-time course load.

8. A non-funded course cannot be used to calculate the full-time or part-time status of a student. The course used to calculate the student status must be within the same funding category.

9. Permission to take additional course(s) is based on a student achieving academic good standing and the availability of space in the chosen course(s).
10. Students whose academic performance falls within the category of "academic probation" are required to see their Program Coordinator upon release of final grades on ACSIS. Continuation in the program is subject to conditions established by the Program Coordinator, such as reduction of number of course(s).

11. Audit status in a course is a privilege, not a right. Registration with audit status requires permission of the Academic Administrator because of the nature of the course, class size restrictions, space constraints, possible legal restrictions, and/or safety factors. Prerequisites and/or corequisites of the course, if any, apply.

12. Audit and credit status must be declared in writing at the time of registration and approved by the appropriate Academic Administrator. Credit status cannot be changed to audit status after the second week of class of the full-time timetable, or after the second scheduled class in the continuing education timetable.

13. The same fees apply to credit and audit status.

14. Students enrolled in less than a full-time course load may not be eligible for Ontario Student Assistance Program (OSAP) support; students are advised to consult with the Financial Aid and Student Awards Office for information regarding the impact of their enrolment status and eligibility for funding.

15. Students who self-identify and meet the designated criteria for a permanent disability and require a reduced course load as a learning accommodation are considered to have full-time status as long as they are enrolled in at least 40% of a full-time course load. Students seeking such accommodation are advised to contact the Centre for Accessible Learning.

16. Students who are attending the College on a Canadian Study Permit (visa) are advised that their student status is dependent upon maintaining a full-time course load. International students, on a Study Permit, are requested to contact the International Education Centre with any questions regarding their student status.

17. When a course substitution is used within a program of study it must match the normative hours assigned to the original course. If the course substitution is between 25-30% of the original course hours, Chair approval is required. If the difference in normative hours is greater than 30% it may not be used as a substitution.

**PROCEDURE**

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<th>Action</th>
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<td>Request approval in writing to the Academic Administrator to take an additional course(s) prior to the beginning of the term and no later than the second week of class in the full-time schedule.</td>
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<td>Grant the student request to take an additional course(s) if the student is in good academic standing and space is available.</td>
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<th>Responsibility</th>
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<tr>
<td>Student</td>
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<td>Academic Administrator</td>
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3. Provide written notification to the Registrar’s Office of the approval given to the student for additional course(s).

4. Review, at the end of term, the evaluation results of students on academic probation to determine if the students are to:
   4.1 reduce the number of courses in the next term,
   4.2 change to part-time status in the program, or
   4.3 withdraw completely from the program.

SUPPORTING DOCUMENTATION
None

RELATED POLICIES
AA11 Registration
AA12 Changes to Original Registration - Course Drop/Add
AA13 Evaluation of Student Learning
AA14 Grading System
SA05 Scholarships, Awards and Bursaries
SA10 Student Loans

RELATED MATERIALS
None