



## Operational Policies and Procedures

Division: Students	Topic: Academic Standards
Policy No. S002	Effective: September 2019
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Programs consist of a variety of academic components as described in the list below:

1. **Core subjects** Refer to the specialty training and knowledge you need for your career. Students must achieve a minimum of 65% in core subjects.
2. **Non-core subjects** Refer to training and knowledge required to ensure you have the basic skill required for employment. Students must achieve a minimum of 50% in non-core subjects.
3. **Apprenticeship Programs** Refer to the Provincial Apprenticeship Trades Programs, which require a minimum of 70% in all subject areas. Provincial Apprenticeship Trades programs also require a set number of accumulative training hours.
4. **Massage Therapy – Medix Program** requires a minimum passing grade of 70% in all subject areas. Courses that have a theory and practical component require an average of 70% in each of the theory and practical components of the course. Students are advised that the final eleven weeks of the Academy Canada Massage Therapy program focuses on preparation for the CMTNL provincial certification examination.
5. **Esthetics and Spa Management; Esthetics and Spa Management with Electrolysis and Electrolysis Programs** require a minimum of 70% in all core subjects. Courses that have a theory and practical component require a minimum of 70% in each of the theory and practical components of the course.
6. **Greenhouse Production, Medical Device Reprocessing and Physiotherapy Assistant Programs** require a minimum of 65% in all core subjects. Courses that have a theory and practical component require a minimum of 65% in each of the theory and practical components of the course.
7. **Work term** Refer to an instructor arranged work experience, which provides students with an opportunity to gain experience in their field.
8. **Practicum** Refer to work experience, which also includes projects, assignments, seminars, etc. assigned by instructors in addition to duties assigned by hosts while in the field.

9. **Related Training** Refer to components such as professional certifications, workshops, conferences, etc.
  
10. **Refresher Courses** Subject to availability of space and equipment, Academy Canada graduates are eligible to enrol in a daytime or evening course that is being offered provided that the course is similar to one completed as a full-time student such that the student can upgrade competencies by learning the latest software (Example: word processing). Each case will be reviewed on its merits (with respect to the amount of tuition) but students would be required to purchase textbooks and other required material.