

## POLICY AND PROCEDURES

POLICY NAME: Grading System and Academic Standing	POLICY NUMBER: 2.1.2	CATEGORY: Academic
RESPONSIBLE EXECUTIVE: Vice President/Principal	APPROVAL AUTHORITY: Executive Council	EFFECTIVE DATE: May 30, 2022
NEXT FULL REVIEW DATE: May 29, 2027	REVISED:	REPLACES:

### **Purpose**

This policy establishes a clear, consistent and equitable framework for recognizing and reporting student achievement at Coquitlam College (the College).

### **Scope**

This policy applies to post-secondary students, courses and programs, and to College staff.

### **Policy Statements**

1. The College acknowledges and supports student achievement through the provision of a fair and transparent system for recording and reporting student performance and grades.
2. The College provides services to assist students who are in academic difficulty. Students who are not meeting course or program requirements are expected to use these services.
3. The College will notify students in a timely manner when they are not meeting academic standards.
4. A student's academic standing will remain a part of the permanent student record regardless of changes to standing during the period of study.
5. The College may use academic standing as a determining factor when considering a student's continuation at the College.
6. The College reserves the right to restrict registration into subsequent courses for students who have not met minimum passing grades.

### **PROCEDURES**

1. Requests for official grades and/or student records must be directed to, and provided by, the Registrar's Office.
2. Credits for repeated courses will only be counted once.
3. The minimum passing grades for all courses is 50%.
4. Student Services is responsible for informing students of changes in their Academic Standing.
5. A student is considered to be in good academic standing unless otherwise notified by Student Services.
6. This policy does not address a student's performance in individual classes or programs. Students may appeal a final grade using the Appeal of Final Grade policy.

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7. Students returning from Academic Suspension will be automatically placed on Academic Probation until they meet the requirements for restoring Good Standing.

### Grading System

8. For all University Transfer (UT) courses and programs, the grading system is as follows:

<u>Grade</u>	<u>Description</u>	<u>Grade Point Average (GPA)</u>
A+	91 –100	4.33
A	86 – 90	4.00
A-	80 – 85	3.67
B+	77 – 79	3.33
B	73 – 76	3.00
B-	70 – 72	2.67
C+	65 – 69	2.33
C	60 – 64	2.00
C-	55 – 59	1.67
P	50 – 54 – Pass	1.00
F	Fail	0.00
DEF	Deferred	n/a
W	Withdrawal	0.00
AUD	Audit	0.00
S	Satisfactory	0.00
SR	Satisfactory but restricted	0.00
U	Unsatisfactory	0.00

9. A student with a “P” grade may not be considered for transfer at receiving institutions.
10. In extreme circumstances an instructor may defer a student’s final exam until the start of the next semester. Deferred (DEF) final exams must be given at least two weeks, and no later than four weeks, after the start of the next semester. Department Heads will approve and record all deferrals and will inform the Office of the Registrar when the deferral is cleared.
11. A student who does not meet the minimum requirement for entry into first-year English courses will be issued an “SR”.

### Academic Standing

#### Good Standing (GS)

1. All students are in good academic standing unless notified by Student Services.
2. To be in Good Standing students must maintain a GPA of 2.00.
3. Students who have been suspended or expelled as a result of academic or disciplinary conduct will not be in good standing while this disciplinary measure is active.

### Academic Warning (AW)

4. A student will be placed on Academic Warning if:
  - a. their GPA falls below 1.67, and
  - b. they have completed a minimum of 9.0 credits (one semester), and/or
  - c. there is a consistent pattern or non-attendance.
5. A student with an Academic Warning will return to Good Standing once they achieve a GPA of 2.00.

### Academic Probation (AP)

6. A student will be placed on Academic Probation if:
  - a. they are on Academic Warning, and
  - b. their GPA falls below 2.00, and
  - c. they have completed 18 credits (2 semesters), and/or
  - d. there is a continued pattern of non-attendance.
7. If a student's visa expires while they are on Academic Probation, they will not be able to receive a visa renewal letter.
8. A student on Academic Probation cannot repeat course for which a grade of C or higher has been assigned.
9. A student on Academic Probation will return to Good Standing once they:
  - a. achieve a minimum GPA of 2.00 in all registered courses, and/or
  - b. attend more than 50% of classes in each registered course.

### Required to Withdraw (RW)

10. A student may be required to withdraw from a course if they:
  - a. are on Academic Probation, and
  - b. have completed a minimum of 27 credits, and
  - c. have a GPA of less than 2.00, or
  - d. there are long periods of absenteeism without cause.
11. Recommendations to require a student to withdraw are reviewed by the Vice-President, who will determine if:
  - a. the student is Required to Withdraw for a period of not less than one semester; or
  - b. another suitable course of action, as determined on a case-by-case basis.
12. Students directed to withdraw from a course(s) already in progress will receive an "F" grade on their transcript and will not be eligible for a tuition refund.

### **Definitions**

Academic Record: An official document showing the details of a students' academic activity while attending Coquitlam College. It generally includes courses completed, results, credits and GPA.

Academic Standing: A student's official status of enrolment at the College as evaluated at the end of each semester. A student's academic standing determines whether they are meeting the requirements for continuing in their program.

Full-Time Student: A student who is registered in a minimum of three courses in a semester.

Grade Point Average (GPA): The weighted average of the grade points awarded in all courses completed and included for the achievement of a credential.

Grading Standard: A measure of achievement in a course.

### **Related Documents**

- 2.2.1 Student Academic Responsibility policy
- 2.2.2 Student Non-Academic Conduct policy
- 2.2.3 Appeal of Final Grade policy