

Grading and Academic Standing

Number:	2.1.2
Responsible Executive:	Chief Academic Officer
Approval Authority:	Senior Leadership Team
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Revised Date:	
Category:	Academic

PURPOSE

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

SCOPE

This policy applies to post-secondary students, courses, and programs at the College, and to all instructional and administrative staff involved in evaluating and reporting student performance.

POLICY STATEMENTS

1. The College maintains a fair, transparent, and consistent system for evaluating, recording, and reporting student academic performance.
2. The College provides academic support services to assist students experiencing academic difficulty. Students are expected to use these services when recommended.
3. The College will notify students in writing when their academic standing changes.
4. Academic Standing forms part of the student's permanent academic record.
5. Academic standing may determine a student's eligibility to continue studies or register in subsequent courses.
6. The College may restrict registration when students do not meet course prerequisites, academic standards, or progression requirements.

PROCEDURES

7. Official grades and academic records are issued by the Registrar's Office.
8. If a student repeats a course, only the highest grade achieved will count toward program requirements; however, all attempts appear on the transcript.
9. The minimum passing grade for all post-secondary courses is 50%. Some receiving institutions may require higher minimum grades for transfer.
10. Student grades and GPA will be available on the Student Portal at the end of each semester.
11. Academic Advising notifies students of changes in academic standing, normally within ten (10) business days after grades have been released.
12. A student may appeal a final grade using the Appeal of Final Grade Policy (2.2.3).

13. Once a final grade has been approved and released, it may only be changed to correct an administrative or calculation error, or as the outcome of an approved appeal under the Appeal of Final Grade policy.
14. A student returning from Academic Suspension is placed on Academic Probation until Good Standing is restored.

Grading System

15. The following grading scale applies to all University Transfer (UT) courses.

Grade	Percentage	Grade Point Average (GPA)	Description
A+	91 – 100	4.33	Exceptional achievement demonstrating superior insight and mastery.
A	86 – 90	4.00	Outstanding achievement and comprehensive understanding.
A-	80 – 85	3.67	Excellent understanding and effective application of concepts.
B+	77 – 79	3.33	Very good performance with minor gaps in understanding.
B	73 – 76	3.00	Good achievement meeting course expectations.
B-	70 – 72	2.67	Competent performance with areas for improvement.
C+	65 – 69	2.33	Satisfactory achievement; meets minimum requirements.
C	60 – 64	2.00	Adequate understanding and performance.
C-	55 – 59	1.67	Marginal achievement; minimal understanding.
P	50 – 54 – Pass	1.00	Pass; may not be transferable to all institutions.
F	—	0.00	Fail; course not passed.
S	—	0.00	Satisfactory demonstration of required competencies.
SR	—	0.00	Satisfactory but below entry requirements; may restrict progression.
U	—	0.00	Unsatisfactory demonstration of required competencies.
W	—	0.00	Withdrawal without academic penalty.
DEF	—	n/a	Deferred assessment due to approved extenuating circumstances.
AUD	—	0.00	Audit; no credit granted.

16. Deferred (DEF) final examinations are permitted only in exceptional circumstances and must be administered in accordance with the College's Examinations Policy, which outlines eligibility, criteria, approval processes, documentation requirements, scheduling timelines, and institutional responsibilities.
17. A student who does not meet the minimum requirement for entry into first-year English courses will be issued an "SR".

18. SR indicates a student has met course requirements but may not progress to the next level without meeting additional conditions as specified by the department.

Academic StandingGood Standing (GS)

19. A student is in Good Standing unless notified otherwise.
20. A student is in Good Standing when their Cumulative GPA is 2.00 or higher.
21. A student under academic or non-academic suspension is not in Good Standing during the suspension period.

Academic Warning (AW)

22. A student will be placed on Academic Warning if:
a. their Semester GPA is below 1.67; and
b. they have completed at least 9.0 credits.
23. A student returns to Good Standing when their Cumulative GPA is 2.00 or higher.

Academic Probation (AP)

24. A student will be placed on Academic Probation if:
a. they are on Academic Warning; and
b. their Cumulative GPA remains below 2.00 after completing a minimum of 18 credits.
25. A student on Academic Probation may repeat only those courses in which they earned below a C grade, unless otherwise approved by the Department Head.
26. Academic Probation may affect a student's eligibility for institutional letters supporting study permit renewal. International students should consult with Advising for guidance.
27. A student returns to Good Standing when:
a. they achieve a Semester GPA of 2.00 or higher; and
b. their Cumulative GPA is 2.00 or higher.

Required to Withdraw (RTW)

28. RTW means a student has not met the minimum academic standards required to continue enrollment and is placed on Academic Suspension.
29. A student may be Required to Withdraw if:
a. they are on Academic Probation;
b. after completing 27 credits, their Cumulative GPA remains below 2.00; and/or
c. there are long periods of absenteeism without cause.
30. The Chief Academic Officer determines whether the student must withdraw for a minimum of one academic term or whether alternative conditions for continuation are appropriate.
31. Students seeking to return after RTW must meet with an Academic Advisor and demonstrate that they are ready to resume studies. To qualify for readmission students must have successfully completed either:
a. one or more semesters with a minimum of nine (9) credits and a Semester GPA of 2.00 or higher at an institution within the BC Transfer System; or
b. transferable courses at an institution recognized by a BC research university, completed at an equivalent or higher academic standard.

DEFINITIONS

Academic Standing: A student's academic status used to monitor progress, identify when support is needed, and determine whether minimum requirements for continued study are being met.

Academic Suspension: A temporary removal from the College resulting from poor academic performance. Academic Suspension refers to the student's overall enrollment status and is recorded in the student information system as Required to Withdraw (RTW).

Cumulative GPA: Used to determine academic standing. It is calculated using all courses attempted at the College, whether passed or failed.

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 at the College.

Grading Standard: A measure of achievement in a course.

Graduation GPA: The GPA used to determine eligibility for graduation from a credential. It is calculated using only courses applicable to program graduation requirements.

Semester GPA: Used to calculate performance in a single academic semester.

Student Portal: The College's secure online system where students access and manage their academic and administrative records and services, such as course registration, tuition payments, grades, transcripts, and personal information.

Transcript: The official document issued by the College that summarized a student's academic record, including courses completed, grades earned, academic standing, and credentials awarded.

RELATED RESOURCES

[2.2.3 Appeal of Final Grade Policy](#)

[2.3.2 Examinations Policy](#)

[2.2.1 Student Academic Responsibility Policy](#)

[2.2.2 Student Non-Academic Conduct Policy](#)