

## 4. ACADEMIC GRADE RECORD AND PROMOTION

### Course Grading Symbols

S	Co-op work term successfully completed
U	Co-op work term unsuccessful; must be repeated
P	Course requirements met
F	Unsatisfactory performance; failed to meet course requirements
IN	Course incomplete; further work required. Work must be completed within one semester
IP	Course in progress. Grade will be issued at end of semester
AS	Advanced standing granted for related accredited postsecondary credits
EX	Exemption granted for previous educational credits
WD	Withdrawal in accordance with college academic regulation
AU	Audited course
MT	Mid-term of full-year course, no grade available
ASN	Courses taught by an association. Credit not issued by Georgian
ATT	Course with no evaluation factor; normally a non-credit course
DNA	Did not attend; normally a non-credit course
UNV	Course taught by a partner institution

### 4.1 Grading system

In most cases, students will receive a numerical grade. However, other grading symbols may be used in certain instances to describe course status. Numerical grades are submitted by instructors and are used in the calculation of the program and semester grade point average (GPA). When a fail (F) appears on a transcript it is calculated in the semester GPA as 49 per cent. Other grading symbols are not calculated in grade point averages. See the Course grading symbols chart above.

#### 4.1.1 Grade reports/transcripts

At the end of each academic semester, students may view their grade reports online. Students may receive official copies of transcripts from the Office of the Registrar with a written request. Official transcripts are subject to a fee. Request forms are available at [GeorgianCollege.ca/admissions/forms](http://www.georgiancollege.ca/admissions/forms) (<http://www.georgiancollege.ca/admissions/forms>) (telephone requests are not accepted). For more information about requesting a transcript, visit the website or call the Office of the Registrar at 705.722.1511.

#### 4.1.2 Calculation of weighted averages

Semester and program weighted averages are used to determine GPA. GPA is used to determine promotional status and eligibility to graduate at Georgian College. GPA includes all credit courses taken in the semester. Grades receive quality points (QP) ranging from 0 to 100 (grade earned = QP). Courses are assigned “credits” based on the number of total hours (42 hour course = 3 credits). The total course QP is calculated by multiplying the QP (based on the grade) by the course credits. For example, a student completes four courses as follows:

MATH 1001	3 credits	70 per cent	70 QP x 3 credits = 210 total QP
ACCT 1006	3 credits	65 per cent	65 QP x 3 credits = 195 total QP
PSYC 1000	3 credits	80 per cent	80 QP x 3 credits = 240 total QP
GNEC 1003	3 credits	50 per cent	50 QP x 3 credits = 150 total QP

12 Total Credits = 795 Total Semester QP

To calculate the semester GPA, divide the total QP by the total course credits as follows:

$$795 \text{ total semester QP} / 12 \text{ total credits} = 66.2 \text{ per cent.}$$

Program GPA is computed similarly and includes all course grades for all semesters in the student’s program.

#### 4.1.3 Incomplete grade designation

If the student does not, or cannot, complete all course requirements due to dire circumstances, they may request an “incomplete” grade designation (IN) from the Course Instructor and negotiate a contract to complete the course requirements by a specified date. This is a privilege, not a right. The following conditions apply to an incomplete grade:

The student must have a passing average in the course at the time of the request. Permission to use College resources (including the course instructor’s services) must be obtained from the appropriate Dean. In all cases, the course instructor has the option to negotiate a contract with the student. The contract must be submitted to the Office of the Registrar within 30 calendar days of submitting the incomplete grade. If no contract is received, a grade appropriate to the student’s performance to date in the course will appear on their transcript.

The maximum duration for completing the contract is four months. If the student needs more time, they must repeat the entire course. If the contract is completed within the agreed time period, the student’s grade will be processed. The course instructor, through the appropriate program coordinator, will inform the Office of the Registrar if the contract has been completed and will then assign a final grade within three days of the contract completion date.

An “incomplete” will not be granted in situations in which the student has submitted all course requirements but failed the course.

#### 4.1.4 Co-op incomplete

An “incomplete” status for a co-op work term may be designated by the co-op consultant when requirements of a co-op experience credit have

not been met due to dire circumstances. Please refer to previous section, 3.4.4 *Incomplete grade designation*, for conditions.

## 4.2 Promotional status

The passing grade for all courses is 50 per cent. Some programs require a higher grade for promotion to the next semester, pre-requisite, and graduation requirements as follows:

- Courses at the graduate certificate and degree levels require a minimum grade of 60 per cent to fulfill prerequisite and graduation requirements.
- Courses in the Pre-Service Firefighter Education and Training program with a “FIRE” subject code require a minimum grade of 70 per cent to fulfill prerequisite and graduation requirements.
- Courses in the Marine Engineering Technician program require a minimum grade of 60 per cent to fulfill graduation requirements
- Georgian College Degree courses require a minimum average of 60 per cent to progress and an average of 65 per cent in core courses and 60 per cent in non-core courses to graduate.
- Courses in the Bachelor of Science in Nursing program (BScN) with an “NURS” subject code require a minimum grade of 65 per cent to fulfill prerequisite requirements and for promotion. In addition, Students in BScN who fail three or more courses or fail a practicum will be withdrawn from the program.

This is not an exhaustive list. Program outlines are to be referenced.

A student in any program who fails the same course twice is not permitted to register for it again without prior approval of the academic area and the Office of the Registrar. Students who are permitted to register for a course for the third time and who are again not successful must consult with their Dean to discuss program progression or transfer options.

Students are permitted to take clinical, practicum or field placement courses only once, unless they are granted special permission by their Dean. Students who fail a clinical, practicum or field placement course must consult with their academic area to discuss program progression or transfer options.

A student’s promotional status is determined at the end of each semester based on their academic performance. A student studying on a part-time basis will be assessed for promotion once they have completed six credit courses. Certain programs may have additional promotional status requirements in addition to those stated in this document. Students are advised to consult official program outlines for more information.

For further details, please see the promotional status chart (below). Promotional status cannot be appealed; however, students are encouraged to speak with their academic area to discuss progression through their program, especially if there were extenuating circumstances contributing to their performance.

### 4.2.1 Definitions

**Good standing** – May proceed to next semester

**Probation** – May proceed to next semester on probation. Student should seek academic advice on how to improve chances for academic success

**Academic warning** – May proceed to next semester under academic warning. If the semester GPA is less than 50 per cent, the student may

not engage in workplace experiences, including co-op, unless the co-op consultant grants approval. Students must seek academic advice on how to improve their chances for academic success

**Suspended** – Required to withdraw for two semesters. Students who are suspended:

- May not engage in any form of workplace experience (e.g., co-op, field placement, internship, clinical placement, etc.) that is part of their program
- May not enroll in any part-time post-secondary credit courses, nor are they admissible to any other Georgian College full-time or part-time certificate or diploma programs (except academic upgrading)
- Will have any current offers of admission revoked
- May apply for re-admission after two semesters using the application process
- If accepted for re-admission, the student must achieve a semester GPA of at least 60 per cent in that semester, or they will be academically dismissed

**Academic dismissal** – Required to withdraw for one calendar year

Students are required to withdraw for one calendar year, whether full-time or part-time. After 12 months, the student may register for part-time general interest non-credit courses or apply for admission to another Georgian College program provided it does not have any vocational courses in common with the program from which they were required to withdraw. The conditions and progression are shown on the Promotional Status chart below.

### 4.2.2 Promotional status and eligibility for co-op

A student may proceed to a co-op work term if any of the following reflect their current academic standing:

- Good Standing
- Probation
- Academic Warning with a semester GPA of greater than 50 per cent

Note: In order to be considered eligible for co-op progression, a student must be enrolled full-time in their previous academic semester (refer to Section 3.2.1, *Registration definition*). Exceptions may apply to students who have been granted course exemptions, or with the approval of the co-op consultant. See Promotional Status chart below.

## PROMOTIONAL STATUS

### Start of program/semester in good standing

End of first semester	End of next semester	end of next semester
If semester average (SA) is 60, or greater, IN GOOD STANDING	If SA is 60, or greater, IN GOOD STANDING	If SA is 60, or greater, IN GOOD STANDING
If SA is less than 60, ON PROBATION	If SA is 60, or greater, IN GOOD STANDING If SA is less than 60, UNDER ACADEMIC WARNING	If SA is 60, or greater, IN GOOD STANDING If SA is less than 60, SUSPENDED FOR TWO SEMESTERS

If SA is less than 50, ON ACADEMIC WARNING. Must seek academic advice on how to improve their chances for academic success	If SA is 60, or greater, IN GOOD STANDING If SA is less than 60, SUSPENDED for two semesters	If SA is 60, or greater, IN GOOD STANDING If SA is less than 60, WITHDRAWN from the college for one year (may re-apply with conditions)
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