

Policies and Procedures

Academic Standards

Originator: Vice President, Academic & Research

Approver: Senior Academic Committee

Effective: **August 20, 2012**

Replaces: Policy A2 – Attendance/absence from Program

Policy A9 – Honours System

Policy A12 – Issuing of College Diplomas and Certificates (portion only)

Policy A22 – Student Attendance, Evaluation, Progression and Withdrawals

Policy A26 – Student Readmission to Program

Policy A27 – Voluntary Course / Program Withdrawal

1. Preamble

It is beneficial to Red River College and its students to have a clear statement outlining the College's standards and requirements related to academic matters. This policy addresses a number of academic matters that impact students, and must be read in conjunction with applicable Course Outlines and/or Program Handbooks.

2. Definitions

Applied Learning Placement – A supervised, practical experience for which a student receives a Grade or a Pass/Fail notation on his/her transcript.

Course Outline – The Course Outline is an official document that ensures students receive accurate and up-to-date information regarding course content, course requirements, and course expectations. Course Outlines are governed by College Policy A5, "Course Outlines".

Grade – The mark assigned to a course is based on an accumulation of a student's score on the Methods of Evaluation for that course. Grades will be recorded on a student's transcript.

Method(s) of Evaluation – A student's final Grade in a course will be determined by evaluation methods based on the learning outcomes of the course. Examples of evaluation methods are as follows:

- Tests, mid-term examinations and final examinations
- Laboratory work
- Essays and term papers
- Log Book
- Check List
- Reports
- Presentations
- Projects
- Supervised practical experience
- Participation and attendance

Chair – Program Chair or Manager or designate

Program – A group of mandatory and elective courses offered by a school within the College. Successful program completion results in the award of a certificate, diploma or degree to a student.

Program Handbook – The Program Handbook is an official document that ensures students receive accurate and up-to-date information regarding their Program of study.

3. Information Regarding Methods of Evaluation

3.1 At the beginning of each course, instructors will advise students of the Methods of Evaluation and the value assigned to each Method of Evaluation. This information will be provided to students in the course outline and may also be in the Program Handbook.

3.2 Students have the responsibility to ensure they receive information on Methods of Evaluation and how these will be applied in each course. Students have the responsibility to seek clarification at the beginning of the course if they do not understand the Methods of Evaluation.

4. Methods of Evaluation in Applied Learning Placements

4.1 Students in an Applied Learning Placement may be evaluated by an individual who has been given authority by the College and is not a College instructor.

5. Role of Course Outlines and/or Program Handbooks

5.1 Information regarding the Method of Evaluation and the calculation of the final Grade for courses will be established by the Chair. Course Outlines and Program Handbooks will be available either in print or electronically to all students at the beginning of the course.

5.2 Program specific information regarding student conduct, progression requirements, attendance, requests for deferrals of a Method of Evaluation, and late submission of a Method of Evaluation is found in Course Outlines and/or Program Handbooks.

6. Progression Requirements

6.1 Chairs have the authority to determine what constitutes the required standard for a student to progress from course to course, term to term, or to remain enrolled in the Program. Progression requirements will be communicated to students in Course Outlines and/or Program Handbooks.

7. Methods of Evaluation and Requests for Deferrals

7.1 Chairs have the authority to set standards and deadlines for the submission of Methods of Evaluation. Students may request an extension to such deadlines. The Chair has the authority to allow or deny such requests.

7.2 The Chair has the authority to deduct Grades for assignments handed in late.

8. Attendance at Tests and Examinations

8.1 Students who do not attend tests and examinations may receive a failing mark on the examination or test.

8.2 A student who is unable to write a test or examination due to illness or compassionate grounds must notify the Chair as soon as they become aware of his/her inability to write. The Chair may request documentation of the reason for the absence. Upon receiving the documentation, the Chair will determine if the reason and the documentation are satisfactory.

8.3 A student who arrives after an examination has started may not be given permission to write the examination at that sitting.

9. Attendance

9.1 Students will be provided with a timetable that indicates when and where each class will be held. Requests for changes to a timetable by faculty or students must receive written approval of the Chair.

9.2 Chairs have the authority to set standards for attendance. If specific standards exist within a Program or course, they will be communicated to students in the Course Outline and/or Program Handbook. Chairs have the authority to restrict or deny progression in a Program based on attendance requirements.

9.3 Students are responsible for any class work or assignments missed during their absence.

10. Academic Probation

10.1 Students' progression in full-time programs is evaluated at the end of each term. A student who does not meet a term GPA of 2.0 will be placed on academic probation. Students on probation must develop an action plan with the Chair that identifies how he/she will work toward improving their Grades in the following term.

11. Academic Program Suspension

11.1 A student who fails to meet the conditions of academic probation and/or attendance of his/her program may be withdrawn from the Program. Program suspension can occur without academic probation. Program suspension is normally one calendar year.

11.2 During an Academic Program Suspension, students are entitled to register in part-time courses in continuing education credit courses. Alternatively, they may apply to a new full-time Program during the period of suspension only after consulting with a College Academic Advisor and the Chair of the new Program.

11.3 Students who are suspended from continuing education courses must meet with an Academic Advisor before enrolling in any courses/Programs.

12. College Grading Scale

12.1 Course instructors will calculate the accumulated value of Methods of Evaluation. The total accumulated value of the Methods of Evaluation will be assigned a Grade as follows:

Grade	Grade Point Value	Accumulated Value of Methods of Evaluation
A+	4.5	90 – 100%
A	4.0	80 – 89%
B+	3.5	75 – 79%
B	3.0	70 – 74%
C+	2.5	65 – 69%
C	2.0	60 – 64%
D	1.0	50 – 59%
F	0.0	0 – 49%
PASS	NA	NA

12.2 The following designations may be recorded on a student's transcript instead of a letter grade when applicable:

Designations*	Explanation
DNW	Did Not Write
CMP	Completed
INC	Incomplete
CR	Credit Awarded
NC	Not Complete
IW	Involuntary Withdrawal
VW	Voluntary Withdrawal
AW	Authorized Withdrawal
MR	Grade recorded in subsequent terms
***	In process or mark not yet recorded
NR	Not recorded

* There is no grade point value for these Designations.

DNW (Did Not Write)

DNW is recorded when a student does not write the final exam as scheduled and has permission of the Chair to write at a later date. A DNW must be cleared within three calendar months of the course end date. If a Grade is not submitted, the DNW will convert to a Grade of F.

INC (Incomplete)

INC is recorded when a student has outstanding course work. INC must be cleared within three (3) calendar months of the course end date. If outstanding requirements are not completed within the three month period, the Grade of INC will convert to a Grade of F.

NC (Not Complete)

NC is recorded when a student is unsuccessful in a Recognition of Prior Learning (RPL) process.

CR (Credit)

CR is recorded for credit received for a course as a result of the Recognition of Prior Learning (RPL) process or a transfer of credit from another recognized training or post-secondary educational institution.

NR (Not Recorded)

NR is recorded if an instructor has not submitted a Grade within three months.

13. Grade Point Calculations

13.1 Grade Point Average

Credit hours attached to a course will reflect the course hours and instructional method. These credit hours will be used as the course weighting when calculating the grade point average.

A grade point average (GPA) will be calculated by:

1. Multiplying the grade points achieved in each course taken by the course credit hours.
2. Dividing the weighted total grade points earned by the total credit hours for the courses taken.

$$\text{GPA} = \frac{\text{Weighted Total Grade Points Earned}}{\text{Total Credit Hours}}$$

Example:

Course	Grade	Credit Hours	Grade Points	Weighted Grade Points Earned
1	B	6	3.0	18
2	C	2	2.0	4
3	D	3	1.0	3
4	A	1	4.0	4
5	C+	4	2.5	10
6	CR	0	0.0	0
7	F	2	0.0	0
		18		39

Total Grade Points Earned **39**
Total Credit Hours **18***

Student GPA = 2.17

*Only courses with letter Grades of A, A+, B, B+, C, C+, D, and F are included in the total credit hours.

13.2 Cumulative Grade Point Average

The Cumulative GPA is the grade point average obtained over all terms/years at the College. It is the cumulative grade point total divided by the total number of credit hours attempted at the College. It includes the highest Grade of any course repeated.

13.3 Program Grade Point Average

The Program GPA is the grade point average obtained over all terms/years in courses used to satisfy graduation requirements of the Program. It is the cumulative grade point total of these courses divided by the total number of credit hours attempted in these courses. It includes the highest grade of any repeated course.

13.4 Term Grade Point Average

The Term GPA is the grade point average obtained from all courses taken in a specific term at the College.

14. Dean's Honour Roll

14.1 To earn recognition as a Dean's Honour Roll Student for a term, the requirements are as follows:

- Successfully completed a minimum 60% of a full course load for the Program
- Achieved a term program grade point average (GPA) of 3.8 or higher

14.2 Academic Deans and Chairs may post a Dean's Honour Roll and/or provide Honours Certificates to term honour roll students.

15. Honours Graduate

15.1 Graduates who achieve a Program GPA of 3.8 or higher will be deemed an Honours Graduate. Students must have avoided failure in any RRC course(s) associated with the Program.

15.2 Honours Graduates will be recognized in the convocation program and have "Honours Graduate" on their transcripts and parchments.

16. Supplemental Examinations

16.1 A student who receives a failing Grade in a course may write a supplemental examination if a supplemental examination is allowed for the course where the failure occurred. A student must have an overall term grade point average of 1.5 to receive any supplemental privileges. Chairs have the authority to set standards and procedures regarding supplemental examinations. This information will be communicated to students in Course Outlines and/or Program Handbooks.

16.2 If a student fails a course which is a prerequisite for a course in the next term, he/she is allowed to proceed on a probationary basis until the results of the supplemental examination(s) are known.

16.3 Supplementals must be written when scheduled. The period between the receipt of the failing Grade and the writing of a supplemental examination cannot exceed three months.

16.4 Part-time students who have failures are allowed to write supplemental(s) within the same guidelines as full-time students.

16.5 Students must pay the supplemental fee prior to writing a supplemental exam.

16.6 When a student writes a supplemental exam, the results of this exam are used to calculate a final course Grade by combining term marks and the supplemental mark. Both the supplemental course Grade and original failing Grade will appear on the transcript. The highest Grade is used for the GPA calculation. Students who write supplemental examinations in apprenticeship programs will not receive a Grade greater than a Pass (P).

17. Retention and Review of Exam Papers

17.1 Mid-term exams, final exams, and final level apprenticeship tests will not normally be returned. They will be kept by instructors for a minimum of three months after the completion of the term or apprenticeship level. Upon request, students may view major term examinations or final examination papers which have not been returned to them. If a student appeals a Grade, all relevant examination results and term assignments will be kept until the appeal is concluded.

17.2 Retention of other Methods of Evaluation is at the discretion of the Chair.

18. Withdrawals from Courses and Programs

18.1 Program Withdrawal

Students are registered for the upcoming term approximately one month prior to the start date of the term. Students who choose to withdraw from the entire program of studies including those who choose not to return for an upcoming term are responsible for the submission of a completed “Withdrawal Form for Full-Time Programs” form. The effective withdrawal date will be the date this form is received in the Student Service Center and will determine any eligibility for refund or the amount of fees due.

18.2 Dropping Course(s)

Students dropping course(s) in full time programs must submit the “Course Add/Drop & Section Change Request Form for Full-Time Programs” to the Registrar’s Office within the five business day add/drop period as posted in the Academic Schedule. Students dropping course(s) in part-time programs must submit the “Part-Time Program Course Withdrawal” form by the deadlines indicated on the form. Courses dropped within the add/drop period will not appear on the transcript. Fees may be adjusted in accordance with the billing/refund table.

18.3 Voluntary Withdrawal

A student who formally withdraws from one or more courses after the add/drop period ends and before 80% of the course duration will have a voluntary withdrawal (VW) recorded on his/her transcript. Unofficial withdrawals (no documentation submitted to the Student Services Centre by the deadline) will result in courses being assigned a grade of “F”. Students may not withdraw from courses for which they have already completed all course work or received a final grade. Fees may be adjusted in accordance with the billing/refund table. Courses dropped after the five business day add/drop period appear on the transcript with a designation of VW.

18.4 Authorized Withdrawal

A student who must withdraw from a course or Program for a medical or compassionate reason may be given an authorized withdrawal (AW). AWs will be recorded on his/her transcript. AWs are not included in the maximum number of voluntary withdrawals permitted in some Programs. AW requests must be supported by satisfactory documentation and approved by the Program Chair.

18.5 Involuntary Withdrawal

A Student may be withdrawn from a course or Program for behavioural reasons. An involuntary withdrawal is initiated by the Program or the College. IWs will be recorded on his/her transcript.

A student who is involuntarily withdrawn may not be eligible for any refund of tuition and fees. The student's transcript will record the transcript notation "Program Suspension" during the suspension period.

19. Program Readmission

19.1 A student who has withdrawn from a Program must apply for readmission to the Program. When a student reapplies to a Program, he/she is subject to the admission/readmission requirements for that Program. Once the conditions of a suspension letter have been met, the Registrar will readmit the student based upon space availability in the Program.

19.2 A student who has been suspended from a Program will be eligible to reapply to the Program once the period of suspension has been completed. The student must also meet all terms and conditions outlined in the suspension letter or Program Handbook.

19.3 A student who has been expelled from a Program, *normally*, will not be considered for readmission to the college.

19.4 A student who has failed to successfully complete the same or similar Program twice will not be readmitted to the same or similar Program unless approved by the Dean.

20. Transcripts

20.1 Students will receive official transcripts upon graduation from their programs.

21. Transcript Notations

21.1 In addition to Grades, student transcripts may include transcript notations which convey their standing in the Program or at the College. Transcript notations of student misconduct may be added to a transcript at the time the misconduct is discovered, even if such discovery occurs following graduation.

21.2 The following transcript notations may appear on a student's transcript:

(a) Academic Probation

The transcript notation "**Academic Probation**" will appear on the transcript of a student who does not meet a term GPA of 2.0.

(b) Academic Program Suspension

The transcript notation “**Academic Program Suspension**” will appear on the transcript of a student who has been suspended from his/her Program for failing to meet the academic standards for progression or continued enrolment in the Program of studies. This transcript notation will be removed at the end of the specified period of time.

(c) Academic Misconduct - Suspension

The transcript notation “**Academic Misconduct – Suspension**” will appear on the transcript of a student who has been suspended from his/her Program or the College for violating the College’s “Academic Integrity” policy. This transcript notation will be removed at the end of the period of suspension.

During Academic Misconduct – Suspension, students are not entitled to register or apply to any courses or Programs offered by the College for the period of the suspension.

(d) Non-Academic Misconduct - Suspension

The transcript notation “**Non-Academic Misconduct – Suspension**” will appear on the transcript of a student who has been suspended from the Program or College for violating the College’s rules of conduct for student behaviour. This transcript notation will be removed at the end of the period of suspension.

During Non-Academic Misconduct – Suspension, students are not entitled to register or apply to any courses or Programs offered by the College for the period of the suspension.

(e) Expulsion

The transcript notation “**Expelled**” will appear on the transcript of a student who has been expelled from the College. This transcript notation is permanent.

Students who have been expelled from the College are not entitled to register to any College course or Program of study.

(f) Barred from College Property

The transcript notation “**Barred from RRC Property**” will appear on the transcript of a student who has been barred from being on College property for any reason. This transcript notation will often appear with a primary transcript notation (such as a suspension or expulsion). This transcript notation may be removed if the student is not permanently barred.

A student who has been barred from College property will not be allowed to register for any College course or Program of study for the duration of the barring.

RELATED POLICY

A1 – Application and Admission to College Programs

A5 – Course Outline

A6 – Cooperative Education

A12 – Issuing of College Credentials

A 20 – Requirements for Graduation

S1 – Student Code of Rights and Responsibilities

S2 – Student Discipline

S4 – Academic Integrity