

Wilfrid Laurier International College Policy

Grading and Academic Standing Policy

Document

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Responsibility	College Director and Principal, WLIC
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Related Documents	

Version Control

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1. Purpose

1.1 The objectives of this policy are:

- i. to establish a consistent minimum standard for acceptable overall academic performance;
- ii. to provide a consistent and fair system for determining students' eligibility for program completion; and
- iii. to provide all students with a system of academic standing that is based on uniform definitions and categories for their academic progress from first enrolment to graduation.

2. Scope and Application

2.1 This Policy applies to students defined as:

- 2.1.1 current students enrolled in full-time or part-time classes, credit or non-credit;
- 2.1.2 students on a leave of absence; or
- 2.1.3 alumni regarding academics prior to transfer to the University.

Definitions

2.2 Academic Probation “AP”

The academic standing when the term GPA is below 4.00; there are three levels to AP.

2.3 Clear Standing

The academic standing where the term GPA is 4.00 or higher

2.4 the College

refers to Wilfrid Laurier International College (“WLIC”)

2.5 the Policy

Refers to the Grading and Academic Standing Policy

2.6 Required to Withdraw “RTW”

The academic standing when the student is required to withdraw from the College due to the circumstances detailed in section 3.5 of the Policy.

2.7 Return Under Appeal “RUA”

The process through which student may appeal to be reinstated to the College detailed in section 3.6 of the Policy

3. Policy

Please refer to Laurier Undergraduate Academic Calendar under “Academic Regulations” for more information on final percentage grades, letter grades, and the grading scale. All academic grades are subject to departmental approval.

3.1 Other Course Performance Designations

XF - (Final exam not written, failed course) - Where an X appears beside a final passing grade, the final examination was not written and the grade is based upon term work with a 0 on the final exam.

DR – (Dropped after academic deadline, failed course) - A grade of DR (dropped-failure) will be assigned if the course is dropped in writing after the withdrawal deadline but before the start of exam period.

3.1.1 Designations assigned that are not included in GPA calculations, nor in establishing academic standing, nor as academic program credit

P – (Passed) - acceptable performance in a course graded only pass or fail (as pre-defined in the course outline).

WE – Granted only through an application of Withdrawal Under Extenuating Circumstances to the Academic team. Appears on an official transcript in place of the original grades and are not used in the GPA calculation.

WDR – (Voluntary Withdrawal with Refund) - Occurs during Week 3 and 4 of the term. If a WD is approved for a course, it appears on a transcript, and is eligible for refund.

WD – (Voluntary Withdrawal without Refund) - Occurs from the beginning of Week 5 until the Program Withdrawal Period in Good Academic Standing deadline. If a WD is approved for a course, it appears on a transcript, and is not eligible for refund.

UR – (Under review) - an interim grade assigned during the investigation of academic misconduct that occurs in the event the outcome of the investigation is still being determined when final grades are released. The UR grade will be replaced by an official course grade upon resolution of the matter.

3.2 Grade Point Average (GPA)

A cumulative grade point average (CGPA) is calculated as an indicator of overall academic performance and is used as a criterion for program completion requirements, academic awards and distinctions, progression to Laurier programs and for determining academic standing during study in a program.

3.2.1 For purposes of calculation, the grade point (GP) earned in a 0.5 credit will be given half the weight of that earned in a 1.0 credit.

3.2.2 The grade point average is calculated as the sum of the products of course weights and earned grade points, divided by the sum of the course weights, and rounded up to the next higher second decimal place.

- 3.2.3 The following course performance designations are NOT included in calculating the grade point average – **WE, UR, WD, DE, P/F courses.**
- 3.2.4 Courses completed prior to formal program admission will not be included in the calculation of grade point averages.
- 3.2.5 The designation **XF** and **DR** are included in the grade point average at zero grade points and counts as a failure when academic standings are assigned.
- 3.2.6 When a course is repeated the grade received in the second attempt will be used to calculate the GPA. When a course is repeated, the first attempt will remain on a student's transcript, and will not be used for credit toward the program. No course may be attempted more than twice.
- 3.2.7 The cumulative grade point average is calculated at the end of each academic term for which additional course grades have been recorded on the student's transcript and is calculated on all of the student's formal WLIC course grades in the program in which the student is registered.

3.3 Academic Standings

In WLIC programs, each student's academic standing will be established from the student's formal course grades at the end of each academic term on the basis of the following categories and criteria for overall academic performance:

- 3.3.1 **Good Academic Standing (Clear)**
a term grade point average of at least 4.00. Students with Clear standing may continue their program studies with no restrictions.
- 3.3.2 **Academic Probation**
Students with a term GPA lower than 4.00 will be assigned to academic probation in the subsequent term. The progress of students on academic probation is closely monitored to ensure they are successful in their future studies. Failure to comply with the conditions listed below may result in the escalation of probation level or termination from the WLIC program. Students who have not previously been on academic probation will be assigned to Academic Probation 1 (AP1).

Students who were previously on probation and who do not maintain a term GPA of 4.00 or higher may have their probation level escalated (see table below). Students who maintain a term GPA of 4.00 or higher will be in clear academic standing for that semester.

Note: Students who successfully satisfy academic probation conditions but who then do not achieve a term GPA of 4.00 or higher in a future term may be placed back on academic probation at a higher level.

Probation Level	Conditions	Consequences of Non-Compliance
Academic Probation 1	<ul style="list-style-type: none"> • Maintain a term GPA of 4.00 or higher • Utilize appropriate academic supports • Consult with a Student Success within the first three weeks of the semester to create an academic plan • Consult with the Student Success at least once a month to ensure academic goals are being met. 	Escalation to AP2
Academic Probation 2	<ul style="list-style-type: none"> • Maintain a term GPA of 4.00 or higher • Utilize appropriate academic supports • Consult with a Student Success within the first three weeks of the semester to create an academic plan • Consult with the Student Success Advisor at least once a month to ensure academic goals are being met. 	Escalation to AP3
Academic Probation Level 3	<ul style="list-style-type: none"> • Maintain a term GPA of 4.00 or higher • Utilize appropriate academic supports • Consult with a Student Success within the first three weeks of the semester to create an academic plan • Consult with the Student Success at least <i>once a week</i> to ensure academic goals are being met. 	Potential Termination/ (RTW)

3.4 Permanent Program Withdrawal:

Students will be Permanently Withdrawn from their program for the following reasons:

- i. failure of a course required by their program for a second time
- ii. being Required to Withdraw from the College

Students who are Permanently Withdrawn from a program may not apply for reinstatement into that program. Students who are Permanently Withdrawn from a program, but not the College, may apply to a different program, if eligible.

3.5 Required to Withdraw (RTW) - Students will be RTW from the College for any one of the following reasons:

- i. a term GPA below 4.00 while on AP3
- ii. two consecutive terms of a zero term GPA
- iii. failure to meet the re-enrolment conditions in the Return Under Appeal (RUA) process after being Required to Withdraw

3.6 Procedures for RTW students for reinstatement to the College:

- 3.6.1 Students must apply to Return Under Appeal through the Associate Director, Student and Academic Success outlining a plan for successful reintegration to academic studies. Students may only gain readmission once during their academic careers at the College.

- 3.6.2 Conditional on approval of readmission, students may be required to register academic support classes. Students course loads may be restricted and may be required to participate in other activities or workshops designed to address their needs. Credited courses taken as part this first term back in the program will be included in the student's CGPA.
- 3.6.3 Students who successfully complete the readmission requirements upon returning term to the College will be allowed to continue studying in subsequent terms.

3.7 Disciplinary Suspension

Students who have been placed on Disciplinary Suspension (DS) for Student Code of Conduct violations will not be permitted to register in any course at the College during their period of Disciplinary Suspension. Students who have served their period of Disciplinary Suspension must contact Student Success to ensure an academic plan is in place upon return to studies.

3.8 Program Completion Requirement

To be eligible to successfully complete the WLIC program, students must have met the following academic requirements:

- i. Successful completion of all courses in the program's curriculum;
- ii. Completion of 10 courses with at least a minimum passing grade in each course; and
- iii. Achieved a 4.0 cumulative GPA.

All applicable, credited courses may be used to meet WLIC program requirements

3.9 Eligibility to Transfer to Laurier

To be eligible to transfer to Wilfrid Laurier University, students must have met the academic requirements specified for their program at laurieric.ca/programs/ including, but not limited to:

- i. Successful completion of all courses in the program's curriculum;
- ii. Completion of 10 courses with at least a minimum passing grade in each course; and
- iii. Demonstrated achievement of a specific cumulative grade point average, as well as specified grades in honours program courses, if applicable;