

Ryerson University International College Policy

Grading and Academic Standing Policy

Document

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Responsibility	College Director and Principal, RUIC
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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 to graduate; 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 by:

- 2.1.1. current students enrolled in credit or non-credit courses; or
- 2.1.2. students on a leave of absence

3. Definitions

3.1 Code

refers to the “Student Code of Non-Academic Conduct” Policy

3.2 College

refers to Ryerson University International College (“RUIC”)

4. Policy

Please refer to Section 2.0 of the Ryerson University Senate Policy 46: Undergraduate Grading, Promotion, and Academic Standing (“GPA Policy”) for more information on final percentage grades, letter grades, and the grading scale. All academic grades are subject to departmental approval.

4.1 Other Course Performance Designations

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

INC – (Incomplete) - incomplete coursework or a missed final examination due to documented medical or compassionate grounds. An INC can be awarded only when some work remains to be completed and when the completion of the outstanding work or an alternate final examination may result in a passing grade. In the event students are approved for extensions on the outstanding course work (no later than the published grade deadline, unless approved by the Course Coordinator and College Director & Principal or designate), the INC will be replaced by an official course grade when the work is completed. If the work is not completed by the deadline the INC will become a grade of F. The designation INC is not included in calculating the grade point average nor is it counted as a transfer credit or failed course.

DEF – (Deferred) - 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 (as described in the Academic Integrity Policy). The DEF grade will be replaced by an official course grade upon resolution of the matter.

FNA - (Failure, Non-Attendance) - awarded by an instructor when the student has no work for grading. This grade is assigned when a student abandons a course without completing a formal withdrawal prior to the established deadline dates. This grade is counted as a failure in the calculation of grade point average.

FLD – (Failure in a Pass-Fail course) - Failure to meet the minimum acceptable standards for a course graded on a pass/fail basis. Failures in such courses will not be included in calculating the grade point average but will be counted as a failed course to determine academic standing for approved department/school standing variations and for graduation.

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

CNC – (Course not for credit) - course not for credit in the current program, this designation is recorded on the transcript as information supplementary to the grade earned in the course.

INP – (In Progress) - indicates course work in progress with at least one more term of formal course registration and study is required for completion (e.g. extended absence requires repeating the course) the designation INP is not included in calculating the

4.2 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 graduation requirements, academic awards and distinctions, progression to RU programs and for determining academic standing during study in a program.

4.2.1 For purposes only of calculating grade point averages, courses of single-term and multi-term duration will be given weights of 1.00 and 2.00 respectively-

4.2.2 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.

4.2.3 The following course performance designations are NOT included in calculating the grade point average -- **CNC, DEF, INC, INP, FLD, and PSD.**

4.2.4 Courses completed prior to formal program admission will not be included in the calculation of grade point averages.

4.2.5 The designation FNA is included in the grade point average at zero grade points and counts as a failure when academic standings are assigned.

- 4.2.6 The grade earned for a repeated course is substituted for the previous grade in calculating subsequent grade point averages **even if the later grade is lower**, but both attempts are recorded on the transcript. No course can be repeated more than twice. If at least one of the course attempts results in a passing grade, the course will count towards graduation requirements irrespective of the sequence of grades earned.
- 4.2.7 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 RUIC course grades in the program in which the student is registered.

4.3 Academic Standings

In RUIC 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:

- 4.3.1 **Good Academic Standing (Clear)**
a cumulative grade point average (CGPA) of at least 1.67. Students with Clear standing may continue their program studies with no restrictions.
- 4.3.2 **Academic Probation**
Students with a term GPA lower than 1.67 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 RUIC 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 1.67 or higher may have their probation level escalated (see table below). Students who maintain a term GPA of 1.67 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 1.67 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 1.67 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 1.67 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 1.67 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)

4.4 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 third 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.

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

- i. a term GPA below 1.67 while on AP3
- iii. two consecutive terms of a zero term GPA
- iv. failure to meet the terms of a probationary contract following return after an RTW standing

4.6 Procedures for RTW students who wish to be considered for reinstatement to the College:

- 4.6.1 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.
- 4.6.2 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.

- 4.6.3 Students who successfully complete the readmission requirements upon returning term to the College will be allowed to continue studying in subsequent terms.

4.7 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.

4.8 Program Completion Requirements

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

- a. Successful completion of all courses in the program's curriculum with at least a minimum passing grade (or a non-graded transfer credit) in each course,
- b. Completion of 10 unique credit hours, and
- c. Demonstrated achievement of a cumulative grade point average of 1.67 or higher in graded RUIC courses;

All applicable, credit courses may be used to meet RUIC program requirements

RUIC Program	Major	Requirements
Arts Pathway	<ul style="list-style-type: none"> • Psychology Major 	<ul style="list-style-type: none"> • CGPA of 3.3 • Minimum of 10.00 course count • Grade of C-or better in all required pathway courses
	<ul style="list-style-type: none"> • Sociology Major • Environment and Urban Sustainability Major • Politics and Governance Major • Philosophy Major 	<ul style="list-style-type: none"> • CGPA of 1.67 • Minimum of 10.00 course count • Grade of C-or better in all required pathway courses

<p>Business Management Pathway</p>	<ul style="list-style-type: none"> • Economics & Management Science • Entrepreneurship • Global Management Studies • Human Resources Management • Law and Business • Marketing Management • Real Estate Management 	<ul style="list-style-type: none"> • CGPA of 3.00 • Minimum of 10.00 course count • Grade of C-or better in all required pathway courses • o Students planning to enter the Marketing Management Major must obtain a grade of at least 2.67 (B-) in MKT 100.
<p>International Economics and Finance Pathway</p>		<ul style="list-style-type: none"> • CGPA of 2.67 • Minimum of 10.00 course count • Grade of C-or better in all required pathway courses

5. Completion with Distinction

Students completing the College program with an overall cumulative grade point average of 3.50 or higher will have completed the program on the Principal’s Honour Roll and will have this academic distinction recorded on the College’s Student Portal.