A. DEFINITION OF TERMS

Course
A specific component of a subject area (i.e. CMM110)

Full-time Student
A full-time student is defined as follows:

a) Proceeding towards a diploma or certificate;
b) Registered in a program offered by Sault College; and

c) Taking at least 70% of the required credits or 66 2/3 of the required courses for the program of instruction in a given semester. Students enrolled in the Collaborative Bachelor of Science – Nursing program must take 12 or more program related credits per semester.

Ontario College Certificate
An Ontario College Certificate is generally awarded on the successful completion of a program of two semesters.

Ontario College Diploma
An Ontario College Diploma is generally awarded on the successful completion of a program of four semesters.

Ontario College Advanced Diploma
An Ontario College Advanced Diploma is generally awarded on the successful completion of a program of six semesters.

Ontario College Graduate Certificate
An Ontario College Graduate Certificate is generally awarded on the successful completion of a program of two semesters of advanced studies.

Part-time Student
A part-time student is one who is registered in College courses totaling less than 70% of the required credits and fewer than 66 2/3 of the required courses for the program of instruction in a given semester. Students enrolled in the Collaborative Bachelor of Science – Nursing program will be part-time if they enroll in less than 12 program related credits per semester.

Program
An organization of courses and related learning experiences leading to a recognized educational objective, which, when successfully obtained, qualify a student to receive a Sault College credential.

Semester System
A semester runs approximately 15 weeks. Students wishing to undertake a diploma or certificate program enter Sault College in the fall semester, commencing in late August or early September of each year. However, new applicants may be admitted in the winter semester, commencing in January of each year or in summer semester commencing in May of each year. For further information regarding start dates, contact the Registrar’s Office.
B. EVALUATION

At the beginning of each semester, faculty will provide students with a course outline that will clearly identify the criteria they will use in assessing the student’s work. Such criteria may include an attendance requirement. Faculty may also include requirements concerning the completion of assignments on time and will also give students a schedule of tests and/or final examinations in relation to overall assessment for the course.

Other criteria may be included dependent upon the nature of the course being taught.

An overall grade point average of 2.0 is required for graduation. Specific programs may require students to achieve grade competencies higher than those required by the stated grading policy. Students will be advised of this standard as part of the course outline.

C. GRADE POINT AVERAGE (GPA)

The grade points earned in each subject are established by multiplying the number of credits by the numerical equivalent of the grade earned in that subject.

The grade point average is determined by dividing the total grade points earned by the total number of credits attempted.

The grade point average for the semester will be computed at the end of each semester. An accumulated program grade point average will be computed for each program in which a student registers and will be shown on the transcript.

Credit for work taken at other institutions is not included in the grade point average.

D. COURSE DROPS/ADDS

Courses may be dropped and/or added to students’ timetables, subject to the approval of the Chair/Dean according to the drop/add deadlines identified in the Key Dates Calendar for each semester. Failure to officially drop a course by the specified deadline date will result in an “F” grade assigned for that course.

E. TRANSCRIPTS

Final grades are available on the Student Portal at the end of each semester. Any errors or omissions on grades issued must be reported to the Registrar’s Office within four weeks from their date of issue.

Official transcripts (the student’s accumulated academic history record) will be sent, upon written request to agencies, institutions, or employers at a cost of $8 per copy. The College will not release transcripts or grade reports to students who have not met their obligations to the College. Please visit the www.saultcollege.ca/alumni to order a transcript.
F. ACADEMIC PROGRESS AND GRADING

PURPOSE:

This policy provides the standard for grade assessment in a credit course and progress through an academic program.

SCOPE:

This policy applies to students enrolled in credit courses and/or a program in the following: Postsecondary, Continuing Education, Adult Training and Apprenticeship.

This policy will address academic progress, grade assessment, deferred grades ("X"-grades), failing grades and grade improvements.

DEFINITION

Grading Legend

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Grade Point Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90-100%</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>80-89%</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>70-79%</td>
<td>3.00</td>
</tr>
<tr>
<td>*C</td>
<td>60-69%</td>
<td>2.00</td>
</tr>
<tr>
<td>*D</td>
<td>50-59%</td>
<td>1.00</td>
</tr>
<tr>
<td>F (Fail)</td>
<td>49% and below</td>
<td>0.00</td>
</tr>
<tr>
<td>CR (Credit)</td>
<td>Credit for graduation requirements has been awarded.</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory achievement in field/clinical placement and/or non-credit courses</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory achievement in field/clinical placement and/or non-credit courses</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>A temporary grade limited to situations with extenuating circumstances denoting incomplete course requirements within the prescribed course timeframe.</td>
<td></td>
</tr>
<tr>
<td>NR</td>
<td>A temporary grade assigned when a final grade is not yet reported.</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Student has withdrawn from the course without academic penalty.</td>
<td></td>
</tr>
</tbody>
</table>

*Due to varying program standards, some courses may require a higher passing grade. A passing grade in a course in one program may not be considered a passing grade in that course in another program.

PROCEDURE:

Student Assessment

The College grading and reporting system informs students of their academic performance.

The academic transcript is the official College record which represents the complete academic history of a student at Sault College and includes final grades from all courses attempted.

The course outline identifies the program and/or course learning outcomes, method of evaluation and minimum passing grade requirements.
Deferred Grades

1. A student may be assigned a temporary “X” grade in a credit course due to extenuating circumstances. Illness, bereavement or unavoidable delays in completion of credit course requirements may constitute reason for the assignment of an “X” grade.

2. Students will present their request for an “X” grade to the faculty member teaching the course. The faculty member has discretion to determine if there are extenuating circumstances to warrant deferring of the grade. If the timeline for the deferral is beyond 60 calendar days, the faculty will consult with the Dean/Chair of the program and the Dean/Chair will determine the deadline date. It is important to note that typically the maximum time for completion is the end of their next regularly scheduled academic semester.

3. An “X” grade contract must be submitted to the department Dean/Chair no later than the grade submission date.

4. The onus is on the student to adequately complete this work by the agreed-upon date. The onus is on the faculty member to submit the final grade to the Dean/Chair for inclusion on the student’s transcript.

5. Where a student has received an “X” grade in a prerequisite course, entry to the next course will be determined by the department Dean/Chair on an individual basis. This will be noted on the “X” grade Contract. However, if the student is allowed to enrol in the requisite course and subsequently fails the prerequisite, they will be withdrawn from the requisite course.

6. Students will not be allowed to continue in requisite clinical courses while in process with the prerequisite course (as in Health programs) and some field placement courses. This will be determined by the Dean/Chair of the program in consultation with the faculty and be noted on the “X” grade Contract.
**Failing Grades**

This procedure addresses situations where a student receives “F” grades (failures) in prerequisite courses, multiple “F” grades within one course or multiple “F” grades within a program.

<table>
<thead>
<tr>
<th>Failing Grades</th>
<th>Process</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prerequisite Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>“F” grade in a prerequisite course</td>
<td>Student meets with Coordinator</td>
<td>Will not be registered for requisite course</td>
</tr>
<tr>
<td><strong>Failing Grades in Same Course</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First “F” grade in course</td>
<td>Student meets with Program/Academic Assistant or Coordinator</td>
<td>Academic advising to ensure graduation requirements can be met</td>
</tr>
<tr>
<td>Second “F” grade in same course</td>
<td>Student meets with Coordinator</td>
<td>Academic advising for collaborative success planning</td>
</tr>
<tr>
<td>Third “F” grade in same course</td>
<td>Student meets with Dean/Chair</td>
<td>Academic plan identifying behavioural and learning performance expectations. Specific course and program restrictions may apply.</td>
</tr>
<tr>
<td>Fourth “F” grade in same course</td>
<td>Student is involuntarily withdrawn from course</td>
<td>Dean/Chair will have discretion to grant approval for re-entry into the course according to individual extenuating circumstances. A written academic plan is a requirement of re-registration.</td>
</tr>
<tr>
<td><strong>Failing Grades in Program</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two “F” grades in same semester</td>
<td>Student meets with Coordinator</td>
<td>Academic advising for collaborative success planning</td>
</tr>
<tr>
<td>Three or four “F” grades in same semester</td>
<td>Student meets with Dean/Chair</td>
<td>Academic advising for collaborative success planning</td>
</tr>
<tr>
<td>Five or more “F” grades in same semester</td>
<td>Dean/Chair issues College Initiated Program Withdrawal; notification provided to student with re-entry process</td>
<td>Dean/Chair will have discretion to grant approval for re-entry into the program according to individual extenuating circumstances. A written academic plan is a requirement of re-admission.</td>
</tr>
</tbody>
</table>
**Grade Improvement**

When a course has been repeated, the highest grade achieved will be used in computing the program grade point average (GPA).

**Academic Progress**

This procedure addresses students enrolled in certificate and diploma programs as they progress to graduation. The following definitions will be posted on the student portal for reference.

**In Good Standing**

A student will be considered in good standing when they are eligible to continue or return to the program in the subsequent semester of that program. All courses attempted in the current semester are completed successfully.

**Academic Probation**

A student will be considered on academic probation and at risk of not meeting graduation requirements if their program GPA is below 2.0 or higher where program specific standards exist.

Individual programs may have additional requirements as reflected in program guides and course outlines.

**Candidate for Graduation**

In order to progress through a program and graduate, students must satisfy all program graduation requirements and have a minimum program GPA of 2.0 or higher where program specific standards exist.

**Dismissal**

A student will be considered for dismissal if their academic performance is not acceptable for continuation in the program *(five or more “F” grades)*. Policies and/or procedures specific to programs or student code of conduct may also result in dismissal as stated in program guides/operating procedures or course outlines. The Dean/Chair will have the discretion to grant approval for re-entry into the program according to the extenuating circumstances surrounding an individual student’s situation.

**Appeals**

All decisions regarding promotion and graduation are subject to appeal.

**Academic Progress in Through-Way Programs**

The Dean/Chair will have the discretion to permit a student to advance to the diploma from certificate or from a diploma to advanced diploma level of their program even if the conditions of graduation from that certificate or diploma have not been achieved due to a failing grade, low GPA or missing course. The Dean/Chair will provide the student and Registrar’s Office with written confirmation of their approval and the conditions therein.

**G. OUTSTANDING OBLIGATIONS**

Students who have not met all of their obligations to the College are not entitled to receive transcripts, certificates, diplomas, etc.

Students are asked to meet obligations by: returning books to the Library and paying all fines, paying total tuition fees, returning all lab and athletic equipment, and clearing any outstanding debts with Residence or Financial Aid. Failure to do so will result in records or documents being withheld.
H. REQUIREMENTS FOR GRADUATION

PURPOSE:

The purpose of the Graduation Requirements Policy is to provide eligibility guidelines to the academic schools through the Vice President, Academic for graduation from post-secondary programs. You must be registered in the program for which you are attempting to qualify for the credential, or have one credential and register for additional courses to meet the qualification for the additional credential.

SCOPE:

This policy applies to all post-secondary students who have completed a program of study and wish to graduate. It is the responsibility of the Registrar’s Office to assess a student’s achievement against these program graduation requirements and any other approved requirements of the specific program and to certify eligibility to graduate.

PRACTICE:

Graduation eligibility will be assessed against the program graduation requirements as approved by the academic school in compliance with the Ministry of Advanced Education and Skills Development Framework for Programs of Instruction and Program Standards, where applicable. Eligibility requirements include:

1. A student’s graduation eligibility will be assessed against the program graduation requirements in effect in the year of first enrolment in or re-admission to the program.

2. A student who takes longer than seven (7) years from the date of first enrolment to complete a program must have her/his transcript evaluated by the program Chair for relevance to current program performance objectives and may be required to make up additional requirements to meet graduation eligibility requirements.

3. A student must complete at least 25% of the senior level program credits at Sault College to be eligible to receive a Sault College certificate or diploma.

4. A student must achieve a minimum grade point average of 2.00 to receive a Sault College certificate or diploma.

5. An “honours” graduation diploma is issued to students who achieve a grade point average of 3.75 to 3.99 and have met all other post-secondary program requirements.

6. Graduation “with distinction” will be accorded to those students who have met all post-secondary program requirements and achieved a 4.00 grade point average without a repeat course.

7. You must be registered in the program for which you are attempting to qualify for the credential, or have one credential and register for additional courses to meet the qualification for the additional credential.