

AC106: Grading and Student Achievement

Policy Title:	Grading and Student Achievement
Policy Number:	AC106
Owner:	Senior Vice President, Academic and Student Success
Approved by:	Senior Leadership Team
Effective Date:	September 2025
Reference:	Graduation and Convocation policy
Links to Other Policy:	Academic Appeals Policy Academic Assessment Policy Academic Progression Policy Important Dates – Academic calendar

St. Lawrence College is committed to making our resources fully accessible to all persons. This document will be made available in alternative format upon request.

BACKGROUND

Definitions:

AU (Audit)

Recorded on the student record to designate those courses for which the student has applied to audit.

Aegrotat Standing (AG):

Aegrotat standing applies to students whose performance over a significant proportion of the course has been more than satisfactory, but where, because of compelling personal reasons such as documented illness, or exceptional circumstances beyond the student's control, the student is unable to complete the course. Aegrotat standing is recommended by the Program Coordinator, approved by the Dean or Associate Dean, and submitted to the Registrar's Office. The AG grade will remain on the transcript as a permanent grade provision. The AG grade will not affect the student's grade point and allows them to proceed in their program. The AG is not for circumstances where the student had not been performing well, had not been attending class or had not been in otherwise good standing. An AG may be applied in a situation where a student has become terminally ill but has remained in good standing to that point and demonstrated appropriate competency in meeting the required course outcomes.

EX (Exemption)

Awarded to a student in recognition that the course requirement is waived through academic assessment on a test or assessment of past academic experiences.

G/NG (Requirements Met/Requirements Not Met)

This designation is used for courses in which student learning is evaluated against the outcomes of a course or learning module where it is inappropriate to differentiate further (no numeric grade). In these circumstances, “G” signifies successful completion, whereas “NG” signifies that students have been unsuccessful.

I (Incomplete)

Assigned with conditions attached for a student still completing the course. Some circumstances which may result in an “I” grade being awarded include, for example, illness, bereavement, or other extenuating personal circumstances. The “I” grade will not be used to provide a time extension for a student who has completed all course elements with a failing status, has not attended class or for graduating students. The faculty member, in discussion with the student, will establish the conditions that must be met by the student for the “I” grade to be converted to a passing grade. A realistic date for the completion of the conditions will be established by the faculty and student and approved by the Associate Dean or Dean as per process. The maximum completion date of the conditions attached is not to exceed 30 days. A request must be made to the Registrar’s Office for an exception to the 30-day maximum. The student will receive written notification of the “I” grade, its attached conditions, and agreed completion date.

Successful completion of the conditions, within the specified time period, will result in the awarding of an official grade. If a new grade is not submitted to the Registrar’s Office by the end of the specified time period, an “F” grade will be posted. A student who has an “I” grade in a course that is pre-requisite to a course in the succeeding term will not be permitted to register in that course. An “I” grade may be used to provide an extension to a student who is passing and in good standing at the end of the term.

IP (In Progress)

Assigned with conditions attached for a student still completing the course. Some circumstances which may result in an “IP” grade being awarded include, a course with a planned continuum from a previous term (courses which run for the whole academic year, but final grading does not occur in the first enrollment term) or for pre-determined courses where students work at their own pace and may continue their studies in further terms.

N (No Credit)

Recorded on the student record for courses in which no evaluation occurs and no grades are assigned. This is often used in continuing education noncredit courses.

R (Provisional Credit):

Assigned in situations where a student had been successful up until the point of disengagement, but clearly had difficulty based on a situation beyond their control and was unable to meet the minimum learning outcomes for the course. The R grade will remain on the transcript as a permanent grade provision. The R grade will not count against the student's GPA and allows them to proceed in their program; however, they will need to repeat the course or part of the course in order to fulfill the requirements of the program. The R is not for circumstances where the student was not performing well before the interruption, had not been attending class or had not been in otherwise good standing. An example of where an R grade may be applied would be for a student in good standing who was unable to complete or participate in specific learning, modules or work required to demonstrate competency of specific learning outcomes due to exceptional circumstances but still need to participate in an active learning environment to gain and demonstrate the competencies.

T (Transfer)

Designates a St. Lawrence College academic course credit earned via completion of a similar course at another postsecondary institution.

W (Withdrawn)

Assigned to a student who withdraws formally from a course within the prescribed deadline (usually two thirds of the way through the course). If a placement is terminated and results in a failure, the student will receive the failing grade (F) and will not be permitted to withdraw from the course.

Purpose: St. Lawrence College is committed to supporting the success of our students. The purpose of this policy is to outline the standards by which students are graded and recognized for academic achievement.

Scope:

This policy applies to all St. Lawrence College students and includes all St. Lawrence College courses and programs.

POLICY STATEMENTS

GRADING

The College is accountable for assessing student achievement based on established standards and for communicating these results. The assigning of college-defined grades formalizes a student's status within a course and/or program and provides a basis for decisions regarding recognition of excellence, progression, academic probation and withdrawal.

1. Assessment of student performance is an academic activity, which culminates in the assigning of grades. Grades are earned by students and represent a measure of achievement in reference to the standards established for programs and courses.
2. The College-wide grading system described in this document is to be applied in all credit courses.
3. Every course has a date that is designated as the last day to withdraw without incurring an academic penalty (usually 2/3 of the way through the course). Students who formally withdraw after the academic penalty date will be automatically assigned an F (Fail) or NG (Requirements Not Met) grade. The academic penalty date varies by individual course within a program and it is the student's responsibility to know the penalty dates for his/her courses. Important dates are posted in the Student portal under each class enrolled in and on the website.
4. Students' final grades are not official until recorded and released by the Registrar.
5. Once released by the Registrar, the final grades are part of the student's permanent record and cannot be removed outside of a successful academic appeal as outlined in [Academic Appeals Policy](#).

Each faculty member will distribute the Course Outline complete with learning outcomes. Course Outlines and Learning Plans are usually distributed during the first week of classes. The student's final grade in the course will be determined by the total performance evaluation of the student and a final grade will be entered on the student's record.

The final grade is the record of each student's performance within a specific course. Corrections for grades must be brought to the attention of the applicable faculty. There is an appeal process that may be used to resolve disputes about academic issues (refer to [Academic Appeals Policy](#)).

Student Reassessment

Students are expected to meet the originally scheduled course requirements by the due date. Opportunity for reassessment is not a right and in many cases is not possible.

Course learning plans, which are provided to students at the beginning of the term, will indicate if reassessment is a normal option for that course.

Reassessment, due to exceptional circumstances, will be reviewed on a case-by-case basis.

Grading/Assessment Description

Official Grades	Grade Points	Equivalent Percentages
A+	4.00	90 %– 100%
A	3.90	85% – 89%
A-	3.70	80% – 84%
B+	3.30	77% – 79%
B	3.00	73% - 76%
B-	2.70	70% - 72%
C+	2.30	67% - 69%
C	2.00	63% - 66%
C-	1.70	60% - 62%
D+	1.30	57% - 59%
D	1.00	53% - 56%
D-	0.70	50% - 52%
F	0	0% - 49%

Grade Description and Definition of Terms

Effective September 1, 2005, the following percentages and grade point equivalents are used:

Other Administrative grades and descriptions (no grade points or equivalent percentage assigned):

Repeated Courses

All attempts at a course will appear on the student's transcript. The term GPA calculations will include all attempts in the calculation. The Degree GPA will only include the highest grade achieved in the calculation. The Degree GPA will not change after a credential has been conferred if courses are repeated.

Grade Point Average (GPA)

The Grade Point Average (GPA) is a weighted average. Each course is assigned credits; the number of grade points per course is determined by multiplying the credits by the numeric grade point value of the official grade earned for that course. The grade point total is then divided by the attempted credits. The resultant quotient is the grade point average.

How GPA is calculated

Each letter grade is assigned a numeric grade point value.

Letter Grades to Grade Points

Numeric Grade	Official Grade	Grade Points
90%-100%	A+	4.00
85%-89%	A	3.90
80%-84%	A-	3.70
77%-79%	B+	3.30
73/-76%	B	3.00
70%-72%	B-	2.70
67%-69%	C+	2.30
63%-66%	C	2.00

60%-62%	C-	1.70
57%-59%	D+	1.30
53%-56%	D	1.00
50%-52%	D-	0.70
0%-49%	F	0.00

Example:

Course(s) Enrolled in	Letter Grade Earned	Grade point Value	Credits	Total Points
ACCT 1	A-	3.7	3	11.1
ECON 1	A	3.9	3	11.7
COMM 10	G	0	0	0
COMP 1	A+	4	2	8
MATH 35	F	0	4	0
MARK 201	B+	3.30	3	9.9
COMM 20	A-	3.7	3	11.1
Totals			18	51.8

Total points are divided by the total credits – $51.8/18 = 2.87$

GPA Graduation with Distinction = GPA must be 3.50 or higher.

Course credits are included in the total credits when an “F” grade is assigned, but total points are 0. An “F” grade lowers the GPA.

Course credits are not included in the total credits when a “G”, “T”, “EX”, “N”, “AG”, “R”, or “IP” administrative grade is assigned. These grades do not affect the GPA.

Note: Only the highest grade achieved in a repeated course is included in the program GPA calculation, while all attempts at the course will appear on the student’s transcript

and be included in the term and cumulative GPA calculations

RECOGNITION OF SPECIAL ACHIEVEMENT

In addition to grades and credentials awarded, a student may also be recognized further for level of achievement by the College, governing bodies or affiliate organizations.

Canadian College Athletic Association (CCAA) All- Academic Canadian Award

Presented to a full-time varsity student-athlete that has been named to their respective member conference all- star team (1st or 2nd) in a CCAA Sport and achieved a grade point average of 3.5 in the required courses.

Dean's List

Students enrolled in an SLC certificate, diploma, advanced diploma, graduate certificate or degree program (this does not include Laurentian University degrees) who obtain a GPA of 3.50 or higher for an academic year (September-August) will be placed on the Dean's List and will have this noted on their transcripts. To be eligible for the Dean's List the following conditions must be met:

- a) Students must have registered full-time in a diploma or degree program for at least two academic terms during the academic year.
- b) The GPA for the entire academic year will be calculated on a weighted basis, shall include all courses studied and must be 3.50 or higher.

Governor General's Academic Medal

Recognizes ONE graduate, across the three campuses, who has achieved the highest grade point average in any diploma program. In the event of a tie, the college will ensure selection is in line with the Canadian Governor General's Academic Medal Directives.

Graduation with Distinction

Graduation with Distinction recognizes superior educational performance and achievement by students in Ontario College Certificate programs, Ontario College Diploma programs, Ontario College Advanced Diploma programs, Ontario Graduate Certificate programs, Ontario Applied Degree programs and St. Lawrence College Certificate programs. To be eligible for such recognition, the student must have successfully completed an approved program of study and have achieved a grade

point average of 3.50 of the required courses.

Graduate Cum Laude

This status is designated to a degree graduate who has performed at a high academic achievement level with a minimum percentage of 80.

Graduation with Merit

Graduation with Merit recognizes superior educational performance and achievement by students receiving Statements of Achievement. To be eligible for such recognition, the student must have successfully completed an approved program of study and have achieved a grade point average of 3.50 of the required courses.

Ontario College Athletic Association (OCAA) All-Academic Award

Presented to a full-time varsity student-athlete who has achieved a grade point average of 3.50 in the required courses.

President's List

The President's List recognizes graduates who have rendered valuable and distinguished service to the college community. Eligibility is based on academic excellence including graduating with distinction, along with interest and activities involving leadership, citizenship and community service.

MONITORING

Registrar's Office

NEXT POLICY REVISION DATE

September 2030