



Policy Name: Grading and Scholastic Requirements
Approving Authority: Academic Council

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Statement

The Grading and Scholastic Requirements Policy of Yorkville University ("Yorkville" or the "University") supports a fair, transparent, and equitable process for assessing student performance. The Academic Council will review this policy every five (5) years.

Purpose

The purpose of this policy is to ensure that grading requirements are applied consistently and communicated clearly, and to support academic success for all students. This policy is intended to foster a high-quality learning environment while promoting fairness, accountability, and student support.

Roles and Responsibilities

Responsibility for the implementation of this policy lies with the Registrar and academic faculty. The Vice President of Academics has oversight responsibility.

Registrar's Office: Facilitates procedural implementation of this policy, including recording and processing grades, course status, and transcript requests.

Academic Faculty: Responsible for applying grading criteria, evaluating student performance, and maintaining academic standards.

Vice President of Academics: Holds overall oversight responsibility.

Deans and Associate Deans: Responsible for academic advising, Satisfactory Scholastic Standards (SSS) reviews, incomplete grade petitions, and student dismissal processes.

Policy

The Grading and Scholastic Requirements Policy provides the framework for evaluating and documenting academic achievement. This policy is disseminated to all students enrolled at the University.

This policy defines the requirements and expectations of the University's grading system, including:

- Satisfactory Scholastic Standards (SSS)
- Repeating a Course
- Advanced Academic Standing
- Academic Warnings and Probation
- Incomplete Grades
- Grade Appeals
- Cumulative Grade Point Average (CGPA) Calculation
- Graduation Requirements
- Transcripts

The Grading and Scholastic Requirements Policy supports a respectful, discrimination- and harassment-free learning environment through the promotion of equity, diversity, and inclusion. The University is committed to fostering a learning environment where individuals from all backgrounds have equal opportunities to pursue an education.

The University acknowledges that achieving true equity may require differentiated support by removing systemic and situational barriers faced by equity-seeking groups. These barriers may be attitudinal, historical, social, or environmental, and may relate to age, ethnicity, disability, economic status, marital status, or family status, Indigenous identity, nationality, race, creed/religion, gender identity, or sexual orientation.

The University provides both academic and non-academic accommodations in accordance with applicable provincial human rights legislation. Academic accommodations are intended to provide equitable access to learning without reducing academic standards or altering essential course/program requirements.

Individualized accommodations and accessibility support are available for students with permanent, episodic, or temporary disabilities or medical conditions. The University helps to create a functional learning environment by removing barriers through use of assistive technologies, academic accommodations, and other student resources.

The University also promotes mental health advocacy throughout the University community. Through a partnership with Homewood Health, faculty, students, and their family members have access to 24/7 mental health support, online well-being tools, educational webinars, and wellness literature.

The Student Services Department is available to support both students and faculty in creating accessible learning environments and developing individual accommodation plans to foster success.

Grading Scale

Evaluation of student achievement will be based on meeting the objectives for each course. At the beginning of each course, the instructor will provide students with a syllabus identifying the objectives and grade determination criteria. Instructors base their assessments on assignments, tests and quizzes, and course participation. The standard scale of A to F and P are considered earned grades. Official grades are issued at the completion of each module. Students who wish to have a grade reappraised must submit a request within ten (10) business days of being notified of the mark or of the item's return. All grades are considered final thirty (30) days after the end of a module.

Letter Grade	%	Quality	Quality Points	Effect on CGPA
A	95.0-100		4.00	Y
A-	90.0-94.9		3.67	Y
B+	87.0-89.9		3.33	Y
B	84.0-86.9		3.00	Y
B-	80.0-83.9		2.67	Y
C+	77.0-79.9		2.33	Y
C	74.0-76.9		2.00	Y

C-	70.0-73.9		1.67	Y
D+	67.0-69.9		1.33	Y
D	64.0-66.9		1.00	Y
D-	60.0-63.9	Minimum Passing Score*	0.67	Y
F	Below 60	Fail	0.0	Y
AU	N/A	Audit	0.0	N
CR	N/A	Credit	0.0	N/A
IC	N/A	Incomplete	0.0	N/A
P	N/A	Pass	0.0	N
PR	N/A	Proficiency	0.0	N
R	N/A	Repeat	0.0	N
TC	N/A	Transfer Credit	0.0	N
W	N/A	Withdrawal	0.0	N
WF	N/A	Withdrawal Fail	0.0	Y
WP	N/A	Withdrawal Pass	0.0	N

A minimum passing score of 60% is required to pass all courses, with the exception of the following programs/courses:

Nursing Programs

- All nursing courses must earn a 77% (C+) for each course listed in the “Core Concentration Requirements”
- A 77% (C+) for ZO115 and ZO116; and
- A 74% (C) in the “General Sciences Requirements.”

Each course uses a Final Percentage Calculation converted to a letter grade. Evaluative components will receive numerical scores converted based on the weight of the assignment. The numerical scores are added to achieve a total percentage score of 100. This percentage is then converted to a letter grade for the course (see above Grading Scale). *Sample: midterm exam is 20%, paper 30%, in-class activities 20%, and final exam 30%. The student scored 15/20; 25/30; 20/20; and 28/30 for a final course total score of 88/100, which is a final course grade of “A-”.* All labs/simulations/clinical placements are graded as a pass or fail; no letter grade attached to the final mark.

All nursing students must successfully complete the theory, laboratory, and clinical components in each of the courses in the nursing program to pass the course and progress in the curriculum. Nursing students must pass all theory courses in the curriculum with a minimum grade of 77% and theory/lab courses with a minimum passing score of 77%. Please refer to each course syllabus for specific course requirements. Students in the nursing program are not permitted to fail the same nursing core course more than once. Two (2) failures of the same core nursing course will result in dismissal from the enrolled nursing program.

For nursing students, a failing grade in the clinical/lab component of a course results in course failure. Any lab test failure results in a clinical/lab failure. Students who do not achieve a minimum grade of 77% on the theory component and achieve a “Pass” on the clinical/lab component will not pass the course. Students

who achieve a grade of 77% or above on the theory component of a course and “Fail” the clinical/lab component will not pass the course.

A credit is considered attempted but not earned if the student is enrolled beyond the add/drop period and receives a grade of F or a Withdrawal (W), Withdrawal Pass (WP), Withdrawal Fail (WF), Incomplete (IC), or Repeat (R). Transfer (TC) and Prior Learning Assessment Credits (CR) applied to a student's program are considered both attempted and earned.

Students withdrawing from a course within the first 12 days from the effective course start date will result in the course being deleted from the student's academic record.

Students withdrawing from a course between Day 13 - Day 30 from the effective course start date will result in the course being shown as “W” on the transcript and will carry no academic penalty.

Students withdrawing from a course on or after Day 31 from the effective course start date will result in the course being recorded as “WF (withdrawal fail)” on the transcript and a grade of zero (0) will be carried into the calculation of the CGPA.

If a student is absent without official notification incurring an unofficial withdrawal, a grade of F will be entered into the student's academic record regardless of when the withdrawal occurred.

A grade of WF carries grade points and is included in the calculation of both the grade point average and the pace of completion. Grades of W, WP, TC, PR, and IC carry no points and are not calculated in the cumulative grade point average. They are, however, counted as attempted and/or earned in the calculation of pace of completion.

Incomplete

Once enrolled in a course, students should make the effort to complete all course assignments during the mod in which they are officially enrolled. However, circumstances of unusual and exceptional hardship may arise that prevent students from completing course assignments by the end of the mod. In those cases, an incomplete grade (IC) may be granted to a student who has completed 75% of the assignments required by the course. Students must petition their instructor, in writing, to receive an incomplete in the course with the approval of the instructor and the Dean.

Students who are granted an incomplete will receive a grade of “IC”. Students must submit all missing course requirements to the instructor within two (2) weeks after the end of the mod. If the missing requirements are not completed, the student will be issued the grade indicated on the Incomplete Petition. Regardless of whether the coursework is completed, the incomplete will be changed to a letter grade. If a student would like to challenge an academic grade, the student would need to review the “Change of Grade” section of the Yorkville Student Handbook. Students officially enrolled in an externship may receive an extension to complete externship hours. Extensions for externship courses are equal to one length of the mod and expire at the end of the mod (e.g., for externship courses registered in an eight (8)-week academic mod, a student will have an additional eight (8) weeks to complete missing requirements).

Failure

Any course in a study program that is failed must be repeated and passed (See Repeating a Course Section). Students in the nursing program are not permitted to fail the same nursing core course more than once.

Two (2) failures of the same core nursing course will result in dismissal from the nursing program. Students are not permitted to fail the same general science course three (3) times. Three (3) failures of the same general science course will result in dismissal from their program. Students who have been dismissed for failure may appeal to reapply to the program after one (1) year, as long as the student meets all admission requirements.

Withdrawal / Course Drop

A course is assigned a withdrawal grade of “W” when a student officially withdraws or is withdrawn by the University. A course withdrawal prior to week six of a module is not included in the calculation of the grade point average; however, it does negatively impact the rate of progress by increasing the number of credit hours attempted.

Repeating a Course

A student who has received a failing grade or a withdrawal in a course must repeat the course to meet the requirements of the student’s program.

When a course is repeated, the higher grade will be counted for purposes of calculating the student’s Cumulative Grade Point Average (CGPA). If repeating a course is required, the length of the program must not exceed one-and-a-half (1.5) times the scheduled program.

A course in which a student has received a “W” or a non-passing grade may be attempted only three (3) times. A student who does not successfully complete a course after the third attempt will be academically dismissed from the University and may appeal to reapply to the program after one (1) year, as long as the student meets all admission requirements. A student will be charged for all repeats.

Transfer Credit

When a student receives advanced academic standing, a grade of “TC” is assigned for the course. When a student receives transfer credit (advanced academic standing), the transferred credit hours do not carry grade points and therefore do not impact the student’s cumulative grade point average. Advanced academic standing counts toward meeting graduation requirements.

Advanced Academic Standing

Course credit may be awarded by prior learning assessment examination and transfer of credit. The Registrar’s Office is responsible for approving all transfers of credit and the Academic Department for approving transfer credits by examination. Advanced standing credit is assigned a grade of “TC”. Advanced academic standing counts toward meeting graduation requirements; however, these credits do not count toward Satisfactory Scholastic Standards (see the Satisfactory Scholastic Standards section). Tuition will be adjusted accordingly for course credit.

No more than 50% of the credit hours in any program may be awarded by transfer of credit and/or by examination from an external institution. Transfer credit evaluation must be completed prior to a student starting a course. A student cannot receive transfer credit for a course they are currently attending.

Students currently enrolled at Yorkville University may take courses at other academic institutions and transfer the earned credits to their program under the following conditions:

1. A course description must be provided to the Yorkville University Registrar.
2. The Registrar’s approval must be obtained prior to taking the course in question.
3. Arrangements must be made to have an official transcript of the course grade sent from the

other institution to the Yorkville University Registrar's Office.

4. In some cases, a course syllabus may be required for evaluation of course content to determine applicability.

Mature Student Status

A mature student is one who has been out of full-time high school education for at least four years. A mature student must hold a high school diploma from the province or an equivalent diploma from an accredited provincial government institution (e.g., GED or CAEC). As a mature student, the student must meet eligibility requirements such as English Language equivalency and any degree-specific requirements necessary to gain entry into the program.

Satisfactory Scholastic Standards

In order to graduate, a student in a bachelor's degree program must have a cumulative grade point average of 2.0. Students in the Bachelor of Science in Nursing program must have a cumulative grade point average of 2.5 to graduate. All students must complete all courses and requirements for graduation within 150% of the total program length. To help students meet these requirements, the University checks periodically that students are making Satisfactory Scholastic Standards (SSS). SSS is measured in two ways: Cumulative Grade Point Average (CGPA) and Rate of Progress. Rate of Progress is the percentage of successfully completed credit hours relative to attempted credit hours. That is, the number of completed credit hours divided by attempted credit hours times 100.

SSS is measured at evaluation points that occur every eight (8) weeks (i.e., every mod). The SSS table indicates what CGPA and rate-of-progress benchmarks a student must have at the evaluation points to be meeting SSS.

Degree	Evaluation Point	Benchmarks CGPA and % Rate of Progress
Bachelor of Science Degree in Nursing	1 st	Minimum of 2.0 and 50%
	2 nd and thereafter	Minimum of 2.5 and 60%

Academic Warning

Students who do not meet these benchmarks are not making SSS. The first time a student is not making SSS, the student is placed on academic warning. Students on academic warning will be notified via the student portal and contacted by their Dean or the Academic Department (see the Academic Advising section).

Academic Probation

At the next evaluation point, if a student on academic warning meets or exceeds the benchmark, the student is taken off academic warning. If, however, a student does not make SSS, the student is placed on academic probation. Students on academic probation will be notified via the student portal.

Students on academic probation have until the next evaluation point to meet or exceed the SSS benchmark. If they do so, they are taken off academic probation.

Academic Advising

Students not making SSS must meet with the Academic Department or a Dean for academic advising, within seven (7) days of the SSS notification, to develop an academic improvement plan. In addition, weekly meetings must occur with the student and Academic Department during the SSS period. Academic advising includes analyzing the circumstances that lead to poor academic performance and creating an academic improvement plan to address the circumstances. The academic improvement plan becomes part of a student's academic file. Students with an academic improvement plan must meet weekly with the Academic Department or their Dean to determine progress toward completing the plan.

Dismissal

If a student does not make SSS, the student is dismissed from the University. A dismissed student is notified via the student portal and contacted by the Academic Department. A dismissed student may appeal the dismissal (see the Student Corrective Action Policy). If a student's appeal is approved, the student is placed on academic probation until the next evaluation point. If a student's appeal is denied, the student may appeal to reapply to the program after one (1) year from dismissal, as long as the student meets all admission requirements.

Appealing Academic Dismissal

A student who has been dismissed for not making SSS may appeal the dismissal. When academically dismissed, a student who wishes to return to the University must appeal the academic dismissal according to the requirements defined in the Student Corrective Action Policy. A student who is academically dismissed and does not appeal the dismissal within five (5) calendar days will be involuntarily withdrawn from the University.

Satisfactory Scholastic Standards and Course Withdrawals and Failures

When a student withdraws, the course is assigned a "W" grade. This grade has no grade points and therefore does not impact a student's cumulative grade point average. A course withdrawal, however, negatively impacts the rate of progress by increasing the number of credit hours attempted.

A failing grade negatively impacts a student's cumulative grade point average and rate of progress.

Changing Programs

Students may change educational programs at Yorkville University during their enrollment. Students must contact the Student Services Department to determine if the admissions requirements can be met for the new program. Because the program requirements differ, not all of the course credits may transfer. A student's current Satisfactory Scholastic Standards (SSS) status may carry over to the new program of study. Students who do not make SSS may transfer programs of study.

Additional Program/Credentials

If a graduate of the University enrolls in a new program or if a student in good SSS standing transfers programs, only those courses that apply toward the new program will be counted in calculating the number of quality points in the CGPA and the credits attempted in calculating the rate of progress.

Cumulative Grade Point Average

To calculate a grade point average, multiply the quality points associated with each grade times the number of credit hours for each course. Add these quality points and divide by the total number of credit hours.

Graduation Requirements

To be eligible for graduation, students must:

1. Complete a degree audit (emailed from the Student Services Department).
2. Complete all required courses in the Bachelor's degree program with a Cumulative Grade Point Average of at least 2.0.
 - a. Students in the Bachelor of Science in Nursing degree program must graduate with a 2.5 Cumulative Grade Point Average.
3. All accounts must be paid in full including tuition, textbooks, and fees. All library books and other Yorkville University materials must be returned.

Levels of Distinction

Graduates will receive honours for their degree with one of the following levels of distinction:

- A student will be awarded an "Honours" standing if they achieve a graduating CGPA of 3.6 to 3.9.
- A student will be awarded a "High Honours" standing if they achieve a graduating CGPA of 4.0.

These honours categories are based on a student's cumulative grade point average at the end of the graduation semester. The official graduation honours category will appear on the student's diploma and final transcript.

Transcripts

Yorkville University will provide a transcript of the student's academic record upon written request by the student. An official copy will be mailed to the appropriate person and/or institution. An unofficial copy could be provided directly to a student upon graduation, provided the student is not past due on financial obligations to the institution. If the student is past due on their student account, a letter of completion can be sent to an employer. No documentation will be released to another educational institution unless the student is current on their student account. A student will not receive a diploma or official transcript if the student is placed with an outside collection agency for their student account balance. The University archives academic transcripts indefinitely.

Related Policies and Documents

AA-004 Student Corrective Action Policy

AA-010 Reappraisal of Grades Policy

HR-004 Equity, Diversity, and Inclusion Policy

HR-013 Gender Inclusion Policy

HR-014 Accommodations for Religious and Cultural Observances Policy

SA-003 Student Access to Accommodations Policy