

EXPLANATORY NOTES

This note is meant to ensure a better understanding of official student progress as recorded on documents issued in French.

Academic file

Student's academic file, includes admission and registration information and degree conferment data as maintained by the Office of the Registrar, in accordance with existing University policies. Students may request a copy of the information kept in his or her file.

Transcript

A transcript is an official document presenting the cumulative academic record of a student's progress in the programme to which he or she has been admitted. It is prepared by the Office of the Registrar in accordance with the existing University policy.

Certified true copy

Students may request a certified true copy of their transcript or file. A certified true copy is issued by the Office of the Registrar. It bears the signature of the Registrar and the words "copie conforme". This document may be given directly to the student. If a transcript is sent to another institution, it bears the Official University Seal. A transcript with an official seal cannot be sent to the student.

Symbols used in this transcript

Symbol H

"H" indicates that the course does not taken toward degree. Credit is not included in the Cumulative Grade Point Average (CGPA).

Symbol I

"I" indicates that the course is Incomplete. The student has not yet met the course requirements, and final evaluation cannot be submitted.

Symbol K

"K" indicates the granting of credit based on a prior learning assessment which has been carried out in accordance with existing University regulations. Credit appears on the transcript and academic file.

Symbol L

"L" indicates a failed course or activity that has since been completed.

Symbol P

"P" indicates a prerequisite course. Grade is not included in CGPA.

Symbol R

"R" indicates that the grade is to be assigned at a later date.

Symbol W

"W" indicates an audit course or activity. Grade is not included in CGPA.

Symbol X

"X" indicates withdrawal with permission. Credit does not appear on the transcript or academic file.

Grade of S

"S" indicates that the course requirements have successfully completed. Credit granted, but not included in CGPA.

Grade of V

"V" indicates that the course has successfully completed at another institution under a specific agreement. Credit granted, but not included in CGPA.

Credit

Numerical value on the work that student must complete to attain specific course objectives.

Credits earned

"Credits earned" (crédits réussis) is the total number of credits earned towards fulfilment of programme requirements. It includes credits for successfully completed courses and those granted by advanced standing (equivalence). It excludes credit for prerequisite course work (P) and for courses not taken towards the degree (H).

Grading System prior to Fall 1992

A, B, C, and D.

Grading System as of Fall of 1992

A+, A, A-, B+, B, B-, C+, C, C-, D+, D.

Failed Course

A student who does not meet course requirements receives the letter "E" as the grade for that course. Credits for that course do not appear on the transcript.

Credit from another programme within the University

The words "Activité suivie dans le cadre ..." indicate that the activity has been completed while completing requirements for another programme. Credit for this activity has been assigned to the student's current programme.

Transfer Credits

The words "X Crédits intégrés au programme" indicate that the student has met certain programme requirements prior to admission.

Legend

ABS : Absence EXE : Advanced standing N.A. : Not applicable

Cumulative Grade Point Average

The cumulative grade point average (CGPA) is calculated as follows :

$$M = \frac{\sum P_i C_i}{\sum C_i}$$

Signification des symboles :

\sum = Combined total of
P = Numeric value assigned to letter grades
C = Number of credits assigned to courses for which the letter grade has a numeric value
i = Specific course or activity
M = Average

Numeric Values of Grades :

A+ = 4,3	A = 4,0	A- = 3,7 ; Excellent
B+ = 3,3	B = 3,0	B- = 2,7 ; Very good
C+ = 2,3	C = 2,0	C- = 1,7 ; Good
D+ = 1,3	D = 1,0 ;	Pass
E = 0 ;		Fail

Calculating the CGPA enrolled prior to September 1992

A new grading system was introduced in September 1992 (see grading system above). In accordance with policies accompanying the change, the CGPA of students who began their programme before September 1992 is calculated as follows :

$$M = \frac{\left\{ \left(\frac{\sum P_i C_i \text{ calculated before September 1992}}{\sum C_i} \right) \times \frac{4,3}{4,0} \right\} + \left\{ \frac{\sum P_i C_i \text{ calculated after September 1992}}{\sum C_i} \right\}}{\sum C_i}$$

Security Features

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If you have any doubts concerning the validity of this transcript, please contact :

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