

<b>Subject:</b>	Evaluation of Student Performance	<b>Number:</b>	AOP 224
<b>Issued by:</b>	Vice-President Academic	<b>Date Issued:</b>	September 18, 2012
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## Evaluation of Student Performance

### 1. Introduction and Purpose

Loyalist College is committed to setting a standard and consistent system for the evaluation of student performance.

### 2. Application

This policy applies to all students registered in credit level and apprenticeship courses at Loyalist College.

### 3. Policy Statement

At the beginning of each course, all students will receive an approved course outline that identifies pre/co-requisites, learning outcomes, course content and assessment strategies.

The final grade for each course is recorded on the student's transcript and represents the summative evaluation or level of achievement of the established learning outcomes or course requirements.

#### 3.1 Student Performance Evaluation

Grades will be reported in percentages or assigned one of the following designations:

**P (Pass)** – The “P” grade indicates successful completion of skill-based requirements in courses where a Pass/Fail evaluation system is used. Any “P” grade has no numerical value and is not included in the calculation of the GPA.

**F (Fail)** – The “F” grade indicates an unsuccessful attempt to complete the skill-based requirements in courses where a Pass/Fail evaluation system is used. Any “F” grade has no numerical value and is not included in the calculation of the GPA.

**AU (Auditing)** – The “AU” grade is used for those students who are approved to audit a course by the Dean. Audit students pay full course fees, but are not required to attend class, submit assignments, and write term tests nor final exams. No evaluation is provided and no credit is granted.

**W (Withdrawal)** – A “W” is assigned when a student officially withdraws from a course/program by the official withdrawal date “without academic penalty” as stated in the academic schedule.

**AG (Aegrotat)** – 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, the student is unable to complete the course. Aegrotat standing does not carry a grade point value and is not included in the calculation of the GPA but is credited toward program requirements.

### **3.2 Grade Point Averages**

The grade point average includes all courses which include both a numeric grade and a credit value. Courses are either assigned a numeric grade with a credit value or a pass/fail designation. Pass/fail courses are not included in GPA calculations. The weighted average is calculated by multiplying the numeric grade achieved in the course by the credit value of the course. The GPA is calculated by totaling the courses with weighted averages and dividing by the number of semester credits.

### **3.3 Academic Achievement**

All courses will have a minimum passing grade of 50%. A minimum of 60% GPA is required for graduation from all certificate, diploma, advanced diploma and graduate diploma programs. A minimum of 65% is required to graduate from degree programs. When all courses in any given level are graded Pass/Fail, a term GPA is not calculated. A student who achieves a “P” in all courses may progress in their program.

### **3.4 Academic Standing**

A student’s academic standing, which is based on his or her academic performance, is determined at the end of each semester.

Students are advised to consult program manuals for additional information regarding academic standing. Students must successfully complete all required vocational course work before and at the level specified, to be permitted to participate in field placement.

A student may also be placed on academic probation based on specific program requirements. To graduate, all courses and program requirements must be successfully completed.

When a student repeats a course, all grades are recorded on the student's transcript. For GPA and academic standing calculations, the higher of the two marks will be used.

### **3.5 Supplemental Opportunities**

A supplemental opportunity allows a student to re-write a final exam, resubmit an assignment or complete a course if there is a potential that a course may be failed.

Students may request supplemental opportunities only where supplemental examinations/assignments are available if it is mathematically possible for them to pass the course upon successful completion, and if they meet specific program requirements. Students are not eligible to write a supplemental exam for field placement or clinical components of a program. The student will receive the minimum passing grade for the course. If completing a supplemental course, the student will have to complete the required learning outcomes within an agreed upon timeline which must not extend beyond the end of the semester.

## **4. Additional Types of Credits Granted**

Loyalist College recognized that many individuals have acquired learning through informal means, such as workplace training, military service, volunteering, outside study and similar forms of learning.

Also, the College has a formal manner to identify and recognize credits from other institutions. Please see AOP 221 *Prior Learning Assessment and Recognition, Transfer Credit/Advanced Standing, Articulation Agreements and Exemption* for more information.