

# Memorandum

To: Gordon Binsted, Provost, Chair of APPC

From: Liesel Knaack, Vice Provost OLT

Date: July 13, 2026

**RE: Policy Revision Package #1 – Student Academic Progress and Records**

## Purpose

The purpose of this submission is for APPC to review and recommend to Senate the approval of a set of policy revisions related to student academic progress and records.

| Policy revision package                          | Rationale and outcomes of revision                                                               | Policies revised | Policies to be deleted |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------|------------------|------------------------|
| 1. <i>Student academic progress and records.</i> | Updates standards for academic standing, grade assignment, transcript notation, and progression. | ED 3-2<br>ED 3-5 | ED 3-3<br>ED 3-10      |

This package of policy revisions is taken from a larger set of policy revisions that were recommended for approval by APPC in May and June of 2025. They are returning now to APPC and then to Senate for re-consideration in this smaller and more accessible package.

## Package 1: Student academic progress and records

### Purpose:

To update and align policies governing academic standing, progression, grade assignment, GPA rules, transcript standards, probation and graduation eligibility.

### Policies included in this revision package:

- ED 3-2 Satisfactory Academic Progress
- ED 3-5 Transcripts and Grading (previously Transcripts and Grading)

### Associated policy deletions:

- ED 3-3 Courses and Program Repeaters
- ED 3-10 Academic Renewal

### Main amendments:

- Students not in good standing may not graduate without program approval
- Added clarity on Good Standing for students not in a program or in a Graduate program

- Adding numerical grades for Faculty of Law
- Added information on transcripts into policy
- Added flexibility to audit students

**Include in package:**

- Redlined and clean versions of ED 3-2
- Redlined and clean versions of ED 3-5
- Deletion notice for ED 3-3
- Deletion notice for ED 3-10

**Rationale for this to be a package:**

Two policies that, together, affect how students progress in learning and how academic records are kept. Focus is more on institutional level operations than on program curriculum.

# SATISFACTORY ACADEMIC PROGRESS



805 TRU Way  
Kamloops, BC V2C 0C8  
tru.ca

**POLICY NUMBER** ED 03-2  
**APPROVAL DATE** May 26, 2014  
**AUTHORITY** Senate  
**CATEGORY** Educational  
**PRIMARY CONTACT** [Registrar/Provost and Vice President Academic](#)  
**ADMINISTRATIVE CONTACT** [Registrar\(TBD\)](#)

## POLICY

All students taking undergraduate or graduate credit courses at the University are expected to maintain a minimum standard of academic performance. While Faculties/Schools set progression standards for specific programs, [For Undergraduate and Access programs](#) these standards will in no case be below the achievement of a Cumulative Grade Point Average (GPA) of 1.67 following the attempt of 24 [undergraduate or graduate credits or equivalent](#). [For students not in a program, the minimum standard is the achievement of a Cumulative GPA of 1.67 following the attempt of 24 credits or equivalent.](#) For Graduate programs these standards will in no case be below the achievement of a Cumulative Grade Point Average (GPA) of 2.67 following the attempt of 9 credits or equivalent.

[In order to ensure maximum student success and the responsible use of program and course resources, the University may set limits on the number of times students may attempt a course or program.](#)

[Academic Renewal allows a returning student to apply to the Registrar's Office for academic forgiveness of the prior cumulative grade point average. This option supports equitable access for returning undergraduate students who have gained maturity outside of higher education and have demonstrated acceptable academic performance following their return.](#)

## REGULATIONS

[Subject to the approval of the Provost and Vice-President, Academic \(or designate\), specific grade or grade point average requirements may be set, as defined in the approved program, for progression from one course into another, or for promotion from one semester of a program into another.](#)

### 1. SATISFACTORY ACADEMIC PROGRESS

- 1.1. Academic progress will be assessed on an ongoing basis.

1.2. Students who have met the minimum standard for their program will be deemed In Good Standing.

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1.3. Undergraduate or Access students not in a program who meet the 1.67 Cumulative GPA standard will be deemed In Good Standing.

1.2.1.4. Students in a Graduate Program who receive a B- or lower in two or more courses will be required to withdraw and will be prohibited from registering at TRU for 12 months, regardless of their grade point average unless the program recommends otherwise. If the program recommends against the student withdrawing, the program will set the criteria for continuing in the program.

1.3.1.5. Students in an Undergraduate or Access program who are not deemed to be In Good Standing will be placed on Academic Probation and subsequent enrolment may be subject to academic restrictions and/or specialized programming and support.

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1.6. Students placed on Academic Probation who remain below their program's minimum standard, or below the 1.67 Cumulative GPA, after attempting an additional 24 credits or equivalent from when they were placed on Academic Probation, and have not shown significant improvement, will be prohibited from registering at TRU for 12 months.

1.4.1.7. Students who are not In Good Standing may not graduate unless the program and Dean recommend otherwise.

1.5. Cumulative GPA is calculated on all attempted TRU undergraduate or graduate credit courses.

## 2. COURSE REPEATERS

2.1. Subject to the criteria of each program, any student may attempt a given course two times. An attempt is determined to have occurred when any record of the course attempt appears on the student's transcript.

2.2. A student wishing to attempt the same course for a third or subsequent time will be permitted to register only with the approval of the Chair of the department, Program Coordinator, or the Dean or designate of the Faculty/School, offering the course. This approval is normally facilitated by an academic advisor.

2.3. Subject to the criteria of each program, once reregistered in an Open Learning non-consortium course, students may request that their Open Learning Faculty Member recommend to the Faculty/School designate to have assignment marks brought forward to the new registration.

## 3. ACADEMIC RENEWAL

3.1. Academic Renewal applies only to returning undergraduate students who had previously attempted 30 or fewer credits and have had an absence of at least 36 months from TRU.

- 3.2. Academic Renewal will affect the student's program and cumulative grade point average in all courses taken prior to the absence. Only courses with an original grade of C- or better may count towards program graduation requirements. In all cases, program requirements must be met.
- 3.3. A minimum of 12 credits of graded courses with a grade point average of at least 2.0 must be completed after returning before an Academic Renewal may be requested of the Registrar's Office. For purposes of Academic Renewal, only credit (transcriptable) courses will be considered.
- 3.4. With the approval of the Registrar or designate, the student will be granted Academic Renewal. The student's transcript will remain a record of all coursework completed. Courses taken prior to the three or more year absence will not be used in computing Program or Cumulative GPA. The transcript will have "Academic Renewal" noted on it.

Note: Academic Renewal is a policy of Thompson Rivers University (TRU) and may not be recognized by outside agencies or other institutions.

# SATISFACTORY ACADEMIC PROGRESS



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|                               |                                     |
|-------------------------------|-------------------------------------|
| <b>POLICY NUMBER</b>          | ED 03-2                             |
| <b>APPROVAL DATE</b>          | May 26, 2014                        |
| <b>AUTHORITY</b>              | Senate                              |
| <b>CATEGORY</b>               | Educational                         |
| <b>PRIMARY CONTACT</b>        | Provost and Vice President Academic |
| <b>ADMINISTRATIVE CONTACT</b> | Registrar                           |

## POLICY

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Academic Renewal allows a returning student to apply to the Registrar's Office for academic forgiveness of the prior cumulative grade point average. This option supports equitable access for returning undergraduate students who have gained maturity outside of higher education and have demonstrated acceptable academic performance following their return.

## REGULATIONS

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- 1.2. Students who have met the minimum standard for their program will be deemed In Good Standing.
- 1.3. Undergraduate or Access students not in a program who meet the 1.67 Cumulative GPA standard will be deemed In Good Standing.
- 1.4. Students in a Graduate Program who receive a B- or lower in two or more courses will be required to withdraw and will be prohibited from registering at TRU for 12 months, regardless of their grade point average unless the program recommends otherwise. If the program recommends against the student withdrawing, the program will set the criteria for continuing in the program.
- 1.5. Students in an Undergraduate or Access program who are not deemed to be In Good Standing will be placed on Academic Probation and subsequent enrolment may be subject to academic restrictions and/or specialized programming and support.
- 1.6. Students placed on Academic Probation who remain below their program's minimum standard, or below the 1.67 Cumulative GPA, after attempting an additional 24 credits or equivalent from when they were placed on Academic Probation, and have not shown significant improvement, will be prohibited from registering at TRU for 12 months.
- 1.7. Students who are not In Good Standing may not graduate unless the program and Dean recommend otherwise.

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## TRANSCRIPTS AND GRADING SYSTEMS

|                               |                                                              |
|-------------------------------|--------------------------------------------------------------|
| <b>POLICY NUMBER</b>          | ED 03-5                                                      |
| <b>APPROVAL DATE</b>          | November 26, 2017                                            |
| <b>AUTHORITY</b>              | Senate                                                       |
| <b>CATEGORY</b>               | Educational                                                  |
| <b>PRIMARY CONTACT</b>        | Registrar                                                    |
| <b>ADMINISTRATIVE CONTACT</b> | <del>(TBD)</del> <a href="#">Associate Registrars, Deans</a> |

### **POLICY**

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In order to achieve a uniform standard and comparability across Thompson Rivers University (TRU), standard letter grading systems shall be established. All final official grades shall be assigned and reported according to this letter grade system.

TRU grading systems are established for the purpose of reporting official course outcomes and are not intended to limit ways in which an instructor or Open Learning Faculty Member may choose to provide feedback to students during a course or program.

To assist with the determination of the appropriate final letter grade, this policy provides a numerical percentage range for each letter grade (except in the case of the Faculty of Law). Each letter grade has a numeric grade point value assigned.

[Students are issued transcripts to document their achievement in credit courses.](#)

### **REGULATIONS**

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## 1 TRANSCRIPTS AND GRADE POINT AVERAGE

1. Information pertaining to the type of credential (for example: honours, major, minor, concentration, and co-op) will be printed on the student's transcript upon completion of all requirements for the credential.
2. Grade Point Average (GPA) is the average of the numeric grade point values assigned to grades received in graded credit courses determined by multiplying the course credit value by the numerical equivalent of the grade, adding up all the grade point values, and dividing by the total number of course credits included.
3. Cumulative GPA is calculated on all attempted TRU courses within a student's program level (Access, Undergraduate, Graduate).
4. Term GPA is calculated on all attempted TRU courses taken during a single academic semester or term.

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5. Program GPA is calculated on all attempted TRU courses that could be applied toward a program the student is enrolled in.

## 2 GRADING SYSTEMS

### 1.12.1 GRADUATE PROGRAMS AND COURSES

| Letter Grade  | Numerical Grade          | Grade Points         | Letter Grade Definitions                                                                                                                    |
|---------------|--------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| A+<br>A<br>A- | 90–100<br>85–89<br>80–84 | 4.33<br>4.00<br>3.67 | Excellent.                                                                                                                                  |
| B+            | 77–79                    | 3.33                 | Very Good.                                                                                                                                  |
| B             | 73–76                    | 3.00                 | Good.                                                                                                                                       |
| B-            | 70–72                    | 2.67                 | Marginal Pass – A passing grade indicating marginal performance. Student not likely to succeed in subsequent courses in the subject.        |
| F             | 0–69                     | 0.00                 | Unsatisfactory. Fail. Knowledge of principles and facts is fragmentary.                                                                     |
| DNC           |                          | 0.00                 | Did not complete the course; less than 50% of course work completed or mandatory course component(s) not completed. No official withdrawal. |

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- Minimum pass for students in a graduate program: a student who receives a B or lower in two or more courses will be required to withdraw regardless of their grade point average unless the program recommends otherwise. Individual programs may require a higher minimum passing grade.

### 4.22.2 UNDERGRADUATE ACADEMIC AND ACCESS/CAREER/DEVELOPMENTAL PROGRAMS AND COURSES

| Letter Grade | Numerical Grade | Grade Points | Letter Grade Definitions                                                                                                                               |
|--------------|-----------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A+</b>    | 90–100          | 4.33         | Excellent. Superior performance showing comprehensive, in-depth understanding of subject matter. Demonstrates initiative and fluency of expression.    |
| <b>A</b>     | 85–89           | 4.00         |                                                                                                                                                        |
| <b>A-</b>    | 80–84           | 3.67         |                                                                                                                                                        |
| <b>B+</b>    | 77–79           | 3.33         | Very good. Clearly above average performance with knowledge of principles and facts generally complete and with no serious deficiencies.               |
| <b>B</b>     | 73–76           | 3.00         |                                                                                                                                                        |
| <b>B-</b>    | 70–72           | 2.67         |                                                                                                                                                        |
| <b>C+</b>    | 65–69           | 2.33         | Satisfactory. Basic understanding with knowledge of principles and facts at least adequate to communicate intelligently in the discipline.             |
| <b>C</b>     | 60–64           | 2.00         |                                                                                                                                                        |
| <b>C-</b>    | 55–59           | 1.67         | Pass. Some understanding of principles and facts but with definite deficiencies.                                                                       |
| <b>D</b>     | 50–54           | 1.00         | Minimal pass. A passing grade indicating marginal performance. Student not likely to succeed in subsequent courses in the subject.                     |
| <b>F</b>     | 0–49            | 0.00         | Unsatisfactory. Fail. Knowledge of principles and facts is fragmentary.                                                                                |
| <b>DNC</b>   |                 | 0.00         | <del>Did not complete the course; less than 50% of course work completed or mandatory course component(s) not completed. No official withdrawal.</del> |

### 4.32.3 UNDERGRADUATE TRADES OR VOCATIONAL PROGRAMS AND COURSES

| Letter Grade | Numerical Grade | Grade Points | Letter Grade Definitions                                                                                                                                                        |
|--------------|-----------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A+           | 98–100          | 4.33         | Excellent. Superior performance showing comprehensive, in-depth understanding of subject matter. Demonstrates initiative and fluency of expression.                             |
| A            | 94–97           | 4.00         |                                                                                                                                                                                 |
| A-           | 90–93           | 3.67         |                                                                                                                                                                                 |
| B+           | 86–89           | 3.33         | Very good. Clearly above average performance with knowledge of principles and facts generally complete and with no serious deficiencies.                                        |
| B            | 82–85           | 3.00         |                                                                                                                                                                                 |
| B-           | 78–81           | 2.67         |                                                                                                                                                                                 |
| C+           | 74–77           | 2.33         | Satisfactory pass. Basic understanding with knowledge of principles and facts at least adequate to communicate intelligently in the discipline, but with definite deficiencies. |
| C            | 70–73           | 2.00         |                                                                                                                                                                                 |
| F            | 0–69            | 0.00         | Unsatisfactory. Fail. Knowledge of principles and facts is fragmentary.                                                                                                         |
| DNC          |                 | 0.00         | <del>Did not complete the course; less than 50% of course work completed or mandatory course component(s) not completed. No official withdrawal.</del>                          |

### 4.42.4 FACULTY OF LAW PROGRAMS AND COURSES

| Letter Grade<br>GRADE | Numerical Grade | Grade Points<br>GRADE POINTS | Letter Grade<br>Definitions<br>DEFINITION/COMMENT                                      |
|-----------------------|-----------------|------------------------------|----------------------------------------------------------------------------------------|
| A+                    | <u>90-100</u>   | 4.33                         | Outstanding. Exceptional performance.                                                  |
| A                     | <u>85-89</u>    | 4.00                         | Excellent. Superior performance showing comprehensive understanding of subject matter. |
| A-                    | <u>80-84</u>    | 3.67                         |                                                                                        |
| B+                    | <u>77-79</u>    | 3.33                         | Good. Knowledge of subject matter generally complete.                                  |
| B                     | <u>73-76</u>    | 3.00                         |                                                                                        |
| B-                    | <u>70-72</u>    | 2.67                         |                                                                                        |

|           |                       |      |                                                                          |
|-----------|-----------------------|------|--------------------------------------------------------------------------|
| <b>C+</b> | <a href="#">66-69</a> | 2.33 | Satisfactory. Basic understanding of the subject matter.                 |
| <b>C</b>  | <a href="#">62-65</a> | 2.00 |                                                                          |
| <b>C-</b> | <a href="#">58-61</a> | 1.67 |                                                                          |
| <b>D+</b> | <a href="#">54-57</a> | 1.33 | Marginal.                                                                |
| <b>D</b>  | <a href="#">50-53</a> | 1.00 |                                                                          |
| <b>F</b>  | <a href="#">0-49</a>  | 0.00 | Fail. Unsatisfactory performance or failure to meet course requirements. |

#### 1.52.5 COMMON GRADES AND TRANSCRIPT NOTATIONS (ALL TRANSCRIPTS)

| TRANSCRIPT NOTATION/Grade/Notation | Title              | Definition/Comment                                                                                                                                                                                                                                                                                                          |
|------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AEG</b>                         | Aegrotat           | A pass standing based on satisfactory term marks, but student has been unable to complete all course requirements due to disabling illness or other circumstances. This standing is awarded only if the course instructor and the Dean agree that the student has demonstrated the capacity to be successful in the course. |
| <b>AUD</b>                         | Audit              | <a href="#">Student was enrolled as an Audit student and No grade or credits will be entered granted.</a>                                                                                                                                                                                                                   |
| <b>CIP</b>                         | Course in Progress | Indicates regularly scheduled one-semester course is still being completed with final grade to follow.                                                                                                                                                                                                                      |
| <b>COM</b>                         | Complete           | Assigned when competency-based work components, practica/work placements, or pass/fail courses are completed.                                                                                                                                                                                                               |
| <b>CR</b>                          | Credit Granted     | <a href="#">Subject to the fourth paragraph of this Policy, eC</a> Credit awarded for assessment of learning in some Faculty of Law courses. Excluded from the GPA calculation.                                                                                                                                             |
| <b>CTN</b>                         | Continuing         | Multiple semester course; course continues into the next semester(s).                                                                                                                                                                                                                                                       |
|                                    |                    | Regularly scheduled course work has not been completed, but instructor and student agree on completion at a later date. A DEF normally becomes                                                                                                                                                                              |

|            |                             |                                                                                                                                                                                                                                                                           |
|------------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DEF</b> | Deferred                    | a DNC after six weeks. <del>In the case of programs that require a thesis or a major project, or if significant extenuating circumstances are presented, a</del> DEF can be extended for up to one additional term of study with the approval of the Dean (or designate). |
| <b>DNC</b> | <b>Did Not Complete</b>     | <del>Did not complete the course; less than 50% of course work completed or mandatory course component(s) not completed. No official withdrawal. 0.0 grade points awarded. Does not apply to Law courses.</del>                                                           |
| <b>E</b>   | Excluded Grade              | Grade not included in GPA calculation.                                                                                                                                                                                                                                    |
| <b>I</b>   | Included Grade              | Grade included in GPA calculation.                                                                                                                                                                                                                                        |
| <b>L</b>   | Law Supplemental Evaluation | Indicates a revised grade following the completion of a Supplemental Exam or paper due to achieving a D+, D or F in the first attempt at the examination or paper (Faculty of Law only).                                                                                  |
| <b>NCG</b> | No Credit Granted           | <del>Subject to the fourth paragraph of this Policy, u</del> Used in competency-based courses to indicate course or program standard has not been met. Excluded from GPA calculation.                                                                                     |
| <b>S</b>   | Satisfactory                | Credit awarded for assessment of learning acquired outside an accredited post-secondary institution setting (i.e., prior learning assessment).                                                                                                                            |
| <b>W</b>   | Withdrawal                  | Withdrawn from course according to established policy. No credit granted.                                                                                                                                                                                                 |

### 3 AUDIT STUDENTS

1. Students may register to audit a course or change from Credit to Audit status in a course with the permission of the instructor before the end of the course change period.
2. Students must meet with the instructor at the commencement of the course, or prior to a change to Audit status, to agree on what course requirements they must complete to Audit the course. If in the judgment of the instructor a student is not doing this, a grade of W will be recorded.
3. Departments and programs have the right to limit the number of auditing students in any class.

DRAFT - for consultation purposes



# TRANSCRIPTS AND GRADING

|                                   |                             |
|-----------------------------------|-----------------------------|
| <b>POLICY NUMBER</b>              | ED 03-5                     |
| <b>APPROVAL DATE</b>              | November 26, 2017           |
| <b>AUTHORITY</b>                  | Senate                      |
| <b>CATEGORY</b>                   | Educational                 |
| <b>PRIMARY CONTACT</b>            | Registrar                   |
| <b>ADMINISTRATIVE<br/>CONTACT</b> | Associate Registrars, Deans |

## POLICY

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3. Cumulative GPA is calculated on all attempted TRU courses within a student's program level (Access, Undergraduate, Graduate).
4. Term GPA is calculated on all attempted TRU courses taken during a single academic semester or term.

5. Program GPA is calculated on all attempted TRU courses that could be applied toward a program the student is enrolled in.

## 2 GRADING SYSTEMS

### 2.1 GRADUATE PROGRAMS AND COURSES

| Letter Grade  | Numerical Grade          | Grade Points         | Letter Grade Definitions                                                                                                             |
|---------------|--------------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| A+<br>A<br>A- | 90–100<br>85–89<br>80–84 | 4.33<br>4.00<br>3.67 | Excellent.                                                                                                                           |
| B+            | 77-79                    | 3.33                 | Very Good.                                                                                                                           |
| B             | 73–76                    | 3.00                 | Good.                                                                                                                                |
| B-            | 70-72                    | 2.67                 | Marginal Pass – A passing grade indicating marginal performance. Student not likely to succeed in subsequent courses in the subject. |
| F             | 0–69                     | 0.00                 | Unsatisfactory. Fail. Knowledge of principles and facts is fragmentary.                                                              |

### 2.2 UNDERGRADUATE ACADEMIC AND ACCESS PROGRAMS AND COURSES

| Letter Grade  | Numerical Grade          | Grade Points         | Letter Grade Definitions                                                                                                                            |
|---------------|--------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| A+<br>A<br>A- | 90–100<br>85–89<br>80–84 | 4.33<br>4.00<br>3.67 | Excellent. Superior performance showing comprehensive, in-depth understanding of subject matter. Demonstrates initiative and fluency of expression. |

|                                    |                         |                      |                                                                                                                                            |
|------------------------------------|-------------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>B+</b><br><b>B</b><br><b>B-</b> | 77–79<br>73–76<br>70–72 | 3.33<br>3.00<br>2.67 | Very good. Clearly above average performance with knowledge of principles and facts generally complete and with no serious deficiencies.   |
| <b>C+</b><br><b>C</b>              | 65–69<br>60–64          | 2.33<br>2.00         | Satisfactory. Basic understanding with knowledge of principles and facts at least adequate to communicate intelligently in the discipline. |
| <b>C-</b>                          | 55–59                   | 1.67                 | Pass. Some understanding of principles and facts but with definite deficiencies.                                                           |
| <b>D</b>                           | 50–54                   | 1.00                 | Minimal pass. A passing grade indicating marginal performance. Student not likely to succeed in subsequent courses in the subject.         |
| <b>F</b>                           | 0–49                    | 0.00                 | Unsatisfactory. Fail. Knowledge of principles and facts is fragmentary.                                                                    |

### 2.3 UNDERGRADUATE TRADES OR VOCATIONAL PROGRAMS AND COURSES

| Letter Grade                       | Numerical Grade          | Grade Points         | Letter Grade Definitions                                                                                                                                                        |
|------------------------------------|--------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A+</b><br><b>A</b><br><b>A-</b> | 98–100<br>94–97<br>90–93 | 4.33<br>4.00<br>3.67 | Excellent. Superior performance showing comprehensive, in-depth understanding of subject matter. Demonstrates initiative and fluency of expression.                             |
| <b>B+</b><br><b>B</b><br><b>B-</b> | 86–89<br>82–85<br>78–81  | 3.33<br>3.00<br>2.67 | Very good. Clearly above average performance with knowledge of principles and facts generally complete and with no serious deficiencies.                                        |
| <b>C+</b><br><b>C</b>              | 74–77<br>70–73           | 2.33<br>2.00         | Satisfactory pass. Basic understanding with knowledge of principles and facts at least adequate to communicate intelligently in the discipline, but with definite deficiencies. |

|          |      |      |                                                                         |
|----------|------|------|-------------------------------------------------------------------------|
| <b>F</b> | 0–69 | 0.00 | Unsatisfactory. Fail. Knowledge of principles and facts is fragmentary. |
|----------|------|------|-------------------------------------------------------------------------|

## 2.4 FACULTY OF LAW PROGRAMS AND COURSES

| Letter Grade | Numerical Grade | Grade Points | Letter Grade Definitions                                                               |
|--------------|-----------------|--------------|----------------------------------------------------------------------------------------|
| <b>A+</b>    | 90-100          | 4.33         | Outstanding. Exceptional performance.                                                  |
| <b>A</b>     | 85-89           | 4.00         | Excellent. Superior performance showing comprehensive understanding of subject matter. |
| <b>A-</b>    | 80-84           | 3.67         |                                                                                        |
| <b>B+</b>    | 77-79           | 3.33         | Good. Knowledge of subject matter generally complete.                                  |
| <b>B</b>     | 73-76           | 3.00         |                                                                                        |
| <b>B-</b>    | 70-72           | 2.67         |                                                                                        |
| <b>C+</b>    | 66-69           | 2.33         | Satisfactory. Basic understanding of the subject matter.                               |
| <b>C</b>     | 62-65           | 2.00         |                                                                                        |
| <b>C-</b>    | 58-61           | 1.67         |                                                                                        |
| <b>D+</b>    | 54-57           | 1.33         | Marginal.                                                                              |
| <b>D</b>     | 50-53           | 1.00         |                                                                                        |
| <b>F</b>     | 0-49            | 0.00         | Fail. Unsatisfactory performance or failure to meet course requirements.               |

## 2.5 COMMON GRADES AND NOTATIONS

| Grade/Notation | Title    | Definition/Comment                                                                                                                                                                                                                                                                                                          |
|----------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AEG</b>     | Aegrotat | A pass standing based on satisfactory term marks, but student has been unable to complete all course requirements due to disabling illness or other circumstances. This standing is awarded only if the course instructor and the Dean agree that the student has demonstrated the capacity to be successful in the course. |
| <b>AUD</b>     | Audit    | Student was enrolled as an Audit student and no grade or credits will be entered.                                                                                                                                                                                                                                           |

|            |                             |                                                                                                                                                                                                                                                                                  |
|------------|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CIP</b> | Course in Progress          | Indicates regularly scheduled one-semester course is still being completed with final grade to follow.                                                                                                                                                                           |
| <b>COM</b> | Complete                    | Assigned when competency-based work components, practica/work placements, or pass/fail courses are completed.                                                                                                                                                                    |
| <b>CR</b>  | Credit Granted              | Credit awarded for assessment of learning in some Faculty of Law courses. Excluded from the GPA calculation.                                                                                                                                                                     |
| <b>CTN</b> | Continuing                  | Multiple semester course; course continues into the next semester(s).                                                                                                                                                                                                            |
| <b>DEF</b> | Deferred                    | Regularly scheduled course work has not been completed, but instructor and student agree on completion at a later date. A DEF normally becomes a DNC after six weeks. A DEF can be extended for up to one additional term of study with the approval of the Dean (or designate). |
| <b>DNC</b> | <b>Did Not Complete</b>     | Did not complete the course; less than 50% of course work completed or mandatory course component(s) not completed. No official withdrawal. 0.0 grade points awarded. Does not apply to Law courses.                                                                             |
| <b>E</b>   | Excluded Grade              | Grade not included in GPA calculation.                                                                                                                                                                                                                                           |
| <b>I</b>   | Included Grade              | Grade included in GPA calculation.                                                                                                                                                                                                                                               |
| <b>L</b>   | Law Supplemental Evaluation | Indicates a revised grade following the completion of a Supplemental Exam or paper due to achieving a D+, D or F in the first attempt at the examination or paper (Faculty of Law only).                                                                                         |
| <b>NCG</b> | No Credit Granted           | Used in competency-based courses to indicate course or program standard has not been met. Excluded from GPA calculation.                                                                                                                                                         |
| <b>S</b>   | Satisfactory                | Credit awarded for assessment of learning acquired outside an accredited post-secondary institution setting (i.e., prior learning assessment).                                                                                                                                   |

|          |            |                                                                           |
|----------|------------|---------------------------------------------------------------------------|
| <b>W</b> | Withdrawal | Withdrawn from course according to established policy. No credit granted. |
|----------|------------|---------------------------------------------------------------------------|

### 3 AUDIT STUDENTS

1. Students may register to audit a course or change from Credit to Audit status in a course with the permission of the instructor before the end of the course change period.
2. Students must meet with the instructor at the commencement of the course, or prior to a change to Audit status, to agree on what course requirements they must complete to Audit the course. If in the judgment of the instructor a student is not doing this, a grade of W will be recorded.
3. Departments and programs have the right to limit the number of auditing students in any class.

# Notice of Deletion

**For deletion:**

- Policy ED 3-3 Course and Program Repeaters
- Policy ED 3-10 Academic Renewal

**Rationale:**

Policy content has been redistributed and consolidated within other policies through revision project, specifically revised:

- ED 3-2 Satisfactory Academic Progress
- ED 3-5 Transcripts and Grading

# COURSE AND PROGRAM REPEATERS



**THOMPSON  
RIVERS  
UNIVERSITY**

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|                               |                   |
|-------------------------------|-------------------|
| <b>POLICY NUMBER</b>          | ED 03-3           |
| <b>APPROVAL DATE</b>          | February 22, 2016 |
| <b>AUTHORITY</b>              | Senate            |
| <b>CATEGORY</b>               | Educational       |
| <b>PRIMARY CONTACT</b>        | Appropriate Dean  |
| <b>ADMINISTRATIVE CONTACT</b> | (TBD)             |

## POLICY

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In order to ensure maximum student success and the responsible use of program and course resources, the University may set limits on the number of times students may attempt a course or program.

## REGULATIONS

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### 1. COURSE REPEATERS

- 1.1. Subject to the policies and/or criteria of each program, any student may attempt a given course two times. An attempt is determined to have occurred when any record of the course attempt appears on the student's transcript. A student wishing to attempt the same course for a third or subsequent time will be permitted to register only with the approval of the Chair of the department offering the course (for campus-based courses) or the approval of the Faculty/School designate (for Open Learning courses).
- 1.2. Subject to the policies and/or criteria of each program, once reregistered in an Open Learning non-consortium course, students may request that their Open Learning Faculty Member recommend to the Faculty/School designate to have assignment marks brought forward to the new registration.

### 2. PROGRAM REPEATERS

- 2.1. A student wishing to repeat a program (e.g., to pursue an additional BA after having already completed a BA) will be permitted to do so, as long as the new area of study is in a different subject matter domain than that completed initially (e.g., Psychology versus English).
- 2.2. All requirements for completion of the additional area of study must be met.

- 2.3. A minimum of 6 additional credits will be required for the repeat of a certificate program.
- 2.4. A minimum of 15 additional credits will be required for the repeat of a diploma program.
- 2.5. A minimum of 30 additional credits will be required for a repeat of a degree program.

3. **ADMISSION PRIORITY OF REPEATING STUDENTS**

1 or 2 above notwithstanding, in certain programs, repeating students will be admitted only if space is available once new applicants have been admitted.

FOR DELETION

# ACADEMIC RENEWAL



**THOMPSON  
RIVERS  
UNIVERSITY**

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**POLICY NUMBER** ED 03-10  
**APPROVAL DATE** April 27, 2009  
**AUTHORITY** Senate  
**CATEGORY** Educational  
**PRIMARY CONTACT** Registrar  
**ADMINISTRATIVE CONTACT** (TBD)

## POLICY

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**This policy applies to all campus based courses and programs and does not apply to students in programs of the Open Learning Division of Thompson Rivers University.**

The Academic Renewal policy allows a returning student to apply to the Registrar's Office for academic forgiveness of the prior cumulative grade point average. The policy is designed for undergraduate students who have gained maturity outside of higher education and have demonstrated acceptable academic performance following their return. The Academic Renewal policy is subject to the following regulations.

## REGULATIONS

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1. Academic Renewal applies only to returning undergraduate students who had previously attempted 30 or fewer credits and have had an absence of at least three calendar years from any post-secondary institution (except to complete courses required for re-admission, if any).
2. Academic Renewal will affect the student's cumulative grade point average in all courses taken prior to the minimum three year absence. Only courses with an original grade of C- or better may count towards program graduation requirements. In all cases, program requirements must be met.
3. A minimum of 12 credits of graded courses with a grade point average of at least 2.0 must be completed after returning before an Academic Renewal may be requested of the Registrar's Office. For purposes of Academic Renewal, only credit (transcriptable) courses will be considered.

With the approval of the Registrar or designate, the student will be granted Academic Renewal. The student's transcript will remain a record of all coursework completed. Courses taken prior to the three or more year absence will not be used in computing cumulative grade point average. The transcript will have "Academic Renewal" noted on it at the end of the last semester counting towards the Academic Renewal.

**Note: Academic Renewal is a policy of Thompson Rivers University (TRU) and may not be recognized by outside agencies or other institutions.**

FOR DELETION