

	Approved by: Academic Coordinating Committee
	Authorizer: Executive Director, Enrolment Services and Registrar
	Effective Date: September 1, 2010
Policy Title: Academic Recognition Policy	

Policy Statement:

Conestoga requires an accurate record that reflects a student's academic achievement during the time they are registered.

Conestoga recognizes the successful completion of studies in accordance with the credential framework as established by the Ministry of Training, Colleges, and Universities policy directives and Conestoga policies and procedures.

Scope:

This policy applies to all students in all programs and courses.

As of September 2005 a student transcript reflects the use of Grade Point and Grade Point Average.

Definitions:

Student Achievement

An unofficial student record which includes:

- all courses with or without a formal assessment
- interim marks/final grades
- academic decisions

Transcript

- An official academic record produced by the Office of the Registrar which includes all courses with a formal assessment taken by a student. The official transcript details a student's permanent academic record and bears the official seal and signature of the Office of the Registrar.

Credentials

- Awarded upon completion of a program of study as set out by the Ministry of Training, Colleges and Universities as defined in the Credential Framework found in the binding policy directive for Programs of Instruction, April 1, 2004.
- Approved credentials are as follows:
 - Certificate
 - Ontario College Certificate
 - Ontario College Diploma
 - Ontario College Advanced Diploma

- Ontario College Graduate Certificate
- Baccalaureate Degree

Conestoga Approved documents

- Affirmation – A document available for student's in courses which include a formal assessment component.
- Statement of Participation - indicates the student's attendance and participation in a course in which there is no formal assessment.
(The document below should be referred if the Academic Credential Procedure is approved)
- Recognition of Achievement for Learning - A document to be used for recognizing achievement of learning that does not qualify for a credential/document as outlined in the definitions.

Grade Point

- Assigned to each course, the Grade Point (GP) is a numeric representation aligned to an alpha grade and/or a percentage range.

Session Grade Point Average

- Represents the courses taken within a program session. This GPA is only printed on transcripts and achievements for cohort based programs. The semester/term Grade Point Average (GPA) is calculated by averaging the grades achieved and weighting by the credits assigned to each course.

Program Grade Point Average

- Represents all weighted courses taken for the specified program code/version. These courses may have been taken either via the cohort or through part time studies (non-cohort). This GPA is not related to any session, but rather the program code/version. Based on all courses the student took that are part of the program including electives.

Cumulative Grade Point Average

- Represents all credit courses (program and non-program related) that the student completed/attempted. If a student has never been admitted to a program, yet has taken several 'credit' courses, cumulative GPA would exist for the student. The Cumulative Grade Point Average (GPA) reflects the average of weighted grades achieved and can only be seen when generating a transcript/achievement.

Transfer Credit

- Transfer of Credit is granted to students who have previously achieved the learning outcomes at post-secondary institutions (including Conestoga) and have proven that they have comparable or equivalent learning. The notation of "EX" is used for the grade.

Transfer credits/exemptions are not granted to Information Technology (IT) courses completed more than two years previously. For all other courses the time limit is seven years, unless otherwise noted in the Program Outline.

The maximum credit allowed through Transfer of Credits and credits obtained through (RPL) Recognition of Prior Learning are 75% of the program credits. Therefore, at least 25% of the program credits must be taken under the direct supervision of Conestoga faculty.

Responsibilities

The Board of Governors

- Authorizes the Executive Committee to approve and maintain the grading system to document student achievement.

Executive Director, Enrolment Services and Registrar

- Maintains the integrity of the institution by ensuring the accuracy in the recording of academic achievement and the awarding of documents.

Policy Elaboration:

The appropriate credential/document and/or honours to be awarded to a student in recognition of achievement are detailed in the applicable procedure, curriculum records, and in accordance with the Board of Governors and the Ministry of Training, Colleges, and Universities.

References:

Grading Procedure
Graduation Procedure
Academic Credential Procedure
Recognition for Prior Learning Policy

Revision Log:

Revision Date	Summary of Changes
12/8/2009	Degree Management Committee / Academic Forum
4/1/2010	Policies and Procedures Committee
4/14/2010	Academic Coordinating Committee