Approving University Official(s): Provincial Senate – New Brunswick
Responsible Unit: Office of the Principal & Vice President, Academic NB
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Grading and Scholastic Requirements Policy

Purpose

This policy establishes a clear and consistent framework for grading, academic progression, and scholastic requirements at Yorkville University ("Yorkville" or the "University"). It supports fair, transparent, and equitable assessment of student performance, consistent application of academic standards, and clear communication of requirements that support student success.

Scope

This policy applies to students enrolled in the Bachelor of Science in Nursing program and to faculty and academic administrators responsible for evaluating student performance, maintaining academic records, and applying scholastic requirements within the Nursing Program.

Definitions

"Cumulative Grade Point Average (CGPA)" – The grade point average calculated using the quality points and credit hours for courses included in the student's academic record, as described in this policy.

"Rate of Progress" – The percentage of successfully completed credit hours relative to attempted credit hours, calculated as completed credit hours divided by attempted credit hours multiplied by 100.

"Satisfactory Scholastic Standards (SSS)" – The minimum CGPA and Rate of Progress requirements a student must meet at designated evaluation points to remain in satisfactory academic standing.

"Advanced Academic Standing" – Course credit awarded through transfer credit or prior learning assessment/examination that may be applied toward program requirements.

"Module (mod)" – An academic instructional period used for course delivery and Satisfactory Scholastic Standards (SSS) evaluation. Where this policy specifies an eight-week mod, the evaluation point occurs every eight weeks.

Policy Statement

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.

Roles and Responsibilities

Responsibility for implementation of this policy lies with the Registrar and academic faculty. The Dean of Nursing has oversight responsibility.

- **Registrar's Office:** Facilitates implementation of this policy, including recording and processing grades, course status, transfer credit, and transcript requests.
- **Academic Faculty:** Apply grading criteria, evaluate student performance, communicate course requirements, and maintain academic standards.
- **Dean of Nursing and Associate Dean of Nursing:** Provide academic advising and oversee Satisfactory Scholastic Standards (SSS) reviews, incomplete grade petitions, and student dismissal processes.

General Grading and Academic Standards

The University will evaluate and document academic achievement in a fair, transparent, and consistent manner. This policy will be made available to students and establishes requirements related to Satisfactory Scholastic Standards (SSS), course repeats, advanced academic standing, academic warning and probation, incomplete grades, grade reappraisal, CGPA calculation, graduation requirements, and transcripts.

The University is committed to a respectful, discrimination- and harassment-free learning environment and to equitable access to education. Academic and non-academic accommodation will be provided in accordance with applicable human rights requirements without reducing academic standards or altering essential course or program requirements.

Students with permanent, episodic, or temporary disabilities or medical conditions may access individualized accommodation and accessibility support. The University also supports student mental health and well-being through available institutional and community resources.

Grading Scale and Grade Finality

Evaluation of student achievement is based on the learning objectives and grade determination criteria identified for each course. At the beginning of each course, the course syllabus will be made available to students through the Learning Management System (LMS) and will identify course objectives and grading criteria. Assessment may include assignments, tests, quizzes, participation, and other evaluative components specified in the syllabus.

The standard letter grades A through F and the grade P are earned grades. Official grades are issued at the completion of each module. All final grades must be posted no later than 10:00 a.m. ADT/AST on the Friday of the final week of the module. A student who wishes to request reappraisal of a grade must submit the request within ten (10) business days of being notified of the mark or receiving the returned item. Grades are considered final thirty (30) days after the end of a module, subject to the applicable grade reappraisal policy.

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 a course unless a higher program- or course-specific minimum is identified below or in the applicable course requirements.

Nursing Program Requirements

- A minimum grade of 77% (C+) is required for each nursing course listed in the Core Concentration Requirements.
- A minimum grade of 77% (C+) is required for ZO115 and ZO116.
- A minimum grade of 74% (C) is required for courses identified in the General Sciences Requirements.

Course grades are calculated by applying the weighting assigned to each evaluative component and converting the final percentage to the corresponding letter grade in the grading scale. Laboratories, simulations, and clinical placements are graded Pass/Fail unless otherwise specified in the course syllabus.

Nursing students must successfully complete the theory, laboratory, and clinical components required for each nursing course to pass the course and progress in the curriculum. Where a course includes both theory and laboratory/clinical components, students must satisfy the minimum theory grade and achieve a Pass in the laboratory/clinical components. Failure of a required laboratory/clinical component results in failure of the course.

Students in the nursing program are not permitted to fail the same core nursing 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 the program.

Course Status, Withdrawals, and Incomplete Grades

A credit is considered attempted but not earned when a student remains enrolled beyond the add/drop period and receives a failing grade (F), Withdrawal (W), Withdrawal Pass (WP), Withdrawal Fail (WF), Incomplete (IC), or Repeat (R). Transfer credit (TC) and prior learning assessment credit (CR) applied to a student's program are considered attempted and earned for purposes identified in this policy.

1. **Withdrawal / Course Drop**

   A student who formally withdraws from a course will receive the following outcome based on the effective withdrawal date:

   - Days 1–12: The course will be removed from the student's academic record.
   - Days 13–30: A grade of Withdrawal (W) will be recorded on the transcript and will carry no academic penalty.
   - Day 31 onward: A grade of Withdrawal Fail (WF) will be recorded on the transcript. The WF is assigned 0.0 quality points and is included in the calculation of both the cumulative grade point average (CGPA) and Rate of Progress.

   A student who stops attending without formally withdrawing will be considered to have unofficially withdrawn and will receive a failing grade (F), regardless of when attendance ceased.

   Grades of Withdrawal (W), Withdrawal Pass (WP), Proficiency (PR), and Incomplete (IC) carry no grade points and are not included in the CGPA calculation. Their treatment for Rate of Progress will be determined in accordance with the attempted and earned credit requirements established in this policy.

2. **Incomplete Grades**

   An Incomplete (IC) may be granted in circumstances of unusual and exceptional hardship when a student has completed at least 75% of the assignments required in the course. The student must submit a written request to the instructor, and approval of the instructor and Dean or designate is required.

   Students granted an Incomplete (IC) must submit all outstanding course requirements within two (2) weeks after the end of the mod. If the missing requirements are not completed, the grade identified on the Incomplete Petition will be assigned. In all cases, the Incomplete (IC) will be replaced by a final letter grade. A student who wishes to

challenge the resulting academic grade must follow the applicable grade reappraisal process.

Students officially enrolled in a preceptorship may receive an extension to complete those hours. The extension is equal to one mod and expires at the end of that mod.

3. **Failure and Repeating a Course**
   A failed course that is required for a student's program must be repeated and successfully completed.

   A course in which a student receives a Withdrawal (W) or a non-passing grade may be attempted no more than three (3) times, except where stricter program-specific requirements apply.

   For the Bachelor of Science in Nursing program:
   - A student who fails the same core nursing course twice will be dismissed from the Nursing Program.
   - A student who fails the same general science course three times will be dismissed from the Nursing Program.

   When a course is repeated, the higher grade will be used in the CGPA calculation. The student must remain able to complete the program within one-and-a-half (1.5) times the scheduled program length.

   Students are financially responsible for repeated courses.

Transfer Credit and Advanced Academic Standing

Advanced academic standing may be awarded through transfer credit or an approved prior learning assessment or challenge-for-credit examination process. Transfer credit is recorded as TC and does not carry grade points or affect CGPA. Advanced academic standing may count toward graduation requirements but does not count toward Satisfactory Scholastic Standards (SSS) unless otherwise specified.

The Registrar's Office is responsible for approving transfer credit, while the Academic Department is responsible for approving credit awarded through an approved challenge-for-credit examination process. No more than 50% of the credit hours in a program may be awarded through transfer credit and/or an approved challenge-for-credit examination process.

A currently enrolled student who wishes to take a course at another academic institution for transfer to a Yorkville program must obtain the Registrar's approval before taking the course, provide a course description for evaluation, arrange for an official transcript to be sent to the Registrar's Office, and provide a course syllabus where required to assess course applicability.

Satisfactory Scholastic Standards (SSS)

Students in the Bachelor of Science in Nursing program must have a minimum CGPA of 2.5 to graduate. All students must complete all courses and graduation requirements within 150% of the total program length.

Satisfactory Scholastic Standards (SSS) are evaluated every eight (8) weeks (i.e., every mod). Students in the Bachelor of Science in Nursing program must maintain a minimum cumulative grade point average (CGPA) of 2.5 to remain in satisfactory academic standing.

1. **Academic Warning**
   A student who does not meet the applicable Satisfactory Scholastic Standards (SSS) benchmark is not meeting Satisfactory Scholastic Standards. The first time a student does not meet SSS, the student is placed on academic warning and will be notified through the student portal and contacted by the Dean or Academic Department.

2. **Academic Probation**
   At the next evaluation point, a student on academic warning who meets or exceeds the benchmark will be removed from academic warning. A student who does not meet Satisfactory Scholastic Standards (SSS) at that evaluation point will be placed on academic probation and notified through the student portal. The student remains on academic probation until the next evaluation point and must meet or exceed the SSS benchmark to return to satisfactory standing.

3. **Academic Advising**
   A student who is not meeting Satisfactory Scholastic Standards (SSS) must meet with the Academic Department or a Dean within seven (7) days of the SSS notification to develop an academic improvement plan. During the SSS period, the student must meet weekly with the Academic Department or Dean to review progress. The academic improvement plan forms part of the student's academic file.

4. **Academic Dismissal and Appeal**
   A student who continues not to meet Satisfactory Scholastic Standards (SSS) is subject to academic dismissal. The student will be notified through the student portal and contacted by the Academic Department.

   A student may appeal the dismissal in accordance with the Student Corrective Action Policy. The appeal must be submitted within five (5) calendar days of the dismissal notification. If no appeal is submitted within this timeframe, the student will be involuntarily withdrawn from the University.

   If the dismissal remains in effect, the student may apply for readmission to the program after one (1) year, provided all applicable admission requirements are met.

5. **Satisfactory Scholastic Standards (SSS) and Course Withdrawals and Failures**
   A grade of W has no grade points and therefore does not affect CGPA; however, it negatively affects Rate of Progress by increasing attempted credit hours. A failing grade negatively affects both CGPA and Rate of Progress.

6. **Changing Programs and Additional Credentials**
   Students may change educational programs during enrollment, subject to meeting the admission requirements for the new program. Because program requirements differ, not

all course credits may transfer. A student's current Satisfactory Scholastic Standards (SSS) status may carry over to the new program. A student who is not meeting SSS may transfer programs of study, subject to applicable program requirements.

If a graduate enrolls in a new program, or a student in good SSS standing transfers programs, only courses that apply toward the new program will be included in calculating CGPA quality points and attempted credits for Rate of Progress.

Cumulative Grade Point Average (CGPA)

CGPA is calculated by multiplying the quality points associated with each grade by the credit hours for each applicable course, adding the resulting quality points, and dividing by the total applicable credit hours.

Graduation Requirements

To be eligible for graduation, students must:

- Complete the required degree audit.
- Graduate with a minimum CGPA of 2.5.
- Satisfy all outstanding institutional financial obligations and return all University property and materials, as applicable.

Levels of Distinction

Graduates may receive the following honours based on the graduating CGPA:

- Honours: 3.60–3.9
- High Honours: 3.90–4.00

The applicable honours category is based on the student's cumulative grade point average at the completion of all graduation requirements and will appear on the student's diploma and final transcript.

Transcripts

The University will provide a transcript of a student's academic record upon written request by the student. Official transcripts may be provided to the appropriate person and/or institution. An unofficial copy may be provided directly to the student upon graduation, subject to applicable institutional requirements.

Where a student has outstanding financial obligations, release of transcripts, diplomas, or other documentation may be restricted in accordance with University requirements. Academic transcripts are archived indefinitely.

Equity, Diversity, Inclusion and Accessibility

The University promotes a respectful, discrimination- and harassment-free learning environment grounded in equity, diversity, and inclusion, with equitable opportunities for individuals from all backgrounds to pursue an education. Equitable access may require different supports for individuals and groups experiencing attitudinal, historical, social, or environmental barriers related to age, ethnicity, disability, economic status, marital status, family status, Indigenous identity, nationality, race, creed/religion, gender, sexual orientation, gender identity, or gender expression.

Accommodations and accessibility supports are provided in accordance with applicable provincial human rights legislation. These supports enable students to demonstrate their knowledge and skills and meet essential program requirements without reducing academic standards or altering those requirements. Students with permanent, episodic, or temporary disabilities and medical conditions may receive individualized accommodations, assistive technologies, barrier-removal supports, and other resources to support course and program completion.

The University also promotes mental health and well-being through free webinars, literature, 24/7 online and telephone mental health resources, a well-being online tool, and confidential counselling for students and their family members through Homewood Health.

The Student Services Department supports students and faculty in developing accessible learning environments and individualized accessibility and accommodation plans that promote academic success.

Related Information

N/A

Contacts

For questions regarding this policy, please contact:

Department/Office Name: Office of the Principal & Vice President, Academic NB
Email: VPANB@yorkvilleu.ca

Note: Names and structures of Yorkville offices or governing bodies may change over time. Such changes do not affect the validity of this policy. To confirm the current responsible office or body, contact the Office of Regulatory and Government Affairs at academicgovernance@yorkvilleu.ca.

Revision History

Version Code	Date	Summary of Changes	Authorized by (Title)
1.0	October 30, 2026	New policy	Provincial Senate – New Brunswick