

ACADEMIC REGULATION 8: SYSTEM OF GRADING AND TRANSCRIPT NOTATIONS

8.1 - Evaluative Grades

The grades for all theory courses taken in the BNSc Program are:

Letter Grade	Grade Point	Percentage
A+	4.3	90-100%
A	4.0	85-89%
A-	3.7	80-84%
B+	3.3	77-79%
B	3.0	73-76%
B-	2.7	70-72%
C+	2.3	67-69%
C	2.0	63-66%
C-	1.7	60-63%
D+	1.3	57-59%
D	1.0	53-56%
D-	0.7	50-52%
F	0.0	0-49%

The Grade Point Average (GPA) shall be calculated by multiplying the grade points earned in a course by the unit value of that course, then dividing by the total number of units attempted during the period of time over which the GPA is being determined. If a course is repeated, the higher-grade point achieved shall be used in the determination of the GPA.

All clinical courses taken in the BNSc Program are graded on a Pass/Fail basis. A Pass standing (P) denotes a clinical course in which a student successfully completed all requirements. A clinical course that has been designated with a Pass standing will not be included in the student's GPA but will be counted for credit towards the BNSc Degree. Grade point averages may be determined over 3 periods for evaluative purposes:

Cumulative GPA

The cumulative GPA is determined using all courses attempted and have grade points assigned over the time of a student's registration as an undergraduate at Queen's University. If a student has repeated a course the higher-grade point achieved is used in the cumulative GPA calculation. In the case of students who transfer into the School of Nursing from another Faculty or School at Queen's, Dual Degree students and Second-Degree students, all courses attempted in other Faculties/Schools and/or towards other degree programs shall be included in the cumulative GPA.

Term GPA

The Term GPA is determined using all courses attempted and have grade points assigned during a particular academic term.

Academic Year GPA

The Academic Year GPA is determined using all courses attempted and have grade points assigned during a particular academic year, starting on September 1st and ending on August 31st.

8.2 - Non-Evaluative Grades

Grade Deferred

Grade Deferred standing (GD) is a temporary designation reserved for circumstances in which:

- i. A student *has completed* all the work in a course, but the final grade is not available (e.g., assignments not yet marked), or
- ii. An alleged departure from academic integrity or an alleged breach of the professional behaviour policy is under investigation or under appeal and a final grade for the course cannot yet be determined.

The Instructor shall indicate to the Chair of the UAPGC the specific circumstances under which the GD is being assigned, and in the case of (i) above, shall also provide a timeline for submission of the final grade.

A grade of GD will not be included in the determination of a student's GPA, and any course with a GD designation will not be counted for credit towards a degree program.

To take any course for which the grade deferred course is a prerequisite, the student must successfully complete the grade deferred course, subject to a decision on a pending appeal or hearing.

Incomplete

Incomplete standing (IN) is a temporary designation reserved for a course in which a student who, because of extenuating circumstances beyond their control, has *not completed* all term work for a course or requests permission to defer the writing of a final examination. A student seeking incomplete standing may be required, at the Instructor's discretion, to provide a medical certificate or other documentation that demonstrates the student's extenuating circumstances.



A grade of IN will not be included in the determination of a student's GPA, and any course with an IN designation will not be counted for credit towards a degree program.

The notation IN differs from the notation GD. A GD notation is applied when the student has completed all term work for a course, but the final grade is not yet available; the notation IN is applied when the student has been given permission to defer their final exam for a stipulated period of time or has not completed all term work in a course and the Instructor has agreed to accept the work at a later date. In neither case, that is the writing of a deferred final exam or the late submission of course work, can the due date stipulated by the Instructor be beyond the end of the subsequent term. If an evaluative grade for the course has not been assigned by the Instructor by the end of the subsequent term, the IN grade will lapse to a failure (F) and will be included in the student's GPA.

Any extensions beyond either the due date stipulated by the Instructor, or the end of the subsequent term must be based on further extenuating circumstances and will require the student to appeal to the Chair of the UAPGC, with support from the Instructor.

Where an Instructor will not grant incomplete standing, the student may appeal the Instructor's decision to the Chair of the UAPGC.

To take any course for which the incomplete course is a prerequisite, the student must first successfully complete the incomplete course.

Transfer Credit

A transfer credit (TR) designation is reserved for a course in which a student has successfully completed an approved course at another accredited post-secondary institution. A transcript note will accompany this entry, indicating the name of the other academic institution from which the credit was earned, and the degree program to which the transferred course is being credited. To receive the TR credit, the student must obtain a minimum Grade of 60% (C-) in the course studied. Under no circumstances shall the grade provided by another post-secondary institution be placed on the Queen's transcript.

Students, who wish to use a course in which they have a TR designation as a prerequisite for registering in a subsequent course, will need written permission of the Instructor if the prerequisite course requires a grade higher than C. The Instructor has the authority to waive this prerequisite at their discretion.

Transfer Credit designations will not be included in the student's GPA but will be counted for credit towards a degree program.

Audit

Permission to audit a course must be given by the Associate Director (Undergraduate Nursing Programs) and the Course Instructor. Audit (AU) designations will not be included in the student's GPA and will not be counted for credit towards a degree program (see Academic Regulation 11 (<https://www.queensu.ca/academic-calendar/nursing/bnsc-academic-regulations/a-r-11-auditors/>)).

Dropped

The dropped (DR) designation indicates a course that the student has been permitted to drop after the 'deadline to drop a course without faculty/school permission'.

Dropped designations will not be included in the student's GPA and will not count for credit towards a degree program.

Not Graded

The Not Graded (NG) designation indicates the completion of the first half of a full-year course. A student will receive an NG designation at the end of the first term in which the class was in progress. At the end of the term in which the course finishes, a letter grade or other appropriate designation shall be entered.

Not Graded designations will not be included in the student's GPA and will not be counted for credit towards a degree program. No course with a NG designation may subsequently be counted as partial or full credit towards completion of another course at Queen's University, or as transfer credit.