

## **TORONTO METROPOLITAN UNIVERSITY POLICY OF SENATE**

### **LINCOLN ALEXANDER SCHOOL OF LAW GRADING, PROMOTION, AND ACADEMIC STANDING POLICY**

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Responsible Office:	Lincoln Alexander School of Law

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#### **1. PURPOSE**

The purpose of this policy is to establish a standard for determining acceptable overall academic performance in the Lincoln Alexander School of Law, to provide all students in the Juris Doctor program with a measure of academic standing that is based on uniform definitions and categories, and to provide consistent rules for determining students' eligibility to graduate.

#### **2. APPLICATION, SCOPE AND POLICY OBJECTIVES**

This policy applies to all Juris Doctor students in the Lincoln Alexander School of Law ("the School"). This policy also applies to all the School's faculty, staff, and administrators involved in the grading process. It describes the processes by which final grades and academic standings are earned and recorded on students' official academic records.

The objectives of this policy are:

- to establish a consistent minimum standard for acceptable overall academic performance;
- to provide a consistent and fair system for determining students' eligibility to graduate; and
- to provide all students with a system of academic standing that is based on uniform definitions and categories for their academic progress from first enrolment to graduation.

### 3. DEFINITIONS

#### 3.1. **Academic Record**

The academic record is a student's internal record retained by the University and used as the basis for the official transcript. It is also used for advising purposes.

#### 3.2. **Academic Standing**

Academic Standing is a formal calculation based on the final course grades at the end of each academic term that determines overall academic performance in the student's program of study. It is used to determine a student's eligibility for progression, academic distinction, and graduation.

#### 3.3. **Alternative Examination**

An examination approved by a faculty member in response to a student with demonstrated extenuating circumstances which resulted in missing a final examination.

#### 3.4. **Cumulative Grade Point Average (CGPA)**

A cumulative average calculated as an indicator of overall academic performance while registered in the program of study. Calculated as the sum of the products of course weights and earned grade points for graded course performance designations, divided by the sum of the course weights in the program of study, and rounded to the second decimal place using normal rounding rules.

#### 3.5. **Discontinued Status**

Juris Doctor students who do not have any completed courses for 6 (six) or more consecutive terms will be discontinued from their program of study. These students will no longer be active in their program.

#### 3.6. **Final Course Grade**

A final course grade represents a student's final academic performance in a course. A final course grade may be recorded as a letter grade or as one of the "other" designations listed under Course Performance Designations found in Policy section 5.

#### 3.7. **Graduation Requirement Variation**

In addition to fulfilling Toronto Metropolitan University's program-wide Graduation Requirements, students in the Juris Doctor program must also meet extra academic conditions set out in specific Department/School Graduation Requirement Variations in order to be eligible to graduate.

#### 3.8. **Hold**

An indicator applied to a student's record that may affect the ability to add/swap courses, view grades, apply for transcripts, receive graduation award documents or interact with the University. A student who owes fees or

has an academic integrity infraction may have a hold on their account. Once the obligations are resolved, most holds are removed. A hold is also applied to a student record when a student has exceeded their timespan.

**3.9. Office of the Registrar (Registrar's Office)**

The Registrar's Office plays an integral role in the entire academic experience of students from admission through to graduation. This office is responsible for ensuring the accuracy and integrity of student records and that official transcripts are a credible reflection of students' academic abilities and accomplishments.

**3.10. Official Transcript**

The official transcript is a complete record of a student's academic history at Toronto Metropolitan University including; all undergraduate, graduate, law, and continuing education courses taken, grades earned, academic progress, honours, and graduation information. The official transcript also displays admission to and withdrawal from programs of study and other credits granted towards a program. Courses dropped by the deadline without academic penalty do not appear on the official transcript. All official transcripts are complete and unabridged. Partial transcripts are not issued. An official transcript is issued and certified by the Office of the Registrar and has security features that verify its authenticity.

**3.11. Provisional Study Plan**

A formalized plan of study developed and agreed to by a student and the School which allows the student to continue in their program of study with a full course load during an academic appeal process. Provisional study plans may include recommended academic support seminars and workshops.

**3.12. Suspension Period**

A period during which a student may not register in any Toronto Metropolitan University courses. A suspension period may result from a Failed standing or a Disciplinary Suspension academic standing assigned in accordance with Policy 60.

**3.13 Term Grade Point Average (TGPA)**

A term average calculated as an indicator of overall academic performance in the term. Calculated as the sum of the products of course weights and earned grade points for graded course performance designations for the term, divided by the sum of the course weights, and rounded to the second decimal place using normal rounding rules.

**3.14 Timespan**

The maximum period of time to complete a program's curriculum and graduation requirements, calculated starting from first admission to the program to graduation.

## 4. PRINCIPLES

- 4.1. The values stipulated in the University's Senate Policy Framework are applicable and fundamental to this policy.
- 4.2. **Integrity:** The University and School respect the importance of accuracy and integrity with respect to students' official academic records for all stakeholders including students, faculty, and external stakeholders such as prospective employers, government, donors, and other academic institutions. The Office of the Registrar is responsible for ensuring student records and official transcripts are a credible reflection of students' academic abilities and accomplishments.
- 4.3. **Consistency:** The University and School support and advance the principles of consistency, fairness, and objectivity in the application of all rules and procedures that contribute to the completeness and integrity of students' official academic records.
- 4.4. **Clarity:** Information regarding the calculation of grades, academic standings, and graduation requirements will be clear and transparent. Students, faculty, and staff should understand the rules and processes used for calculating and assigning grades, determining GPA requirements and academic standings, and the determination of the necessary academic elements required to graduate.
- 4.5. **Timeliness:** Processes used in the determination of academic requirements that will have an impact on students' academic records should be applied with emphasis on timeliness to allow students the necessary time to address issues and expedite resolutions effectively.
- 4.6. **Equity:** People in different circumstances often require different treatment (equity); this equitable treatment leads to equal access to opportunity and success; and while both equality and equity are related to fairness, equity is about being fair by taking differential circumstances into account (see Senate Policy Framework).

## 5. ACADEMIC PERFORMANCE EVALUATION

### 5.1. Program Requirements

- 5.1.1. Students must complete all program courses in accordance with their program's curriculum requirements.
- 5.1.2. All curriculum requirements are included in the Lincoln Alexander School of Law Calendar.

## 5.2. Courses and Grades

5.2.1. The course instructor assigns final course grades as letter grades or other course performance designations as appropriate.

5.2.2. Credit towards program curriculum requirements will only be grant for:

- A course where a student achieves a minimum grade of D-.
- Pass in Pass/Fail courses; or
- A passing course performance designation.

## 5.3. Graded Course Performance Designations

Final academic performance in each course is recorded on the student's academic record as one of the following letter grades. The final percentage grade in a course will be rounded to an integer as per standard mathematical practice before converting to a letter grade. For example, a 49.5 would be rounded to a 50% and a 49.4 would be rounded to a 49%

Grading scale and GPA scale conversion:

<b>Performance Description</b>	<b>Letter Grade included in GPA</b>	<b>Grade Points</b>	<b>Percentage Range</b>
Excellent	A+	4.33	90-100
	A	4.00	85-89
	A-	3.67	80-84
Good	B+	3.33	77-79
	B	3.00	73-76
	B-	2.67	70-72
Satisfactory	C+	2.33	67-69
	C	2.00	63-66
	C-	1.67	60-62
Marginal	D+	1.33	57-59
	D	1.00	53-56
	D-	0.67	50-52
Unsatisfactory	F	0.00	0-49

#### 5.4. Other Course Performance Designations

Other course performance designations which may be assigned at the discretion of the Lincoln Alexander School of Law:

- 5.4.1. **AEG** – (Aegrotat) - credit granted by a Dean, in consultation with the instructor, only under exceptional circumstances when there has been acceptable performance in a course and some coursework remains to be completed. The AEG grade is not included in calculating grade point averages but can be used as a credit towards meeting graduation requirements. The AEG grade cannot be changed to any other grade or designation.
- 5.4.2. **AUD** – (Audit) - course attended as auditor only; no grade or credit will be earned. The student is permitted to attend classes but is not entitled to have assignments evaluated. Participation in the course or in class or office hours is determined by the instructor and is subject to the instructor's discretion. The AUD designation may not be changed to any other grade or designation. An AUD grade is considered an attempt at a course.
- 5.4.3. **CRT** – (Credit) - transfer credit achieved through an acceptable grade in an equivalent course completed at an accredited Canadian law school program subject to the discretion of the Associate Dean, Academic.
- 5.4.4. **DEF** – (Deferred) - an interim grade assigned during the investigation of academic misconduct (as described in Senate Policy 60: Academic Integrity). The DEF grade will be replaced by an official course grade upon resolution of the matter.
- 5.4.5. **FLD** – (Failure in a Pass-Fail course) - failure to meet the minimum satisfactory standards for a course with a pass/fail designation (as predefined in the course outline). Failures in such courses will not be included in calculating grade point averages but will be counted as a failed course attempt to determine academic standing.
- 5.4.6. **INC** – (Incomplete) - incomplete coursework or a missed final examination due to documented medical or compassionate grounds.
  - 5.4.6.1. The designation INC is not a final grade and is not included in calculating grade point averages or counted as credit to fulfill prerequisite requirements and program requirements.
  - 5.4.6.2. INC designations appear on the official transcript and academic record. An outstanding INC may impact eligibility to graduate.

- 5.4.6.3. The completion date for the outstanding course work or the alternate examination must allow the grading to be completed and finalized on the student record within three months from the date official grades were available to students for the term the INC was assigned.
- 5.4.6.4. If the outstanding work has not been completed and the INC designation is not revised within this time frame, the INC designation will lapse to a failed (F) grade.
- 5.4.6.5. An outstanding INC will impact the ability to meet requirements to enroll in subsequent courses.
- 5.4.6.6. If a student has 2 or more INCs outstanding at the start of a term, the School may apply restrictions around the number of courses a student can enroll in for the term.
- 5.4.6.7. Students must petition their instructor to receive an INC grade within 3 working days, or as soon as reasonably possible, of the missed final examination or final assignment deadline.
- 5.4.7. **INP** – (In Progress) - indicates course work in progress with at least one more term of formal course registration and study is required for completion (e.g. extended absence requires repeating the course, or a final thesis is still in progress); the designation INP is not included in calculating grade point averages, and is neither a credit nor a failed course attempt.
- 5.4.8. **PSD** – (Passed) - satisfactory performance in a course graded with a pass/fail designation (as pre-defined in the course outline).
- 5.4.9. **FRS** - (Failed – Redeemed by Supplemental) - credit granted by the Dean, in consultation with the instructor, when a student has failed a course but has passed a supplemental exam with a C- or higher. The FRS grade is not included in calculating grade point averages but can be used as a credit towards meeting graduation requirements and progressing to the next term. The FRS grade cannot be changed to any other grade or designation

## 5.5. Grade Point Average (GPA)

**Term Grade Point Average (TGPA)** is an indicator of overall academic performance during the term. TGPA is calculated as the sum of the products of course weights and earned grade points for graded course performance designations for the term, divided by the sum of the course weights, and rounded to the second decimal place using normal rounding rules.

**Cumulative Grade Point Average (CGPA)** is an indicator of cumulative academic performance. CGPA is calculated on final grades in all courses

completed while registered in a program of study and is used as a criterion for honours or other academic distinctions and for determining academic standing.

- 5.5.1. For purposes only of calculating grade point averages, single-term courses will normally have a weight of 1.00 and multi-term courses will normally have a weight of 2.00. As outlined in the calendar, there may be provisions for course weight variation in the case of anomalies.
- 5.5.2. The grade point average is calculated as the sum of the products of course weights and earned grade points, divided by the sum of the course weights, and rounded to the second decimal place using normal rounding rules.
- 5.5.3. Grade point averages are calculated based on the 4.33 scale and rounded to the second decimal place using normal rounding rules. For example, a 2.875 is rounded to 2.88 and a 2.874 is rounded to 2.87.
- 5.5.4. The following course performance designations are NOT included in calculating the grade point average – AEG, AUD, CRT, DEF, FLD, INC, INP, FRS, and PSD.
- 5.5.5. Courses completed prior to formal program admission will not be included in the calculation of grade point averages. A student may apply to have transfer credits recognized from an accredited Canadian law school program. Such courses may qualify for transfer credits towards the program and receive CRT designations
- 5.5.6. A student may not repeat a course, except in cases of reinstatement. The grade earned for a repeated course is substituted for the previous grade(s) in calculating subsequent grade point averages even if the newer grade is lower. All course attempts including repeated courses are recorded on the official transcript and cannot be removed. No course can be repeated more than once (two attempts in total).
- 5.5.7. The cumulative grade point average is calculated at the end of each academic term for which additional course grades have been recorded on the student's transcript, and is calculated on all of the student's formal Toronto Metropolitan course grades in the program in which the student is registered.

## **6. ACADEMIC STANDING AND PERFORMANCE**

Students registered in the Juris Doctor program are assigned an academic standing at the end of each academic term when they are enrolled in courses. The academic

standing is an indication of academic performance, by term, in a program of study. Academic standings are based on students' cumulative grade point average (CGPA), as well as Term Grade Point Average (TGPA), failed grades, and previous academic standings. The initial academic standing is calculated and displays on the academic record and the official transcript when students have earned 3 (three) or more course grades with a GPA weight.

- 6.1. **Clear** - a Clear standing will be assigned to students who achieve a cumulative grade point average (CGPA) of at least 1.67 as well as a Term Grade Point Average (TGPA) of 1.67 and no failed grades in the term. Students with Clear standing may continue their program of study.
- 6.2. **In Progress** - an In Progress academic standing will be assigned to students who have some remaining curriculum requirements for the term due to one or more INC (incomplete) grades outstanding.
- 6.3. **Failed** - a Failed academic standing will be assigned to students who have been deemed to have failed the term for any one of the following reasons:
  - a cumulative grade point average (CGPA) of less than 1.67;
  - a TGPA of less than 1.67;
  - one (1) or more failed courses in the term;
  - failure to complete and submit all Integrated Practice Curriculum (hereinafter "IPC") assignments in the term, whether graded or ungraded.
- 6.3.1. Students who have been assigned a Failed academic standing will be required to withdraw from the program for a suspension period of 8 months (two terms) in the case of students in the First or Second year of the program or 4 months (1 term) in the case of students in the Third year of the program. Students who are required to withdraw from the program may not return to the program unless they apply for and are approved for reinstatement.
- 6.3.2. During the suspension period, students may not register in any for-credit Toronto Metropolitan courses including those offered by Chang School.
- 6.3.3. Students may apply for reinstatement during the suspension period (see Procedures, section 7).
- 6.3.4. Students may write supplemental exams during the suspension period (see section 7.5).
- 6.4. **Withdrawn** - a Withdrawn academic standing will be assigned to students for any one of the following reasons:
  - a student has failed a term and has not been reinstated (see

- Procedures, section 7);
- any academic performance that would result in Failed standing for a second time;
- failure of a required course for a second time.

6.4.1. Students who are assigned a Withdrawn standing will be permanently withdrawn from the Juris Doctor program and are not eligible for reinstatement or readmission to the program.

## **7. PROGRESSION REQUIREMENTS**

### **7.1. Definition of Failed Course**

A failed course is any course (regardless of credit weight) where the student did not achieve the minimum final grade of D-, or obtained a Failure as a final grade in a Pass/Fail course, or did not achieve a passing course performance designation as a final grade. In courses with an IPC component, a failed course also includes a course (regardless of credit weight) where the student failed to complete and submit all IPC assignments, whether graded or ungraded. Note: an INC grade is not considered a final grade.

### **7.2. Definition of Failed Term**

A student is deemed to have failed a term if: the student has failed one or more courses in the term, or the student attained an overall TGPA of less than 1.67 in the term.

### **7.3. Progressing to the Next Term**

A student is ineligible to progress to the next term in the program (regardless of year), unless they have:

- an overall TGPA of 1.67 or above in the previous term (excluding courses designated as Pass/Fail), and have not failed any course.

### **7.4. Rules Governing Students Who Have Failed a Term**

7.4.1 A student who has failed a term may apply to the Associate Dean, Academic for reinstatement

7.4.2. Any application for reinstatement must be resolved within published deadline dates and prior to the start of the term to be repeated.

7.4.3. A student who is approved for reinstatement to repeat a term and fails for a second time in the Juris Doctor program will be assigned Withdrawn academic standing and will not be allowed to continue in the program.

7.4.4. A student who fails a term and is entitled to repeat the term may

enroll in any course taken in the term in which they failed, except for courses in which a minimum grade of B- was attained. The student must re-take any mandatory courses they failed. The student does not need to repeat a course designated as Pass/Fail if they passed the course.

- 7.4.5. A student who fails the professional placement must repeat it in order to graduate.
- 7.4.6. If a student fails the professional placement before they take their Third-Year course-work term, the student may apply to the Associate Dean, Academic for permission to take the course-work term before repeating the professional placement. In these circumstances, the four-month suspension period for third-year students still applies (see s. 6.4.1).
- 7.4.7. No student may repeat more than one term of the program, regardless of the number of courses they have repeated in that term.
- 7.4.8. In the event a student fails a repeated term for a second time, their standing will change from "Failed" to "Withdrawn".
- 7.4.9. Students in the Juris Doctor program who have submitted an academic standing appeal may continue in the program and can be registered in courses on the basis of a provisional study plan for up to one term while their standing appeal is being considered (see TMU Policy 168: Grade and Standing Appeals, section 5.16). No student in the Lincoln Alexander School of Law may enroll in a Professional Placement until a final appeal decision and/or an application for reinstatement has been issued and the student has been assigned Clear academic standing.

## **7.5. Supplemental Examinations**

- 7.5.1. A student in any term who obtains a term grade point average above 1.67, but receives a final grade below D- in one or more courses, is required to write supplemental examinations in those subjects in which a final grade below D- was obtained. The supplemental examinations will be scheduled by the Associate Dean, Academic, in consultation with instructors, no later than the third week of the following term.
- 7.5.2. Students may write no more than two supplemental exams during the six terms of the JD program.
- 7.5.3. If the student does not write the supplemental examinations in those subjects in which a grade of below D- was obtained, or does write the supplemental examinations but fails to obtain a C- or higher in any one

of the examinations, academic standing for the term will remain Failed and section 6.4 applies. In these circumstances, students may appeal a final course grade or standing ( See Policy 168: Grade and Standing Appeals)

7.5.4. If a student is required to write a supplemental examination and achieves a grade of C- or higher on the supplemental examination, it shall be duly noted on the transcript of that student with a grade performance designation of FRS.

7.5.5. An FRS designation will not be included in the calculation of that student's TGPA for that term but it will be used as a credit towards meeting graduation requirements and progressing to the next term.

## **8. GRADUATION REQUIREMENTS**

8.1. To satisfy the requirements for the Juris Doctor degree, a student must:

- have completed the Senate-authorized program curriculum requirements with an overall CGPA of 1.67 or higher,
- have passed all required courses, including the professional placement,
- passed the required number of elective courses in the program, and,
- have clear academic standing.

8.2. Students shall normally complete the full-time program within 3 years calculated from first admission to the program.

8.3. Under extenuating circumstances, such as leaves of absence, re- instatement, or accommodations for disabilities under the Ontario Human Rights Code, students may be granted permission by the Dean to extend these time limits, which cannot exceed 6 years for full-time students and 8 years for ETP students. For full-time students, permission must be granted within 3 years from the student's first admission to the program. For ETP students, permission must be granted within 6 years from the student's first admission to the program. In order to graduate, a student will be required to meet the academic requirements in effect when the extension is granted or such alternative requirements as may be stipulated by the Faculty in keeping with Ryerson's academic policies.

8.4. The student record is closed to changes once an academic credential (e.g., degree) is conferred.

8.5. Students graduating from the JD program with a Cumulative Grade Point Average (CGPA) of 3.50 or higher will graduate "With Distinction" and will have this academic achievement recorded on their transcript and graduation award document.

## TORONTO METROPOLITAN UNIVERSITY

### POLICY OF SENATE

#### **PROCEDURES: POLICY 170(c) LINCOLN ALEXANDER SCHOOL OF LAW, GRADING, PROMOTION, AND ACADEMIC STANDING**

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The Grading, Promotion and Academic Standing Procedures (the “Procedures”) outline the processes to be followed in carrying out the Lincoln Alexander School of Law Grading, Promotion and Academic Standing policy and the roles and responsibilities of students, instructors/faculty, Dean or designate, and Senate.

Beginning in the Spring/Summer 2023, Students registered in the Juris Doctor program are assigned an academic standing at the end of each academic term when they are enrolled in courses.

#### **1. Final Course Grades**

- 1.1. The final percentage grade in a course will be rounded to an integer as per standard mathematical practice before converting to a letter grade. For example, a 49.5% is rounded to 50% and 49.4% is rounded to 49%.
- 1.2. All final course grades must be submitted by faculty/instructors in RAMSS by the date determined for each term as communicated by the Registrar’s Office.
- 1.3. Final course grades are considered official as per the date outlined in the “significant dates” section of the Undergraduate Calendar each year.
- 1.4. Final course grades may not be posted or disclosed to students by any faculty/ instructor. Final course grades cannot be displayed to students in the D2L Brightspace course shell. Students will receive their official final course grades only from the Registrar’s Office, available for viewing in their RAMSS.
- 1.5. Final course grades will display on the student’s academic record and official transcript.

#### **2. Grade Revisions**

- 2.1. Faculty/instructors are responsible for submitting grade revisions. Grade revisions are submitted using the Automated Grade Revision Process although some exceptions apply. Please review the information on the [website](#) for complete details.

- 2.2. Grade revisions not supported by the Automated Grade Revision Process must be submitted to the Associate Dean, Academic for authorization using the Exception Grade Revision Form. Once the revision has been authorized, the Teaching Department must submit the form to Student Records for updating.
- 2.3. Student Records will update the grade revision to the student's academic record in RAMSS. All final course grades will display on the student's transcript.

### **3. Incomplete Grades (INC)**

- 3.1. Students must petition their instructor by completing the [Incomplete Grade Request Form](#) to receive an INC designation, within 3 (three) working days, or as soon as reasonably possible, of the missed final examination or assignment deadline. Supporting documentation (e.g. Toronto Metropolitan University Health Certificate) must be provided.
- 3.2. The instructor will determine the date for completion of outstanding coursework to be submitted or the alternate examination. Such a date must allow the grading to be completed and finalized on the student record within three months from the date official grades were available to students for the term the INC was assigned.
- 3.3. Instructors assigning INCs must complete the [Incomplete Grade Request Form](#) within 7 (seven) working days of assigning the INC, clearly defining the outstanding work to be completed and a final deadline by which the outstanding course work is to be submitted or the date of the alternate examination.
- 3.4. The Dean must retain a copy of the Incomplete Grade Request Form for the School's student file.
- 3.5. Once the outstanding course work is completed and submitted for grading by the student, the instructor or School will grade the work and submit a revised final course grade to the Registrar's Office using the Automated Grade Revision Process within three months from the date official grades were available to students for the term the INC was assigned. The INC will be replaced by an official final course grade when the work is completed and a final course grade is submitted by the instructor.
- 3.6. The School will determine their decision framework for enforcing restrictions on the number of courses a student can enrol in when students have 2 or more outstanding INCs at the start of a term. The factors that will be used to consider restrictions may include, but are not limited to, the number of INCs outstanding at the start of the term, the amount of work outstanding before

each INC can be resolved, the number of courses the student is enrolled in for the term, the impact the INCs could have on the student's ability to academically progress, the student's past performance, history of previous INC grades and history of lapse grades.

- 3.7. The Registrar's Office will provide the School with reports that identify students with 2 or more INCs at the start of the term.
- 3.8. If a student enrolls in a course in which the prerequisite for that course has an outstanding INC, the INC must be resolved and a final course grade assigned and updated on the student record on or before the last day to add classes for the term. Immediately after the last day to add courses for the term, the student will be automatically dropped from any courses where there is an outstanding INC in the prerequisite course(s) after the last day to add courses for each term. The Registrar's Office will provide the School with reports that include this information.
- 3.9. In extenuating circumstances, prior to the last day to enroll in a course for the term, a student may request special permission to remain enrolled in a course for which the INC is a prerequisite. Only the Dean may grant special permission, with agreement of the course instructor, for the student to remain enrolled in the course. When granting permission, the Dean will consider the remaining course work and the expected completion date, as well as outstanding curriculum requirements.
- 3.10. Students assigned a standing of Failed in a term in which they are assigned an INC, must resolve the INC prior to applying for reinstatement.
- 3.11. Students assigned a standing of Failed or Withdrawn due to their TGPA and/or CGPA being less than 1.67 in a term in which they are assigned an INC but who have not failed any courses completed during that term, must resolve the INC by the last day to add courses for the current term in order to continue, once the standing is recalculated for the previous term and the student's TGPA and/or CGPA is 1.67 or above.
- 3.12. In extenuating circumstances, the student may request approval from the instructor and the Dean for a one-time extension to the original INC completion date agreed to on the Incomplete Grade Request Form. When granting an extension, the Dean will consider the student's academic progress in their program of study as well as the relevance of the course to the curriculum. The extension must not exceed a date to allow the grade to be completed and finalized within three months of the next grading period. All extensions must be reported to Student Records using the Incomplete Grade Request Form. The form must include the final extension date.

- 3.13. INC grades that have not been resolved and/or revised by the 3-month deadline for completion will lapse each term according to the following timeline: April 15 for Fall Term courses, August 1 for Winter Term courses and November 30 for Spring/Summer Term courses.
- 3.14. Students will be required to resolve outstanding INCs within published deadlines to clear outstanding academic graduation requirements in order to be considered for eligibility to graduate.

#### **4. AEG Grades (Aegrotat)**

- 4.1. Students who wish to request an AEG grade must petition the course instructor(s) by completing the [Aegrotat Petition Form](#). A separate petition must be submitted for each course in which the student is requesting an AEG grade.
- 4.2. Students must include a letter explaining why they are petitioning for an AEG grade(s) along with official supporting documentation for each request.
- 4.3. The instructor, in consultation with the Dean will determine if the request is appropriate and advise Student Records of the decision.
- 4.4. The Dean's Office will forward the form to the Registrar's Office for processing on the student's academic record.

#### **5. FRS Grades (Failed-Redeemed by Supplemental)**

- 5.1. A student in any term who obtains a term grade point average above 1.67, but receives a final grade below D- in one or more courses, is required to write supplemental examinations in those subjects in which a final grade below D- was obtained. Students may not write more than 2 supplemental examinations during the 6 terms of the program.
- 5.2. The supplemental examinations will be scheduled by the Associate Dean, Academic in consultation with instructors, no later than the third week of the following term.
- 5.3. A student who passes the supplemental examination with a grade of C- or higher will have their failed grade revised to FRS.
- 5.4. In order to submit the revised grade, Instructors must complete an Exception Grade Revision Form and submit to the Associate Dean, Academic for authorization. Once the revision has been authorized, the Associate Dean, Academic must submit the form to Student Records for updating.

## **6. Calculating GPA: Term Grade Point Average (TGPA) and Cumulative Grade Point Average (CGPA)**

- 6.1. The Lincoln Alexander School of Law's official grading system is alphanumeric (see Policy section 5.3). It must be applied to all courses except in approved cases (for example, where the expected learning outcomes of a course require a Pass/Fail grading scheme).
- 6.2. Term Grade Point Average (TGPA) is calculated as the sum of the products of course weights and earned grade points for graded course performance designations for the term, divided by the sum of the course weights, and rounded to the second decimal place using normal rounding rules.
- 6.3. Cumulative Grade Point Average (CGPA) is calculated as the sum of the products of course weights and earned grade points for graded course performance designations, divided by the sum of the course weights in the program of study, and rounded to the second decimal place using normal rounding rules.
- 6.4. Grade point averages are calculated based on a 4.33 scale and rounded to the second decimal place using normal rounding rules. For example, a 2.879 is rounded to a 2.88 and a 2.874 is rounded to a 2.87.
- 6.5. Courses completed prior to formal program admission will not be included in the calculation of grade point averages.
- 6.6. The following course performance designations are NOT included in calculating the grade point average - AEG, AUD, CRT, DEF, INC, INP, FLD, FRS, and PSD.
- 6.7. Where students repeat a course, the grade earned for the most recent attempt of the repeated course will be substituted for the previous grade(s) in calculating the grade point average even if the newer grade is lower. All attempts are recorded on the academic record and the official transcript.

## **7 Reinstatement to the Program**

- 7.1. Students may apply for reinstatement as soon as they have been assigned a Failed standing, and before 24 months (6 terms) have elapsed from when the Failed standing was assigned.
- 7.2. Students who have been assigned a Failed standing will undergo a suspension period, as defined in Policy section 3.12, for a period of 8 months (two terms) in the case of students in the First or Second year of the program or 4 months (1 term) in the case of students in the Third year of the program. During the suspension period, students may apply for reinstatement but may

not register in any for-credit Toronto Metropolitan courses including those offered by Chang School.

- 7.3. Students who wish to be considered for reinstatement must complete the Request for Reinstatement form and the Request for Reinstatement – Supplementary form and submit the forms to the Associate Dean, Academic office for evaluation.
- 7.4. Requests for Reinstatement will be considered by the School subject to past academic performance. Reinstatement is not guaranteed. Students will be notified of the outcome of this consideration by the School and the form will be forwarded to the Registrar's Office.
- 7.5. Students who have been denied reinstatement to the program may not reapply for reinstatement to the program. In this case, students will be permanently withdrawn from the JD program.

## **8 Timespan to Complete Degree**

- 8.1. Once per academic year, after the enrollment period for the Winter term, any student who has exceeded their time for completion will have a "hold" applied to the academic record. The hold will restrict the students from enrolling in future courses.
- 8.2. Under extenuating circumstances, students may petition the Dean or designate for an extension to these time limits. Full-time students, must petition the Dean within 3 years from the student's first admission to the program. ETP students must petition the Dean within 6 years from the student's first admission to the program.
- 8.3. An extension will only be granted to students whose progress is fully satisfactory. No registration will be permitted beyond the extension deadline.
- 8.4. Students must request the extension prior to the last day of classes for the term in which the time limit will expire.
- 8.5. Students requesting a timespan extension must submit electronically the following information to the Dean:
  - an explanation for the reason for the request including any extenuating circumstances
  - a detailed and realistic academic plan of study and timeline for completion during the extension period including length of the extension being requested
  - supporting documentation to demonstrate the extenuating circumstances
- 8.6. If a timespan extension is approved by the Dean or designate, the hold on

the record will be updated to reflect the extension end date. All documentation including the Dean or designate's approval, the study plan and the extension date must be forwarded to Student Records to retain permanently to the student's record. Once the extension date expires, the student will no longer be able to enrol in further courses.

- 8.7. If the request for a timespan extension is denied or if a further extension is being requested students may appeal directly to the Senate Appeals Committee (SAC) for a final consideration of their request. This is a SAC Timespan Extension Appeal.

## **9. Appealing the Denial of a Timespan Extension to Senate Appeals Committee (SAC)**

- 9.1. If the student wishes to appeal the denial decision of the Dean or designate, or if a further extension is being requested, the appeal will be considered by the Senate Appeals Committee (SAC).
- 9.2. In the case of an appeal of a denial, the student must request the appeal within 10 (ten) business days of the denial.
- 9.3. Students must provide the following information by email to [senate@ryerson.ca](mailto:senate@ryerson.ca):
- a Senate Appeals Committee Timespan Appeal Form
  - a letter to the Senate Appeals Committee expressing why the request should be considered
  - any new evidence not previously submitted (if applicable)
  - all previously submitted documentation to the Dean or designate including their decision
  - explanation of the reason for the request including any extenuating circumstances
  - a detailed and realistic academic plan of study and timeline for completion during the extension period
  - supporting documentation
  - in the case where a further extension is being requested, a student must also provide a letter explaining the reason why the plan of study from the first timespan extension was not completed
- 9.4. A Notice of Review will be sent to the student within 10 (ten) business days of their SAC Timespan Appeal being received and will include when the review of their appeal will occur together with the names of the panel members conducting the review.
- 9.5. The student will not attend the SAC review. The review will be based on the official transcript and documentation provided by:
- the student

- the School

- 9.6. The SAC will consider the extension as applicable in the program of study.
- 9.7. The SAC decision will be issued by email within 10 (ten) business days of the review.
- 9.8. Senate Appeal Committee decisions are final and not appealable.

## **10. Program and Graduation Requirements**

- 10.1. Students must be registered with full-time status in the JD program, unless accommodations for a disability under the Ontario Human Rights Code have been granted or under exceptional circumstances.
- 10.2. To satisfy the requirements for the Juris Doctor degree a student must have Clear standing, must have passed all required courses, including the professional placement, and must have passed the required number of elective courses in the program.
- 10.3. Graduation occurs twice per year, after the end of Winter Term and after the end of Spring/Summer term. Students must submit an application to graduate within the applicable deadline dates for each term.

## **RELATED POLICIES/PROCEDURES**

Senate Policy 60: Academic Integrity

<https://www.ryerson.ca/senate/policies/pol60-procedures.pdf>

Senate Policy 135: Final Examinations

<https://www.ryerson.ca/senate/policies/pol135.pdf>

Senate Policy 150: Accommodation of Student Religious, Aboriginal and Spiritual Observance

<https://www.ryerson.ca/senate/policies/pol150.pdf>

Senate Policy 157: Establishment of Student Email Accounts for Official University Communication

<https://www.ryerson.ca/senate/policies/pol157.pdf>

Policy 159: Academic Accommodation of Students with Disabilities

<https://www.ryerson.ca/senate/policies/pol159.pdf>