CREDIT STANDING

In rare circumstances, where a student has:

a. not completed a course’s requirements and would normally be eligible
   for a deferred privilege but is unable to complete one because they
   are impacted by extreme medical, psychological or compassionate
   circumstances beyond their control, or
b. where extreme circumstances have impacted the student’s level of
   achievement as reflected in the final course grade,

they may submit a request to the Academic Review Sub-committee for
credit standing in the course.

Under a) above, in circumstances where students are able to provide
appropriate documentation that there is little reasonable expectation that
the outstanding components of evaluation can be completed by the end
of the subsequent semester, they may make a request for credit standing.

Under b) above, in circumstances where students are able to provide
appropriate documentation that their level of achievement as reflected in
the final course grade was impacted by extreme circumstances, they may
make a request for credit standing.

“Extreme circumstances” are generally defined as catastrophic
circumstances beyond the student’s control that renders the student
incapable of accessing the academic consideration process.

A student awarded “credit standing” by the Academic Review Sub-
committee will receive credit for the course(s) with the notation of CRD
instead of a numerical grade. The effect of this on the student’s program
is that the course(s) are not included in the calculation of the student’s
overall cumulative or semester average.

The request for credit standing must be made in writing to the Academic
Review Subcommittee of the student’s diploma program, and it must
be accompanied by supporting documentation. For students to be
considered for credit standing, they must have:

i. Completed at least 75% of the graded components of the course(s)
   for which credit standing is being requested; and
ii. Received a cumulative passing grade for the components of the
    course which were evaluated.

Students must submit written requests for credit standing, along
with their supporting documentation, to the Academic Review Sub-
committee via their Program Counsellor within the first 20 class days of
the subsequent semester. Students’ written requests for credit standing
must include an explanation of why they are unable to undertake or
complete a deferred privilege in order to complete the course’s evaluative
components and/or an explanation of the extreme circumstances which
affected their final course grade.

Requests for Credit Standing are not normally granted more than once
in a student’s program and consideration is limited to a maximum of
one semester of courses in the student’s program (a single request
may include one, some, or all courses in the semester specified in the
request).