![Confederation College logo]

Ch5-s3-01 FIRST CLASS STANDING

Responsible Authority:	Registrar's Office
Approval Authority:	Senior Team
Date First Approved:	2015-Mar-02
Date Last Reviewed:	2021-Oct-07
Mandatory Review Date:	2026-Oct-07

PURPOSE

First Class Standing recognizes the semester-by-semester achievement of students who have earned a minimum grade point average (GPA) of 3.50.

SCOPE

This policy applies to students who are registered full-time in an Ontario College Credential program.

DEFINITIONS

Word/Term	Definition
GPA	Grade Point Average
Ontario College Credential Program	A program of study leading to an Ontario College certificate, diploma, advanced diploma or graduate certificate

POLICY

1. ELIGIBILITY

    1.1 The student must be registered in an Ontario College Credential program;

    1.2 Complete the equivalent of a full-time term course load;

    1.3 Achieved a grade of A, B, C, or D in all registered subjects;

    1.4 Earned a minimum term grade point average (GPA) of 3.50.

    1.5 Should the student have an Incomplete (IN) course at the end of the term, the student will not receive recognition until the course is completed and the final term GPA is determined to be within the qualifying range.

    1.6 A personal letter of commendation is mailed to students qualifying for the First Class Standing.

2. TIMING

    2.1 Letters of First Class Standing will be issued according to the following schedule:

Fall Semester	after March 15th
Winter Semester	after June 1st
Summer Semester	after September 1st

PROCEDURE

Action	Responsibility
1. Determine the grade point averages for all students registered in an Ontario College Credential program and carrying a full-time course load or the equivalent for each term.	Registrar's Office
2. Produce the First Class Standing Letters in accordance with the schedule.	Registrar's Office
3. Mail the letters to the students	Registrar's Office

SUPPORTING DOCUMENTATION

None

RELATED POLICIES

5-1-01   Course Evaluation and Grading Policy

RELATED MATERIALS

None