

## **TREATMENT OF GRADES TAKEN ON LETTER OF PERMISSION**

(As approved by the Senate December 9, 2002, and amended December 8, 2003)

### **Recording Results of Classes Taken on Letter of Permission – International**

Classes taken at another institution outside of Canada on Letters of Permission (including study on approved exchange programs and study abroad programs) in which passing grades have been achieved will be granted credit but will be neutral in the GPA calculation. A "Tr" will be recorded on the transcript. Classes in which the grades earned are a failure will be recorded as such on the transcript of record and will be considered zero in GPA calculations. In situations where the host institution does not use letter grades, the Registrar's Office, in consultation with the faculty advisor, will determine if credit is to be granted or if a failure is to be recorded.

### **Effective**

The revised policy becomes effective May 2003. Students on exchange or study abroad programs during the winter, summer and fall terms of 2002 and the winter term of 2003 may petition the Registrar to seek pass/fail grades for work completed during those periods.