

## Academic Continuance

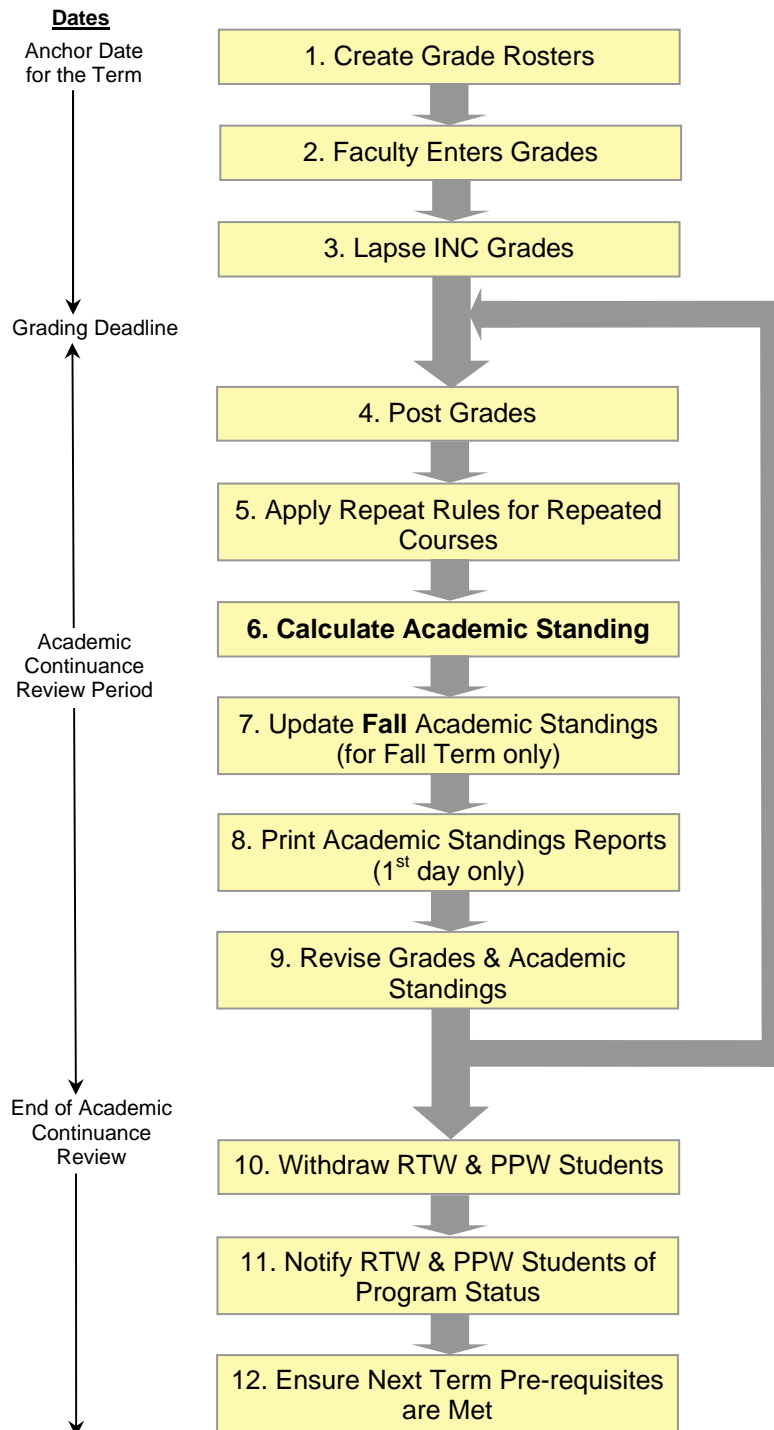
Academic Continuance refers to the process where, at the end of the current academic term, a student's academic progression is evaluated and an academic standing is calculated based on their:

- current grades
- Grade Point Average (GPA)
- probationary contract
- previous academic history

An academic standing is assigned and, based on that standing, a decision is made whether or not the student may continue with their studies at Ryerson.

Academic Continuance is a multi-step batch process that starts on the set Anchor Date for the current term. The process is shown on the next page.

## The Academic Continuance Process



### 1. Create Grade Rosters

This is where Grade Rosters are generated, or opened, for each course in the current term. This is done about three weeks before the grades are posted. Faculty will use these grade rosters to enter their student grades online.

The steps for this are given in the [How to Create Grade Rosters](#) job aid.

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### 2. Faculty Enters Grades

The faculty is notified when the grade rosters have been generated. They enter their course grades online via the RAMSS tab through **my.ryerson.ca** and then approve them. This should be done by the established Grading Deadline for the term.

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### 3. Lapse INC Grades

Students with incomplete course work for the previous academic term or who missed a final examination due to documented medical or compassionate reasons are assigned a grade of Incomplete (INC).

- The outstanding work or alternate examination must be completed by a specified date within three months (90 days) of the submission of the INC.
- The INC is replaced by an official course grade when the work is completed.
- If the work is **not** completed by the 90-day deadline the INC is changed to an F-grade when the Grade Lapse is run.

Just before the grades are posted, the INC grades for of the **previous** Academic Term are lapsed. See the [How to Lapse INC Grades](#) job aid for the steps.

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### 4. Post Grades

On the Grading Deadline, and every day during the Academic Continuance Review period, grades entered by the faculty are posted on the students' records. This ensures that grades not submitted by the grading deadline are included in the Academic Standing calculation.

Once grades are posted, the **Grades Not Reported (GNR) Audit Report** and, for the Engineering department, a **Grade Review Report** (for the Dean of Engineering) are printed.

The GNR Audit Report, shown below, is used to notify the Deans, Directors, Vice President and Registrar of any classes or students not graded by the grading deadline. The last few pages of this report contain a summary of the information contained in the report.

Report ID: RUSRR050	Ryerson University Winter 2009-09-01 GRADES NOT REPORTED AUDIT	Page No. 1 of 271 Run Date: 05/04/2009 Run Time: 17:55:43	
Academic Group: Faculty of Arts Academic Organization: Arts and Contemporary Studies			
Course: ACS 302 Intro to Culture and Entrtnmnt			
Class Section: 011			
Instructor: Name, Instructor1			
Class maximum: 60	Enrollment Total: 55	Total Not Graded: 55	
Student ID	Name	Program	Plan
123456789	Name1, Student	AC001	ARTSCONT
123456789	Name2, Student	AC001	ARTSCONT
123456789	Name3, Student	AC001	ARTSCONT
123456789	Name4, Student	AC001	CULTENTMT
123456789	Name5, Student	SO001	SOCIOLOGY
123456789	Name6, Student	GE001	GEOANALYS

The **Grade Review Report**, shown below, is designed specifically for the Dean of Engineering.

Report ID: RUSRR042	GRADE REVIEW REPORT	Page No. 1 Run Date: 09/25/2009 Run Time: 17:55:43							
Grade Review Reporting Form Spring/Summer 2009									
RUSRR042									
Academic Organization : Aerospace Engineering									
Course Title : Mechanisms and Vibrations									
Subject / Catalog Number : AER 403									
Instructor (s) : Name1, Instructor									
Number of Classes Reported : 1									
Class Catalog#	A+ A	A- B+ B	B- C+ C	C- D+ D	D- F-S F	FNA UNS	AEG INC	PSD INP	Total
AER 403	6.3%	18.1% 18.8%	31.3% 18.8%			6.3%			
	1	3 3	5 3			1			16
Final Grade GPA Average :	3.00								
Median GPA :	3.00								
Standard Deviation :	0.89								
Reviewer (Chair/Dean) Name : (Please Print)	_____								
Reviewer (Signature)	_____								

This report shows a grade distribution for students graded for the current term.

See the [How to Post Grades](#) job aid for the steps for posting grades and printing these reports.

### 5. Apply Repeat Rules for Repeated Courses

Now the policy for repeating courses is applied. For students repeating courses, the first attempt at the course **is not** included. The second attempt **is** included in all GPA calculations. This results in:

- The grade earned for a repeated course being used for calculating Grade Point Averages, even if it is lower than the original grade.
- Both attempts at the course being recorded on the student's transcript.

This process is run every day during the Academic Continuance Review period.

For steps to apply the repeat rules, see the [How to Apply Repeat Rules](#) job aid.

## 6. Calculate Academic Standing

The Academic Standing calculation is run every day during the Academic Continuance Review period. The term used is switched from the previous term to the current term:

- » during Fall term – **Spring term** is used
- » after the Fall Grading Deadline– **Fall Term** is used
- » after the Winter Grading Deadline – **Winter term** is used
- » and so forth

An Academic Standing is calculated for each undergraduate student enrolled and graded for the current term and one of the following standings is assigned:

- **Clear** – a Cumulative Grade Point Average (CGPA) of at least 2.00
- **Probationary** – one of the following:
  - » a CGPA of 1.00 to 1.99
  - » violation of any approved Department/School standing variation
- **Required To Withdraw** – one of the following:
  - » a CGPA of less than 1.00
  - » both a Term GPA and CGPA below 2.00 while on probation
  - » violation of any approved Department/School standing variation
  - » violation of a Probationary Contract
  - » violation of an Extended Academic Probation (EAP) contract
- **Permanent Program Withdrawal** – one of the following:
  - » any academic performance that would result in a Required to Withdraw standing for the second time
  - » failure of a required course for a third time
  - » violation of any approved Department/School standing variation
- **Disciplinary Suspension** – second Academic Misconduct
- **Disciplinary Withdrawn** – third Academic Misconduct

After the Academic Continuance Review:

- » grades are considered final and are released to students via RAMSS through **my.ryerson.ca**
- » standings are calculated on a daily basis to include grade revisions and/or new grades entered

See the [How to Calculate Academic Standings](#) job aid for steps.

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## 7. Update Fall Academic Standings

At the end of the Fall term, the new-student policy rule is applied. That is – new students to Ryerson who would otherwise be Required to Withdraw (RTW) will have their standing overridden to Probationary.

This process is run for the Fall term only every day during the Academic Continuance Review period.

See the [How to Update Fall Academic Standings](#) job aid for steps.

## 8. Print Academic Standings Reports

On the first day of the Academic Continuance Review period, two Academic Standing reports are printed:

- The Academic Standing Update List
- The Academic Standing Full Review Report

Below is a sample of the **Academic Standing Update List**. It contains a list of all students by program, plan within requirement term and their academic standing for the current term.

Report ID: russn049	Ryerson University		ACADEMIC STANDING UPDATE LIST				Page No. 1 of 271		
Academic Group: Faculty of Arts			Winter 2009				Run Date: 08/24/2009		
									Run Time: 12:12:19
Student ID	Name	Program	Plan	Req Term	Cum GPA	Calculated Standing	Effective Date	Override Standing	Reason Code
123456789	Name1, Student	IC001	Intern'l Economics & Finance	1029	2.78	Clear	09-MAY-2009		
123456789	Name2, Student	IC001	Intern'l Economics & Finance	1039	2.44	Probationary – GPA Override	02-JUN-2009		
123456789	Name3, Student	IC001	Intern'l Economics & Finance	1049	2.03	Clear	09-MAY-2009		
123456789	Name4, Student	IC001	Intern'l Economics & Finance	1049	2.43	Clear	09-MAY-2009		
123456789	Name5, Student	IC001	Intern'l Economics & Finance	1049	2.53	Clear	09-MAY-2009		
123456789	Name6, Student	IC001	Intern'l Economics & Finance	1049	2.57	Clear	09-MAY-2009		

The departments can review this report and identify any required standing changes by entering a new standing and the reason code for the change. For most changes supporting documentation is also required.

The **Academic Standing Full Review** report is sent to all academic departments. It is used to review the student's complete academic history. A sample is shown below.

Report ID: russn070	Ryerson University		ACADEMIC STANDING FULL REVIEW REPORT				Page No. 1		
Academic Group: Faculty of Arts							Run Date: 08/24/2009		
Academic Program: IC001							Run Time: 12:17:06		
Academic Plan: Intern'l Economics & Finance									
Requirement Term: Fall 2005									
<b>123456789 Name1, Student</b>									
<b>Fall 2005</b>									
CRB	100	Introduction to the Caribbean		F					
ECN	104	Introductory Microeconomics		C-					
ECN	129	Statistics for Economics I		C-					
LNG	100	Language and Identity		B-					
				Trm GPA: 2.003	Cumulative GPA: 2.003	Standing: Probationary			
<b>Winter 2006</b>									
ECN	204	Introductory Macroeconomics		C+					
ECN	220	Evol of the Global Economy		B-					
ECN	230	Mathematics for Economics		A					
				Trm GPA: 3.000	Cumulative GPA: 2.502	Standing: Clear			
<b>Spring/Summer 2006</b>									
CACC	204	Intro Financial Accounting		F					
CMKT	230	Marketing I		C					
				Trm GPA: 2.000	Cumulative GPA: 2.430	Standing: Conditional - F Grades			

The report contains a list for the current term of all students by Faculty sorted by program, plan, requirement term and academic standing. All academic history for the specified student is included.

If the student is not enrolled or does not have a calculated academic standing for the current term, they do not show on this report.

See the [How to Print Academic Standing Reports](#) job aid for steps.

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## 9. Revise Grades & Academic Standings

While going through the process of reviewing grades and academic standings, academic departments may request revisions to either a grade assigned to a specific student and / or a bulk revision to the grade assigned to all the students in a particular class.

They communicate this change using a **Grade / Academic Standing Revision** form or the **Academic Standing Update List**. On receipt of these requests for revisions, a manual override is done with the Admin Centre's Quick Enroll and Term History options.

See the [How to Revise Grades and Academic Standings](#) job aid for steps.

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## 10. Withdraw RTW & PPW Students

At the end of the Academic Continuance Review period, students with an academic standing of Required to Withdraw (RTW) or Permanent Program Withdrawal (PPW):

- » are term-withdrawn
- » are dropped from all classes in all future terms
- » are made ineligible to enroll
- » have their student fees re-calculated, and
- » have their program status changed

See the [How to Withdraw RTW & PPW Students](#) job aid for steps.

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## 11. Notify RTW and PPW Students of their Status Change

The students have been dropped and should now be notified by letter of their change in status. See the [How to Notify RTW and PPW Students of their Status Change](#) job aid for steps to do this.

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## 12. Ensure Next Term Pre-requisites are Met

The last step of Academic Continuance is to identify students who this term have failed courses that are pre-requisites for next term courses. Students with a grade of F, F-S or FNA are identified and processed by dropping and re-adding the courses in the next term.

Once this is done, the **Enrollment Requisite Audit Report** is printed.

Ryerson University									
Report ID: RUSRR017		ENROLLMENT REQUISITE AUDIT REPORT						Page No. 5	
		Enrollment Term: Fall 2009						Run Date 05/11/2009	
								Run Time 10:32:39	
Academic Organization: ARCHITECT									
Academic Program: AS001 Architect									
Academic Plan: Undeclared									
StudentID	Names	Program	Plan	Req Term	Crse ID	Subj/Cat	Request_ID	Error	
123456789	Name1, Student	AS001	Undeclared	1079	022291	ASC 521	1060919725	Requirements not met for Class, not enrolled.	
123456789	Name1, Student	AS001	Undeclared	1079	022355	PLX 599	1060919725	Requirements not met for Class, not enrolled.	
123456789	Name1, Student	AS001	Undeclared	1079	022290	ASC 520	1060919725	Requirements not met for Class, not enrolled.	
123456789	Name1, Student	AS001	Undeclared	1079	022292	ASC 522	1060919725	Requirements not met for Class, not enrolled.	
123456789	Name2, Student	AS001	Undeclared	1089	022280	ASC 301	1060919779	Not Eligible to Enroll for Term.	
123456789	Name2, Student	AS001	Undeclared	1089	022282	ASC 303	1060919779	Not Eligible to Enroll for Term.	
123456789	Name2, Student	AS001	Undeclared	1089	022281	ASC 302	1060919779	Not Eligible to Enroll for Term.	
123456789	Name2, Student	AS001	Undeclared	1089	022283	ASC 304	1060919779	Not Eligible to Enroll for Term.	
123456789	Name2, Student	AS001	Undeclared	1089	022284	ASC 306	1060919779	Not Eligible to Enroll for Term.	
123456789	Name3, Student	AS001	Undeclared	1089	022284	ASC 306	1060919195	Requirements not met for Class, not enrolled.	
123456789	Name4, Student	AS001	Undeclared	1089	022282	ASC 303	1060919705	Requirements not met for Class, not enrolled.	
123456789	Name4, Student	AS001	Undeclared	1089	022284	ASC 306	1060919705	Requirements not met for Class, not enrolled.	
<b>AS001 Undeclared Total: 12</b>									

This report contains a list of students by program / plan with errors and / or messages against a particular course Id by program.

The steps for ensuring the prerequisites are met for next term and printing the Enrollment Requisite Audit Report are given in the [How to Ensure Next Term Pre-requisites are Met](#) job aid.