

ACADEMIC REQUIREMENTS POLICY

PTIRU Institution #4423 | DLI #O266418531812

Policy Title: ACADEMIC REQUIREMENTS POLICY

Institution: Story Institute

Effective Date: September 25, 2026

Revision Date: September 25, 2026

Responsibility: Senior Educational Administrator

Applies To: All Story Institute students, instructors, staff, contractors, volunteers, guests and other persons participating in Story Institute activities.

1. PURPOSE

Story Institute establishes academic requirements so that students are assessed consistently and fairly and understand the academic standard required for successful completion of an approved program and receipt of the applicable credential.

This policy is to be read together with the Attendance, Tardiness and Participation Policy, Grade Appeal Policy, Student Dismissal and Code of Conduct Policy, Student Dispute Resolution Policy, and the applicable program outline.

2. MINIMUM ACADEMIC REQUIREMENT

To receive a Diploma at Story Institute, a student must achieve a minimum grade of 65% (C-) in each required subject or course component and satisfy all other program completion requirements, including the minimum attendance requirement.

A grade below 65% is a failing grade for purposes of diploma completion. A student who has not met the required academic standard will not be granted the credential until the applicable program requirements have been satisfied, where a completion opportunity is available under the program.

3. GRADING SCALE

Letter	% Range	Definition	GPA
A	94–100	Exceptional	4.00
A-	90–93	Excellent	3.67
B+	86–89	Great	3.33
B	81–85	Very Good	3.00
B-	77–80	Good	2.67
C+	73–76	Satisfactory	2.33
C	69–72	Improvement Needed	2.00
C-	65–68	Meets Minimum Standard	1.67
D	55–64	Unsatisfactory (Fail)	1.00
F	0–54	Unsatisfactory (Fail)	0.00

4. ASSESSMENT AND FEEDBACK

Students will be assessed using the evaluation methods identified in the applicable course or program requirements. Assessment criteria should be communicated to students through the applicable rubric, assignment instructions, course materials, or other reasonable means.

Students are responsible for completing required assessments and participating in required academic activities. Instructors may provide feedback, identify academic concerns, and recommend reasonable steps for improvement.

5. ACADEMIC SUPPORT AND EARLY INTERVENTION

Where a student is experiencing academic difficulty, Story Institute may review the student's progress and may provide reasonable academic guidance, additional feedback, an academic improvement plan, conditions on continued enrollment, or other appropriate support where reasonably available.

Academic intervention does not guarantee a particular grade or credential and does not replace the student's responsibility to satisfy the published program requirements.

6. GRADE DISPUTES AND APPEALS

A student who believes a grade is incorrect may use the Grade Appeal Policy. A student will have an opportunity to raise the concern, provide relevant information, and receive a fair and reasonable review of the grade.

A student is not disadvantaged for making a good-faith grade appeal or using the applicable dispute-resolution process.

7. ACADEMIC MISCONDUCT

Cheating, plagiarism, falsification, unauthorized collaboration, submission of another person's work as the student's own, or other serious academic misconduct may constitute a violation of the Student Dismissal and Code of Conduct Policy and may result in corrective or disciplinary action.

8. RECORDS

Story Institute will maintain academic records, including grades and relevant assessment records, in accordance with applicable regulatory and institutional record-keeping requirements. Students may request access to their student records in accordance with applicable privacy requirements and institutional procedures.

9. PROCEDURAL FAIRNESS

Where an academic decision may result in a significant adverse consequence, Story Institute will provide reasonable notice, an opportunity for the student to respond where appropriate, and a written decision or outcome where required by the applicable policy.

10. POLICY ADMINISTRATION

Where this policy conflicts with a current requirement of the Private Training Act, Private Training Regulation, a binding Registrar direction, or another applicable law, the applicable legal requirement prevails.