

<b>ALGONQUIN COLLEGE DIRECTIVE</b>	<b>NO. OF PAGES</b> 6	<b>DIRECTIVE NO.</b> E11
	<b>ORIGINATOR</b> Registrar	
	<b>APPROVED BY</b> ASMC	
<b>TITLE</b> <b>GRADING SYSTEM</b>	<b>EFFECTIVE DATE</b> 2005.06.01	<b>REPLACES</b> 2001.10.05

### **PREAMBLE**

The College is accountable for evaluating student achievement based on established standards and for communicating the results of evaluation in a clear, consistent and equitable manner. The assigning of College-defined grades formalizes a student's status within a course and/or program and provides a basis for decisions regarding recognition of excellence, promotion, academic probation and withdrawal.

### **POLICY**

1. Evaluation of student performance is an academic activity, which culminates in the assigning of grades. Grades are earned by students and represent a measure of achievement in reference to the standards established for programs and courses.
2. The College-wide grading system, which is described in this policy, is to be applied in all courses. All sections of a given course are to use the same grading designation.
3. Students' final grades are not official until recorded and released by the Registrar's Office via ACSIS or via hard copy.

### **PROCEDURES, ROLES AND RESPONSIBILITIES**

1. Grade Designations with Numeric Value
  - 1.1 Letter grades are used to describe the achievement level attained within a particular course. Variance within a grade range is indicated by the use of a plus or a minus.
  - 1.2 If percentages are used for a course, they are to be converted to a letter grade.

Range

A:     Excellent             Course learning requirements are met in a consistently outstanding manner.

B:	Superior	Course learning requirements are met and exceed the requirements.
C:	Satisfactory	Course learning requirements are met satisfactorily.
D:	Marginal	Course learning requirements are met, but achieved at a marginal level. Consistent, ongoing effort is required for continuing success in the program.
F:	Unsatisfactory (Failure)	Course learning requirements are not met. No credit is awarded.

FSP: Failure with Supplemental Privilege - An "FSP" is a grade designation assigned to a student whose achievement in a course is at a failing level but warrants the opportunity to upgrade. The "FSP" is treated as an "F" until such time as it is replaced with a grade achieved through the supplemental process. Any FSP not upgraded within 4 months will revert to an "F" in the term record. Exceptions due to unusual circumstances will be handled on an individual basis by arrangement with the Registrar's Office prior to the conversion date.

The supplemental process: A student is assigned an FSP grade. The student pays the Supplemental Evaluation Fee at the Registrar's Office and completes the Application for Supplemental Evaluation form. The student takes the completed form to the department where the supplemental process is arranged. Upon completion of the requirements of the supplemental process, the department assigns the student's grade and submits the grade on the Application for Supplemental Evaluation form to the Registrar's Office. The Registrar's Office actions the grade on the system accordingly and sends a revised transcript to the student, if applicable.

During the supplemental process, the student is normally granted permission to continue into the next course, pending the outcome of the supplemental.

- 1.3 A pass in each course is (50) percent. In some courses students may be required to achieve more than a minimal level of achievement in order to proceed in their program. For those courses, the course outline will stipulate the progression requirements, as will the supplementary program regulations.

Apprenticeship: Effective September 1999, an apprentice is deemed to have successfully completed a level of training if the grade point average for the session of in-school training is 1.7 or above, with no F's. This represents a satisfactory level of performance. A grade point average of less than 1.7 indicates that the apprentice has not been successful in the level of in-school training and has not satisfactorily demonstrated achievement of the learning outcomes of that level.

- 1.4 The grades described above carry numeric value for the purpose of averaging.

These values are described in the table below:

<u>Percent Grade</u>	<u>Letter Grade</u>	<u>Numeric Grade</u>
90 - 100	A+	4.0
85 - 89	A	3.8
80 - 84	A-	3.6
77 - 79	B+	3.3
73 - 76	B	3.0
70 - 72	B-	2.7
67 - 69	C+	2.3
63 - 66	C	2.0
60 - 62	C-	1.7
57 - 59	D+	1.4
53 - 56	D	1.2
50 - 52	D-	1.0
	F	0
	FSP	0

1.5 The grade point average is a weighted average. It is calculated as follows:

- Each course is designated as having normative total instructional hours, that is the designated number of hours within which the course objectives may be achieved, regardless of variations in delivery. The number of grade points per course is determined by multiplying the normative total instructional hours of the course by the numeric value of the grade earned in that course. The resultant figure is called the grade point total.
- The grade point total is divided by the total number of normative instructional hours attempted for courses with grades having numeric value. Please note in such a computation '0' (F) is a numeric value. The resultant quotient is the grade point average.

$$\frac{\text{Grade Point Total}}{\text{Total Normative Hours}} = \text{Grade Point Average (G.P.A.)}$$

## 2. Grade Designations without Numeric Value

2.1 The following grade designations form part of the overall College grading system but do not carry numeric value.

**AG:** Aegrotat - Aegrotat standing "AG" applies to those students whose performance over a significant proportion of the course has been more than satisfactory but where, because of compelling personal reasons such as illness, the student is unable to complete the course, and where the student is unable to make up the deficiency.

Aegrotat standing does not carry a grade point value and is not included in the calculation of the GPA but is credited toward program requirements. In the case of illness, the student is required to present a medical certificate to the Program Chair. Aegrotat standing is recommended by the Academic

Chair and approved by the Dean and submitted for consideration to the Registrar's Office with supporting medical documentation. It is only awarded in exceptional circumstances.

- AU:** Audit - An "AU" designates a course registration with audit status. A student who decides formally to waive receiving a credit for a particular course, by opting out of evaluation and grading, is described as having audit status in that course. This status is requested at the time of registration in the course.
- CR:** Credit - Indicates that the course learning requirements have been achieved by Prior Learning Assessment (PLA) process.
- EX:** Exemption - An "EX" is awarded to a student in recognition of a transfer of academic credit from other recognized institution(s).

Exemptions awarded for courses required for a program contribute to the requirements for graduation from the program, but have no value for the GPA.

- I:** Incomplete - The "Incomplete" is used when a student has not completed the course requirements within the time allotted but who is progressing satisfactorily. Normally the reason for Incomplete status is due to illness or bereavement or other personal reasons.

An Incomplete is not intended to give an extension to a student who has completed all elements of a course with failing status.

The Chair or designate will determine a realistic completion date to a maximum of four months, and must specify the grade to which the "Incomplete" will default if the completion date is not met. The student will be informed in writing by the Chair or designate of the condition(s) for removal of the Incomplete and the deadline date for completion. Unless a new grade is submitted to the Registrar's Office, the default grade will be entered into the student's term record.

Exceptions to the four-month period due to unusual circumstances will be handled on an individual basis through the Registrar's Office.

A student who has an "Incomplete" in a course which is prerequisite to a course in the succeeding term may be permitted to register in that course only with the permission of the Chair responsible for the course.

- MB:** Modular-based. This is used by the Career and College Preparation department only and designates modular delivery.
- N:** Not Available - An "N" is an interim designation assigned when the course is still in progress at the time of reporting. "N" is also used to indicate that the professor was unable to provide the grades at the end of the course.

Within four weeks of the end of the term, an "N" must be replaced with the grade earned. Exceptions to the deadline requirement due to curriculum constraints are to be arranged with the Registrar's Office.

**P:** Pass - A "P" is designated for a course which is not graded on the A-F scale but does carry credit value in a student's program. A "P" represents successful completion of the course learning requirements.

**SC:** Satisfactorily Completed

**NSC:** Not Satisfactorily Completed

"SC" and "NSC" are grades used only for continuing education non-credit courses and cannot be used to obtain transfers of credit.

**W:** Withdrawn - A "W" is assigned to a student who withdraws formally from a course within the prescribed deadline (the two-thirds point of the course section duration). A course dropped after the deadline, or *de facto* by ceasing to attend, is assigned an "F" grade.

Note: No Grades Required: A course, normally less than ten hours in duration, assigned this grading category requires no evaluation. It is assigned only to non-credit, general interest courses. The course will not appear on the transcript and cannot be used to obtain transfers of credit.

### 3. Academic Achievement

3.1 Unless the program has stipulated more specific program promotion criteria, a student who achieves a term grade point average at or above 1.7, as well as any minimum grade requirements in particular course(s) within a program, may progress in his/her program.

3.2 When all courses in a given level are graded Pass/Fail, a term GPA is not calculated. A student who achieves a "P" in all courses may progress in his/her program.

### 4. Academic Probation

4.1 A student is considered to be on academic probation whose term/cumulative grade point average falls below 1.7, or who carries 2 or more F grades. Continuation in the program is subject to conditions established by the Chair. In some cases, there may be program specific progression requirements which supersede the foregoing.

The transcript message reads:

Academic Probation - Please see your Program Coordinator

- 4.2 A student on probation may be required to reduce his/her course load, to withdraw from full-time status within the program, or, to withdraw completely from the program. A student permitted to continue in the program is subject to conditions established by the Chair.

A student required to withdraw completely from level 01 must reapply through the Ontario College Application Services. A student required to withdraw from an advanced level of the program must have the approval of the Chair prior to resuming his/her studies.

5. Repeated Courses

- 5.1 All grades are recorded on the student's transcript. If a course is repeated to replace a failed or lower grade, the higher grade will always be used to compute averages or to determine standing.

If the prerequisite(s) to a previously failed course changes prior to the student's repeating the course, the new prerequisite(s) is binding on the student.

- 5.2 Where the failed course is prerequisite to a course in the next level, the Chair may allow the student to re-register in the failed course and in the course to which it is prerequisite concurrently.

6. Repeated Level

In certain programs, students may be required to repeat a level. This could include the repetition of courses previously passed. In such cases, students must achieve satisfactory grades in all repeated courses.

7. Grade Changes

Any change in grades must be approved by the appropriate Chair, and submitted on the Grade Change Form to the Registrar's Office no later than four weeks after the end of the term (Incompletes and FSPs excepted). A failed prerequisite will not be upgraded to a passing grade on the basis of successful completion of a senior level course. The student must re-register in and successfully complete the failed course.

8. Review of Final Grades

If a student wishes a formal reassessment of a final grade, he/she must make the request in writing to the Registrar's Office within ten (10) working days of the issuance date of the transcript or the release of grades via ACSIS. This request must be accompanied by the fee levied for formal review of grades.

For more information, please see College Directive E24, Review of Final Grades.

**RELATED DIRECTIVES**

Course Outlines - E33

Academic Appeal - E15

Evaluation of Student Learning - E1

Progression and Graduation Requirements - E29

Review of Final Grades - E24

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Vice President, Academic

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Registrar

## APPENDIX A

## APPRENTICE

The following grading system was in effect from 1967 to 1999:

- (1) The summary of achievement is processed at the college for your information. The result is a grade rather than a percentage mark. Each course is assigned a credit value, therefore, the grade assigned for courses is converted into numerical values as follows:

Grade 4	=	Excellent
Grade 3	=	Good or Above Average
Grade 2	=	Satisfactory or Average
Grade 1	=	Below Average or Poor
Grade 0	=	Unsatisfactory or Failure
Grade SP	=	Failed with Supplemental Privileges

- (2) In the case of failure, you must contact your sponsoring agency.

## COLLEGE GRADING SYSTEM

The following grading system was in effect from 1967 to 1987:

Letter grades will be used for student assessment as described below:

A	Excellent	-	consistently outstanding performance
B	Superior	-	achievement decidedly above the required level
C	Satisfactory	-	achievement sufficient to enable the student to progress with confidence in that course
D	Marginal	-	minimum acceptable level of achievement
F	Unsatisfactory	-	insufficient achievement

*(All the above grades except F will be considered a pass.)*

IN	Incomplete	-	failure to complete course requirements, while progress is otherwise satisfactory
EX	Exemption	-	the student is excused from course and given credit for it, normally because the work has previously been covered in another educational institution
AG	Aegrotat Standing	-	the student is unable to write the final examination due to circumstances beyond control (e.g. illness) and is given credit based on work throughout the semester
CR	Credit	-	the student has taken the course and passed it, but

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SP	Supplemental Privileges	-	no mark can be given due to the nature of course the student has failed the course but is allowed a supplemental assessment. A failing grade without "SP" following it indicates that the student must repeat the course.
NA	Not Available	-	the mark has not yet been reported
AU	Audit	-	the student has attended the lectures but has not attempted the examinations
WD	Withdrawn	-	student withdrew from the course in good standing prior to the deadline date established for withdrawals (before 3 <sup>rd</sup> session of the course)
CS	Completed Satisfactorily	-	student has attended 80% or more of classes

**COLLEGE GRADING SYSTEM**

The grade point average system was implemented with the 1987 Fall Term. Previous records do not show average.

Grades with numeric value are calculated into the grade point average (GPA). Grade designations of P (Pass), EX (Exemption), CR (Credit), and AG (Aegrotat), are not calculated into the average but do contribute to fulfillment of program requirements.

The term grade point average (GPA) is computed by dividing the total number of grade points earned by the total number of normative instructional hours attempted in the term.

The cumulative grade point average (GPA) is computed by dividing the total number of grade points earned to date in a program by the total number of normative instructional hours attempted to date in that program. A cumulative GPA is calculated for all courses applicable to the program.

Graduate status is awarded upon successful completion of all program requirements. Honours standing is awarded based on a cumulative GPA of 3.60 or higher. (Prior to Fall 2004, the GPA required for Honours standing was 3.30 or higher.)

A complete description of the grading policy is found in College Directive E11.

FROM SEPTEMBER 1987 TO AUGUST 1998			EFFECTIVE - SEPTEMBER 1998			
LETTER GRADE	NUMERIC VALUE	DESCRIPTION	LETTER GRADE	NUMERIC VALUE	DESCRIPTION	PERCENTAGE CONVERSION
A+	4.0		A+	4.0		90-100%
A	4.0	Excellent	A	3.8	Excellent	85-89%
A-	3.7		A-	3.6		80-84%
B+	3.3		B+	3.3		77-79%
B	3.0	Superior	B	3.0	Superior	73-76%
B-	2.7		B-	2.7		70-72%
C+	2.3		C+	2.3		67-69%
C	2.0	Satisfactory	C	2.0	Satisfactory	63-66%
C-	1.7		C-	1.7		60-62%
D+	1.3		D+	1.4		57-59%
D	1.0	Marginal	D	1.2	Marginal	53-56%
D-	1.0		D-	1.0		50-52%
F	0.0	Unsatisfactory	F	0.0	Unsatisfactory (Failure)	
FSP	0.0	Failure, supplemental privilege	FSP	0.0	Failure with supplemental privilege	
AG	—	Aegrotat	AG	—	Aegrotat	
AU	—	Audit	AU	—	Audit	
CR	—	Credit	CR	—	Credit	
EX	—	Transfer of Academic Credit (Exemption)	EX	—	Transfer of Academic Credit (Exemption)	
I	—	Incomplete	I	—	Incomplete	
P	—	Pass	P	—	Pass	
W	—	Withdrawn	MB	—	Modular-based. Used to denote ongoing study for modular-based course delivery. No credit value. (Limited use)	
N	—	Not Available	N	—	Not Available	
NSC	—	Not Satisfactorily Completed (Continuing Education only - non-credit)	NSC	—	Not Satisfactorily Completed (Continuing Education only - non-credit)	
SC	—	Satisfactorily Completed (Continuing Education only - non-credit)	SC	—	Satisfactorily Completed (Continuing Education only - non-credit)	
			W	—	Withdrawn	