

AA14 Grading System

Classification	Academic Affairs
Responsible Authority:	Registrar
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Team
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PURPOSE

To set standards for assigning grades to recognize student achievement in a course or a program

SCOPE

All courses where student achievement is evaluated

DEFINITIONS

Word/Term	Definition
ACSIS	Algonquin College Student Information System
Academic Administrator	Chair, Academic Manager, Course Chair, or Dean
Academic Good Standing	A status assigned to a student who achieves a Grade Point Average (GPA) at or above 1.7 (equivalent to a letter grade of C-) as well as any minimum grade requirements in a particular course(s) or program. A student is ineligible for an <i>Academic Good Standing</i> status when: <ul style="list-style-type: none"> (i) the program stipulates other requirement(s) that are unmet; and/or (ii) a student is assigned an Academic Probation status.
Cumulative Grade Point Average	The Cumulative Grade Point Average is calculated 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.
Grade Point Average (GPA)	The Grade Point Average is calculated by dividing the total number of grade points earned by the total number of normative instructional hours within a program.
Honours	An academic recognition awarded to a student who completes the

program requirements with a Cumulative Grade Point Average (CGPA) of 3.60 or greater

POLICY

1. 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.
2. The evaluation of student performance ends with the assigning of grades. Grades are earned by students and represent a measure of their achievement of the program and courses learning requirements.
3. The College-wide grading system shall be applied in all courses. All sections of a given course are to use the same grading designation.
4. The final grades of students are not official until recorded and released by the Registrar's Office via the Algonquin College Student Information System (ACSIS).

Grade Designations with Numeric Value

5. Letter grades are used to describe the achievement level attained within a course. Variance within a grade range is indicated by the use of a plus or a minus. If percentages are used for a course, they are to be converted to a letter grade. To calculate a letter grade based on a decimal percentage grade, the percentage is first rounded to the nearest whole number value and then converted using the Letter Grade Calculator (Appendix 4).

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 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. | |

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

6. The grades described above carry numeric value for the purpose of averaging. These values are described in the table below:

<i>Percent Grade</i>	<i>Letter Grade</i>	<i>Numeric Grade</i>
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

7. A pass in each course is fifty percent (50%). Some courses may require students to achieve more than a 50% pass in order to succeed in the course and proceed in their program. For those courses, the course outline will specify the progression requirements, as will the supplemental regulations.
8. **Apprenticeship Programs:**
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 grades below C-. This represents a satisfactory level of performance. A grade point average of less than 1.7 or grades below C- 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.

Grade Point Average

9. The grade point average is a weighted average. It is calculated as follows:
- 9.1 Each course is designated as having normative total instructional hours, that is the designated number of hours within which the course learning requirements 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 resulting number is called the grade point total.
- 9.2 The grade point total is divided by the total number of normative instructional hours for courses with grades having numeric value. For the purpose of this calculation, a grade of "F" has a value of "0". The resulting quotient is the grade point average.

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

Grade Designations without Numeric Value

10. The following grade designations are part of the College grading system but do not carry a 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. 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, has an 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 through the Prior Learning Assessment and Recognition (PLAR) process.

EX: Exemption - An "EX" is awarded to a student in recognition of a transfer of academic credit from other recognized institutions (external credit) or an equivalent Algonquin College course when entering another program of study (internal credit). 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 due to extenuating circumstances but who is progressing satisfactorily. Normally, the reason for an "Incomplete" status is due to illness, 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 a failing grade.

The maximum completion time for an "Incomplete" is four months. Unless a new grade is submitted to the Registrar's Office within that time, 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 Academic Administrator responsible for the course.

MB: Modular-based. This is used only by modular delivery based courses to indicate that a student did not complete all modules of a course before their course registration ended. No credit value.

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, but has no value for Grade Point Average (GPA) calculation

SC: Satisfactorily Completed

NSC: Not Satisfactorily Completed

"SC" and "NSC" are grades used only for 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 at the two-thirds point of a course duration. A course dropped after the deadline, or if the student is no longer attending class, is assigned an "F" grade.

No Grades Required: A course, normally less than ten hours in duration, is assigned this grading category indicating no evaluation is required. 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.

Academic Achievement

11. Unless the program has stipulated more specific program promotion criteria, a student with a term grade point average at or above 1.7, and no minimum grade requirements in any particular course(s) within the program, may progress in his/her program.
12. 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.

Academic Probation

13. A student is on academic probation when the term cumulative grade point average falls below 1.7, or when a student carries 2 or more "F" grades. A student on academic probation may continue in the program, subject to conditions set by the Academic Administrator. 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

14. A student on probation may be required to:
 - a. reduce his/her course load,
 - b. withdraw from full-time status within the program, or
 - c. withdraw completely from the program.

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 Academic Administrator prior to resuming his/her studies.

Repeated Courses

15. 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 grade point averages or to determine standing.
16. If the prerequisite(s) to a previously failed course changes prior to the student's repeating the course, the new prerequisite(s) grade is binding on the student.
17. Where the failed course is prerequisite to a course in the next level, the Academic Administrator may allow the student to register concurrently in the failed course and in the course in the next level for which the course is the prerequisite.

Repeated Level

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

Grade Changes

19. Any change in grades must be approved by the appropriate Academic Administrator, 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.

Review of Final Grades

20. If a student wishes a formal review of a final grade, he/she must make the request in writing to the Registrar's Office within ten (10) working days of release of grades via ACSIS. This request must be accompanied by the fee levied for formal review of grades. Consult AA37 Review of a Final Grade.

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. Assign grades to reflect the students' achievement of course learning requirements, using the College grading system.	Professors
2. Supplemental Process	
2.1 Complete the Application for Supplemental Evaluation form and pay the Supplemental Evaluation Fee at the Registrar's Office.	Student with FSP grade
2.2 Take the form, which has been approved by the Registrar's Office, to the department to have the supplemental process arranged.	Student with FSP grade
2.3 Assign an FSP grade on the student information system and administer the supplemental process as arranged.	Program Coordinator Professor
2.4 Evaluate the student's achievement on the supplemental process and assign a grade.	Professor
2.5 Submit the grade on the Application for Supplemental Evaluation form to the Registrar's Office.	Professor
2.6 Enter the grade on the student information system..	Registrar's Office
3. Incomplete Grade	
3.1 Set a date, to a maximum of four months, by which the student must complete the course requirements to receive a final grade.	Academic Administrator or designate
3.2 Specify the grade to which the "Incomplete" will default if the student does not meet the completion date.	Academic Administrator or designate
3.3 Inform the student in writing of the condition(s) for the removal of the "Incomplete" and the deadline date.	Academic Administrator or designate
3.4 Give a new grade when the student completes the course requirements and inform the Registrar's Office.	Academic Administrator or designate
3.5 Enter the default grade into the student's term record if the student does not complete the course requirements.	Registrar's Office

4. Aegrotat - Aegrotat standing (AG)

- | | | |
|-----|---|------------------------|
| 4.1 | Present appropriate documentation to the Academic Administrator, requesting an Aegrotat standing. | Student |
| 4.2 | Assess the circumstances and, if appropriate, recommend to the Dean an Aegrotat standing be given to the student. | Academic Administrator |
| 4.3 | Approve the request, if appropriate, and inform the Registrar in writing with supporting documentation. | Dean |

SUPPORTING DOCUMENTATION

- Appendix 1 College Grading System: 1967 - 1987
- Appendix 2 Grading System for Apprentices: 1967- 1999
- Appendix 3 Forms Associated with the Grading System
- Appendix 4 Letter Grade Calculator (for Online Grade Entry)

RELATED POLICIES

- AA13 Evaluation of Student Learning
- AA19 Academic Appeal
- AA26 Course Outlines and Course Section Information
- AA37 Review of Final Grades
- AA39 Program Progression and Graduation Requirements
- SA05 Scholarships, Awards and Bursaries
- SA10 Student Loans

RELATED MATERIALS

None

AA14: APPENDIX 1

COLLEGE GRADING SYSTEM: 1967 - 1987

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 no mark can be given due to the nature of course
SP	Supplemental Privileges-	-	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 rd session of the course)
CS	Completed Satisfactorily	-	student has attended 80% or more of classes

AA14: Appendix 2

GRADING SYSTEM FOR APPRENTICES: 1967- 1999

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

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

In the case of failure, you must contact your sponsoring agency.

AA14 : Appendix 3

FORMS ASSOCIATED WITH THE GRADING SYSTEM

The Grade Change Form and the Application of Supplemental Evaluation Form are available from the Registrar's Office. Please note that there is a fee associated with the Supplemental Evaluation Form.

AA14 : Appendix 4

LETTER GRADE CALCULATOR (AUTO GRADE ENTRY)

The Letter Grade Calculator converts a single percentage grade (out of 100) into a corresponding letter grade value, based on the table below.

Table 1 – Percentage Grade to Letter Grade Conversion

Percent Grade Range	Equivalent Letter Grade
90-100	A+
85-89	A
80-84	A-
77-79	B+
73-76	B
70-72	B-
67-69	C+
63-66	C
60-62	C-
57-59	D+
53-56	D
50-52	D-
0-49	F

The Letter Grade Calculator can accept both integer and decimal percentages for conversion. To calculate a letter grade based on a decimal percentage grade, the percentage is first rounded to the nearest whole integer value, and then calculated normally as outlined in the table above.

When percentage grade rounding is required during letter grade calculation, the method used is implemented as follows:

- If the first digit to the right of the decimal place in the percentage grade is from 0 through 4, the nearest integer value is towards negative infinity – i.e. 65.4 rounds to 65.
- If the first digit to the right of the decimal place in the percentage grade is from 5 through 9, the nearest integer value is toward positive infinity – i.e. 79.5 rounds to 80, 89.7 rounds to 90.

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