



## GRADING PROCEDURE

Approved by: Academic Coordinating Committee

Authorizer: Vice President, Academic Administration

Reference Code: A17 V4

Effective Date: 9/1/2015

### PROCEDURE STATEMENT:

Conestoga has a fair and consistent approach to assessing and documenting academic achievement of students. Upon course completion, students earn a grade that reflects their achievement of the course outcomes.

One grading system exists and reflects different grading standard/scales within Conestoga as well as standards Conestoga is required to follow (e.g. Post-secondary Education Quality Assessment Board, Apprenticeship Branch). This procedure establishes an equitable approach to grading.

The recording of a grade formalizes a student's status within a course or program and provides a basis for academic decisions.

### SCOPE:

The approved grading standards will be employed by faculty in reporting student achievement and applies to all courses where formal assessment is required.

**Note:** As of September 2005 the student transcript reflects the use of Grade Point (GP) and Grade Point Average (GPA).

### DEFINITIONS:

#### Credentials

- Awarded upon completion of a program of study as set out by the Ministry of Training, Colleges and Universities as defined in the Credential Framework found in the binding policy directive for Programs of Instruction, April 1, 2004.
  - Approved credentials are as follows:
    - Baccalaureate Degree

- Ontario College Graduate Certificate
- Ontario College Advanced Diploma
- Ontario College Diploma
- Ontario College Certificate
- College Certificate

### **Cohort**

- An intake of a group of students to a specified program of study with a defined start and completion date.

### **College Approved Documents**

- Affirmation – A document available for students enrolled in courses which include a formal assessment component.
- Statement of Participation – A document available which indicates attendance and participation for students enrolled in a course in which there is no formal assessment.
- Recognition of Learning – a document awarded by the program team for the purposes of recognizing learning that does not qualify for a Ministry approved credential.
- Certificate of Achievement – a document awarded by the Office of the Registrar for a program, typically less than 180 hours

### **Credit Value**

- Credits provide a weight in the calculation of grade point average (GPA). For a course delivered in a traditional (e.g. classroom) mode over a single semester, the credit value would be the same as the hours per week in class (e.g. course scheduled for 3 hours per week for one semester is weighted at 3 credits).
  - Credits for courses such as clinical, work experience and co-op might be weighted at less than the actual hours so as to not skew the GPA. (see Appendix C)

### **Grade Point (GP)**

- Assigned to each course, the Grade Point is a numeric representation aligned to an alpha grade and/or a percentage range. The GP is printed on transcripts and achievement records.

### **Grade Point Average (GPA)**

- Is a weighted average based on the grade received and the credit value of the course.
- Represents activity where the student decides when he/she wishes to start and which courses to enrol. (Conestoga non-cohort activity is typically categorized as Continuing Education.)

### **Prior Learning Assessment (PLAR)**

- Prior Learning Assessment & Recognition is a process that involves the evaluation and recognition of informal and non-formal learning acquired through employment, volunteer work, military training, hobbies, reading and other significant life experiences.

### **Program Grade Point Average (GPA)**

- Is based on the program code/version and all the courses completed that are part of the program of study including electives. These courses may have been taken either via the cohort or through part-time studies (non-cohort). The program GPA is printed on the transcript and achievement records for cohort and non-cohort based programs.
  - Total Quality Points divided by the Total Credits = Program GPA

**Program of Study**

- A planned and coordinated selection of courses delivered to an identified study body, at the successful conclusion of which an appropriate credential is awarded.

**Program Weighted Average**

- Is based on the program code/version and all the courses taken that are part of the program of study, including electives. These courses may have been taken either via the cohort or through part-time studies (non-cohort). This is represented as a percent value and is printed on the transcript and achievement records for cohort and non-cohort based programs.

**Quality Points**

- Calculated by multiplying the credit value of a course by the percentage grade earned for the course.
  - $\text{Credit Value} \times \text{Percentage Grade} = \text{Quality Points}$

**Session Grade Point Average (GPA)**

- Is based on all courses taken within a program session. The session GPA is printed on the transcript and achievement records for cohort based programs.
  - $\text{Credit Value} \times \text{Grade Point} = \text{Quality Points}$
  - $\text{Total Quality Points} \div \text{Total Credits} = \text{Session GPA}$

**Session Weighted Average**

- Is based on all courses within the session. This is represented as a percent value and is printed on the transcript and achievement records.

**Student Achievement**

An unofficial student record includes:

- all courses with or without a formal assessment
- interim marks/final grades
- academic decisions

**Transcript**

- An official academic record produced by the Office of the Registrar which includes all courses with a formal assessment taken by a student. The official transcript details a student's permanent academic record and bears the official seal and signature of the Office of the Registrar.

**Session**

- The semester and year for course activity. (i.e. Fall 2015)

**Grading Standards**

The grading standards used by Conestoga are defined in the following charts and apply to all courses unless otherwise stated on the course outline.

Alpha Grade	Grade Point	Low Range	High Range	Description	Guideline
A+	4.00	90	100	Achievement in course outcomes is outstanding and warrants unique and distinguished recognition.	Considerable evidence of original thinking; demonstrated capacity to analyze, integrate and extend concepts; outstanding grasp of subject matter; consistent demonstration of practice with no supervision and guidance.
A	3.75	80	89		
B+	3.50	75	79	Achievement in course outcomes is acceptable and meets above average standards.	Evidence of solid grasp of subject matter; reasonable understanding of relevant ideas; some evidence of critical capacity and analysis; clear connections of ideas and numerous extensions; reasonable demonstration of practice with minimal supervision and guidance.
B	3.00	70	74		
C+	2.50	65	69	Achievement in course outcomes meets average standards.	Evidence of some understanding of subject matter and relevant ideas; ability to develop/apply solutions to simple problems; minimal connections of ideas and extensions; demonstration of practice with periodic supervision and guidance.
C	2.00	60	64		
D	1.00	55	59	Achievement in course outcomes is marginal and meets minimal standards.	Evidence of minimal understanding of subject matter and relevant ideas; minimal connections of ideas; demonstration of practice with constant supervision and guidance.
F	0.00	0.00	54	Achievement in course outcomes is inadequate and fails to meet minimal standards.	Insufficient evidence of understanding subject matter and relevant ideas; inability to connect and extend ideas; inability to demonstrate practice.

#### Courses in Apprenticeship Programs

Alpha Grade	Grade Point	Low Range	High Range	Description	Guidelines
A+	4.00	90	100	Achievement in course outcomes is outstanding and warrants unique and distinguished recognition.	Considerable evidence of original thinking; demonstrated capacity to analyze, integrate and extend concepts; outstanding grasp of subject matter; consistent demonstration of practice with no supervision and guidance.
A	3.75	80	89		
B+	3.50	75	79	Achievement in course outcomes is acceptable and meets above average standards.	Evidence of solid grasp of subject matter; reasonable understanding of relevant ideas; some evidence of critical capacity and analysis; clear connections of ideas and numerous extensions; reasonable demonstration of practice with minimal supervision and guidance.
B	3.00	70	74		
F	0.00	0.00	69	Achievement in course is inadequate and fails to meet minimal standards.	Insufficient evidence of understanding subject matter and relevant ideas; inability to connect and extend ideas; inability to demonstrate practice.

*Note: Courses in the "Apprenticeship – Diploma" programs do not fall in this category.*

### Gas Technician Courses

Alpha Grade	Grade Point	Low Range	High Range	Description	Guideline
A+	4.00	90	100	Achievement in course outcomes is outstanding and warrants unique and distinguished recognition.	Considerable evidence of original thinking; demonstrated capacity to analyze, integrate and extend concepts; outstanding grasp of subject matter; consistent demonstration of practice with no supervision and guidance.
A	3.75	80	89		
B+	3.50	75	79	Achievement in course outcomes is acceptable and meets above average standards.	Evidence of solid grasp of subject matter; reasonable understanding of relevant ideas; some evidence of critical capacity and analysis; clear connections of ideas and numerous extensions; reasonable demonstration of practice with minimal supervision and guidance.
F	0.00	0.00	74	Achievement in course outcomes is inadequate and fails to meet minimal standards.	Insufficient evidence of understanding subject matter and relevant ideas; inability to connect and extend ideas; inability to demonstrate practice.

### Courses in Health Science Programs<sup>1</sup>

Alpha Grade	Grade Point	Low Range	High Range	Description	Guidelines
A+	4.00	90	100	Achievement in course outcomes is outstanding and warrants unique and distinguished recognition.	Considerable evidence of original thinking; demonstrated capacity to analyze, integrate and extend concepts; outstanding grasp of subject matter; consistent demonstration of practice with no supervision and guidance.
A	3.75	80	89		
B+	3.50	75	79	Achievement in course outcomes is acceptable and meets above average standards.	Evidence of solid grasp of subject matter; reasonable understanding of relevant ideas; some evidence of critical capacity and analysis; clear connections of ideas and numerous extensions; reasonable demonstration of practice with minimal supervision and guidance.
B	3.00	70	74		
C+	2.50	65	69	Achievement in course outcomes meets average standards.	Evidence of some understanding of subject matter and relevant ideas; ability to develop/apply solutions to simple problems; minimal connections of ideas and extensions; demonstration of practice with periodic supervision and guidance.
F	0.00	0	64	Achievement in course outcomes is inadequate and fails to meet minimal standards.	Insufficient evidence of understanding subject matter and relevant ideas; inability to connect and extend ideas; inability to demonstrate practice.

<sup>1</sup> With the exception of Liberal Studies courses and other individual courses where the passing grade is otherwise identified and communicated on the course outline.

**Courses in Degree Programs<sup>1</sup>, Early Childhood Education<sup>2</sup>, Pre-service Firefighter<sup>2</sup>, and Social Services<sup>2</sup> Programs**

Alpha Grade	Grade Point	Low Range	High Range	Description	
A+	4.00	90	100	Achievement in course outcomes is outstanding and warrants unique and distinguished recognition.	Considerable evidence of original thinking; demonstrated capacity to analyze, integrate and extend concepts; outstanding grasp of subject matter; consistent demonstration of practice with no supervision and guidance.
A	3.75	80	89		
B+	3.55	75	79	Achievement in course outcomes is acceptable and meets above average standards.	Evidence of solid grasp of subject matter; reasonable understanding of relevant ideas; some evidence of critical capacity and analysis; clear connections of ideas and numerous extensions; reasonable demonstration of practice with minimal supervision and guidance.
B	3.00	70	74		
C+	2.50	65	69	Achievement in course outcomes meets average standards.	Evidence of some understanding of subject matter and relevant ideas; ability to develop/apply solutions to simple problems; minimal connections of ideas and extensions; demonstration of practice with periodic supervision and guidance.
C	2.00	60	64		
F	0	0	59	Achievement in course outcomes is inadequate and fails to meet minimal standards.	Insufficient evidence of understanding subject matter and relevant ideas; inability to connect and extend ideas; inability to demonstrate practice.

<sup>1</sup> Post-secondary Education Quality Assessment Board

<sup>2</sup>With the exception of Liberal Studies courses and other individual courses where the passing grade is otherwise identified and communicated on the course outline.

**1. OntarioLearn Courses**

The passing grade for an OntarioLearn course not hosted by Conestoga will be determined in accordance to what the respective host college has identified as the passing grade.

**2. Pass/Fail – Courses will be recorded as either:**

- Pass (P) The course outcomes are satisfactorily met
- Fail (F) Failure to meet course outcomes

**3. Ungraded Courses will be recorded as either:**

- AT Attended an ungraded course
- DNA Registered but did not attend as per course requirements

**4. Aegrotat Standing**

- **AG** This standing may be assigned based on a student whose performance, over a significant proportion of a course was fully satisfactory but where, because of exceptional circumstances (such as illness), the student was unable to complete the course.
  - *In case of serious illness, the student is required to provide the Executive Dean with a medical certificate. The Office of the Registrar grants the Aegrotat Standing on the recommendation of the appropriate Executive Dean.*

**5. Other notations on a transcript:**

AG	Aegrotat Standing
AU	Audit - attended a course without obtaining credit
EX	For approved courses - advanced standing credit
I	Incomplete – Not considered a final grade <ul style="list-style-type: none"> <li>An Incomplete (I) is assigned when the student, due to exceptional circumstances, has not been able to submit sufficient evidence of meeting the course outcomes by the course completion date. A written agreement must be in place with the student for completion.</li> </ul>
I/P	In Process – not considered a final grade. <ul style="list-style-type: none"> <li>Course outcomes in process for non-cohort delivered course (e.g. Academic Upgrading)</li> </ul>
Y	Discontinued by the college
W	Formal withdrawal from the program/course by the date for drop without academic penalty; or formal withdrawal from a part-time course after the refund date assuming less than 50% of the course has been taken (for Continuing Education)

## RESPONSIBILITIES

The Board of Governors

- Authorizes the Executive Committee to approve and maintain the grading system to document student achievement.

Associate Registrar

- Ensure protocols, processes and procedures are in place and adhered to in the recording, reporting, releasing and retaining of student records.

Records Officers

- Record, release and retain student record information following approved protocols, processes and procedures.

## PROCEDURE

- At the end of each course, the final grade earned or other notation is recorded.
- An Incomplete (I) is assigned when course outcomes are not met by the course completion date.
  - An agreement must be in place with the student for completion.
- Final grades are released through the Student Portal at the end of each session/semester or upon completion of a program of study.
- The Session Grade Point Average, Program Grade Point Average, Session Weighted Average and the Program Weighted Average will automatically be calculated and displayed on the transcript/achievement record.

The following rules apply for the calculation of the GPA/Weighted Averages:

- The enrolled course must have a credit value to be used in GPA calculations.
- The grade scale associated to the course must be included in the GPA calculation. (Pass/Fail courses are not included.)
- Alpha grades not assigned a grade point value (AG, AU, and DNA) do not have a grade point value.

- Transfer Credits are not included in the calculation of GPA.
- The grades of I/P (In Process), I (Incomplete) and AG (Aegrotat) are not included in the GPA calculations.
- If a course is repeated (including equivalencies), all course attempts will appear on the transcript, but only the most recent grade will be used to compute the program GPA.
  - If the first course taken is a failure and the same course is repeated (including equivalencies) and it is a failure, only one failure will be used in the calculation of the GPA.
    - Course failures associated to an enrolment status of PLA are not used in the calculation of a GPA (session and/or program).
  - A failed prerequisite course will not be upgraded to a passing grade on the basis of successful completion of the requisite course.

**APPENDIXES:**

**A. Co-op Work Term Grading Regulations**

These regulations are intended to ensure consistency in the grading of co-op work terms. Grades include Pass (P), Fail (F), and Incomplete (I).

**B. Credit Weighting for Teaching/Learning Delivery Method**

**C. Transcript Legend**

**REFERENCES:**

- Academic Recognition Policy
- Recognition of Prior Learning Policy
- Clearing of Academic Deficiency Policy
- Honours Policy
- Honours Procedure
- Evaluation of Student Learning
- Post-secondary Education Quality Assessment Board

**REVISION LOG:**

<b>Revision Date</b>	<b>Summary of Changes</b>
May 6, 2010	Policies and Procedures Committee
May 12, 2010	Academic Coordinating Committee
January 21, 2011	Policies and Procedures Committee – Revisions Approved
January 26, 2011	Academic Coordinating Committee – Revisions Approved
January 21, 2015	Academic Forum – Revisions Approved
February 13, 2015	Policy and Procedure Committee – Revisions Approved
March 18 2015	Academic Coordinating Committee – Revisions Approved



Appendix A

## Co-op Work Term Grading Regulations

These regulations are intended to ensure consistency in grading of co-op work terms. Grades include Pass (P), Fail (F), Incomplete (I).

<b>Student Action</b>	<b>Outcome and Actions</b>
Student secures co-op work term, submits work term agreement, and completes all required work term reporting	Pass (P) <u>Action:</u> Employment Advisor (EA) submits grade
Student secures co-op work term, submits work term agreement, but fails to complete required work term reporting by established deadline	Incomplete (I) <u>Action:</u> EA offers brief extension; failure to complete work term requirements by second deadline results in Fail (F)
Student does not secure a co-op work term and fails to communicate with his/her Employment Advisor by established deadline (final date within current term to secure co-op work term)	Fail (F) <u>Action:</u> EA submits grade at marks submission time
Student chooses not to pursue a co-op work term opportunity (the work term is not required for graduation or the student wishes to defer to the end of academic study)	Withdrawal (W) Student informs EA by the end of the <u>second</u> week of the co-op work term and drops the course or a Fail (F) is assigned <u>Action:</u> Student completes and submits Course Drop/Add form <u>Action:</u> EA confirms course drop via email to student and Registrar's Office
In spite of efforts, student fails to secure a co-op work term by the established deadline	Withdrawal (W) <u>Action:</u> Student completes and submits Course Drop/Add form <u>Action:</u> EA confirms course drop via email to student and Registrar's Office. If applicable (e.g. a deferral), EA informs student and Registrar's Office of course add via email.
Student misses two required work terms and cannot complete co-op program. (Students in degree programs cannot graduate without completing the required number of co-op work terms.)	EA instructs student to contact Program Coordinator to transfer to non-co-op stream or apply to graduate with a non-co-op credential <u>Action:</u> EA confirms missing work terms via email with student and copies Program Coordinator.

NOTE: Deadlines will be established for each term at the beginning of each academic year.

Appendix B:

**Credit Weighting for Teaching/Learning Delivery Method**

<b>Total Hours</b>	<b>Classroom</b>	<b>Laboratory/ Clinical</b>	<b>Co-op/ Field/ Practicum Experience</b> <i>(calculation using upper bound of total hours; would be adjusted to actual)</i>
6-20	1	1	0
21-35	2	2	1
36-50	3	2	2
51-65	4	3	2
66-80	5	4	3
81-95	6	5	3
96-110	7	5	4
111-125	8	6	4
126-140	9	7	5
141-155	10	8	5
156-170	11	8	6
171-185	12	9	6
186-200	13	10	7
201-215	14	11	7
216-230	15	11	8
231-245	16	12	8
246-260	17	13	9
261-275	18	14	9
276-290	19	14	10
291-305	20	15	10
306-320	21	16	11
321-335	22	17	11
336-350	23	17	12
351-365	24	18	12
366-380	25	19	13
381-395	26	20	13
396-410	27	20	14
411-425	28	21	14
426-440	29	22	15
441-455	30	23	15
456-470	31	23	16
471-485	32	24	16
486-500	33	25	17
501-515	34	26	17
516-530	35	26	18
531-545	36	27	18
546-560	37	28	19