

Procedure Title:	Grading Administration
Procedure ID:	#OP 2-203A
Manual Classification:	Academic Affairs
Linked to Policy:	2-203 Grading and Academic Standing
Approved by Senior Management Team (SMT):	TBA (originally 2017)
Effective Date:	TBA
Next Review Date:	2025+3
Contact for Procedure Interpretation:	Executive Vice President, Academic Experience

1.0 – Purpose

Fleming College is accountable for evaluating student achievement based on established standards and for communicating these results. 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 academic excellence, progression, and academic standing.

2.0 – Definitions and Acronyms

Assessments: Any form of evaluated activity completed by a student as a part of an academic program. This includes, but is not limited to: tests, exams, field placements, assignments, essays, practical evaluations.

Prior Learning Assessment (PLAR): A process that gives the student an opportunity to obtain academic credit for one or more courses in a program. The student is required to demonstrate that they have acquired the necessary skills and knowledge according to the OP 2-210C Prior Learning Assessment and Recognition.

Grade Point Average (GPA): A calculated and weighted term average which is calculated by dividing the total number of grade points earned from final grades reported on the student transcript by the total number of instructional hours.

Cumulative GPA: The Cumulative GPA Is calculated for each term of study by dividing the total number of grade points earned to date by the total number of course hours.

Program GPA is calculated at program completion by dividing the total number of grade points earned by the total number of instructional hours for the program classes.

3.0 – Guiding Principles

This procedure is guided by 2-203 Grading and Academic Standing.

This operating procedure identifies the scope, defines relevant terms, and outlines the general principles of grade designation and decisions that affect student status.

4.0 – Scope

This policy applies to all, credit and non-credit students at Fleming College, excluding programs which are connected to the Real Estate Council of Ontario.

5.0 – Operating Procedure

5.1 – Grade Determination

The method and timeline of course evaluation will be made available to the student in an approved course outline prior to the first week of formal classes.

A course outline must state the portion of final marks out of a total of 100 that are assigned to all assessments.

No evaluation activity shall count for more than thirty (30) percent of the student's final grade without the approval of the respective Dean or designate. Grades for attendance are not permitted, however, in the case where attendance is required in relation to an accreditation or professional designation this will be clearly stated on the course outline.

Assessment methods may be changed after discussion between the faculty and students with the approval of the appropriate Dean or designate. Any change must be given as an addendum to the course outline and reissued to the students. Note: For certain web-based or alternate delivery courses, the timelines for course evaluations may differ from those of traditional classroom methods. In all such cases, please refer to the course outline.

In determining a student's final grade, assessments for the entire semester are taken into consideration.

Course grades will be made available to students, by faculty, within two weeks of the submission date throughout the semester. The rare exception to this timeframe will be approved by the Dean or designate and documented in the course outline. Final grades will be made available to the Office of the Registrar on Tuesday at 12pm following course completion.

All students will be given the opportunity to review any evaluation activity. Faculty may either return assessments to the students or retain them per 1-104 Retention of Records and associated Record Retention Schedules.

Changes to grades after the final grade submission date are to be submitted by the course faculty using the College-approved Grade Change form to the Office of the Registrar to amend the grade on the student's transcript.

When a student repeats a course, the highest grade achieved will be used in the GPA calculation. All course attempts taken will be listed on the student's transcript.

5.2 – Assignment of Grades with a Numeric Designation

Courses graded using a numeric percentage designation (0 to 100) will be assigned by the faculty at the end of the semester and will be recorded on a student's transcript.

A numeric percentage grade (0 to 100) will be assigned by the faculty in cases where a student has applied for PLAR in a course which uses a numeric designation, as outlined in Operating Procedure 2-210C Prior Learning Assessment and Recognition.

A student requires a minimum of fifty (50) percent in a course to obtain a passing grade. Some courses may require a minimum of greater than 50% and/or have mandatory components to achieve a passing grade. Such cases will require Dean or designate approval of the grading scheme, and in all cases the course outline will provide details on requirements to achieve a passing grade.

Courses graded using a numeric designation will be included in the GPA calculation.

Numeric percentage grades have corresponding Grade Point and Letter Grade Equivalents, as noted below.

Percentage Grade	Letter Grade	Grade Point Equivalent
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
00 – 49	F	0.0

5.3 – Assignment of Grades with a Pass(P) or Fail (F) Designation

Courses graded using a Pass (P) or Fail (F) designation will be determined prior to the onset of the course and approved by the Chair. Details on requirements to achieve a passing grade will be listed in the course outline.

Courses graded using a Pass(P) or Fail (F) grade will be assigned by the faculty at the end of the semester and will be recorded on the student's transcript.

A Pass or Fail grade will be assigned by the faculty in cases where a student has applied for a PLAR in a course which uses a Pass or Fail grading designation, as outlined in Operating Procedure 2-210C Prior Learning Assessment and Recognition.

Courses graded using a Pass (P) or Fail (F) will not be included in the GPA calculation.

5.4 – Assignment of Grades with an Incomplete (INC) Designation

An Incomplete (INC) grade designation provides a student with an extension due to unforeseen

exceptional circumstances for a period of 30 calendar days from the originally scheduled course end date.

A student can request an INC to course faculty due to unforeseen circumstances prior to the final date of the class. If approved by the course faculty, a grade of INC will be entered by the course faculty into the Student Information System.

Faculty will submit a Grade Change form to the Office of the Registrar when course requirements have been completed to update the INC designation to a numerical percentage grade, or Pass/Fail grade as detailed on the course outline.

Incomplete (INC) will lapse to a Fail (F) after 30 calendar days if requirements have not been completed.

The INC is reflected on a student's transcript until a Grade Change form is submitted, or the INC becomes an F. The designation does not carry a grade point value and is not included in the GPA calculation.

5.5 – Assignment of Grades with a Grade Deferred (GD) Designation

A GD designation provides a student with an extension due to unforeseen exceptional circumstances for a period of one year following the original due date of final grades.

A student can request a GD designation to the course faculty due to unforeseen circumstances. Faculty members must:

- Enter a grade of Incomplete (INC) in the Student Information System
- Complete a Grade Deferred request form, detailing the scope of work required, deadline dates and assessment tools to be used for approval by the Dean or Designate

The Dean or Designate will submit the approved Grade Deferred request form to the Office of the Registrar if approved, or communicate with the faculty member and student if denied. In cases where a GD is requested for an international student, International Student Services must be consulted prior to approving a GD.

Faculty will submit a Grade Change form to the Office of the Registrar when course requirements have been completed to update the GD designation to a numerical percentage grade, or Pass/Fail grade as detailed on the course outline.

Grade Deferred will lapse to a Fail (F) after one year if requirements have not been completed.

The GD is reflected on a student's transcript until a Grade Change form is submitted, or the GD becomes an F. The designation does not carry a grade point value and is not included in the GPA calculation.

5.6 – Assignment of Grades with an Aegrotat (AGR) Designation

An Aegrotat (AGR) grade may be assigned where:

- 1) A student has experienced a severe and unanticipated personal emergency and are unable to complete their final course work,

- 2) The student has completed a minimum of 75% of the course work for the course, and
- 3) The student has a minimum grade to date of 50%, or the minimum passing grade for the course as indicated on the course outline.

A request for Aegrotat standing must be submitted in writing by the student to the Dean or designate within 15 business days from the last day of classes in that course.

It is the responsibility of the requester to provide documentation, where available, in support of their request. Individuals requesting Aegrotat standing are responsible for any costs incurred with respect to obtaining documentation. Where documentation is of a medical or personal nature, it is to be submitted to Accessible Education Services who will communicate with the School Offices per 1-111 Access to Personal Information and Protection of Privacy and associated Operating Procedures.

The Dean or Designate will communicate the approved Aegrotat designation to the student and the Office of the Registrar if approved, and will communicate the reason for denial to the student if applicable.

The grade does not carry a grade point value and is not included in the calculation of the GPA but is credited toward the program requirements.

5.7 – Assignment of Grades with an Exempt (EX) Designation

A course grade of EX designation will be assigned by the Office of the Registrar in circumstances where the student has received an External Transfer Credit, as outlined in Operating Procedure 2-210A Transfer Credit Procedure.

Courses graded using an EX designation will not be included in the GPA calculation.

5.8 – Assignment of Grades with an Audit (AUD) Designation

A course grade of Audit (AUD) will be assigned by the Office of the Registrar when a student is registered in a course and requests to receive an audit designation.

Requests to Audit a course must be made within the first ten days of the semester and must be approved by the course faculty.

There is no academic credit attached to this course. No assignments or examinations are evaluated.

Courses graded using an Audit (AUD) designation will not be included in the GPA calculation.

5.9 – Assignment of Grades with a Withdrawn (W) Designation

A grade of W is assigned if a student submits a withdrawal form to withdraw from their program of study, or to withdraw from an individual course after the registration period, but before the two-thirds (2/3) point in the course.

A W designation is reflected on a student's transcript. The designation does not carry a grade

point value and is not included in the GPA calculation.

5.10 – Assignment of Grades with a Withdrawn Fail (WF) Designation

A grade of WF is assigned if a student submits a withdrawal form to withdraw from their program of study, or to withdraw from an individual course after the two-thirds (2/3) point in the course.

A WF designation is reflected on a student's transcript. The designation does not carry a grade point value and is not included in the GPA calculation.

5.11 – Release of Final Grades/Official Transcripts

Grades are official on the day they are posted onto the Student Centre.

Students can request an official transcript which details their permanent academic record reflecting all courses they were officially registered in, whether completed successfully or unsuccessfully. Official transcripts will not be released if the student has an outstanding debt to the College.

6.0 – Related Documents

- Relevant legislation using appropriate citation i.e., FIPPA - *Freedom of Information and Protection of Privacy Act* R.S.O. 1990 c. F. 31
- College Policies and/or Operating Procedures to which this policy is linked;
- College Policies and/or Operating Procedures that are explicitly referenced in this policy,
- Other relevant documents, as appropriate (this can include forms and other publicly available documents)

Policy Revocation

No revocation – however the naming convention was changed from “2-201C” to create more clarity around the organization of the different policies that had been numbered under 2-201 with appending letters that came from a split of previously existing policies in 2017.

7.0 – History of Amendments & Reviews

Date Approved	Approved By	List of Approved Amendments / Review
May 2017		New format. Elements formed the original Academic regulations policy were separated into distinct policies and OPs.
May 2018		Minor revisions to reflect changes to grade change request form.
TBA 2025		Updated to new format. Definitions added. Language indicating not applicable to Real Estate Education programs added. Reorganized existing sections for clarity and to avoid duplication.

