

ADMINISTRATIVE OPERATING PROCEDURE: Grading Administration

Procedure ID:	#OP 2-201D
Approved by Executive Leaders Team:	<i>Original: May 30, 2017</i>
Revision Date(s):	
Effective Date:	September 1, 2017
Next Review Date:	2020
Monitoring Responsibility:	TBD
Linked to a College Policy:	#2-201C, <i>Grading and Academic Standing</i>

Policy Statement

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 excellence, promotion, academic probation and withdrawal.

This policy identifies the scope, defines relevant terms, and outlines the general principles of grade designation and decisions that affect student status. This policy applies to all credit / non-credit students of Fleming College.

Definitions/Acronyms

Prior Learning Assessment (PLAR): A process that gives the student an opportunity to obtain academic credit for one or more courses in a certificate or diploma. The student is required to demonstrate that they have acquired the necessary skills and knowledge according to the PLAR policy.

GPA: Grade Point Average. 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.

Operating Procedure

1.0 Grade Determination

- 1.1 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. The evaluation scheme will state, as a minimum, the portion of final marks assigned to casework, laboratory or fieldwork reports, assignments and tests. The evaluation methods may be changed after discussion between the professor and students with the approval of the appropriate Dean or designate. Any change must be given as an addendum to the course of study 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.

- 1.2 In determining a student's final grade, evaluation activity for the entire semester is taken into consideration. This may include (but is not restricted to) tests, essays, laboratory and field work, reports, other assignments, and participation in seminars or discussion groups.
- 1.3 Course grades will be made available to students, by faculty, within two weeks of the submission date. 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 upon completion of the course.
- 1.4 All students will be given the opportunity to review any evaluation activity. Faculty may either return work to the students or retain work for a period of one year.
- 1.5 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.

2.0 Assignment of Grades with a Numeric Designation

- 2.1 Courses graded using a numeric designation (*0 to 100*) will be assigned by the professor at the end of the semester in compliance with the deadlines set each semester by the Office of the Registrar.
- 2.2 The assigned grades will be entered by the professor into the Student Information System.
- 2.3 Courses graded using a numeric designation will be included in the GPA calculation.

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

- 3.1 **Pass (P) or Fail (F) Grade** – 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.
- 3.2 Courses graded using a Pass(P) or Fail (F) grade will be assigned by the professor at the end of the semester in compliance with the deadlines set each semester by the Office of the Registrar
- 3.3 The assigned grades will be entered by the professor into the Student Information System.
- 3.4 Courses graded using a Pass (P) or Fail (F) will not be included in the GPA calculation.

4.0 Assignment of Grades with an Exempt (EX) Designation

- 4.1 Exempt (EX) Grades – A course grade of Exempt (EX) designation will be assigned by either the Professor or the Office of the Registrar in circumstances where upon review of required documentation, it has been determined that the student has met requirements through successful completion of a course of equal standing.
- 4.2 Documentation requirements and process flow will occur as outlined in Appendix A: Exempt Tree.
- 4.3 Courses graded using an Exempt (EX) designation will not be included in the GPA calculation.

5.0 Assignment of Grades for a Prior Learning Assessment (PLAR) Designation

- 5.1 Student meets with Academic Chair/coordinator to determine eligibility for a PLAR.
- 5.2 A course grade of either (P) Pass or a numeric grade will be assigned by the evaluating Professor and submitted to the Office of the Registrar.
- 5.3 Documentation requirements and process flow will occur as outlined in Appendix B.
- 5.4 Courses graded using a Pass (P) designation will not be included in the GPA.

6.0 Assignment of Grades with an Audit (AUD) Designation

- 6.1 A course grade of 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.
- 6.2 Request must be made within the first ten days of the semester and must be approved by the Professor.
- 6.3 There is no academic credit attached to this course. No assignments or examinations are evaluated.

- 6.4 Documentation requirements and process flow will occur as outlined in Appendix C.
- 6.5 Courses graded using an Audit (AUD) designation will not be included in the GPA calculation.

7.0 Assignment of Grades with an Aegrotat (AGR) Designation

- 7.1 To be eligible for Aegrotat standing for a course, a student shall have at least 75 per cent of the course work completed, with a minimum grade to-date of 50 percent or the minimum passing grade for the course.
- 7.2 A request for Aegrotat standing must be submitted in writing by the student, using the college-approved application form, to the Dean or designate within 15 business days from the last day of classes in that course.
- 7.3 It is the responsibility of the requester to provide documentation, where available, in support of his or her request.
- 7.4 Individuals requesting Aegrotat standing are responsible for any costs incurred with respect to obtaining documentation.
- 7.5 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.
- 7.6 Documentation requirements and process flow will occur as outlined in Appendix D.

8.0 Assignment of Grades with a Grade Deferred (GD) Designation

- 8.1 A course grade of (GD) designation will be assigned by the Office of the Registrar after approval by the Dean or designate.
- 8.2 The grade does not carry a grade point value and is not included in the GPA calculation. Documentation requirements and process flow will occur as outlined in Appendix E.
- 8.3 Grade Deferred will lapse to a Fail (F) after one year.

9.0 Assignment of Grades with an Incomplete (INC) Designation

- 9.1 An Incomplete (INC) grade designation will be assigned by the Professor
- 9.2 The assigned grades will be entered by the Professor into the Student Information System.
- 9.3 Documentation requirements and process flow occur as outlined in Appendix F.
- 9.4 The Incomplete grade will lapse to a Fail (F) if not complete after 30 calendar days.

10.0 Assignment of Grades with a Withdrawn (W) Designation

- 10.1 A grade of Withdrawn (W) is assigned by the Student Information System to a course.
- 10.2 A grade of Withdrawn (W) is assigned by the Student Information System to a course within the prescribed deadline at the two-thirds point of the semester or course.
- 10.3 Documentation requirements and process flow occur as outlined in Appendix G
- 10.4 Grade is assigned by the Office of the Registrar.

11.0 Assignment of Grades with a Withdrawn Fail (WF) Designation

- 11.1 A grade of Withdrawn (WF) is assigned by the Student Information System to a course within the prescribed deadline after the two-thirds point of the semester or course.
- 11.2 Documentation requirements and process flow occur as outlined in Appendix H.
- 11.3 Grade is assigned by the Office of the Registrar.

12.0 Grade Changes

- 12.1 Changes to grades after the final grade submission date are to be submitted by the professor using the College-approved form.
- 12.2 The completed form is sent to the Office of the Registrar for processing and the mark will be amended accordingly.

13.0 Repeated Courses

13.1 When the same course is taken more than once the course with the highest mark will be included in the GPA calculation.

13.2 All courses taken are listed on the official transcript.

14.0 Attendance

14.1 Grades for attendance will not be awarded under any circumstance.

15.0 Release of Final Grades/Official Transcripts

15.1 Grades are official on the day they are released from the Registrar's Office to the student.

15.2 Official grades are posted on the Student Information System, Student Centre and Student Services Centre.

15.3 To receive an official transcript student must have fees paid in full. The official transcript details a student's permanent academic record reflecting all courses officially registered in whether completed successfully or unsuccessfully, and will carry the Fleming seal and an authorized signature

Related Documents

Appendices

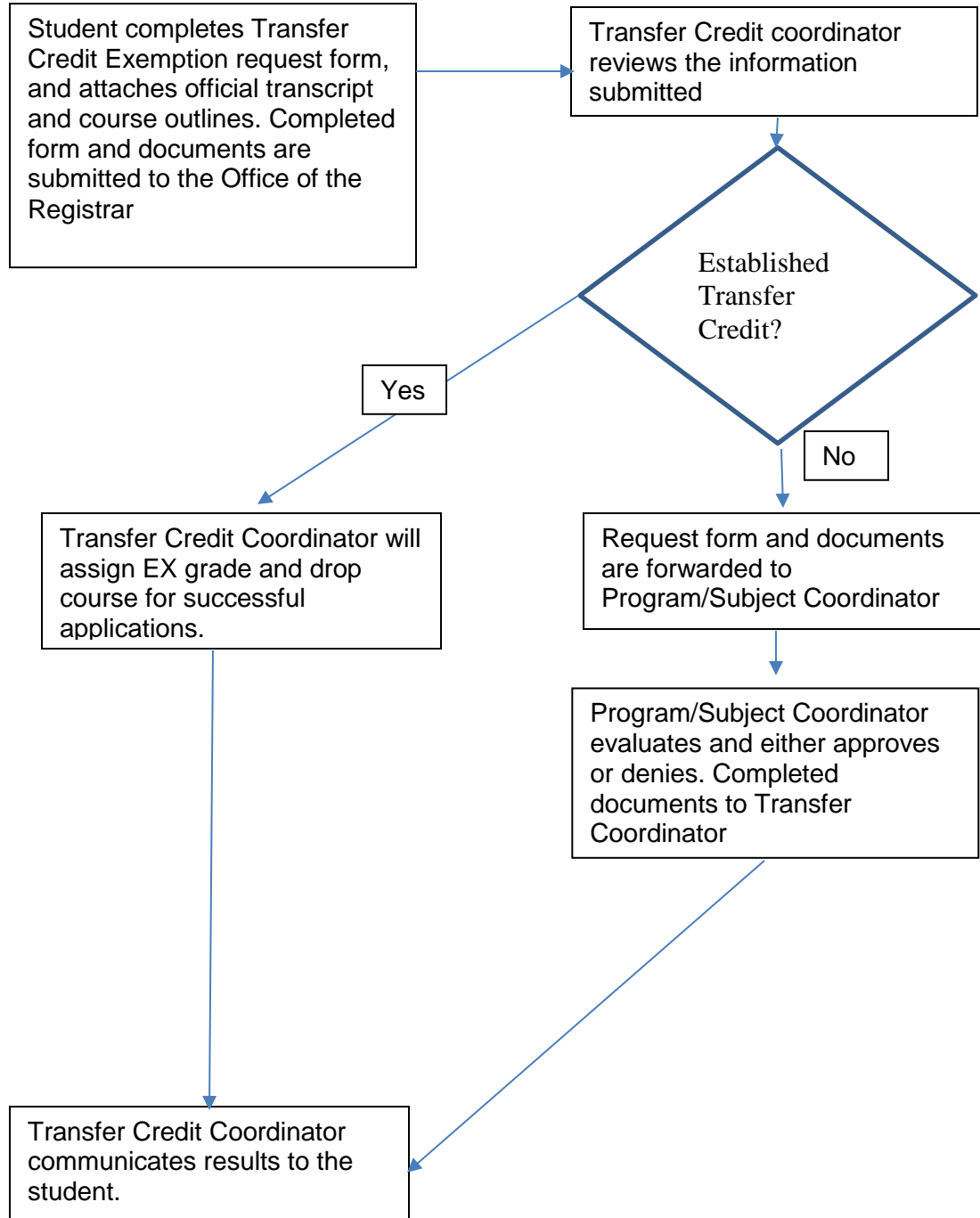
- Appendix A – Part 1 and Part 2 Exempt Designation Tree
- Appendix B – Prior Learning Assessment Designation Tree
- Appendix C– Audit Assessment Designation Tree
- Appendix D – Aegrotat Assessment Designation Tree
- Appendix E – Grade Deferred (GD) Assessment Designation Tree
- Appendix F – Incomplete (INC) Assessment Designation Tree
- Appendix G – Withdrawn Designation Tree
- Appendix H – Withdrawn Fail Designation Tree

Review / Revision Log

Summary of Changes	Date
• New format. Elements that formed the original Academic Regulations Policy were separated into distinct policies and operating procedures	May 2017
• Minor revision to the Grade Change Request Form (May 2018) now reflected in Section 12.0 Grade Changes	November 2018

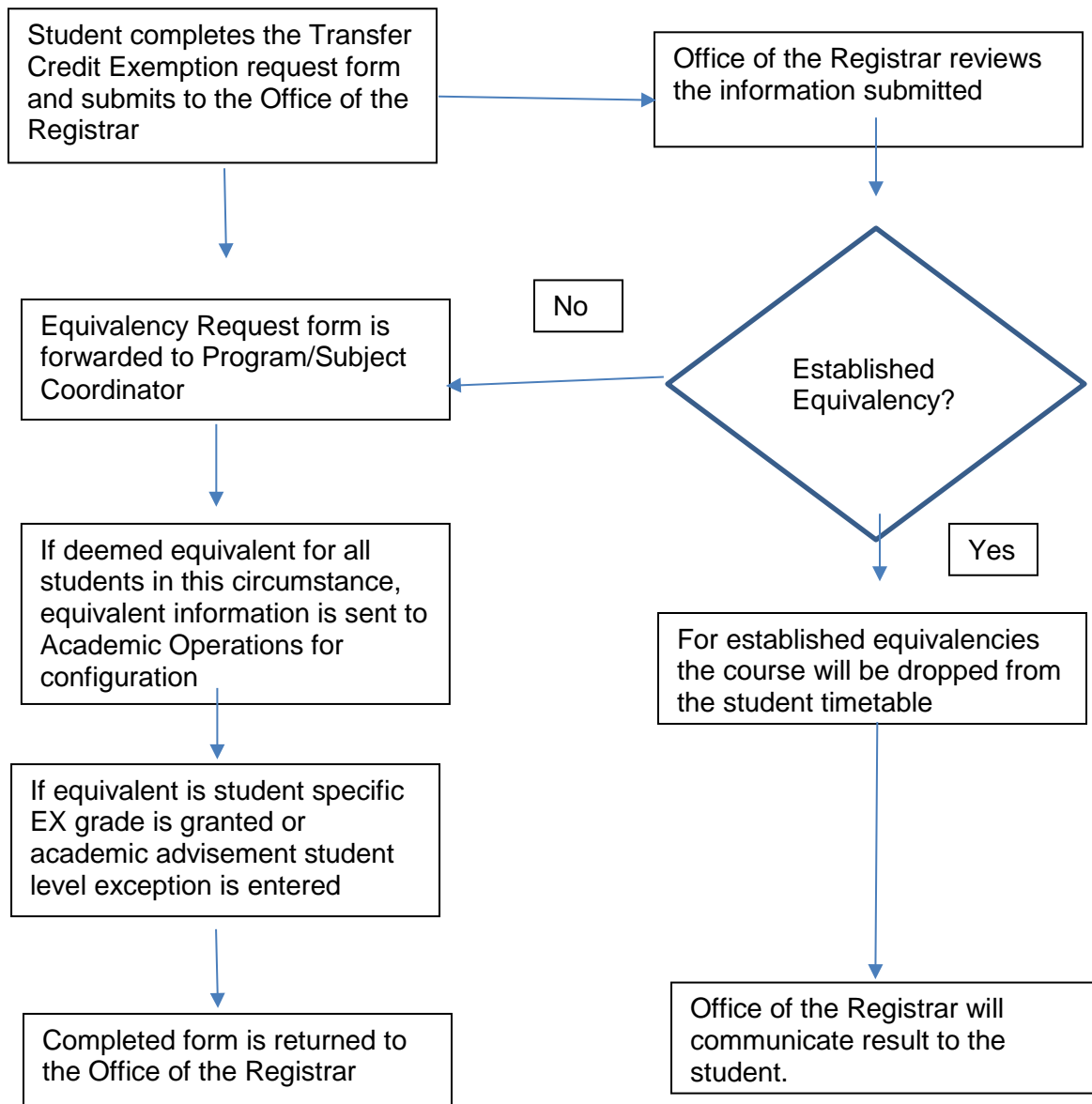
Appendix A: Part 1 – Exempt Designation Tree

Exempt (EX): External Transfer Credit: Requirements met through successful completion of a course of equal standing from another recognized institution.

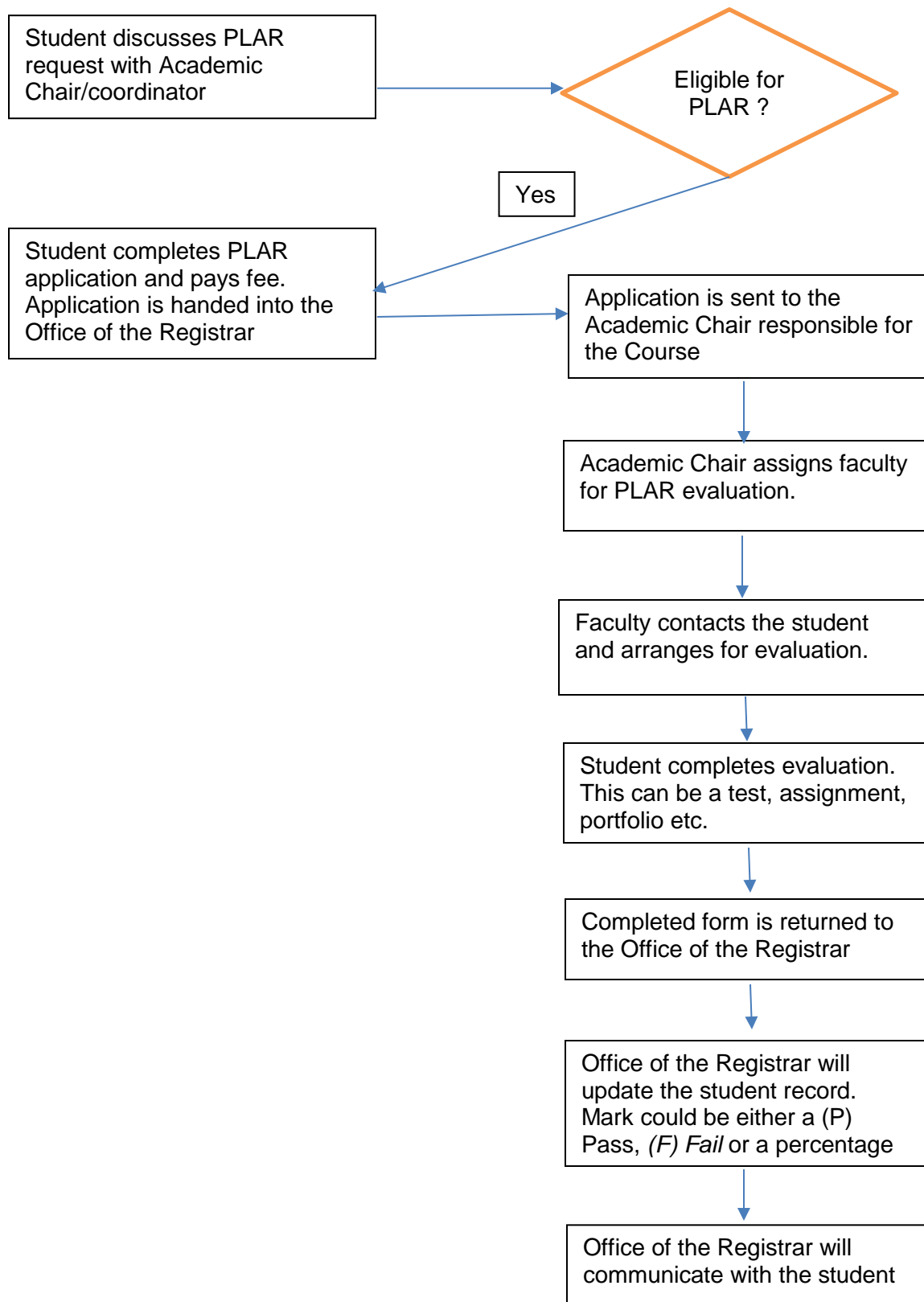


Appendix A: Part 2 – Exempt Designation Tree

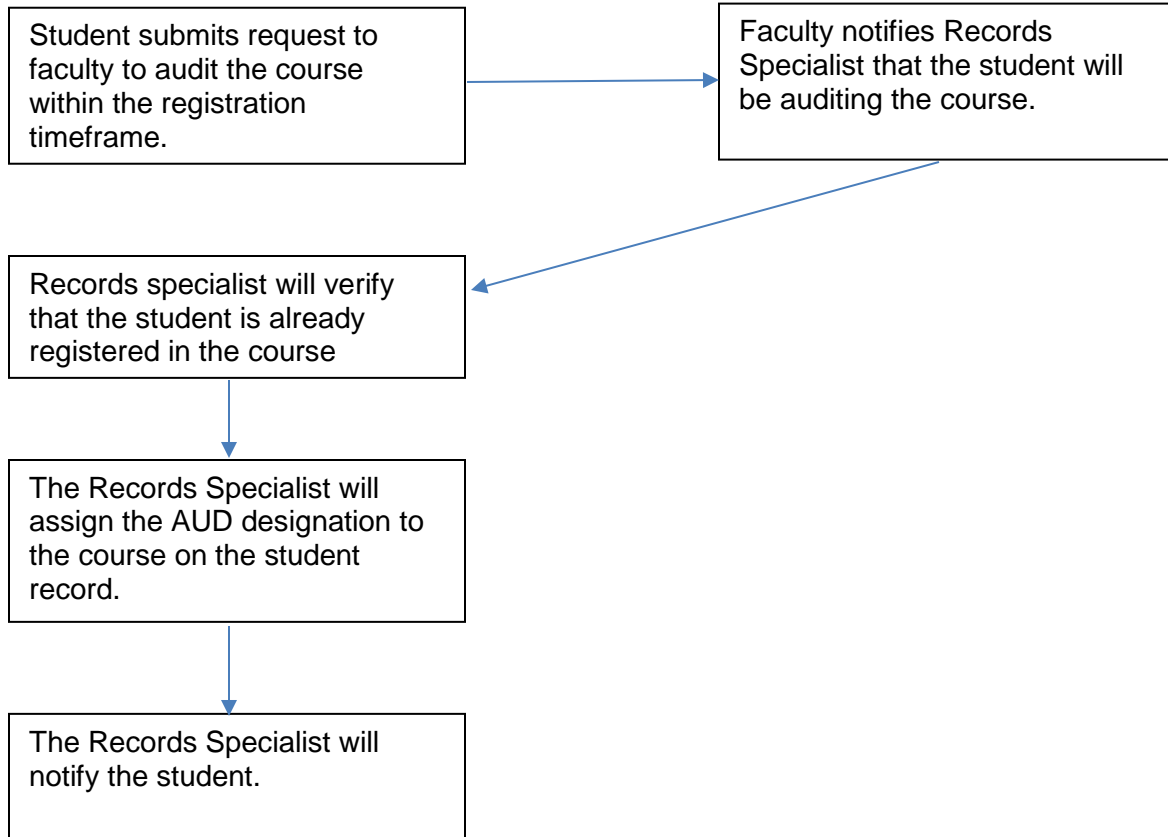
Exempt (EX): Internal Transfer Credit: Student has taken a Fleming College course in a previous program that is deemed equivalent to another Fleming course.



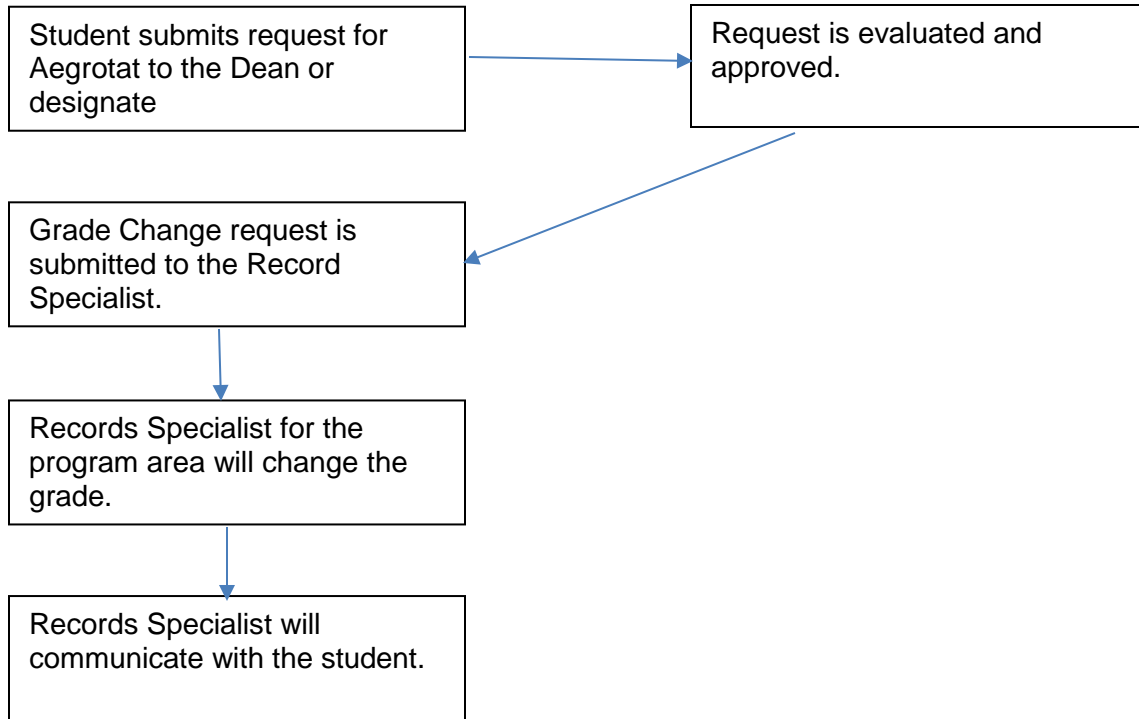
Appendix B: Prior Learning Assessment Designation Tree



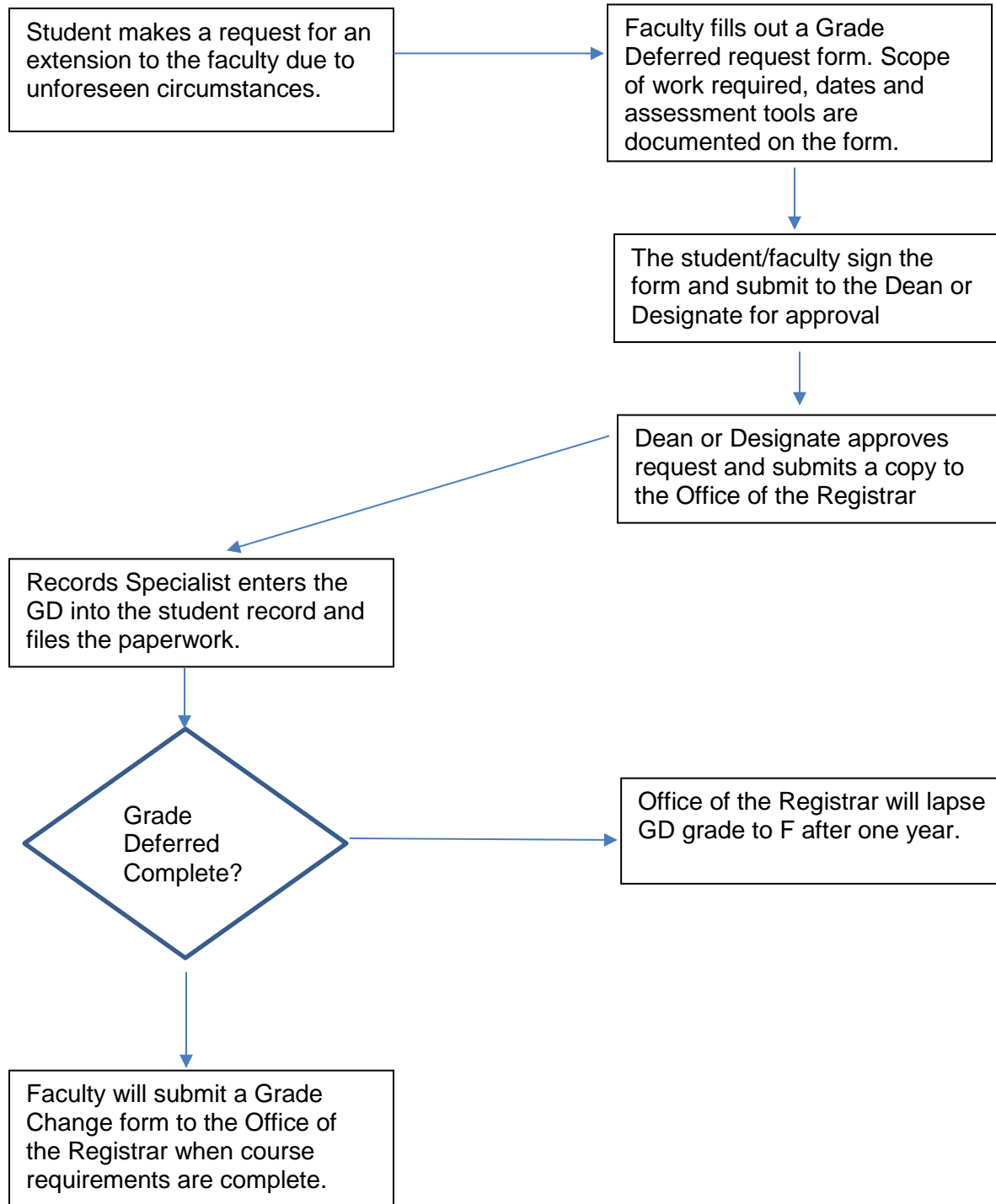
Appendix C: Audit Assessment Designation Tree



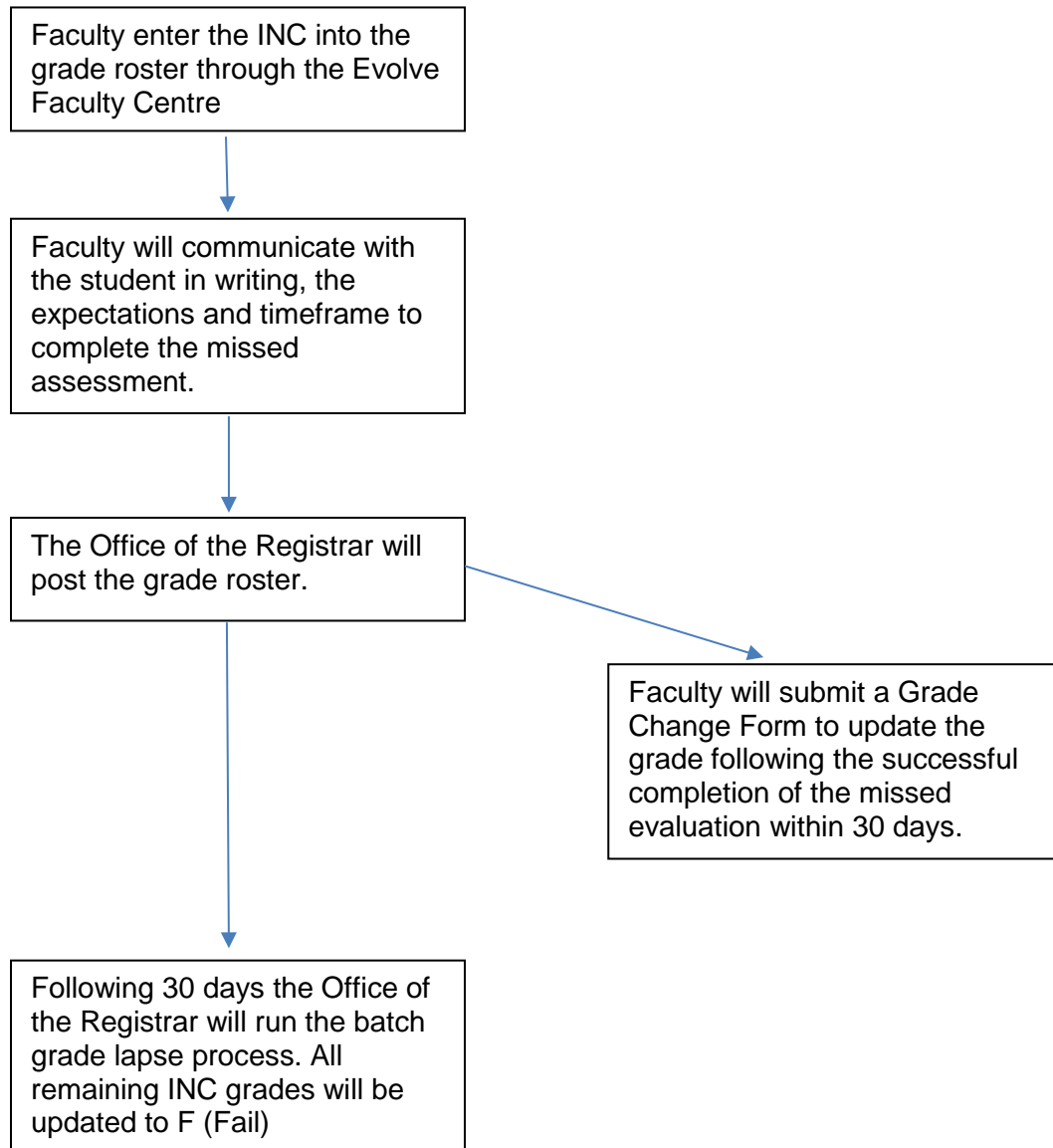
Appendix D: Aegrotat Assessment Designation Tree



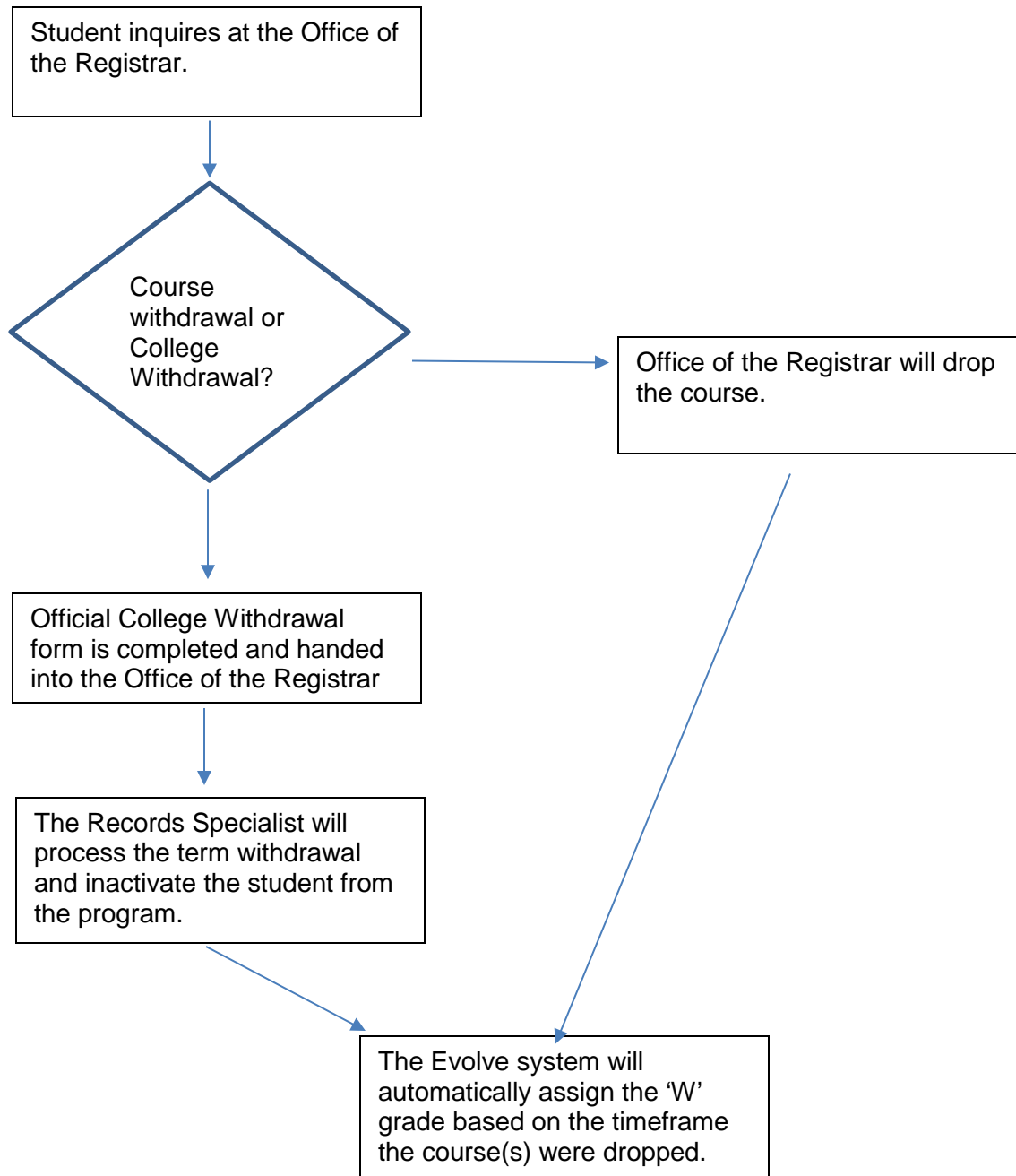
Appendix E: Grade Deferred (GD) Assessment Designation Tree



Appendix F: Incomplete (INC) Assessment Designation Tree



Appendix G: Withdrawn Designation Tree



Appendix H: Withdrawn Fail Designation Tree

