

## **1.0 ASSOCIATED POLICY**

- Grading Policy

## **2.0 DEFINITIONS**

### **Assessment**

Assessments outlined in the course syllabus that include, but are not limited to, written, practical and oral examinations (including take-home examinations), projects (including portfolios), theses, presentations, practicum/workplace learning requirements, and performances.

### **Deferred Exam**

An examination missed as a result of Exceptional Circumstances, for which deferred completion has been granted by the Exam Services Centre.

### **Exceptional Circumstances**

Compelling and legitimate circumstances such as illness or approved University travel that prevents Students from completing course work and examinations as scheduled.

### **Grade**

The official final grade assigned to a course by combining all marked assessments. The course grade is included on the transcript.

### **Mark**

A mark assigned to a single assessment within a course.

## **3.0 PROCEDURE ELEMENTS**

### **3.1 Incomplete Grades (IN)**

A temporary grade of IN may be assigned if a portion of required coursework has not been completed and evaluated by the prescribed timeline, as indicated in the course outline. A student may initiate a request for an Incomplete Grade agreement due to Exceptional Circumstances, or a grade of IN may be assigned at the Instructor's discretion, in consultation with the Department Chair.

3.1.1 A student-initiated request must be made within fifteen (15) calendar days of the course end date by submitting the applicable form, available from the Office of the University Registrar, to the Instructor.

3.1.2 If the Instructor, in consultation with the Department Chair, determines a grade of IN is appropriate, then the Instructor is responsible for entering the grade in the Student Information System or submitting a grade change form, if applicable.

3.1.2.1 At the time of initial IN grade entry, the default completion deadline (lapse date) of sixty (60) calendar days from the original course end date and the default alternate grade (lapse grade) of F will take effect. If the Instructor would like to set a different completion date or alternate grade, the Incomplete Grade form must be submitted to the Office of the University Registrar outlining the applicable details. The Office of the University Registrar will update the student record accordingly.

3.1.2.2 Upon submission of the student's outstanding course work, the Instructor shall evaluate and assign a final grade. The Instructor is responsible for submitting a grade change via the institutional submission process managed by the Office of the University Registrar. If the grade change is not submitted by the completion deadline, the student record will be updated with the alternate grade.

3.1.3 An extension to the IN completion deadline may be considered in exceptional circumstances. The onus of requesting an extension rests with the student and must be made prior to the completion date set at the time of the IN grade entry. The request must be submitted via the applicable form, available from the Office of the University Registrar, to the instructor. If the Instructor, in consultation with the Department Chair, determines an extension of the IN is appropriate, they will update the Office of the University Registrar of the revised completion date and 3.1.2.2 will still apply. An approved extension cannot exceed sixteen (16) weeks following the original course end date.

3.1.4 Any IN grades which extend into a future term will not provide enrolment status or credits towards enrolment status for that term.

### **3.2 Withdrawal Without Academic Penalty (W)**

Students shall be assigned a grade of W if they withdraw from an individual course by the date specified as the last day to withdraw without academic penalty.

3.2.1 Students who remain enrolled in a course after the date specified as the last day to withdraw without academic penalty will be assigned a final grade based on work completed. Non-participation or non-attendance in a course does not constitute withdrawal.

### **3.3 Deferred Grades (DEF)**

A temporary grade of DEF may be assigned for students who have applied for, and been granted access to, a Deferred final examination in accordance with the Student Assessments Policy and Student Deferrals Procedure.

3.3.1 The Office of the University Registrar will review outstanding DEF grades and follow up with the applicable Faculty or School to procure a grade change.

### **3.4 In Progress (IP)**

A temporary grade of IP may be assigned for the first portion of a course scheduled to continue into a subsequent term.

3.4.1 This grade is only available for a limited number of courses as requested by the Faculties and Schools at the time of course scheduling.

### **3.5 Transcript Notations**

Notations may be recorded on a student's transcript in accordance with the Academic Standing Policy, Student Academic Integrity Policy, Student Academic Misconduct Procedure, and Student Non-Academic Misconduct Policy and Procedure.

- 3.5.1 Notations specific to an individual course may appear directly below a course and grade. Such notations may include research topics, seminar topics, academic dishonesty, academic discipline, or non-academic discipline.
- 3.5.2 Notations applicable to a full term will appear directly below the term record. Such notations may include required to withdraw due to academic or non-academic discipline and other standings as outlined in the Academic Standing policy. Some notations may include effective start and end dates.

### **3.6 Assessment of Grades**

- 3.6.1 The University does not have a pre-established percentage/alpha scale; however, Department Chairs are responsible for ensuring Instructors within the same discipline and/or program use a consistent standard of grading.
- 3.6.2 Student performance in a course shall normally be assessed on more than one occasion. No single assessment shall have a value greater than 50% of the course grade, with the following exceptions:
  - 3.6.2.1 One-credit courses;
  - 3.6.2.2 Project, production, or research-based courses in which a major project, production, or research study constitutes the course requirements;
  - 3.6.2.3 Work-integrated learning (clinical, practicum, field placement, co-op placement);
  - 3.6.2.4 Four-hundred level seminars, independent study courses, directed research courses, and thesis courses.
- 3.6.3 Students shall have one or more assessment(s) constituting a minimum of 15% of the final course grade evaluated and returned within 60% of the course duration. The following exceptions apply:
  - 3.6.3.1 Students enrolled in four-hundred level seminars, independent study courses, directed research, thesis courses, work-integrated learning (clinical, practicum, field placements, co-op placement), or variable session classes shall receive written feedback on their performance in time for discussion with the Instructor before the last day to withdraw without academic penalty.

### **3.7 Submission of Grades**

Instructors shall enter and approve final grades in the Student Information System no later than the published grades due date for sessions listed in the annual academic schedule. Departments will set and communicate grade entry deadlines for course components (e.g. labs, placements, honours projects) that are required prior to the final grade deadline.

- 3.7.1 For variable session classes, Instructors shall enter and approve final grades, in the Student Information System, within five calendar days of the scheduled examination or within five calendar days of the last day of class if no final examination is given.

- 3.7.2 The Office of the University Registrar will run the Academic Standing process after the published grades due deadline in accordance with the Academic Standing Policy.

### **3.8 Reassessment of Marks**

If a student feels an error has been made on the evaluation of submitted course work, the student is required to first contact the Instructor, via email, within four (4) business days of the mark being released. The Instructor shall respond within four (4) business days. If unresolved and the student has reason to believe the mark has been unfairly assessed, then the student may apply for a reassessment for any submitted assessment, which constitutes at least 10% of the final course grade.

- 3.8.1 Requests for reassessment must be submitted to the applicable Department Chair (or designate) within four (4) business days of the Instructor sending a response to the student. The student must complete and submit the request form, available from the Office of the University Registrar, including the following information:
- 3.8.1.1 Copies of the correspondence exchanged with the Instructor.
  - 3.8.1.2 Indicate the specific components which the student feels were unfairly assessed and provide rationale to support the claim.
  - 3.8.1.3 Demonstrate that a correction will impact the student's final course grade.
- 3.8.2 Chairs have the authority to deny requests which, at their discretion, are deemed invalid, excessive, or incomplete based on the requirements outlined in 3.8.1.
- 3.8.3 If the Chair approves the request, then the Chair will coordinate the administration of a reassessment, which will focus on re-evaluating the original student work, limited to the specific components identified in the student's request (as per 3.8.1.2). The reassessment results shall be provided to the student within eight (8) business days of the student's submission.
- 3.8.4 The results of the reassessment will constitute the mark in question. Any decision, whether higher, lower, or no change, will be the official mark. The decision made on the reassessment will be final.

## **4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS**

- Academic Schedule
- Student Assessments Policy
- Student Deferrals Procedure
- Grading Policy
- Incomplete Grade Form
- Reassessment of Mark Form
- Grade Change Form

## **5.0 ACCOUNTABILITY**

### **Responsible Office**

Office of the University Registrar

## **6.0 HISTORY**

### **Relevant Dates**

Approved: **21.05.31**

Effective: **21.09.01**

Next Review: **26.09**

### **Modification History**

**21.05.31:** New Procedure approved by General Faculties Council Executive Committee Motion #GFC-EC-07-31-05-2021 and effective September 1, 2021 in conjunction with effective date of revised Grading Policy as approved by General Faculties Council.

**24.09.24:** Minor revision made for clarification regarding grading course components. Approved by Policy Sponsor.