

## ACADEMIC COUNCIL REPORT

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### ACTION REQUESTED:

Recommendation   
Information   
Discussion/Direction   
Decision

DATE: 26 March 2024

PRESENTED BY: Adam Wingate, Associate Registrar and Director, Records and Scheduling

SUBJECT: Revised Grading System and Academic Standing Policy (Undergraduate)

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### MANDATE

Under the Policy Framework and the University’s Act and By-laws, Academic Council is responsible for approving Academic Policy and to make recommendations to the Board on “the establishment and terms of reference of committees to exercise the Academic Council’s delegated authority” under By- law no. 2. The Undergraduate and Graduate Studies Committees have a mandate of maintaining the academic standards set by Academic Council and to serve as deliberative bodies for academic policy instruments.

We present the attached amended Grading System and Academic Standing Policy (Undergraduate) for approval by Academic Council.

### MOTION FOR CONSIDERATION

That pursuant to the recommendation of the Undergraduate Studies Committee, Academic Council hereby approves the amended Grading System and Academic Standing Policy (Undergraduate).

### BACKGROUND/CONTEXT & RATIONALE:

The proposed major revision to the policy involves adding both Aegrotat (AEG) and Fail (FALC) grades. An AEG grade may be assigned through a collaborative consultation involving the course instructor and the faculty Dean or designate. This is done only under extreme circumstances (e.g. student critical illness), when other grading options are not appropriate, and is rarely assigned. The AEG grade can be awarded when there has been adequate performance in the course to date, based on section 6.2 of this policy. It is used when at least 60 per cent the coursework has been fulfilled but there are outstanding assessments which cannot be completed. An AEG grade may not be appropriate for all courses (e.g. where required professional competencies are assessed). An AEG grade will be considered toward meeting graduation requirements but is not included in the calculation of the grade point average and cannot be subsequently changed to any other grade or designation. We have experienced a small increase in circumstances which cannot be suitably addressed by our

existing grades. A review of the provincial landscape reveals that many other Ontario universities utilize Aegrotat grades under extraordinary circumstances including but not limited to: Brock University, Trent University, University of Toronto, and the University of Waterloo.

The FALC grade is being proposed to align the Grading System and Academic Standing Policy (Undergraduate) with the previously approved Directives for Co-Operative Education (Co-Op), Internship and Practicum Development. The former indicates that in the case of a pass/fail course, only failing grades are included in the calculation of the grade point average. The latter indicates that fail grades are recorded on the transcript but not included in the calculation of the grade point average. The rationale for the exclusion from the grade point average calculation is that Co-Op students are already permanently removed from the program and lose the ability to earn the designation. Including the failing grade in the GPA calculation would constitute a double penalty.

The policy has also been amended to include gender-neutral language.

### **CONSULTATION AND APPROVAL PATH**

- ALT (Written Consultation): February 2024
- Online Consultation: February 2024
- Undergraduate Studies Committee (Approval): February 2024
- Academic Council (Approval): March 2024

### **NEXT STEPS:**

- After approval of the Policy, the revised version will be added to the Policy Library.

### **SUPPORTING REFERENCE MATERIALS:**

- Grade Reappraisal and Review of Academic Standing Procedures
- Calculating Cumulative Grade Point Average





Classification Number	ACD 1510
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	DRAFT
Review Date	
Last Updated	Editorial Amendment February 28, 2022
Supersedes	Minor Amendments, May 18, 2018; Academic Regulations – Undergraduate Academic Calendar 2016-2017

## GRADING SYSTEM AND ACADEMIC STANDING POLICY (UNDERGRADUATE)

### PURPOSE

1. The purpose of this Policy is to provide a framework that outlines the university’s undergraduate-level letter grade system, and academic standing regulations.

### DEFINITIONS

2. For the purposes of this Policy the following definitions apply:

**“Academic standing”** means a student's official status of enrolment at the university as evaluated at the end of each semester; used to assess whether students are meeting the standards prescribed for continuing in the university and/or their programs.

**“Cumulative grade point average (CGPA)”** means the weighted average of the grade points awarded in all courses assigned a Quality Point completed and included for the achievement of the degree and/or major the student is registered in.

**“Deferred examination”** means an Examination written outside of the originally scheduled day and/or time.

**“Grade Reappraisal”** means an avenue for students to request a review of a final grade.

**“Semester Grade Point Average (GPA)”** means the weighted average of all grades received at Ontario Tech within a specific semester.

**“Quality Point”** means the value of a course’s credit hours multiplied by the grade points earned.

**“Transcripts”** means the complete report of a student's academic record.

### SCOPE AND AUTHORITY

3. This Policy applies to the undergraduate-level letter grading system and academic standing regulations.
4. This Policy does not apply to the graduate-level letter grading system and academic standing regulations. For more information regarding the graduate-level grading system or academic standing regulations, please refer to the Graduate Academic Calendar.
5. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

## **POLICY**

### **6. Grading System**

- 6.1.** Final grades for all courses will be submitted to the Registrar's office on a letter grade scale.
- 6.2.** The following descriptions outline the quality of work associated with each letter grade. Percentage-to-grade equivalencies are included as a guideline for conversion.
  - a)** A+: Percentage 90-100; Grade Point 4.3; Grade Point Description: Excellent. Strong evidence of originality and independence of thought; good organization; capacity to analyze and synthesize; superior grasp of subject matter with sound critical evaluations; evidence of extensive knowledge base; an outstanding ability to communicate.
  - b)** A: Percentage 85-89; Grade Point 4; Grade Point Description: Excellent. Strong evidence of originality and independence of thought; good organization; capacity to analyze and synthesize; superior grasp of subject matter with sound critical evaluations; evidence of extensive knowledge base; an outstanding ability to communicate.
  - c)** A-: Percentage 80-84; Grade Point 3.7; Grade Point Description: Excellent. Strong evidence of originality and independence of thought; good organization; capacity to analyze and synthesize; superior grasp of subject matter with sound critical evaluations; evidence of extensive knowledge base; an outstanding ability to communicate.
  - d)** B+: Percentage 77-79; Grade Point 3.3; Grade Point Description: Good. Substantial knowledge of subject matter; some evidence of organization and analytic ability; a moderate degree of originality and independence of thought; reasonable understanding of relevant issues; evidence of familiarity with literature; an ability to communicate clearly and fluently.
  - e)** B: Percentage 73-76; Grade Point 3; Grade Point Description: Good. Substantial knowledge of subject matter; some evidence of organization and analytic ability; a moderate degree of originality and independence of thought; reasonable understanding of relevant issues; evidence of familiarity with literature; an ability to communicate clearly and fluently.
  - f)** B-: Percentage 70-72; Grade Point 2.7; Grade Point Description: Good. Substantial knowledge of subject matter; some evidence of organization and analytic ability; a moderate degree of originality and independence of thought; reasonable understanding of relevant issues; evidence of familiarity with literature; an ability to communicate clearly and fluently.
  - g)** C+: Percentage 67-69; Grade Point 2.3; Grade Point Description: Adequate. Student is profiting from their university experience; an acceptable understanding of the subject matter; ability to develop solutions to simple problems in the material; some ability to organize and analyze ideas; an ability to communicate adequately.
  - h)** C: Percentage 60-66; Grade Point 2; Grade Point Description: Adequate. Student is profiting from their university experience; an acceptable understanding of the subject matter; ability to develop solutions to simple

problems in the material; some ability to organize and analyze ideas; an ability to communicate adequately.

- i)** D: Percentage 50-59; Grade Point 1; Grade Point Description: Marginal. Some evidence that critical and analytic skills have been developed; rudimentary knowledge of the subject matter; significant weakness in the ability to communicate.
- j)** F: Percentage 0-49; Grade Point 0; Grade Point Description: Little evidence of even superficial understanding of subject matter; weakness in critical and analytic skills; limited or irrelevant use of literature; failure to complete required work; an inability to communicate.
- k)** CR: A grade of CR will be assigned for credit granted based on work experience.
- l)** PAS or FAL: Courses designated for pass/fail grading will be assigned a grade of PAS (pass) or FAL (fail). For such courses, only failing grades will be included in the calculation of the grade point average.
- m)** FALC: A grade of FALC will be assigned if a student fails a co-op work term or internship. FALC grades are recorded on the student's transcript and not included in the calculation of the grade point average.
- n)** T: A grade of T will be assigned at the time that a transfer credit is awarded.
- o)** WF: A failing grade of WF may be assigned if a student is administratively withdrawn for non-attendance.
- p)** AW: A grade of AW may be assigned for administrative withdrawal.
- q)** AEG: An Aegrotat grade may be assigned through a collaborative consultation involving the course instructor and the faculty Dean or designate. This is done only under extreme circumstances (e.g. student critical illness) when other grading options are not appropriate and is rarely assigned. The AEG grade can be awarded when there has been adequate performance in the course to date, based on section 6.2 of this policy. It is used when at least 60 per cent of the coursework has been fulfilled but there are outstanding assessments which cannot be completed. An AEG grade may not be appropriate for all courses (i.e. where required professional competencies are assessed). An AEG grade will be considered toward meeting graduation requirements but is not included in the calculation of the grade point average and cannot be subsequently changed to any other grade or designation.

- 6.3.** If a student's grade is not available when final grades are approved at the end of a semester, special designation will be temporarily added to their record.
  - a)** CO: If a course is continuing on in the subsequent Semester, a grade of CO will be assigned.
  - b)** DEF: If a deferred examination has been granted, a grade of DEF will be assigned.
  - c)** INC: If a portion of the work required for the course is incomplete, a grade of INC may be recorded. These grades may satisfy prerequisites for further courses on a temporary basis, but not beyond the end of the subsequent semester after which these grades revert to F.
- 6.4.** Credit will be granted only for those courses completed with a grade of D or better. Faculties may require higher grades in some courses to meet degree requirements.

For further information regarding specific degree requirements, students should refer to the appropriate faculty website.

## **7. Grade Changes**

- 7.1.** After grades have been officially approved and released, any grade changes must be submitted in writing to the Office of the Registrar. Grade changes may result from the submission of course work, the writing of a deferred examination, clerical errors, or an approved examination re-read. All grade changes must be approved by the course instructor and the dean or designate.

## **8. Dean's List and President's List**

- 8.1.** Students in clear standing with a Semester GPA of 3.5 to 3.79 on at least 80 per cent of a full course load at the end of a semester will receive the designation Dean's List on their Transcripts. Students in clear standing with a semester GPA of 3.8 or higher on at least 80 per cent of a full course load will receive the designation President's List on their Transcripts.

## **9. Academic Standing**

- 9.1.** Academic Standing is calculated and recorded on academic Transcripts at the end of each semester for every full-time student. Academic Standing regulations are applied to part-time students after completion of nine credit hours.
- 9.2.** Academic Standing is determined by the semester and cumulative grade point averages and the student's Academic Standing in the previous semester. The minimum cumulative grade point average required for graduation is 2.00.
- 9.3.** Academic Standing Scale:
  - a)** Clear Standing: Students are required to maintain a minimum cumulative grade point average of 2.00 to remain in clear standing.
  - b)** Probation: Students whose cumulative grade point average falls below 2.00 will be placed on probation. Students on probation will be required to contact an academic advisor. Students on probation may continue their studies as long as they achieve at least a semester grade point average of 2.00. Students placed on probation remain on probation until their cumulative grade point average is 2.00 or higher.
  - c)** Suspension: Students will be suspended if they fail to fulfil the conditions of probation. Following a period of at least two semesters, a suspended student may apply for readmission to the university through the Registrar's office. Students may be required to agree to conditions for reinstatement.
  - d)** Dismissal: Students readmitted after a period of suspension will be readmitted on probation. Students who fail to comply with the conditions of reinstatement or whose performance would result in suspension for a second time will be permanently dismissed.
  - e)** Program Dismissal: Students who have been dismissed from a program may be eligible to move into another degree or major provided that they are not on suspension and are not prohibited from taking required courses pursuant to any academic regulation or university policy.

## **10. Reappraisals and Reviews**

### **10.1. Informal grade reappraisal**

- a) Matters concerning term work normally fall within the authority of the instructor. If a student has a concern regarding course work, the student should make an appointment, as soon as possible, with the instructor so that any issues can be resolved quickly and informally.

**10.2. Formal grade reappraisal**

- a) Students may make a formal request to the Registrar's office to have a final grade in a course reappraised.

**10.3. Non-Academic Grounds Grade review**

- a) Students may submit a formal request to the Registrar's office for a review of a final grade if their academic performance in a course was affected by significant extenuating circumstances beyond their control. Extenuating circumstances normally involve a significant physical or psychological event that is beyond a student's control and debilitating to their academic performance. Evidence of these kinds of extraordinary situations should include official documentation from an appropriate professional.

**10.4. Academic Standing review**

- a) Students may request a faculty-level review of their Academic Standing if their academic performance was affected by significant extenuating circumstances beyond their control.

**MONITORING AND REVIEW**

- 11. This Policy will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review this Policy.

**RELEVANT LEGISLATION**

- 12. This section intentionally left blank.

**RELATED POLICIES, PROCEDURES & DOCUMENTS**

Grade Reappraisal and Review of Academic Standing Procedures

[Calculating Cumulative Grade Point Average \(CGPA\)](#)





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