	THE SHERIDAN COLLEGE INSTITUTE OF TECHNOLOGY AND ADVANCED LEARNING

Sheridan

TITLE: Grading Policy

Date of Approval: ~~June 1, 2016~~ March 25, 2020 **Effective Date:** ~~September 1, 2017~~ March 25, 2020	**Mandatory Review Date:** September 2019	**Approved By:** ☒ Board of Governors ☐ President's Council ☐ Senate

1. Purpose

The purpose of this policy and accompanying procedure is to set standards for assigning grades and to outline a grading system that is transparent, understandable, meaningful, and transferable for students, other post-secondary institutions, and potential employers[1]. The assigning of defined grades formalizes a student's status within a course and/or program and provides a basis for decisions regarding recognition of excellence, progression, academic probation, withdrawal and promotion. This policy and accompanying procedure is the framework for determining students' academic progress, eligibility to graduate and pathways to other institutions.

2. Scope

This policy applies to any employee with the assigned responsibility to grade, assess or evaluate student performance in academic programming. This policy applies to all student performance in academic programming (courses, Degrees, Ontario College Certificates, Diplomas, Advanced Diplomas, Graduate Certificates, Sheridan Certificates, Recognitions of Achievement and Certificates of Academic Achievement – in memoriam). This policy and the accompanying procedure work together to support fair and consistent grading standards across programs, Faculties and systems.

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[1] Postsecondary Education Quality Assessment Board (2014). *Handbook for Public Organizations.* Retrieved from: www.peqab.ca/Publications/HNDBKpublic2014.pdf

3. **Definitions**

Assessment: providing ongoing feedback to students about their progress and development relying on methods and strategies that do not include a numeric or letter grade.

Evaluation: the determination of the quality of work based upon defined criteria (e.g. rubric, grading scheme). Evaluation is usually communicated using a numeric and/or alpha grade.

Final Grade: a final grade is awarded upon completion of the course.

Grade: a letter, number or other symbol indicating the relative quality of a students work in an evaluation, assessment or course

Grade Point Average: Grade Point Averages (GPAs) are weighted calculations based on the grade received and the credit value of the course.

Progression: is the standard used to determine or to measure the student's eligibility to progress to the subsequent term.

Promotion: is the standard used to determine or to measure the student's successful completion of a program and to graduate.

Student Information System (SIS): the system that houses the official academic record of Students.

Student: means any individual who is admitted, enrolled or registered for study at Sheridan whether physically present at campus or online. Individuals who are active in a program, but not enrolled in classes for a particular term (e.g. on a vacation or coop term) are considered to have a continuing student relationship and are included in the definition of student.

4. **Policy Statement**

   4.1 The grading policy and procedure at Sheridan shall provide a system that enables students to understand their achievement of course or program learning outcomes.

   4.2 This policy shall support professors or designate in the assignment of a grade consistent with a student's demonstrated level of achievement.

   4.3 The assignment of a Grade is guided by the principles in the Student Assessment and Evaluation Policy (2015) as well as the following principles:
   - Students shall be made aware of the methods by which they are being evaluated;

- Grades are assigned in accordance with the Evaluation plan of a given course;
- The assignment of Grades occurs throughout the term, as applicable;
- The assignment of a Final Grade occurs within the Grade window set by Sheridan; and
- The official Grade for a student resides with the student information system and shall be that which is reflected on the official transcript.

4.4 Grades shall be assigned in accordance with the Grading Procedure.

4.5 The Responsible Office shall be The Office of the Vice Provost. This Office will interpret and apply the policy and have responsibility to draft and/or approve any associated procedures.

5. **Related Documentation (Procedures/Additional Policies/Forms)**

Student Assessment and Evaluation Policy

Student Assessment and Evaluation Procedure

Academic Integrity Policy

Academic Integrity Procedure

Academic Appeals and Consideration Policy

Academic Appeals and Consideration Procedure

Academic Standing Policy - Winter 2020 only

Academic Standing Procedure - Winter 2020 only

Graduation Policy

Posthumous Award Credential Policy

Posthumous Award Credential Procedure

Prior Learning Assessment and Recognition (PLAR) Policy

Prior Learning Assessment and Recognition (PLAR) Procedure

Teaching and Learning Technology Policy

Teaching and Learning Technology Procedure

Student Code of Conduct

Grading Procedure

Appendix A: Grading Scale

Grade	Alpha equivalent	Descriptor	Grade Point Equivalent
90 - 100	A+		4.0
85 - 89	A		3.8
80 - 84	A-		3.6
75 - 79	B+		3.3
70 - 74	B		3.0
65 - 69	C+		2.5
60 - 64	C		2.0
55 - 59	D+		1.5
50 – 54	D		1.0
For the Winter 2020 term only; an F will not be available as a grade option.			
	S	Satisfactory, credit earned	N/A
	U	Unsatisfactory, credit not earned	N/A

		Temporary Grades		
	IP	Course in progress	N/A
	I	Incomplete; course requirements missing or outstanding	N/A
	SU	Eligible for supplemental assessment	N/A
	M	This designation is used to identify a missing grade which has not been entered by the end of the academic term	N/A
Other Grades			
	AG	Aegrotat Standing; credit granted	N/A
	AS	Credit granted for advanced standing	N/A
	NE	Registered but did not submit work for evaluation and did not officially withdraw; credit not earned	0.0
	NG	No grade assigned	N/A
	TM	Enrolment terminated on grounds of breach of academic integrity	0.0
	W	Withdrew from subject officially; no academic penalty	N/A
	BT	This designation is used to identify a series of courses which have been used to satisfy a transfer agreement. This designation excludes the courses from the calculation of the GPA	N/A