

TITLE: Grading Procedure

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**The Office of the Vice
Provost**

1. Purpose

The purpose of this 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 employers¹. 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 procedure is the framework for determining students' academic progress, eligibility to graduate and pathways to other institutions.

2. Scope

This procedure applies to any employee with the assigned responsibility to grade, assess or evaluate student performance in academic programming. This procedure 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 procedure works to support fair and consistent grading standards across programs, Faculties and systems.

3. Definitions

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

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 student's 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. 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. Procedure

4.1 Meaning of Grades

- Grades are a measure of a student's demonstrated performance on the basis of learning outcomes in a course and/or program.
- In determining a grade, educators will use the evaluations stipulated on the course outline.

4.2 General Procedure

- Upon completion of a summative evaluation a numeric grade between 0 and 100 applies.
- The grade of F is to be entered if the numeric value is less than 50% or if the credit is not earned. For the Winter 2020 term only, the U (Unsatisfactory) will replace the F in the grading scale.
- Numeric grades will be entered into the Learning Management System (LMS) as per the minimal use policy.

- At the end of the semester or term of learning, the final numeric grades will be entered as a whole number into the Student Information System (SIS).
- If the final grade, as calculated by the faculty member, includes a decimal, standardized rounding practices shall apply as follows:
 .5 and greater is rounded up to the nearest whole number
 Less than .5 is rounded down to the nearest whole number
- Where the grade is a temporary or alternate grade where no numeric grade is available, the appropriate alpha grade may be entered into the Student Information System.
- The official grade is documented in the Student Information System.

4.3 Applying Alpha Grades

- Non-numeric grades will use the designations in the attached 'Grading scheme' chart.

4.4 Temporary Grades

- There are four temporary grades that may be assigned at the end of an academic term: IP – Course in Progress, I – Incomplete SU –Supplemental and M – Missing Grade.

IP Grade. This grade is assigned to a course that extends over two or more terms. A final grade will be entered at the end of the last academic term. The IP grade will only be used where a final grade is not available at reporting time.

I Grade. This grade is assigned in exceptional circumstances ² for a student who has not completed work for a particular course. An Incomplete Grade form must be completed by the responsible faculty for every student who has been assigned a final grade of 'I' Incomplete. A copy of the form must also be provided to the student for their reference. All course work must be completed by the end of Week Four of the academic term following the term when the 'I' grade was issued. The final grade will be identified on the Incomplete Grade form and submitted to the Office of the Registrar for posting. If the Incomplete Grade form is not submitted, all 'I' grades will automatically lapse to a grade of 'F' immediately following this deadline. For the Winter 2020 term only, the U (Unsatisfactory) will replace the F.

SU. Supplemental Assessment. This grade is assigned in exceptional circumstances. Supplemental privilege (SU) may be granted to a student who has not met the minimum pass requirements in a subject. Supplemental privilege is attached to the preliminary assessment (e.g. D/F) and entitles the student to write an examination or complete other prescribed work. No grade higher than the minimum pass for graduation purposes may be earned through a supplemental assessment process. A fee may be charged to cover the

² Exceptional circumstances: as defined by faculty and/or Associate Dean or designate

costs of administering the assessment. The attached Grade Change Form is to be completed upon the completion of the supplemental.

M. This designation is used to identify a missing grade which has not been entered by the end of the academic term.

4.5 Other Designations

- Other grading designations are assigned as a result of Administrative actions and decisions.

AG – Aegrotat Standing

If a student does not officially withdraw from a course but is unable to complete the work or write the final examination, for compelling reasons, the student may be awarded Aegrotat Standing (AG). The student will have displayed satisfactory knowledge in the course work based on evaluation of achievement in the term. Aegrotat Standing may be awarded by the Dean of the Faculty based upon the written recommendation of the Program Coordinator. AG is only awarded when an Incomplete (I) designation cannot be given. This designation excludes the course from the calculation of the GPA.

For the Winter 2020 term only, students will have the opportunity to complete the final work or exam up until December 18, 2020. A new final grade must be submitted by December 21, 2020 at 5 pm.

AS – Advanced Standing. This designation is applied if the student has been awarded transfer credit based upon the successful completion of comparable course from another institution. This designation excludes the course from the calculation of the GPA.

BT – Block Transfer - 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.

NE – Never Evaluated. The grade is assigned to a student who was registered in a course but did not submit work for evaluation and did not officially withdraw. The credit is not earned and the student earns a grade point equivalent of 0.0. This course is included in the calculation of the GPA.

NG – No Grade. This designation is used when the course has been assigned a grading basis of NG – No Grade. The designation excludes the course from the calculation of the GPA.

TM – Terminated. This designate is assigned when enrolment in the course has been administratively terminated on the grounds of breach of academic integrity. A Grade

Point Equivalent of 0.0 is assigned to the course and it is included in the calculation of the GPA.

W – Withdrew. This designation is assigned as a result of a course being dropped prior to the last day to withdraw from the course without academic penalty.* (*Note this date may vary based upon the length of the course.) This designation is not included in the GPA calculation. If a breach of academic integrity is identified after the course has been dropped, which would result in an academic sanction of F or TM, the 'W' grade would be removed and the sanctioned grade would be assigned. For the Winter 2020 term only, the F sanction would be a U (Unsatisfactory).

4.6 Passing Grade

- Unless otherwise stated on a course outline or in program literature, the pass for a course is 50%. Individual courses may vary; refer to the course syllabus.
- A student is considered to have passed a course when they have met the course's learning outcomes, as per the standards reflected in the summative evaluation of the student's performance in the course. In most courses with a numeric grade, a student must achieve a minimum grade of 50% to be considered to have passed the course, satisfying the course requirements for a program of study.
- Select programs require that a student earn a minimum passing grade of 60% or greater in specific courses to satisfy the program requirements. While the earned grade and the credits achieved will appear on the student record and the transcript, a student who earns less than the minimum passing grade will not have satisfied the program requirements.
- Students enrolled in an Apprenticeship program will be graded according to the system established by the Apprenticeship Board. Students will be provided with an evaluation plan at the start of their program.

4.7 Grade Point Average (GPA)

- Grade Point Averages (GPAs) are weighted calculations based on the grade received and the credit value of the course (refer to Appendix A).

4.8 Grade Changes

- In the event that a final grade was entered/submitted in error a Grade Change form is to be completed and submitted to the Office of Registrar.

4.9 Appeal of Final Grades

- Academic decisions related to this policy may be appealed under the Academic Appeals and Consideration Policy. Please refer to the Academic Appeals and consideration policy and procedure for details.

The exception to this is the AG grade that was awarded in the Winter 2020 term only; students will have the opportunity to complete the final work or exam up until

December 18, 2020. A new final grade must be submitted by December 21, 2020 at 5 pm.

5. Related Documentation/Links/Forms

- [Grade change form](#)

https://regnet.sheridancollege.ca/resources/grade_change_form_updated1219.pdf

- [Incomplete grade form](#)

<https://regnet.sheridancollege.ca/resources/i-grade-form.pdf>

- [Grade Change process map](#)

<https://regnet.sheridancollege.ca/resources/Grade-Change-Process.pdf>

- [Incomplete grade process map](#)

<https://regnet.sheridancollege.ca/resources/Incomplete-Grade-Process.pdf>

- [Aegrotat Standing grade form](#)

<https://regnet.sheridancollege.ca/resources/aegrotat-standing-form.pdf>

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

Note:

1. Students enrolled in an Apprenticeship program will be graded according to the system established by the Apprenticeship Board. Students will be provided with an evaluation plan at the start of their program.
2. Students who have outstanding work at the end of an academic term may be awarded the designation "I" (Incomplete). Students will be advised of the work that must be completed and the date by which it must be submitted to satisfy the subject requirements. The notation "I" will be changed to "F" if the assigned work is not completed by the designated date. This grade is assigned in exceptional circumstances³ for a student who has not completed work for a particular course. An Incomplete Grade form must be completed by the faculty member for every student who has been assigned a final grade of 'I' Incomplete. A copy of the form must also be provided to the student for their reference. All course work must be completed by the end of week four of the academic term following the term when the 'I' grade was issued. The final grade will be identified on the Incomplete Grade form and submitted to the Office of the Registrar for posting. If the Incomplete Grade form is not submitted, all 'I' grades will automatically lapse to a grade of 'U' immediately following this deadline.
3. If a student does not officially withdraw from a course but is unable to complete the work or write the final examination, for compelling reasons, he/she may be awarded Aegrotat Standing (AG). The student will have displayed satisfactory knowledge in the course work based on evaluation of achievement in the term. Aegrotat Standing may be awarded by the Dean of the Faculty based upon the written recommendation of the Program Coordinator. AG is only awarded when an Incomplete (I) designation cannot be given. This designation excludes the course from the calculation of the GPA. For the Winter 2020 term only, students will have the opportunity to complete the final work or exam up until December 18, 2020. A new final grade must be submitted by December 21, 2020 at 5 pm.
4. Supplemental privilege (SU) may be granted to a student who has not met the minimum pass requirements in a subject. Supplemental privilege is attached to the preliminary assessment (D or F) and entitles the student to write an examination or complete other prescribed work. No grade higher than the minimum pass for graduation purposes may be earned through a supplemental assessment process. A fee may be charged to cover the costs of administering the assessment.

³ Exceptional circumstances: as defined by faculty and/or Associate Dean or designate