

CORPORATE POLICY

Policy Number: SS-3104-2009

POLICY TITLE: Grading and Transcripts

OWNER: Registrar

APPROVED BY: Senior Leadership Team – December 03, 2008

EFFECTIVE: Fall 2009

REFERENCE:

Links to Other Policy: AC700 - Program Promotion and Graduation Requirements

BACKGROUND

Evaluation of student performance is an academic activity that formalizes a student's status within a course and/or program and provides a transparent basis for decisions regarding recognition of excellence, promotion, academic probation and withdrawal. The College is accountable for evaluating student performance and for communicating the results of that evaluation in a clear, consistent and equitable manner.

Purpose: To establish a clear, consistent and equitable approach for recognizing and reporting student achievement.

Scope: This policy applies to Postsecondary, Continuing Education, Apprenticeship courses and Community Training where applicable.

POLICY STATEMENTS

Grading

1. The College's percentage grading/evaluation/honours system applies to all students registered in Postsecondary, Continuing Education and Apprenticeship courses, and Community Training where applicable.

Audit Courses

2. The Associate Dean or designate is responsible for decisions related to student requests to audit courses. A decision in writing is required before or at the time of registration. The college is under no obligation to grant a student's request to audit. Some courses are not available for audit; in addition, in some cases, there will be no vacancies in a class. (Note: Normal fee structures apply for audited courses.)

Exemptions

3. The Associate Dean may grant an exemption for a course within his/her responsibility in recognition of prior attainment of comparable learning outcomes from a formally recognized educational institution. Exemptions will only be granted provided that the student:
 - a. can show successful completion of work of at least the same level and scope as defined by the course(s) module objectives, or
 - b. has successfully completed the prescribed exemption test(s) and
 - c. has submitted an application for exemption through the on-line process, normally by the 10th day of class within the semester in which the student is enrolled in the course.

“Formally recognized” learning may include: credits awarded on transcripts from postsecondary educational institutions e.g. Ontario/Canada Community Colleges and Universities; and/or by recognized foreign credential assessment results; and/or other recognized educational institutions through formal articulation agreements.

4. According to MTCU guidelines, full-time, postsecondary students who are granted exemption(s) are required to pay full program fees. Students will not receive a refund for exempted courses unless they drop below a full course load, as outlined in the fee policy established by the Ministry of Training, Colleges and Universities.

In Continuing Education, where registration is completed on a course-by-course basis, students who are granted exemptions are not required to pay the course fee.

In Apprenticeship, where registration is completed on a course-by-course basis, students who are granted exemptions are not required to pay the course fee.

Full-time Apprenticeship students who are granted exemption(s) are required to pay full-time program fees. Students will not receive a refund for exempted courses.

5. Courses graded with the designation “E” will not be included in the weighted GPA calculation.

Incompletes

6. Faculty members are responsible for determining whether an Incomplete grade, offering an opportunity to complete a course, will be available.
7. Students given an Incomplete will be permitted to proceed to the next course for which the incomplete course is a prerequisite. However, they can continue in the next level course only if prerequisite requirements are satisfactorily addressed through the Incomplete process. This designation will be assigned only if the student can reasonably be expected to clear the deficiency within a six-week time frame, or as defined by the faculty member. If the student is unsuccessful in passing the prerequisite course, the system will automatically remove the student from the grade list for the next level course and he/she will be required to repeat the prerequisite.

Transcripts

8. The transcript is intended to be an accurate and complete historical reflection of all student academic activity and achievement at the College.
9. Students’ final grades and academic status are not official until released by the Registrar’s Office. It should be noted that all college personnel are committed to complying with the terms and conditions of the *Freedom of Information and Protection of Privacy Act* with respect to student grades and all other student information covered by the Act.

Transcript Amendments

10. On occasion, an Associate Dean, Program Coordinator, faculty member or student may discover that a grade was calculated and/or recorded incorrectly. Upon confirmation that the student’s record shows an incorrect grade, the Associate Dean, Program Coordinator or faculty member will complete a “Grade Change Form” to correct the grade. Transcript amendments must be requested within 12 months of completion of the course for which the incorrect grade was recorded.

MONITORING

The Registrar is responsible for monitoring the effectiveness of this policy and initiating policy review according to the cycle established by Corporate Services.

POLICY REVISION DATE

ATTACHMENTS

Appendix A - Procedures

SPECIFIC LINKS

APPENDIX A – POLICY AC 702 Grading Procedures

P1. Grading

P1.1 Since Sept. 1, 2004, the College has used a percentage (no decimals) grading/evaluation/honours system for all students registered in Postsecondary, Community Training, Continuing Education and Apprenticeship. The following ranges apply:

- Grades ranging from 50 – 100 are considered to be in the successful range.
- Grades ranging from 0 - 49 represent failure.
- For courses graded as “Requirements Met/Not Met”, the designation “R” signifies that requirements have been met; the designation “FL” indicates failure”.

Note: The College transcript reflects alpha grades for any course in which a student was registered before Fall 2004 and after Spring 1991. (From 1978 – Spring 1991, numeric grades were used in a range from 4 [Excellent] to U [Unacceptable].)

P1.2 Grade Designations without Numeric Value The following designations are part of the College’s grading system but do not carry numeric value.

Non-Credit Designations ... The following are not used for postsecondary diploma or certificate courses.

AC	Attendance Complete
AN	Attendance Not Met
UW	Unofficial Withdrawal

Credit Designations ... The following designations apply for credit courses.

E	Exemption
I	Incomplete
CR	Credit Granted
AU	Audit

The following designations are programmed by the computer and are printed when the appropriate conditions are met. These designations are not loaded by faculty.

NT	Course Not Yet Taken
NA	Grade Not Available
W	Official Withdrawal
NG	No Grade Assigned
AU	Audit

Definitions of Transcript Designations

AC – Attendance Complete This designation indicates that students have met specific attendance requirements in **non-credit courses** in which attendance is the only measure of successful completion.

AN – Attendance Not Met This designation indicates that students have not met specific attendance requirements in **non-credit courses** in which attendance is the only measure of successful completion.

AU – Audit Student This designation is used to reflect a student’s formal decision to waive receiving a credit for a particular course by opting out of assignments, evaluation and grading. Audit status must be requested in writing by the student at the time of registration. Full course fees apply.

E – Exemption or Transfer Credit This designation is used to indicate successful achievement of formal transcribed learning

I – Incomplete This designation is reserved for situations when the student has not completed the requirements of a course, as defined by the course outline, as the result of extenuating circumstances (i.e. illness, death in the family, etc.) This designation will be assigned only if the student can be expected to clear the deficiency within a six-week period, as defined by the faculty member.

CR – Credit Granted This designation signifies that the student has obtained credit for a course. The credit may have been earned through the Prior Learning Assessment and Recognition (PLAR) process.

R/FL – Requirements Met/Requirements Not Met This designation is used for postsecondary courses in which student learning is evaluated against course objectives, but where it would be inappropriate to record a percentage grade. In these circumstances, “R” signifies successful completion, whereas “FL” signifies that students have been unsuccessful.

UW – Unofficial Withdrawal This designation, used only in Continuing Education, is assigned to a student who has not officially withdrawn from a course but who either fails to begin the course or who attends only the initial session(s) before any significant evaluation has taken place.

W – Official Withdrawal This designation is used for Postsecondary, Apprenticeship and Continuing Education students who drop a course within the time frame designated for withdrawals.

P1.3 Implementation of “Audit” Status A student will be registered as a credit student at the time of registrations. On request, Registration will provide a

student with an AUDIT FORM and refer him/her to the appropriate Associate Dean for signing. If the request to audit is approved, the faculty member will receive one copy of the form to submit with the grade sheets.

P1.4 Implementation of the “Incomplete” Option When an “Incomplete” designation is assigned, it must be accompanied by an Incomplete Profile Form indicating:

- What specifically must be done to complete the course. This assignment/test must provide a valid measure of the student’s competence as defined in the course module objectives. Upon successful completion of the assignment/test, the “I” designation will be changed to the appropriate grade as determined by the student’s performance on the assignment/test.
- The period of time in which the assignment is to be completed. That period should not exceed six weeks from the last day of classes in a given semester. A copy of the Incomplete Profile must remain in the Associate Dean’s course file for the duration of the time specified. If the Incomplete is not cleared within the specified time, the “I” will be changed by the faculty member to the appropriate final grade and forwarded to the Registration/Student Services Offices.
- The Associate Dean may extend the deadline on the Incomplete Profile for compassionate or other valid reasons. This discretion should be used sparingly, and only when clearly justified. If the Registrar’s Office has not received notification of a change from the “I” designation by the deadline specified on the Profile, a Status Update request will be forwarded to the Associate Dean and the faculty member. The request will indicate that if a status change is not received within two weeks, the Registrar’s Office will convert the “I” to the grade earned as identified in writing by the academic department.

P2. Credit Value/Weighting

P2.1 Credit Value has been assigned to most courses based on the following definition from the National Transcript Guide: *“Credit is the unit of value that expresses the quantity of work required. The number of credit hours of a course is usually determined by the number of hours of class per week multiplied by the number of weeks in a term or session. One credit hour is usually assigned for each hour which meets per week over a term or session.”*

P2.2 Non Credit Courses Courses will be considered non credit and not assigned a credit value if they are less than 10 hours in duration, have an AC/AN grade type, or are considered non-postsecondary. Non credit courses are not considered in the calculation of the weighted Grade Point Average (G.P.A.)

P2.3 Repeat Courses A student may choose to repeat a course in order to: a) improve a grade; b) make up a failed course; c) make up a course credit under special

arrangement with their faculty member. In all cases, students are assessed the regular course fee for repeat courses. If students choose to repeat a course to improve a grade or make up a failed course, both grades will appear on the student's transcript.

P3. Weighted Grade Point Average (GPA)

Effective Fall 2004, Mohawk College transcripts will show a Weighted GPA each semester. A Weighted GPA is calculated according to the following formula:

Sum of Percentage Grades multiplied by the Credit Value divided by the sum of the Credits for the courses taken as defined by the Program of Studies
e.g. $82 \times 3 = 246$; $65 \times 4 = 260$; $73 \times 2 = 146$; $94 \times 3 = 282$
A total of 934 divided by 12 credits = 77% Weighted GPA

Courses not assigned a numeric grade (i.e. E, CR, AU, etc.) are not considered in the calculation of the Weighted GPA.

P4. Recognition of Academic Excellence

Dean's Honours Dean's Honours will be awarded at the end of each semester by the Associate Dean of each School to students in full-time status according to Ministry guidelines who have received a Weighted GPA greater than or equal to 85% (A-), with no failed grades.

Honours Graduate This distinction is conferred on graduates who achieve a Weighted GPA greater than or equal to 85% (A-) on completion of a specified Program of Studies with no failed grades within the time frame established by the School with academic responsibility for the program.