

<b>Procedure Title</b>	<b>Course Evaluation and Grading Procedure</b>
<b>Procedure Holder</b>	Registrar's Department
<b>Procedure Approver(s)</b>	Senior Team
<b>Related Policies</b>	Ch5-s1-02 Academic Appeal Policy Ch5-s5-01 Academic Integrity CH5-s3-02 Award Selection Process Ch5-s3-01 First Class Standing Ch5-s3-06 Graduate Awards Ch5-s1-14 Progression and Graduation Requirements Policy Ch5-s1-04 Withdrawal from the College
<b>Related Procedures</b>	
<b>Appendices</b>	Appendix 1 Grade Change Form
<b>Storage Location</b>	Website - <a href="https://www.confederationcollege.ca/policies-and-procedures">https://www.confederationcollege.ca/policies-and-procedures</a>
<b>Effective Date</b>	2023-Aug-01
<b>Next Review Date</b>	2026-Aug-01

## Purpose

A set standard for assigning grades to recognize student achievement in a course or program.

## Scope

This policy applies to all courses where student achievement is evaluated.

## Definitions

Learning Management System (LMS)	A software application for the administration, documentation, tracking, reporting, automation, and delivery of educational courses, training programs, materials or learning and development programs.
Cumulative Grade Point Average	All credit level courses that receive grades are used in the calculation of the cumulative grade point average.
Term Grade Point Average	All courses within a semester are used in the calculation of the term grade point average.
Program Grade Point Average	All program required courses (approved curriculum) are used in the calculation of the Program grade point average.
Repeated courses	In cases where a student registers more than once in the same course (or equivalent course), all final grades will be reported on the transcript. The highest grade will be used in the calculation of the grade point average.

Grade Point Average Calculation	Credit=Credited course hours per semester (as noted on course outline) Quality Points = Course hours (X) numeric equivalent of letter grade Grade Point Average (GPA) = Quality points/total credit hours
First Class Standing	GPA= $\geq$ 3.50 Students enrolled full time in an approved post-secondary certificate or diploma program with a minimum semester GPA of 3.50 will be issued a Letter of First Class Standing.
Good Standing	GPA= $\geq$ 2.00 Students with a grade point average of 2.00 or higher are considered to be in good standing and are eligible to continue in their current program. Some exceptions may apply.
Academic Intervention	GPA = $\geq$ 1.25 If the student's term GPA falls between 1.99 and 1.25, the student will be placed on academic intervention.
Academic Probation	GPA $<$ 1.25 Students with a term GPA below 1.25 will be placed on Academic Probation and may be ineligible to continue until they speak with their Program Coordinator.
Academic Dishonesty	Students who have engaged in serious or repeated acts of academic dishonesty shall receive a final course grade of XF (zero) and may be withdrawn from the course or program.

## Governing Laws and Regulations

Minister's Binding Policy Directive: Framework for Programs of Instruction  
 Ontario Qualifications Framework  
 Ontario Program Standards and Descriptions  
 Postsecondary Education Quality and Assessment Board

## Procedure Statements

Action	Responsibility
1. Course outlines will be posted to College LMS within the first week of the course.	Faculty
2. Evaluation expectations will be discussed within the first week of the course.	Faculty
3. The evaluation expectations and processes as published on the course outline will be adhered to.	Faculty
4. Student progress will be monitored and ongoing feedback will be provided.	Faculty
5. Students will have access to their up-to-date course progress on the College LMS prior to the withdraw date.	Faculty
6. Results for all graded evaluations and assessments will be posted to College LMS.	Faculty
7. Final grades will be entered in the Student Information System (Banner). Semester deadline dates for grade submissions are posted on the Academic Calendar.	Faculty
8. Tests and/or assignments not returned to students will be retained by faculty for one semester beyond the end of the course.	Faculty
9. Incomplete Grades	
9.1 Set a date, to a maximum of 3 months, by which the student must complete the course requirements to receive a final grade.	Faculty
9.2 Inform the student in writing of the condition(s) for the removal of the “incomplete” and the deadline date.	Faculty
9.3 Assess the final grade when the student completes the course requirements.	Faculty
9.4 Once a final grade is assessed submit the Grade Change Form to the Dean/Associate Dean/Director for signing approval, then submit to the Registrar’s Office for processing.	Faculty Dean/Associate Dean/Director
9.5 If the faculty who assigned the original grade is no longer available, a Grade Change request can be initiated by the Program Coordinator and forwarded to the Dean/Associate Dean/Director for review and approval before being submitted to the Registrar’s Office.	Program Coordinator/ Dean/Associate Dean/Director

## Non-Compliance

It is the joint responsibility of the Registrar and Dean to ensure that the guidelines contained in this policy are followed and adhered to in order to effectively and efficiently support student focused learning objectives. Lack of compliance will result in delays in academic operations and student success.

## Revision History

Version	Change	Author	Date of Change
	New format	Richard Gemmill	2023-04-20

**Ch5-s1-01b: APPENDIX 1**

**GRADE CHANGE FORM**

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Program: \_\_\_\_\_

Term	Course Code	Section No.	Present Grade	Change to:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reason for grade change:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures:

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic manager

\_\_\_\_\_  
Date