

<b>Policy Title</b>	<b>Course Evaluation and Grading Policy</b>
<b>Policy Holder</b>	Registrar's Department
<b>Policy 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>	
<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

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	$\text{Credit} = \text{Credited course hours per semester (as noted on course outline)}$ $\text{Quality Points} = \text{Course hours (X) numeric equivalent of letter grade}$ $\text{Grade Point Average (GPA)} = \frac{\text{Quality points}}{\text{total credit hours}}$

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

## Policy Statements

1. The assigning of grades formalizes a student's status within a course and/or program and provides a basis for decisions regarding recognition of excellence, promotion, academic probation, and withdrawal.
2. The evaluation of student performance ends with the assignment of grades. Grades are earned by the student and represent a measure of their achievement of the program and course learning requirements.
3. The grading system shall be applied consistently in all courses. All sections/deliveries of a given course are to use the same grading designation as identified on the course outline.
4. The final grades of student are not official until submitted through the Student Information System (Banner).

5. Letter grades are used to describe the achievement level attained within a course. If percentages are used for a course, they are to be converted to an alphanumeric grade. To calculate a letter grade based on a decimal percentage grade, the percentage is rounded to the nearest whole number value.

<b>Letter Grades</b>	<b>Letter Level of Achievement or Explanation</b>	<b>GPA Numeric Equivalency</b>
A	Outstanding Achievement	4.0 grade points
B	Exceeds normal achievement levels	3.0 grade points
C	Meets normal achievement levels	2.0 grade points
D	Minimum acceptable level of achievement	1.0 grade points
F	Failure to meet minimum level of achievement	0.0 grade points
XF	Academic Dishonesty	0.0 grade points
IN	Course requirements have not been met at this time*	Not in grade point average
TR	Course requirements met through assessment of previous learning outcomes	Not in grade point average
CR	Course requirements met in job placement, fieldwork or practicum	Not in grade point average
NCR	Non-credit - used for co-operative work experience or field placements and high school dual credits	
AD	Audit – the student has registered but not taken the course for credit	Not in grade point average

\*An IN (incomplete) grade is to be assigned, at the discretion of the faculty, only in cases where a student has been unable to complete the course requirements in the normal semester time. Previous satisfactory achievement must indicate the student can complete the requirements by the extension date, as determined by the faculty and to be given to the student in writing. The faculty will forward a Grade Change form to the Associate Dean/Regional Manager. Maximum time allowance to convert an IN to a passing grade is 3 months after the grade submission deadline. After this time, if no Grade Change form is submitted, the IN will change to an F grade.

F grades, once assigned, cannot be removed from a student's academic history.

### Alpha Grades

In most cases, alpha grade assignments are based on the following numeric grade ranges. This is the college minimum standard. Certain programs and courses may require a higher passing grade. Refer to program documentation and/or course outlines for specific program/course evaluation information

<b>Alpha Grade</b>	<b>Percentage Attained</b>
A	80-100
B	70-79.9
C	60-69.9
D	50-59.9
F	Less than 50

In most cases, transcripts will include both alpha and numeric grades. Grade point average calculations are based on the weight of the alpha character.

6. The standard in most courses is fifty percent (50D). Some courses require students to achieve higher than a 50D in order to succeed in the course and proceed in their program. For those courses, the course outline will specify the progression requirements.
7. **Apprenticeship Programs**  
An apprentice is deemed to have successfully completed a level of training if the grade point average for the session of in-school training is 2.0 or above, with no grades below 60C. This represents a satisfactory level of performance. A grade point average of less than 2.0 or grades below 60C indicates that the apprentice has not been successful in the level of in-school training and has not satisfactorily demonstrated achievement of the learning outcomes of that level.
8. **Grade Point Average**  
The grade point average is a weighted average. It is calculated as follows:
  - 8.1 Each course is designated as having a set number of instructional hours (course hours), that is the total number of hours within which the course learning requirements may be achieved, regardless of variations in delivery. The number of grade points per course is determined by multiplying the set number of course hours by the numeric grade points earned in that course. The resulting number is referred to as Quality Points.
  - 8.2 The Quality Points are divided by the total number of set credit hours for the courses with grades having an alphanumeric grade.

$$\frac{\text{Quality Points}}{\text{Total Credit Hours}} = \text{Grade Point Average (G.P.A)}$$

9. Academic Standing is determined by the grade point average earned in a semester.
- 9.1 First Class Standing is achieved when a student has a grade point average of 3.5 or higher in an approved post-secondary program.
  - 9.2 Good Standing is achieved when a student has a grade point average of 2.00 or higher.
  - 9.3 Academic Intervention occurs when a student has a grade point average between 1.99 and 1.25.
  - 9.4 Academic Probation occurs when a student's term GPA is below 1.25. Students must reach out to the Program Coordinator, Regional Director, or Student Success Advisor to seek guidance.
  - 9.5 Academic Dishonesty occurs when a student has engaged in serious or repeated acts of academic dishonesty. The student shall receive a final course grade of XF (0) and may be withdrawn from the course or program. Refer to the Academic Integrity Policy Ch5-s5-01.
10. To be eligible for graduation, a student must successfully complete all program requirements with a minimum program grade point average of 2.00.

## Non-Compliance

It is the joint responsibility of the Registrar and Associate Dean/Regional Manager 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
2026Apr09	Regular update	APAC	2026-04-09