

## GRADING PROCEDURE

Authorizer: Vice President, Academic/Student Affairs & Human Resources

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### PROCEDURE STATEMENT:

Conestoga has a fair and consistent approach to assessing and documenting academic achievement of students. Upon course completion, students earn a grade that reflects their achievement of the course outcomes.

One grading system exists within Conestoga and reflects different grading standard/scales as well as standards Conestoga is required to follow (e.g. Post-secondary Education Quality Assessment Board, Apprenticeship Branch). This procedure establishes an equitable approach to grading.

The recording of a grade formalizes a student's level of achievement within a course or program and provides a basis for academic decisions.

### SCOPE:

The approved grading standards will be employed by faculty in reporting student achievement and applies to all courses where formal assessment is required.

### DEFINITIONS:

#### Credentials

Awarded upon completion of a program of study as set out by the Ministry of Training, Colleges and Universities as defined in the Credential Framework found in the binding policy directive for Programs of Instruction, April 1, 2004. Approved credentials are as follows:

- Baccalaureate Degree
- Ontario College Graduate Certificate
- Ontario College Advanced Diploma
- Ontario College Diploma
- Ontario College Certificate
- College Certificate

#### Certificate of Achievement

A document awarded by the Office of the Registrar to students who have successfully completed outcomes of a prescribed program, typically less than 168 hours. This certificate will include the logo and seal of the Conestoga and will be signed by the Registrar.

**Cohort**

An intake of a group of students to a specified program of study with a defined start and completion date.

**Credit Value**

Credits provide a weight in the calculation of grade point average (GPA).

- Credits for courses such as clinical, work experience and co-op might be weighted at less than the actual hours.

**Grade Point (GP)**

Assigned to each course, the Grade Point is a numeric representation aligned to an alpha grade and/or a percentage range. The GP is printed on transcripts and achievement records.

**Grade Point Average (GPA)**

A weighted average based on the grade received and the credit value of the course.

**Prior Learning Assessment (PLAR)**

A process that involves the evaluation and recognition of informal and non-formal learning acquired through employment, volunteer work, military training, hobbies, reading and other significant life experiences.

**Program Grade Point Average (GPA)**

An average based on the program code/version and all the courses completed that are part of the program of study including electives. These courses may have been taken either via the cohort or through part-time studies (non-cohort). The program GPA is printed on the transcript and achievement records for cohort and non-cohort-based programs.

- Total Quality Points divided by the Total Credits = Program GPA

**Program of Study**

A planned and coordinated selection of courses delivered to an identified study body, at the successful conclusion of which an appropriate credential is awarded.

**Program Weighted Average**

An average based on the program code/version and all the courses taken that are part of the program of study including electives. These courses may have been taken either via the cohort or through part-time studies (non-cohort). This is represented as a percent value and is printed on the transcript and achievement records for cohort and non-cohort-based programs.

**Quality Points**

Calculated by multiplying the credit value of a course by the percentage grade earned for the course.

- Credit Value x Percentage Grade = Quality Points

**Recognition of Learning**

A document awarded by the program team for the purposes of recognizing learning that does not qualify for a credential/document as outlined in the definitions.

**Term Grade Point Average (GPA)**

An average based on all courses taken within a program session. The session GPA is printed on the transcript and achievement records for cohort-based programs.

- Credit Value x Grade Point = Quality Points
- Total Quality Points divided by the Total Credits = Session GPA

### Term Weighted Average

An average based on all courses within the session. This is represented as a percent value and is printed on the transcript and achievement records.

### Student Achievement

An unofficial student record includes:

- all courses with or without a formal assessment
- interim marks/final grades
- academic decisions

### Transcript

An official academic record produced by the Office of the Registrar which includes all courses with a formal assessment taken by a student. The official transcript details a student's permanent academic record and bears the official seal and signature of the Office of the Registrar.

### Term

The semester and year for course activity. (i.e. Fall 2015)

### Grading Standards

The grading standards used by Conestoga are defined in the following charts and apply to all courses unless otherwise stated on the course outline.

Alpha Grade	Grade Point	Low Range	High Range	Description	Guideline
A+ A	4.00 3.75	90 80	100 89	Achievement in course outcomes is outstanding and warrants unique and distinguished recognition.	Considerable evidence of original thinking; demonstrated capacity to analyze, integrate and extend concepts; outstanding grasp of subject matter; consistent demonstration of practice with no supervision and guidance.
B+ B	3.50 3.00	75 70	79 74	Achievement in course outcomes is acceptable and meets above average standards.	Evidence of solid grasp of subject matter; reasonable understanding of relevant ideas; some evidence of critical capacity and analysis; clear connections of ideas and numerous extensions; reasonable demonstration of practice with minimal supervision and guidance.
C+ C	2.50 2.00	65 60	69 64	Achievement in course outcomes meets average standards.	Evidence of some understanding of subject matter and relevant ideas; ability to develop/apply solutions to simple problems; minimal connections of ideas and extensions; demonstration of practice with periodic supervision and guidance.
D	1.00	55	59	Achievement in course outcomes is marginal and meets minimal standards.	Evidence of minimal understanding of subject matter and relevant ideas; minimal connections of ideas; demonstration of practice with constant supervision and guidance.
F	0.00	0.00	54	Achievement in course outcomes is inadequate and fails to meet minimal standards.	Insufficient evidence of understanding subject matter and relevant ideas; inability to connect and extend ideas; inability to demonstrate practice.

## Courses in Apprenticeship Programs

Alpha Grade	Grade Point	Low Range	High Range	Description	Guidelines
A+	4.00	90	100	Achievement in course outcomes is outstanding and warrants unique and distinguished recognition.	Considerable evidence of original thinking; demonstrated capacity to analyze, integrate and extend concepts; outstanding grasp of subject matter; consistent demonstration of practice with no supervision and guidance.
A	3.75	80	89		
B+ B	3.50 3.00	75 70	79 74	Achievement in course outcomes is acceptable and meets above average standards.	Evidence of solid grasp of subject matter; reasonable understanding of relevant ideas; some evidence of critical capacity and analysis; clear connections of ideas and numerous extensions; reasonable demonstration of practice with minimal supervision and guidance.
F	0.00	0.00	69	Achievement in course is inadequate and fails to meet minimal standards.	Insufficient evidence of understanding subject matter and relevant ideas; inability to connect and extend ideas; inability to demonstrate practice.

Note: Courses in the "Apprenticeship – Diploma" programs do not fall in this category.

## Gas Technician Courses

Alpha Grade	Grade Point	Low Range	High Range	Description	Guideline
A+	4.00	90	100	Achievement in course outcomes is outstanding and warrants unique and distinguished recognition.	Considerable evidence of original thinking; demonstrated capacity to analyze, integrate and extend concepts; outstanding grasp of subject matter; consistent demonstration of practice with no supervision and guidance.
A	3.75	80	89		
B+	3.50	75	79	Achievement in course outcomes is acceptable and meets above average standards.	Evidence of solid grasp of subject matter; reasonable understanding of relevant ideas; some evidence of critical capacity and analysis; clear connections of ideas and numerous extensions; reasonable demonstration of practice with minimal supervision and guidance.
F	0.00	0.00	74	Achievement in course outcomes is inadequate and fails to meet minimal standards.	Insufficient evidence of understanding subject matter and relevant ideas; inability to connect and extend ideas; inability to demonstrate practice.

## Courses in Health Science Programs<sup>1</sup>

Alpha Grade	Grade Point	Low Range	High Range	Description	Guidelines
A+	4.00	90	100	Achievement in course outcomes is outstanding and warrants unique and distinguished recognition.	Considerable evidence of original thinking; demonstrated capacity to analyze, integrate and extend concepts; outstanding grasp of subject matter; consistent demonstration of practice with no supervision and guidance.
A	3.75	80	89		
B+ B	3.50 3.00	75 70	79 74	Achievement in course outcomes is acceptable and meets above average standards.	Evidence of solid grasp of subject matter; reasonable understanding of relevant ideas; some evidence of critical capacity and analysis; clear connections of ideas and numerous extensions; reasonable demonstration of practice with minimal supervision and guidance.
C+	2.50	65	69	Achievement in course outcomes meets average standards.	Evidence of some understanding of subject matter and relevant ideas; ability to develop/apply solutions to simple problems; minimal connections of ideas and extensions; demonstration of practice with periodic supervision and guidance.
F	0.00	0	64	Achievement in course outcomes is inadequate and fails to meet minimal standards.	Insufficient evidence of understanding subject matter and relevant ideas; inability to connect and extend ideas; inability to demonstrate practice.

1 With the exception of Liberal Studies courses and other individual courses where the passing grade is otherwise identified and communicated on the course outline.

## Courses in Degree Programs<sup>1</sup>, Early Childhood Education<sup>2</sup>, Pre-service Firefighter<sup>2</sup>, and Social Services<sup>2</sup> Programs

Alpha Grade	Grade Point	Low Range	High Range	Description	Guidelines
A+	4.00	90	100	Achievement in course outcomes is outstanding and warrants unique and distinguished recognition.	Considerable evidence of original thinking; demonstrated capacity to analyze, integrate and extend concepts; outstanding grasp of subject matter; consistent demonstration of practice with no supervision and guidance.
A	3.75	80	89		
B+ B	3.55 3.00	75 70	79 74	Achievement in course outcomes is acceptable and meets above average standards.	Evidence of solid grasp of subject matter; reasonable understanding of relevant ideas; some evidence of critical capacity and analysis; clear connections of ideas and numerous extensions; reasonable demonstration of practice with minimal supervision and guidance.
C+ C	2.50 2.00	65 60	69 64	Achievement in course outcomes meets average standards.	Evidence of some understanding of subject matter and relevant ideas; ability to develop/apply solutions to simple problems; minimal connections of ideas and extensions; demonstration of practice with periodic supervision and guidance.
F	0	0	59	Achievement in course outcomes is inadequate and fails to meet minimal standards.	Insufficient evidence of understanding subject matter and relevant ideas; inability to connect and extend ideas; inability to demonstrate practice.

1 Post-secondary Education Quality Assessment Board

2With the exception of Liberal Studies courses and other individual courses where the passing grade is otherwise identified and communicated on the course outline.

**1. OntarioLearn Courses**

The passing grade for an OntarioLearn course not hosted by Conestoga will be determined in accordance to what the respective host college has identified as the passing grade.

**2. Pass/Fail** – Courses will be recorded as either:

- Pass (P) The course outcomes are satisfactorily met
- Fail (F) Failure to meet course outcomes

**3. Ungraded Courses** will be recorded as either:

- **AT** Attended an ungraded course
- **DNA** Registered but did not attend as per course requirements

**4. Aegrotat Standing**

- **AG** This standing may be assigned based on a student whose performance, over a significant proportion of a course was fully satisfactory but where, because of exceptional circumstances (such as illness), the student was unable to complete the course.

*o In case of serious illness, the student is required to provide the Executive Dean with a medical certificate. The Office of the Registrar grants the Aegrotat Standing on the recommendation of the appropriate Executive Dean.*

**5. Other notations on a transcript:**

AG	Aegrotat Standing
AU	Audit - attended a course without obtaining credit
EX	For approved courses - advanced standing credit
I	Incomplete – Not considered a final grade <ul style="list-style-type: none"> <li>▪ An Incomplete (I) is assigned when the student, due to exceptional circumstances, has not been able to submit sufficient evidence of meeting the course outcomes by the course completion date. A written agreement must be in place with the student for completion.</li> </ul>
I/P	In Process – not considered a final grade. <ul style="list-style-type: none"> <li>▪ Course outcomes in process for non-cohort delivered course (e.g. Academic Upgrading)</li> </ul>
NC	Not Complete – Considered a final grade <ul style="list-style-type: none"> <li>▪ Assigned after an Incomplete has been issued when there are exceptional circumstances that significantly disrupt normal college operations and directly impact student abilities to complete applied learning assignments by the course completion date.</li> </ul> <p>Only the course chair can assign a NC</p>
Y	Discontinued by the college
W	Formal withdrawal from the program/course by the date for drop without academic penalty; or formal withdrawal from a part-time course after the refund date assuming less than 50% of the course has been taken (for Continuing Education)

## **RESPONSIBILITIES:**

### **The Board of Governors**

- Authorizes the Academic Coordinating Committee to approve and maintain the grading system to document student achievement.

### **Director, Registrarial Services**

- Ensure protocols, processes and procedures are in place and adhered to in the recording, reporting, releasing and retaining of student records.

### **Records Officers**

- Record, release and retain student record information following approved protocols, processes and procedures.

## **PROCEDURE ELABORATION:**

1. At the end of each course, the final grade earned, or other notation is recorded.
2. An Incomplete (I) is assigned when course outcomes are not met by the course completion date.
  - a. An agreement must be in place with the student for course completion.
3. Final grades are released through the Student Portal at the end of each session/semester or upon completion of a program of study.
4. The Session Grade Point Average, Program Grade Point Average, Session Weighted Average and the Program Weighted Average will automatically be calculated and displayed on the transcript/achievement record.

The following rules apply for the calculation of the GPA/Weighted Averages:

- The enrolled course must have a credit value to be used in GPA calculations.
- The grade scale associated to the course must be included in the GPA calculation. (Pass/Fail courses are not included.)
- Alpha grades (AG, AU, DNA, and NC) do not have a grade point value.
- Transfer Credits are not included in the calculation of GPA.
- The grades of I/P (In Process), I (Incomplete), AG (Aegrotat) and NC (Not Complete) are not included in the GPA calculations.
- If a course is repeated (including equivalencies), all course attempts will appear on the transcript, but only the most recent grade will be used to compute the program GPA.
  - If the first course taken is a failure and the same course is repeated (including equivalencies) and it is a failure, only one failure will be used in the calculation of the GPA.
    - Course failures associated to an enrolment status of Prior Learning Assessment (PLA) are not used in the calculation of a GPA (session and/or program).
  - A failed prerequisite course will not be upgraded to a passing grade on the basis of successful completion of the requisite course.

## APPENDIX A:

### Conestoga College Institute of Technology and Advanced Learning

Conestoga College was established by the Department of Education Act (Ontario) 1967 and is accredited by the Ontario Ministry of Training, Colleges and Universities, (Canada). The College is a member of Colleges Ontario.

#### GRADING SYSTEMS:

##### FROM SEPTEMBER 2005

Grade	Grade Point	Range	Grade	Grade Point	Range
A+	4.0	90 – 100%	C+	2.5	65 – 69%
A	3.75	80 – 89%	C	2.0	60 – 64%
B+	3.5	75 – 79%	D	1.0	55 – 59%
B	3.0	70 – 74%	F	0	Below passing grade for the course

AG	Aegrotat Standing
EX	Exemption
I	Incomplete
ITC	Internal Transfer Credit
TC	Transfer Credit
P	Passed
AU	Audit
AT	Attended an ungraded course
W	Withdrawal from the course (before the drop deadline)
Y	Discontinued by the College
DNA	Registered but did not attend. (Only to be used for ungraded courses as of September 2010.)
I/P	Course remains in process at end of term
NC	Not Complete

The minimum passing grade for a course is 55% unless otherwise stated on the course outline or College calendar. Conestoga College Academic policies are available on the internet at <http://www.conestogac.on.ca>

GRADE POINT AVERAGE: Please refer to information on College website at: [www.conestogac.on.ca](http://www.conestogac.on.ca)

##### FROM SEPTEMBER 1991 TO AUGUST 2005:

A+	90 – 100%	I	Incomplete
A	80 – 89%	P	Passed
B+	75 – 79%	G	Exemption
B	70 – 74%	Q	Program/Course withdrawal without academic policy
C+	65 – 69%	Y	Discontinued. Initiated by the College
C	60 – 64%	AP	Course outcomes in process
D	55 – 59%	AU	Auditing a course without credit
F	54% or less or Academic Penalty	DNA	Registered but did not attend

##### MINIMUM PASSING GRADE IS 55 WITH THE FOLLOWING EXCEPTIONS:

Health Sciences	In Health Science programs the passing grade for vocational courses is 65
Child Studies/Social Services	In Child Studies and Social Service programs, the passing grade for vocational courses is 60.

GRADE POINT (Approved for use in Apprenticeship programs only):

A	Grade 4	Excellent
B	Grade 3	Good or Above Average



C	Grade 2	Satisfactory or Average
D	Grade 1	Below Average or Poor
F	Grade 0	Unsatisfactory or Failure

**FROM SEPTEMBER 1976 TO AUGUST 1991**

A	An exceptionally high degree of achievement, both quantitatively and qualitatively.	P	Passes all course/module objectives satisfactorily in a course which used the pass/fail grading system.
B	Achievement of substantially more than minimum requirements quantitatively with higher than the minimally required degree of quality	G	Exemption.
C	Achievement of minimum requirements with acceptable quality	R	Individualized response to course/module objective. No formal evaluation taken.
F	Failure to meet course/module objectives in an acceptable manner.	Q	Withdrawal from the program after the official course drop date.
I	Incomplete. Course/module objectives were not met within the time allocated.	Y	Discontinuance initiated by the College.

**TO AUGUST 1976:**

Grading Equivalency:

4 – A	Excellent	75 -100%
3 – B	Good or Above Average	66 – 74%
2 – C	Satisfactory or Average	60 – 65%
1 – D	Below Average	50-59%
0 – F	Unsatisfactory or Failure	0 – 49%

Additional Codes:

IN	Incomplete
COM	Complete (Course has set objectives.)
CR	Credit – the student has taken the subject and passed it, no mark can be given due to nature of the subject
EX	Exempt – the student is excused from the subject because the work has been previously covered in another educational institution.

A minimum of 1.0 is required to indicate a passing course, and a minimum average on a grouping of subjects is required for full promotion into the work of a succeeding group and for the awarding of a certificate or diploma.

**Official transcripts are printed on security paper and bear the seal of the Registrar’s Office over the date issued and the Registrar’s signature.**

**REFERENCES:**

Academic Recognition Policy  
Clearance of Academic Deficiency Policy  
Evaluation of Student Learning  
Honours Policy  
Honours Procedure  
Post-secondary Education Quality Assessment Board  
Recognition of Prior Learning Policy

**REVISION LOG:**

May 6, 2010	Policies and Procedures Committee
May 12, 2010	Academic Coordinating Committee
January 21, 2011	Policies and Procedures Committee – Revisions Approved
January 26, 2011	Academic Coordinating Committee – Revisions Approved
January 21, 2015	Academic Forum – Revisions Approved
February 13, 2015	Policy and Procedure Committee – Revisions Approved
March 18, 2015	Academic Coordinating Committee – Revisions Approved
December 11, 2019	Academic Forum
January 13, 2020	Academic Coordinating Committee
September 23, 2020	Academic Forum