

<b>TYPE:</b>	Academic
<b>TITLE:</b>	Academic Grading Framework
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<b>RESPONSIBILITY:</b>	Executive Vice-President, Academic
<b>APPROVED BY:</b>	Durham College Leadership Team
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## 1. Introduction

Academic grades represent the level of student mastery of course [learning outcomes](#) and serve as formative feedback on student progress. In order to assure the quality of our programs and graduates, the clear articulation and impartial implementation of a grading system is essential.

## 2. Purpose

This policy and procedure establish the framework for communicating and reporting student academic performance clearly and consistently.

## 3. Definitions

Refer to [Durham College's Standard Definitions](#).

## 4. Policy statements

- 4.1. The official record of students' final grades and academic progress is their Durham College (DC) academic records stored in the student information system and communicated to students through the [student portal](#).
- 4.2. The assigning of College-defined grades formalizes a student's status within a course and/or program, and provides a basis for decisions including, but not limited to: recognition of excellence; promotion and; academic probation, suspension and [withdrawal](#).
- 4.3. Student grades are confidential, and will not be publicly posted or released without the prior written permission of the student. In keeping with privacy legislation, student grades will not be provided through means including, but not limited to: email, Live Chat, social media, telephone or text.
- 4.4. All final grades will appear on the student's academic record and are permanent.
- 4.5. Mid-term grades for post-secondary courses (with the exception of OntarioLearn, pass/fail, satisfactory/unsatisfactory and apprenticeship courses) will be made available to students as a measure of their academic progress in a course.

- 4.6. Passing grades and progression requirements are published in a course outline and/or a program's guide. All sections and delivery formats of a course use the same grading framework.
- 4.7. Only numerical grade values will be used to calculate [Semester Grade Point Average \(SGPA\)](#) and [Program Grade Point Average \(PGPA\)](#). In courses where a satisfactory/unsatisfactory or a pass/fail evaluation system is used, satisfactory or pass represents successful completion of course requirements.
- 4.8. If a course is repeated for any reason, the higher final grade will be used to calculate a student's SGPA and PGPA, and to determine academic standing.
- 4.9. Where a failed course is a prerequisite to a course to be taken in a future semester, a student must receive Executive Dean/Dean/Associate Dean or designate approval to register concurrently for both.
- 4.10. A failed prerequisite course will not be granted a passing final grade on the basis of the successful completion of an advanced level course requiring that prerequisite.
- 4.11. A passing final grade in a Durham College course will override a [transfer credit](#) previously awarded and will be used in the calculation of a student's SGPA and PGPA.
- 4.12. The Durham College grading system is defined as follows:

4.12.1. Grade Designations with Numeric Value – Post-Secondary Programs:

Numeric Grade Range	Letter Equivalent	Grade Points
100 – 90	A+	5.0
89 – 85	A	4.5
84 – 80	A-	4.0
79 – 75	B+	3.5
74 – 70	B	3.0
69 – 65	B-	2.5
64 – 60	C	2.0
59 – 55	D+	1.5
50 – 54	D	1.0
Below 50	F	0.0

#### 4.12.2. Grade Designations with Numeric Value – Apprenticeship Programs

Numeric Grade Range	Letter Equivalent	Grade Points
100 – 90	A+	5.0
89 – 85	A	4.5
84 – 80	A-	4.0
79 – 75	B+	3.5
74 – 70	B	3.0
Below 70	F	0.0

#### 4.12.3. Grade Designations Without a Numeric Value

The following grade designations do not carry a grade point value and are not used in the calculation of a student's SGPA and PGPA:

- AEG - [Aegrotat](#)
- AU - Audit
- EX - Exemption
- FAIL – Fail
- INC - Incomplete
- NGA - No Grade Assigned
- PASS – Pass
- SAT – Satisfactory
- TC - [Transfer Credit](#)
- UNSAT - Unsatisfactory
- W - Withdrawn

### 5. Procedure

#### 5.1. Mid-Term Grades for Post-Secondary Courses

5.1.1. Faculty will export mid-term semester grades (where applicable) from the [learning management system](#) to the student information system as per deadlines published in the academic calendar.

5.1.2. Once mid-term grades have been exported to the student information system, they are available for viewing on the [student portal](#).

#### 5.2. Final Grades

5.2.1. Faculty will export final grades each academic semester from the [learning management system](#) to the student information system as per deadlines published in the academic calendar.

5.2.2. Once final grades have been exported to the student information system, the Office of the Registrar (RO) will:

- move final grades to the student's academic history;
- calculate the SGPA for all students in the academic semester;
- determine the [academic progression status](#) for all students in the academic semester;
- de-register students who must be dropped from a course (or courses) in their next semester because they have failed one or more prerequisite courses; and
- notify all students who have failed one or more courses via DC mail.

5.2.3. Upon validation of the above process, final grades will be released to students for viewing on the [student portal](#).

### 5.3. Grade Changes

- 5.3.1. When a faculty member wants to change a student grade, they will complete a Grade Change Form and submit it to the appropriate Faculty office for consideration.
- 5.3.2. The Executive Dean/Dean/Associate Dean or designate will review the form and make a decision on whether to approve the grade change.
- 5.3.3. All approved grade change forms will be submitted to the RO by the academic Faculty.
- 5.3.4. The RO will update the grade change in the student information system and will notify the student via DC mail.
- 5.3.5. With the exception of final grades determined through the grade appeal process or the tuition appeals process, final grades are permanent. Exceptions require the approval of the Executive Vice President, Academic.

### 5.4. Incomplete Grades (INC)

- 5.4.1. INC grade submissions must be documented on the Record of Incomplete (INC) Grade Form and submitted to the appropriate academic Faculty.
- 5.4.2. The Executive Dean/Dean/Associate Dean or designate will review all INC forms and make decisions on approval.
- 5.4.3. Faculty members who submit INC forms will be advised on decisions of approval or denial. If approved, faculty will assign an INC grade. If denied, faculty will submit the final grade as calculated.
- 5.4.4. The academic Faculty will advise students of INC grade decisions and notify students of all conditions and deadlines for course completion.

- 5.4.5. Grade change forms will be submitted to the RO by the academic Faculties, for each outstanding INC grade.
- 5.4.6. The RO will update grade changes to the student information system and will notify students via DC mail.
- 5.4.7. Sixty (60) calendar days after the last day of classes, the RO will generate a report of outstanding INC grades and will distribute it to the appropriate Faculty's Administrative Coordinator for review.
- 5.4.8. Five (5) business days after generating the report of outstanding INC grades, the RO will:
  - update all outstanding INC grades as per the appropriate course grading designation format and;
  - notify students of their grades via DC mail.

## 5.5. College Honour Roll

- 5.5.1. At the end of each academic semester, Faculties will run a report to determine students who are eligible for the college's honour roll. All full-time and full-time equivalent students with a SGPA of 4.0 or greater at that time will qualify for recognition.
- 5.5.2. Any student who has failed one or more courses, or has one or more INC or NGA grade designations will not receive college honour roll recognition until such time as the grades are submitted and the re-calculated SGPA meets the 4.0 minimum standard.
- 5.5.3. Each Faculty will produce and distribute personalized college honour roll letters signed by the Executive Dean/Dean.
- 5.5.4. Each Faculty has the option of posting a list of college honour roll recipients in its Faculty office and/or on the student portal. Only those students who complete all college honour roll requirements by the publication deadline will be recognized on any posted list.

## 6. Roles and responsibilities

- 6.1. It is the responsibility of the Executive Vice-President, Academic to ensure this procedure is fully implemented.
- 6.2. It is the responsibility of the RO to maintain the official student academic record, ensure grade point average calculations are accurate, and to post final grades to the student information system according to published deadlines.

- 6.3. It is the responsibility of Faculties to ensure that deadlines for the submission of mid-term and final grades are met, to support grade change and incomplete grade submission processes and to identify recipients of the college honour roll.
- 6.4. It is the responsibility of faculty members to ensure that mid-term and final grades are submitted according to the framework of this policy.
- 6.5. It is the responsibility of students to initiate applications pertaining to this policy within published timeframes in the academic calendar.

## **7. Accessibility for Ontarians with Disabilities Act considerations**

Accessibility for Ontarians with Disabilities Act standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Multi-Year Accessibility Plan.

## **8. Non-compliance implications**

Non-compliance with this policy may delay or prevent students from progressing in their programs and being eligible for entry into other programs. Additionally, it may exclude students from financial awards or other forms of recognition.

Non-compliance may also result in unnecessary grade appeals and/or inaccurate reporting to the relevant ministries.

## **9. Related forms, legislation or external resources**

- Application for Aegrotat Standing
- Freedom of Information and Protection of Privacy Act
- Grade Change form
- Ministry of Colleges and Universities - Minister's Binding Policy Directive on Framework for Programs of Instruction
- Record of Incomplete Grade form