



ADMINISTRATIVE OPERATING PROCEDURE: Grading and Academic Standing

Procedure ID:	#2-201C
Approved by Executive Leaders Team:	Academic Affairs
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Next Review Date:	2026
Monitoring Responsibility:	Associate Dean

1.0 - Purpose

Fleming College Toronto is accountable for evaluating academic student achievement based on established standards and for communicating these results. The assignment of college-defined grades formalizes a student's status within a course and/or program. It provides a basis for decisions regarding recognition of excellence, Progression, Academic Probation, and Withdrawal.

This procedure describes the grading system used to determine academic standing and is the basis for decisions regarding excellence, Progression, Academic Probation, and Withdrawal.

This procedure guides the College's grading and academic approach by setting standards for assigning grades to recognize student achievement in a course or program.

2.0 - Scope

The College-wide grading system shall be applied to all courses where student achievement is evaluated.

3.0-Definitions/Acronyms

Academic Probation: A student status that occurs when a student has a semester GPA as defined in the related procedure.

GPA: A weighted semester grade point average, calculated by dividing the total number of grade points earned from final grades reported on the student transcript by the total number of instructional hours.

Progression: A term used to describe a student's movement in good academic standing to the next semester.

Withdrawal: A student status that occurs when a student is no longer enrolled in a course or program previously in progress.

4.0 – General Principles

The evaluation of student performance ends with the assignment of grades. Grades are earned by students and represent a measure of their achievement of program and course learning requirements.

4.1 – Grade Designations with a Numeric Value

Numeric percentage grades are used to describe the achievement level attained within a course. Corresponding GPA Equivalent and Letter Grade Equivalent are also noted in the following table:

A final grade for each course is recorded on a student's transcript in the form of a percentage grade. A student requires a minimum of fifty (50) percent in a course to obtain a passing grade. Some courses may require a minimum of greater than 50% to obtain a passing grade and/or may have mandatory components to achieve a passing grade. These courses will require the Associate Dean or designate approval of the grading scheme. In all such cases, the course outline will provide the details.

Letter	Grade	GP Equivalent
A+	90 – 100	4.0
A	85 – 89	3.8
A-	80 – 84	3.6
B+	77 – 79	3.3
B	73 – 76	3.0
B-	70 – 72	2.7
C+	67 – 69	2.3
C	63 – 66	2.0
C-	60 – 62	1.7
D+	57 – 59	1.4
D	53 – 56	1.2
D-	50 – 52	1.0
F	00 - 49	0.0

The grade point equivalent will be used in calculating the grade point average (GPA).

4.2 – Grade Point Average

The grade point average (GPA) is a system of calculating academic achievement based on points instead of percentages. Each course that carries a percentage value grade will be weighted based on semester instructional hours, that is, the designated number of hours with which the course outcomes may be achieved, regardless of the variations of delivery. The number of grade points per course is determined by multiplying the semester instructional hours of the course by the grade point equivalent earned in that course.

These values will be used to calculate the grade point average each semester and cumulatively over all semesters of a program. The grade point total is divided by the total term instructional hours attempted for courses having a numeric grade value. The resultant quotient is the GPA. When a student repeats the identical course, the higher grade will be used in the weighted calculation of the GPA.

4.3 – Grade Designations without a Numeric Value

Courses that are not graded using a percentage value will be graded according to one of the methods described below.

Grade	Description
Pass (P)	Satisfactory achievement of course requirements. Percentage grade not assigned, and GPA not calculated. To be used only for those courses so designated by the Associate Dean or designate.
Fail (F):	Unsatisfactory achievement of course requirements. Percentage grade not assigned. To be used only for those courses so designated by the Associate Dean or designate.
Exempt (EX):	Requirements met through successful completion of a course of equal standing or PLAR.
Audit (AUD)	No academic credit. The student has attended classes on an audit basis. No assignments or examinations evaluated
Aegrotat (AGR)	An aegrotat grade may be awarded to a student whose performance over all significant portion of course learning outcomes was fully satisfactory but the student was unable to complete the course because of significant

	extenuating personal reasons, such as illness. The aegrotat is not intended for circumstances in which the student missed individual tests, assignments, etc. during the course.
Grade Deferred (GD)	Awarded in the rare case whereby a student has a passing grade in the course to-date and a major final assignment or test/exam at the end of the semester is missed due to a significant unanticipated event.
Incomplete (INC)	Awarded in situations whereby a student is passing or has the potential to pass+ based on achievement in the course to-date and they are being given a maximum of 30 calendar days to complete an outstanding assignment/placement etc.
Withdrawn (W)	Withdrawn from a course prior to the final third of the course duration or the end of the registration period respectively.
Withdrawn Fail (WF)	Withdrawn from the course during the final third of the course duration.

5.0 - Related Documents

- Administrative Operating Procedure #OP 2-201D, Grading Administration
- Administrative Operating Procedure #OP 2-201E, Academic Standing including Probation and Suspension

6.0 - History of Amendments and Reviews

Date	Activity
2017	New Policy Approved. Created from Policy 2-201.
2023	Reviewed and Updated