ADMINISTRATIVE OPERATING PROCEDURE: Grading Administration

Procedure ID:	#OP 2-201D
Approved by Executive Leaders Team:	*Original:* May 30, 2017
Revision Date(s):	November 2023
Effective Date:	November 2023
Next Review Date:	November 2026
Monitoring Responsibility:	Associate Director, Retention and Records
Linked to a College Policy:	#2-201C, *Grading and Academic Standing*

Purpose

Fleming College Toronto is accountable for evaluating student achievement based on established standards and for communicating these results. The assigning of college-defined 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.

This procedure identifies the scope, defines relevant terms, and outlines the general principles of grade designation and decisions that affect student status.

Scope

This policy applies to all credit / non-credit students at Fleming College Toronto.

Definitions/Acronyms

Cumulative GPA: The Cumulative GPA Is calculated for each term of study by dividing the total number of grade points earned to date by the total number of course hours.

GPA: Grade Point Average. A calculated and weighted term average which is 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.

Prior Learning Assessment (PLAR): A process that gives the student an opportunity to obtain academic credit for one or more courses in a certificate or diploma. The student is required to demonstrate that they have acquired the necessary skills and knowledge according to the PLAR policy.

Program GPA is calculated at program completion by dividing the total number of grade points earned by the total number of instructional hours for the program classes.

Teaching and Learning Plan (TLP): Teacher's Learning Plan

Operating Procedure

1.0 - Grade Determination

    1.1 The method and timeline of course evaluation will be made available to the student in an approved Teaching and Learning Plan prior to the first week of formal classes. The evaluation

scheme will state, as a minimum, the portion of final marks assigned to casework, laboratory or fieldwork reports, assignments, and tests. The evaluation methods may be changed after discussion between the faculty and students with the approval of the Associate Dean or designate. Any change must be given as an addendum to the course of study and reissued to the students. Note: For certain web-based or alternate delivery courses, the timelines for course evaluations may differ from those of traditional classroom methods. In all such cases, please refer to the Teaching and Learning Plan.

1.2 In determining a student's final grade, evaluation activity for the entire semester is taken into consideration. This may include (but is not restricted to) tests, essays, laboratory and field work, reports, other assignments, and participation in seminars or discussion groups.

1.3 Faculty will make course grades available to students within two weeks of the submission date. The rare exception to this timeframe will be approved by the Associate Dean or designate and documented in the TLP. Final grades will be made available to the Student Success Team upon completion of the course.

1.4 All students will be given the opportunity to review any evaluation activity. Faculty may either return work to the students or retain work for a period of one year.

1.5 No evaluation activity shall count for more than thirty percent (30%) of the student's final grade without the approval of the Associate Dean or designate.

2.0 Assignment of Grades with a Numeric Designation
2.1 Courses graded using a numeric designation *(0 to 100)* will be assigned by the faculty at the end of the semester in compliance with the deadlines set each semester by the Student Success Team.

2.2 The assigned grades will be entered by the faculty into the Learning Management System.

2.3 Courses graded using a numeric designation will be included in the GPA calculation.

3.0 Assignment of Grades with a Pass(P) or Fail (F) Designation
3.1 Pass (P) or Fail (F) Grade: Courses graded using a Pass (P) or Fail (F) designation will be determined prior to the onset of the course and approved by the Associate Dean.

3.2 Courses graded using a Pass(P) or Fail (F) grade will be assigned by the faculty at the end of the semester in compliance with the deadlines set each semester by the Student Success Team.

3.3 The assigned grades will be entered by the faculty into The Learning Management System – Canvas.

3.4 Courses graded using a Pass (P) or Fail (F) will not be included in the GPA calculation*.*

4.0 Assignment of Grades with an Exempt (EX) Designation
4.1 Exempt (EX) Grades: A course grade of Exempt (EX) designation will be assigned by either the Faculty or the Student Success Team in circumstances where upon review of required documentation, it has been determined that the student has met requirements through successful completion of a course of equal standing.

4.2 Documentation requirements and process flow will occur as outlined in Appendix A: Exempt Tree.

4.3 Courses graded using an Exempt (EX) designation will not be included in the GPA calculation.

5.0 Assignment of Grades for a Prior Learning Assessment (PLAR) Designation

5.1 Student meets with the Student Success Advisorto determine eligibility for a PLAR.

5.2 A course grade of either (P) Pass or a numeric grade will be assigned by the evaluating Faculty and submitted to the Student Success Team.

5.3 Documentation requirements and process flow will occur as outlined in Appendix B.

5.4 Courses graded using a Pass (P) designation will not be included in the GPA.

6.0 Assignment of Grades with an Audit (AUD) Designation

6.1 A course grade of AUD will be assigned by the Retention & Records Office when a student isregistered in a course and requests to receive an audit designation.

6.2 Requests must be made within the first ten (10) days of the semester and must be approved bythe faculty.

6.3 There is no academic credit attached to this course. No assignments or examinations are evaluated.

6.4 Documentation requirements and process flow will occur as outlined in Appendix C.

6.5 Courses graded using an Audit (AUD) designation will not be included in the GPA calculation.

7.0 Assignment of Grades with an Aegrotat (AGR) Designation

7.1 To be eligible for Aegrotat standing for a course, a student shall have at least seventy-five percent (75%) of the course work completed, with a minimum grade to date of fifty percent (50%) or the minimum passing grade for the course.

7.2 A request for Aegrotat standing must be submitted in writing by the student, using the college-approved application form, to the Associate Dean or within fifteen (15) business days fromthe last day of classes in that course.

7.3 Where available, it is the requester's responsibility to provide documentation supporting their request.

7.4 Individuals requesting Aegrotat standing are responsible for any costs incurred with respect to obtaining documentation.

7.5 The grade does not carry a grade point value and is not included in the calculation of the GPA, but it is credited toward the program requirements.

7.6 Documentation requirements and process flow will occur as outlined in Appendix D.

8.0 Assignment of Grades with a Grade Deferred (GD) Designation

    8.1 A course grade of (GD) designation will be assigned by the Retention & Records Office afterapproval by the Associate Dean.

    8.2 The grade does not carry a grade point value and is not included in the GPA calculation. Documentation requirements and process flow will occur as outlined in Appendix E.

    8.3 Grade Deferred will lapse to a Fail (F) after one year.

9.0 Assignment of Grades with an Incomplete (INC) Designation

    9.1 A request for an Incomplete Grade is submitted by the student.

    9.2 Documentation requirements and process flow occur as outlined in Appendix F.

    9.3 The Incomplete grade will lapse to a Fail (F) if not complete after 10 calendar days.

10.0   Assignment of Grades with a Withdrawn (W) Designation

    10.1 The Student Information System assigns a grade of Withdrawn (W) to a course.

    10.2 The Student Information System assigns a grade of Withdrawn (W) to a course within the prescribed deadline at the two-thirds point of the semester or course.

    10.3 Documentation requirements and process flow occur as outlined in Appendix G

    10.4 Grades are assigned by the Retention & Records Office.

11.0   Assignment of Grades with a Withdrawn Fail (WF) Designation

    11.1 A grade of Withdrawn (WF) is assigned by the Student Information System to a course within the prescribed deadline after the two-thirds point of the semester or course.

    11.2 Documentation requirements and process flow occur as outlined in Appendix H.

    11.3 Grades are assigned by the Retention & Records Office.

12.0   Grade Changes

    12.1 Changes to grades after the final grade submission date are to be submitted by the faculty and/or Program Manager(s) using the College-approved form.

    12.2 The completed form is sent to the Academic Director for processing, and the markwill be amended accordingly.

    12.3 The Academic Director notifies the Academic Systems Manager, Student Success Team, and Fleming College.

13.0   Repeated Courses

    13.1 When the same course is taken more than once, the course with the highest mark will be included in the GPA calculation.

    13.2 All courses taken are listed on the official transcript.

14.0 Attendance
  14.1 Grades for attendance will not be awarded under any circumstance.

15.0 Release of Final Grades/Official Transcripts
  15.1 Grades are official on the day they are released from the Retention & Records Office to the student.

  15.2 Official grades are recorded in the Student Information System and Student Portal.

  15.3 To receive an official transcript student must have fees paid in full. The official transcript details a student's permanent academic record reflecting all courses officiallyregistered whether completed successfully or unsuccessfully and will carry the Fleming College Toronto seal and an authorized signature.

Related Documents
- College Policy 2-201C Grading and Academic Standing
- College Operating Procedure 2-201E Academic Standing Procedure

Appendices
- Appendix A – Part 1 and Part 2 Exempt Designation Tree
- Appendix B – Prior Learning Assessment Designation Tree
- Appendix C– Audit Assessment Designation Tree
- Appendix D – Aegrotat Assessment Designation Tree
- Appendix E – Grade Deferred (GD) Assessment Designation Tree
- Appendix F – Incomplete (INC) Assessment Designation Tree
- Appendix G – Withdrawn Designation Tree
- Appendix H – Withdrawn Fail Designation Tree
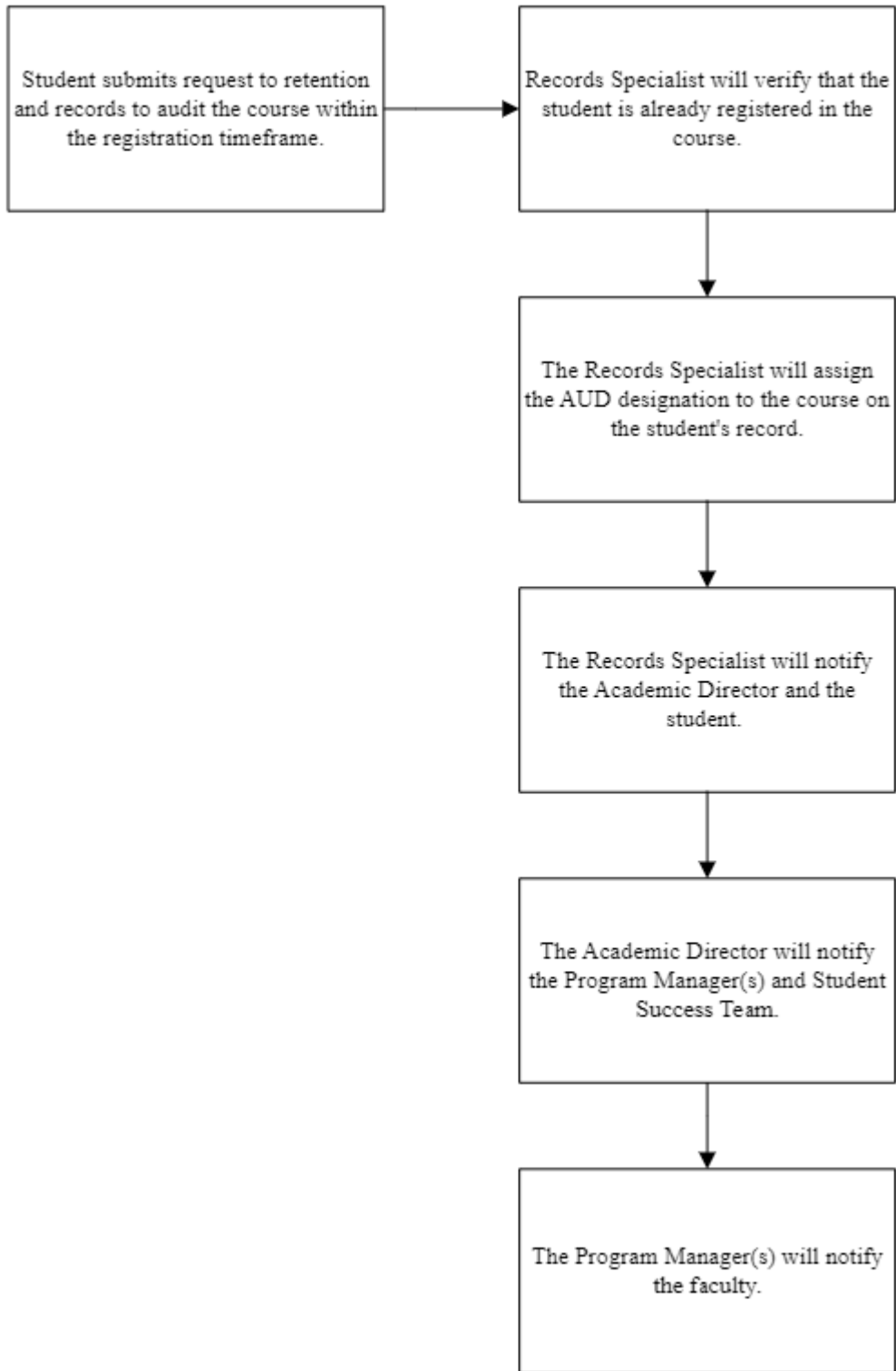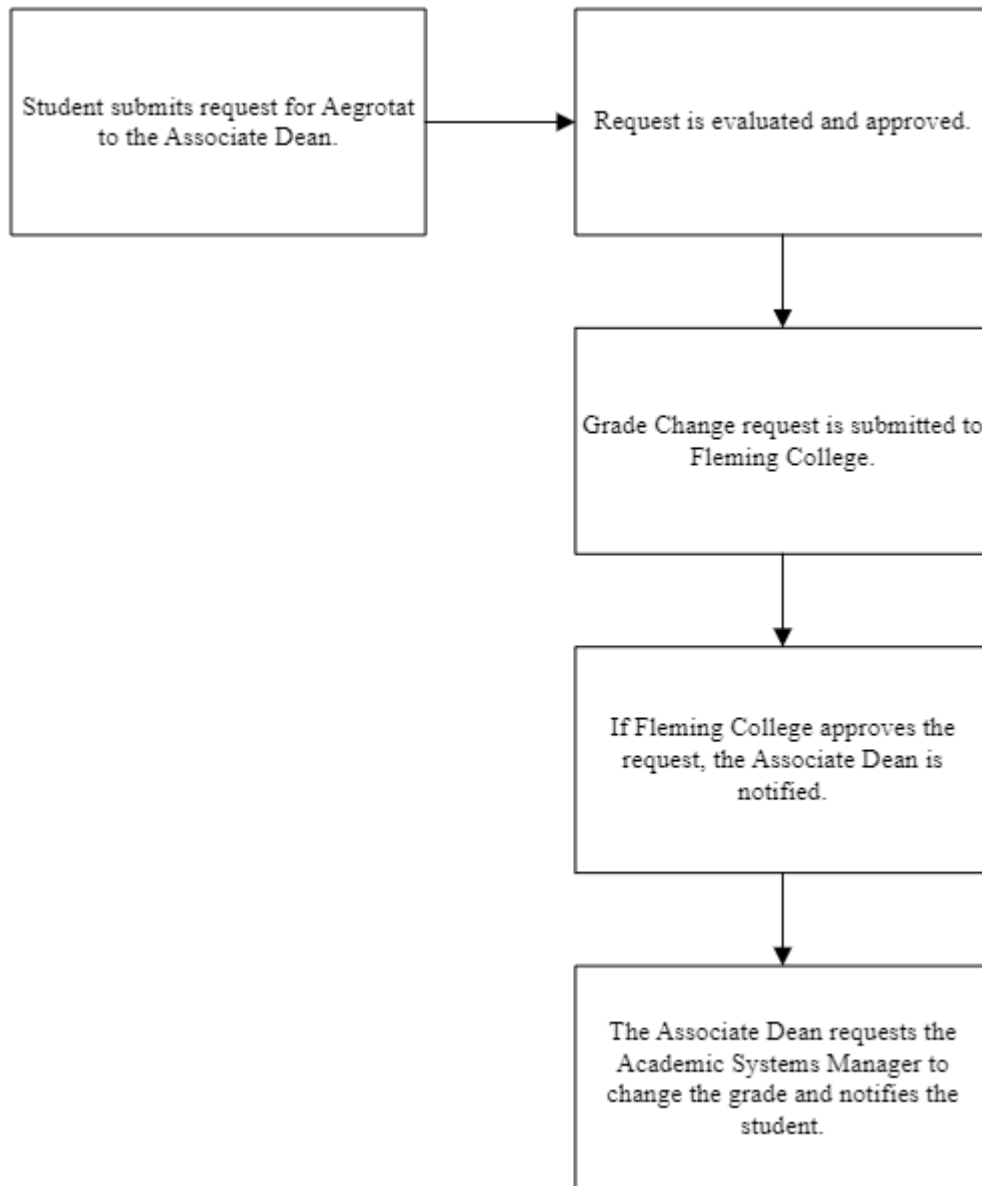
History of Amendments & Reviews

Date	Activity
May 2017	Procedure created from previous Academic Regulations Policy
Nov 2018	Reviewed an updated
Nov 2023	Reviewed and updated

Appendix A. Part 1 and Part 2 Exempt Designation Tree

Exempt (EX): **External Transfer Credit**: Requirements met through successful completion of a course of equal standing from another recognized institution.

Student applies through the Transfer Credit Request application on the student portal, ensuring to attach official transcript and course outlines.

→

Student Success Team reviews the request on the Student Infromation System. Verifying the documents.

↓

Student Success Team uploads the supporting documents to a designated SharePoint and a tracker is updated to notify the Program Manager(s)

↓

Program Manager(s) evaluates the application and either approves or denies. They communicate the result with the Student Success Team

↓

Does the Program Manager approve the application?

—Yes→ Student Success Team shares the documents and tracker with Fleming College for approval.

—No→ Student will be notified that the request has been denied in second instance (student can appeal the decition following the appeal process.)

↓

Does Fleming College approve the application?

—No→ (to denied box)

↓

Student Success Team will assign EX grade and drop course for successful applications

↓

Student Success Team communicates results to the student.

Exempt (EX): **Internal Transfer Credit**: Student has taken a Fleming College Toronto course in a previousprogram that is deemed equivalent to another Fleming College Toronto course.

Student applies through the Transfer Credit Request application on the student portal, ensuring to attach official transcript and course outlines.

Student Success Team reviews the request on the Student Infromation System. Verifying the documents.

Student Success Team uploads the supporting documents to a designated SharePoint and a tracker is updated to notify the Program Manager(s)

Program Manager(s) evaluates the application and either approves or denies. They communicate the result with the Student Success Team

Does the Program Manager approve the application?

Yes

No

Student Success Team shares the documents and tracker with Fleming College to notify them

Student will be notified that the request has been denied in second instance (student can appeal the decition following the appeal process.)

Student Success Team will assign EX grade and drop course for successful applications

Student Success Team communicates results to the student.

Appendix B. Prior Learning Assessment Designation Tree

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┌─────────────────────┐                                              ┌─────────────────────┐
│ Student discusses   │              ◇                               │ Student completes   │
│ PLAR request with   │─────▶  Eligible for PLAR?  ──Yes──▶          │ PLAR application    │
│ the Student Success │              ◇                               │ and pays fee.       │
│ Team.               │              │                               │ Application is      │
└─────────────────────┘              │ No                            │ submitted to the    │
                                      ▼                               │ Program Manager(s). │
                         ┌─────────────────────┐                     └─────────────────────┘
                         │ Student will be     │                                │
                         │ notified that the   │                                ▼
                         │ request has been    │                     ┌─────────────────────┐
                         │ denied in second    │                     │ Program Manager     │
                         │ instance (student   │                     │ assigns faculty for │
                         │ can appeal the      │                     │ PLAR evaluation.    │
                         │ decition following  │                     └─────────────────────┘
                         │ the appeal process.)│                                │
                         └─────────────────────┘                                ▼
                                                                      ┌─────────────────────┐
                                                                      │ Faculty contacts    │
                                                                      │ the student and     │
                                                                      │ arranges for        │
                                                                      │ evaluation.         │
                                                                      └─────────────────────┘
                                                                                │
                                                                                ▼
                                                                      ┌─────────────────────┐
                                                                      │ Student completes   │
                                                                      │ evaluation. This    │
                                                                      │ can be a test,      │
                                                                      │ assignment,         │
                                                                      │ portfolio, etc.     │
                                                                      └─────────────────────┘
                                                                                │
                                                                                ▼
                                                                      ┌─────────────────────┐
                                                                      │ Completed form is   │
                                                                      │ returned to the     │
                                                                      │ Program Manager(s). │
                                                                      └─────────────────────┘
                                                                                │
                                                                                ▼
                                                                      ┌─────────────────────┐
                                                                      │ Student Success     │
                                                                      │ Team will update    │
                                                                      │ the student's       │
                                                                      │ record. Mark could  │
                                                                      │ be either a (P)     │
                                                                      │ Pass, F (Fail) or   │
                                                                      │ a percentage.       │
                                                                      └─────────────────────┘
                                                                                │
                                                                                ▼
                                                                      ┌─────────────────────┐
                                                                      │ Student Success     │
                                                                      │ Team will           │
                                                                      │ communicate with    │
                                                                      │ the student.        │
                                                                      └─────────────────────┘
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Appendix C. Audit Assessment Designation Tree

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┌─────────────────────────────┐        ┌─────────────────────────────┐
│ Student submits request to  │        │ Records Specialist will     │
│ retention and records to    │───────▶│ verify that the student is  │
│ audit the course within the │        │ already registered in the   │
│ registration timeframe.     │        │ course.                     │
└─────────────────────────────┘        └─────────────────────────────┘
                                                      │
                                                      ▼
                                        ┌─────────────────────────────┐
                                        │ The Records Specialist will │
                                        │ assign the AUD designation  │
                                        │ to the course on the        │
                                        │ student's record.           │
                                        └─────────────────────────────┘
                                                      │
                                                      ▼
                                        ┌─────────────────────────────┐
                                        │ The Records Specialist will │
                                        │ notify the Academic         │
                                        │ Director and the student.   │
                                        └─────────────────────────────┘
                                                      │
                                                      ▼
                                        ┌─────────────────────────────┐
                                        │ The Academic Director will  │
                                        │ notify the Program          │
                                        │ Manager(s) and Student      │
                                        │ Success Team.               │
                                        └─────────────────────────────┘
                                                      │
                                                      ▼
                                        ┌─────────────────────────────┐
                                        │ The Program Manager(s) will │
                                        │ notify the faculty.         │
                                        └─────────────────────────────┘
```

Appendix D. Aegrotat Assessment Designation Tree

```
┌─────────────────────────┐        ┌─────────────────────────┐
│ Student submits request │        │                         │
│ for Aegrotat to the     │───────▶│ Request is evaluated     │
│ Associate Dean.         │        │ and approved.            │
└─────────────────────────┘        └─────────────────────────┘
                                                │
                                                ▼
                                   ┌─────────────────────────┐
                                   │ Grade Change request is  │
                                   │ submitted to Fleming     │
                                   │ College.                 │
                                   └─────────────────────────┘
                                                │
                                                ▼
                                   ┌─────────────────────────┐
                                   │ If Fleming College       │
                                   │ approves the request,    │
                                   │ the Associate Dean is    │
                                   │ notified.                │
                                   └─────────────────────────┘
                                                │
                                                ▼
                                   ┌─────────────────────────┐
                                   │ The Associate Dean       │
                                   │ requests the Academic    │
                                   │ Systems Manager to       │
                                   │ change the grade and     │
                                   │ notifies the student.    │
                                   └─────────────────────────┘
```

Appendix E. Grade Deferred (GD) Assessment Designation Tree

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┌─────────────────────────┐          ┌─────────────────────────┐
│ Student makes a request │          │ Faculty fills out a     │
│ for an extension to the │─────────▶│ Grade Deferred request  │
│ faculty due to          │          │ form. Scope of work     │
│ unforseen circumstances.│          │ required dates and      │
└─────────────────────────┘          │ assessment tools are    │
                                      │ documented on the form. │
                                      └────────────┬────────────┘
                                                   │
                                                   ▼
                                      ┌─────────────────────────┐
                                      │ The student/faculty     │
                                      │ signs the form and      │
                                      │ submit it to the        │
                                      │ Associate Dean for      │
                                      │ approval.               │
                                      └────────────┬────────────┘
                                                   │
                                                   ▼
                                      ┌─────────────────────────┐
                                      │ The Associate Dean      │
                                      │ approves the request    │
                                      │ and submits a copy to   │
                                      │ the Retention & Records │
                                      │ Office and Student      │
                                      │ Success Team.           │
                                      └────────────┬────────────┘
                                                   │
                                                   ▼
                                      ┌─────────────────────────┐
                                      │ Records Specialist      │
                                      │ enters the GD into the  │
                                      │ student's record on the │
                                      │ SIS.                    │
                                      └────────────┬────────────┘
                                                   │
                                                   ▼
                                          ◇─────────────────◇
                              ┌──Yes──────◇ Grade Deferred   ◇──────No──┐
                              │           ◇ complete?        ◇          │
                              │            ◇─────────────────◇          │
                              ▼                                         ▼
                  ┌─────────────────────────┐          ┌─────────────────────────┐
                  │ Program Manager(s) will │          │ Academic Systems        │
                  │ submit a Grade Change   │          │ Manager will lapse GD   │
                  │ form to the Associate   │          │ grade to F after one    │
                  │ Dean and Student        │          │ year.                   │
                  │ Success Team when the   │          └─────────────────────────┘
                  │ course requirements are │
                  │ complete.               │
                  └────────────┬────────────┘
                               │
                               ▼
                  ┌─────────────────────────┐
                  │ The Associate Dean      │
                  │ notifies the Academic   │
                  │ Systems Manager for the │
                  │ grade to be changed.    │
                  └─────────────────────────┘
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Appendix F. Incomplete (INC) Assessment Designation Tree

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┌─────────────────────────┐          ┌─────────────────────────┐
│ Student submits an      │          │ The Academic Director   │
│ Incomplete Grade        │ ───────▶ │ reviews the request     │
│ request form through    │          │ and, if approved,       │
│ the Student Portal.     │          │ assigns it to the       │
│                         │          │ Program Manager(s).     │
└─────────────────────────┘          └─────────────────────────┘
                                                  │
                                                  ▼
                                     ┌─────────────────────────┐
                                     │ The Program Manager(s)  │
                  ┌──────────────────│ facilitates the         │
                  │                  │ assessment.             │
                  │                  └─────────────────────────┘
                  │                               │
                  ▼                               ▼
┌─────────────────────────┐          ┌─────────────────────────┐
│ Following 30 days, the  │          │ The Program Manager(s)  │
│ Program Manager will    │          │ will submit a Grade     │
│ notify the Academic     │          │ Change form to update   │
│ Director and Student    │          │ the grade following the │
│ Success Team. The       │          │ successful completion   │
│ Program Manager(s) will │          │ of the missing          │
│ submit a request to     │          │ evaluation within 10    │
│ change the grade to     │          │ days.                   │
│ F(Fail).                │          └─────────────────────────┘
└─────────────────────────┘
                  │
                  ▼
┌─────────────────────────┐
│                         │
│ The Student Success     │
│ Team will notify the    │
│ student.                │
│                         │
└─────────────────────────┘
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Appendix G. Withdrawn Designation Tree

```
┌─────────────────────┐              ╱╲                    ┌──────────────────────────┐
│ Student applies for │            ╱    ╲                  │ Student Success Team     │
│ withdrawal via the  │──────────▶╱ Course ╲──Course──────▶│ discusses options with   │
│ Student Portal.     │           ╲withdrawal or╱          │ the student. If the      │
└─────────────────────┘            ╲College    ╱           │ student decides to       │
                                    ╲withdrawal?╱          │ withdraw the course,     │
                                      ╲      ╱             │ Retention & Records will │
                                       ╲    ╱              │ drop the course.         │
                                        ╲  ╱               └──────────────────────────┘
                                         ╲╱                            │
                                          │                            │
                                       College                        │
                                          │                            │
                                          ▼                            │
                               ┌──────────────────────┐               │
                               │ Official College     │               │
                               │ Withdrawal form is   │               │
                               │ completed and        │               │
                               │ submitted to the     │               │
                               │ Retention & Records  │               │
                               │ Office.              │               │
                               └──────────────────────┘               │
                                          │                            │
                                          ▼                            │
                               ┌──────────────────────┐               │
                               │ The Records          │               │
                               │ Specialist will      │               │
                               │ process the term     │               │
                               │ withdrawal and       │               │
                               │ inactivate the       │               │
                               │ student from the     │               │
                               │ program.             │               │
                               └──────────────────────┘               │
                                          │                            │
                                          ▼                            │
                               ┌──────────────────────┐               │
                               │ The Student          │◀──────────────┘
                               │ Information System   │
                               │ - SYS will           │
                               │ automatically assign │
                               │ the "W" grade based  │
                               │ on the timeframe the │
                               │ course(s) was        │
                               │ dropped.             │
                               └──────────────────────┘
```

Appendix H. Withdrawn Fail Designation Tree

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┌─────────────────────────┐              ◇ Course withdrawal or ◇──Course──► ┌─────────────────────────┐
│ Student inquiries at the │───────────► │ College withdrawal?     │         │ Retention & Records      │
│ Retention & Records      │              ◇                        ◇         │ Office will drop the     │
│ Office in the final      │                        │                        │ student from the course. │
│ third of the term.       │                     College                     └─────────────────────────┘
└─────────────────────────┘                        │                                    │
                                                    ▼                                     │
                                        ┌─────────────────────────┐                       │
                                        │ Official College         │                      │
                                        │ Withdrawal form is       │                      │
                                        │ completed and handed to  │                      │
                                        │ the Retention & Records  │                      │
                                        │ Office.                  │                      │
                                        └─────────────────────────┘                       │
                                                    │                                     │
                                                    ▼                                     │
                                        ┌─────────────────────────┐                       │
                                        │ The Records Specialist   │                      │
                                        │ will process the term    │                      │
                                        │ withdrawal and inactivate │                     │
                                        │ the student from the     │                      │
                                        │ program.                 │                      │
                                        └─────────────────────────┘                       │
                                                    │                                     │
                                                    ▼                                     │
                                        ┌─────────────────────────┐                       │
                                        │ The Student Information  │◄─────────────────────┘
                                        │ System - SYS will        │
                                        │ automatically assign the │
                                        │ "WF" grade based on the  │
                                        │ timeframe the course(s)  │
                                        │ was dropped.             │
                                        └─────────────────────────┘
```