

Senate Policy

Grading - Undergraduate

2.13

Description:

Grading is a means of assessment of student performance in a course. Each student shall be evaluated on the basis of how well they understand the course materials. Course assessment is based on how well the student demonstrates the stated learning outcomes of the course outline. Course learning outcomes include the learning outcomes ratified by the Senate Undergraduate or Graduate Studies Committees. Course instructors may add supplementary learning outcomes to the course syllabus.

Approvals:

Revised by Academic Standards Committee: March 2005

Approved by Academic Council: April 2005

Date Effective: September 2005

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Approval Authority: Senate

Signature: Simone Jones, Chair

For administrative purposes and for the purpose of designating final grades, OCAD University uses a numerical grading system based upon percentages. However, for the purposes of faculty/student communication, numerical grades may be translated into letter grades as outlined in the following scale.

Numeri c Grade	Letter Grade	Meaning of Grade
90-100%	A+	Exceptional Demonstrated an exceptional degree of creative and/or logical thinking, a superior ability to organize, to analyze, and to integrate ideas, thorough knowledge of concepts and/or techniques, and exceptional skill in their application in satisfying the requirements of a course.
85% to 89%	A	Excellent Demonstrated a high degree of creative and/or logical thinking, a superior ability to organize, to analyze, and to integrate ideas, thorough knowledge of concepts and/or techniques, and a very high degree of skill in their application in satisfying the requirements of a course.
80% to 84%	A-	
77% to 79%	B+	Good Demonstrated a good evidence of creative and/or logical thinking, a good ability to organize, to analyze, and to integrate ideas, knowledge of concepts and/or techniques, and considerable skill in their application in satisfying the requirements of a course.
74% to 76%	B	
70% to 73%	B-	
67% to 69%	C+	Satisfactory Demonstrated a satisfactory level of
64% to 66%	C	

60% to 63%	C-	creative and/or logical thinking, a generally adequate grasp of the subject matter, knowledge of concepts and/or techniques and competence in their application in satisfying the requirements of a course.
57% to 59%	D+	Poor Demonstrated barely adequate knowledge and ability in creative and/or logical thinking and the application of concepts and/or techniques in satisfying the requirements of a course.
54% to 56%	D	
50% to 53%	D-	
0% to 49%	F ¹	Unsatisfactory Failed to meet minimum acceptable command of knowledge and ability in creative and/or logical thinking and the application of concepts and/or techniques in satisfying the requirements of a course; or failure to complete a course; or by sanction as permitted by the university's academic misconduct policy.
Credit Pass	CP	A pass granted in a graded course.
¹ Although the actual numerical grade achieved for a course will be recorded in student records and on transcripts, fail grades of less than 45% will be factored into all student average calculations at 45%.		

Incomplete Grades

At the request of a student or the suggestion of the instructor, faculty/instructors may submit a temporary grade of 'incomplete' for the student and extend the deadline for submission of outstanding work beyond the deadline for grade submission for the course. An extension may not be granted beyond the published deadline for submission of grade changes. The incomplete grade designation must be accompanied by a default grade, which becomes the final grade if no additional work is accepted by the agreed upon deadline. Revised grades must be submitted to the Office of the Registrar by the published deadline for grade changes.

Credit Pass

Credit assessed and granted by an Associate Dean (or designate), in consultation with the instructor, when it is determined that an extension is not appropriate and that a student has achieved the minimum learning outcomes of a course, but their grade was impacted by exceptional circumstances beyond the student's control. A Credit Pass is indicated as "CP" on a student's academic record.

Course Grading Scheme:

Information should be provided by the instructor to the student within the course outline regarding course assessment as follows:

1. Before the first class, the Faculty office must provide students with a course outline published on the official OCAD University learning management system. This outline must specify the following: the methods by which student performance will be evaluated; the relative weight in the final grade of these methods, including any discretionary factor; the due dates of all assignments, tests, exams and critiques; and, where applicable, the penalty for late submission of assignments. As well, faculty/instructors must inform the students of, and follow the guidance provided by, the university's Academic Misconduct Policy and the Academic Accommodations for Students with Disabilities Policy.
2. Assignment deadlines will be communicated to students in writing. It is the responsibility of the student to submit all assignments by the deadlines specified in the course outline. Recognizing that there may be extenuating circumstances, instructors will communicate clear instructions to students for the submission of all work, including the process for requesting extensions. Students in need of an extended deadline are expected to contact their instructor to negotiate specific arrangements for a possible extension in advance of the assignment deadline. Extensions beyond the grade submission deadline are subject to the Student Petitions Policy.
3. No assignment or exam can count for more than 40% of the final grade. Where peer or self-evaluation is used, that component cannot count for more than 25% of the final grade. In courses with multiple sections, the number and weighting of individual assignments shall be reasonably consistent in order to ensure fairness to students in all sections of the course.
4. Instructors may, in alignment with the learning outcomes of the course, assign grades for academic engagement. Requirements for academic engagement may be directly incorporated into the assessment of specific assignments, or assignments may be designed primarily to measure engagement.

Additionally, instructors may assign 0-15% of the final course mark to academic engagement not directly connected with specific assignments.

Academic engagement is defined as substantive interaction with course materials, the course instructors, or other course participants, and may include some or all of the following (synchronously or asynchronously, online or in-person):

- engaging with lectures, demonstrations and instruction
- sharing ideas, concepts and creative exploration
- sharing conceptual development in progress with other students
- cooperating and collaborating in group projects
- analyzing and offering opinions about work in progress
- engaging in critique discussions.
- listening/watching pre-recorded lectures

In all cases, requirements for academic engagement must be clearly and explicitly specified in the course outline. Best practice is for instructors to employ a rubric in their assessment.

5. After the course outline has been presented, no change in grade weighting may take place unless there is unanimous consent of all students present. Unless there are exceptional circumstances, notice must be given at a regularly scheduled class meeting previous to the class at which the issue is to be decided.
6. Faculty/instructors must provide students with a numerical interim grade worth at least 20% of the final grade. This information must be communicated through the official OCAD University learning management system. This assessment and communication of assessment must occur prior to the interim grade deadline to withdraw from a course without academic penalty.
7. All work that has been evaluated as per the course outline, with the exception of final examinations, should be returned to the students and time made available for discussion of it.
8. Students are strongly advised to keep rough and draft work and copies of their essays and assignments, as these may be required by the Faculty office in the event of a petition or grade appeal.
9. All grades must be submitted through the OCAD University learning management system by the deadline for grade submission.
 - a) To ensure that grading follows a transparent evaluation process and fairly reflects student effort and performance, each Associate Dean for Academic Affairs will review the grade distribution and class averages for all courses offered through the Associate Dean's Faculty. Grade distribution refers to the number and percentage of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F grades submitted, as well as incomplete grades and withdrawals.
 - b) When grades for a course are not consistent with typical course averages, the Associate Dean may require faculty/instructors to submit a letter of explanation detailing how the assessment methods align with expected course learning outcomes.
 - c) If grades are deemed by the Associate Dean to be extremely inconsistent with typical course averages, the Associate Dean, in consultation with their Dean, may require the faculty/instructor to adjust the grades.
 - d) On completion of the review of grade distributions, the Associate Dean will notify the University Registrar in writing that all grades have been

reviewed and determined an appropriate reflection of OCAD University standards.

- e) The University Registrar will submit a report to Senate confirming that all grades have been reviewed and requesting Senate approval of the grades.
- f) Grades are unofficial until approved by Senate.