

## Senate Policy

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### Grading, Graduate Studies

# 3.4

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#### Description:

This policy outlines the assessment criteria and procedures related to grading in graduate level courses.

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#### Approvals:

Revised by Graduate Studies Committee: December 2010  
Approved by Academic Policy and Planning: January 2011  
Approved by Academic Council: January 2011

Revised by Graduate Studies Committee: April 2018  
Approved by Academic Standards Committee: May 2018  
Approved by Senate: May 2018  
Date Effective: September 2018

Revised by Senate Academic Standards Committee: April 2021  
Approved by Senate: May 2021  
Date Effective: September 2021

Revised by Graduate Studies Committee: December 2022  
Approved by Academic Standards Committee: January 2023  
Approved by Senate: January 2023  
Effective: May 2023

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**Approval Authority:** Senate

**Signature:** Simone Jones, Chair

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#### Policy:

Graduate students in courses requiring numerical grades are graded according to the grading system described below.

**Grading System:**

The following grades are used at the graduate level in the university:

<b>Letter Grade</b>	<b>Numerical Scale</b>	<b>Grade Definition</b>
A+	90-100	<u>Exceptional</u> Demonstrated an exceptional degree of ability in the creative and critical application of technical, theoretical, conceptual and historical knowledge in a field within or outside of a discipline, including methodological approaches for undertaking and disseminating creative production, scholarship, and/or professional practice; exceeded expectations in satisfying the requirements of a course
A	85-89	<u>Excellent</u> Demonstrated a very high degree of ability in the creative and critical application of knowledge, including methodological approaches for undertaking and disseminating creative production, scholarship, and/or professional practice; exceeded in satisfying the requirements of a course
A-	80-84	<u>Good</u> Demonstrated strong evidence of ability in the creative and critical application of knowledge, including methodological approaches for undertaking and disseminating creative production, scholarship, and/or professional practice; satisfied all the requirements of a course with high degree of proficiency
B+	75-79	<u>Acceptable</u> Demonstrated evidence of ability in the creative and critical application of knowledge, including methodological approaches for undertaking and disseminating creative production, scholarship, and/or professional practice; satisfied most of the requirements of a course proficiently
B	70-74	<u>Marginal</u> Has not demonstrated evidence of ability in the creative and critical application of knowledge with occasional exceptions; satisfied some of the requirements of a course with modest proficiency
F	0-69	<u>Unsatisfactory</u> Failed to meet the minimum requirements of a course; failed to complete the course; or by sanction under Senate Policy #1014: Academic Misconduct

CP	Credit Pass	A pass granted in a graded course.
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Pass/Fail Courses:

Pass/Fail notations are used when a numeric grade is not required.

P = Pass: Satisfied the requirements of a course.

F = Fail: Failed the requirements of a course.

Credit Pass:

CP = Credit Pass: Credit assessed and granted by the Dean of Graduate Studies (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.

The grade of Credit Pass can be granted in both pass/fail and numerically graded course.

**Non-Grade Transcript Notations:**

Course Audit:

AU: Indicates the student received official approval to audit a course and attended classes.

AN: Indicates the student received official approval to audit a course and did not attend classes.

In Progress Courses:

IP: In-Progress: Designation assigned when course work requires more than one term for completion. The student registers again for the course in the subsequent term and the final grade is recorded on the last term of course registration. In-Progress grades remain on the academic record.

**Grade Changes:**

Revision of a final grade must include a written explanation for the change and be submitted to the Graduate Program Director and the Dean, Graduate Studies (or designate) for approval.

**Good Standing:**

A graduate student maintains good standing by achieving minimum grades of 70% and a minimum overall average of 75%.

**Course Grading Information:**

Information regarding course assessment must be provided by the course instructor as follows:

1. At least three weeks before the first class, the course outline should be published on the official OCAD University learning management system. This outline must specify the following: the methods by which student performance will be assessed; the relative weight in the final grade of these methods, including any discretionary factor; the due dates of all assignments, tests, examinations and critiques; and the penalty for late submission of the assignments.
2. It is the responsibility of the student to submit all assignments by the published submission deadline. Under extenuating circumstances, late assignments may be accepted. At the discretion of faculty/instructors, and as described in the course outline, deductions may be applied for late assignments.
3. 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.
4. Faculty/instructors must provide students with a numerical 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 must occur at least one week prior to the final deadline to withdraw from a course.
5. All work that has been evaluated as per the course outline, with the exception of final examinations, must be returned to students and time made available for discussion of it.
6. Students are responsible to keep and back up rough and draft work and copies of their essays and assignments, as these may be required in the event of a petition or grade appeal. Student work submitted through the official OCAD University learning management system will normally be retained for no more than one year.
7. All grades must be submitted through the OCAD University learning management system by the deadline for grade submission.