

Policy Title:	GRADE POINT SYSTEM	Area of Responsibility: VICE PRESIDENT, ACADEMIC
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1.4.4 GRADE POINT SYSTEM

Policy

All post-secondary students are evaluated according to the grading system shown below. The performance of a student is assessed within a range of designated values. Alphabetical grades are assigned the numerical values indicated below:

Letter Grade	Numeric Value	GPA	Descriptors
A	80-100%	4.0	<ul style="list-style-type: none"> • Demonstrates consistent academic excellence • Demonstrates the ability to apply and communicate the subject matter that goes <i>well</i> beyond the requirements • Completion of all assigned work & tests shows an <i>extremely</i> high level of problem solving, creativity and/or independence
B	70-79%	3.0	<ul style="list-style-type: none"> • Demonstrates above average ability to apply and communicate the subject matter as described in the course outline • Completion of assigned work & tests is above average in quality
C	60-69%	2.0	<ul style="list-style-type: none"> • Demonstrates average ability to apply and communicate the subject matter as described in the course outline • Completes assigned work & tests at an acceptable level of quality
D	50-59%	1.0	<ul style="list-style-type: none"> • Demonstrates minimally acceptable ability to apply and communicate the subject matter as described in the course outline • Completes most assigned work & tests at a level of quality that meets minimum standards, but is below average
F	0-49%	0.0	<ul style="list-style-type: none"> • Demonstrates very little knowledge of the subject matter as described in the course outline • Does not complete assigned work & tests and/or submits work that is consistently unacceptable in quality
S			Satisfactory
U		0.0	Unsatisfactory

Note:

- The above does not apply to Collaborative Nursing or to any degree programs offered by the College as they will have separate Ministry or St. Clair College requirements.
- Passing grades are as per Course & Program specifications as approved by the Senior Operations Group on the recommendation of the Vice President, Academic.

The following grades are not included in the Grade Point Calculation:

I	Incomplete
WP	Withdrew Passing
AU	Audit
N	No Grade Assignable
AS	Advanced Standing
S	Satisfactory
NC	Non-Credit
IP	In Progress
DR	DROPPED/DROP (designated course(s) dropped within the first two-thirds of a given semester).
AEG	Aegrotat

The grade I becomes F if the conditions for completing a course are not satisfied within 93 days after the end of the semester the course was offered.

Grade Changes must be made on the official Grade Change Form available from the program Chairs or the Office of the Registrar. Completed forms must be signed by both the faculty member and Chair and submitted to the Office of the Registrar for processing.

In some courses, because of compelling external influences, the designation for minimum standard may be C. In such cases, this departure from the normal standard, along with numerical equivalencies, will be made clear on course outlines.

SEE ATTACHMENT: Exhibit A - Grade Description
Exhibit B – Calculation of Grade Point Average Procedure

EXHIBIT A

GRADE DESCRIPTION

I - Incomplete - "I" is assigned when a student has not completed a significant course requirement but where there is, in the judgment of the teacher, probability that the student can successfully complete the requirements of the course without repeating it. The conditions for removing the "I" will be provided in writing by the teacher to the program Chair or designate (with a copy to the student) and the responsibility for clearing those conditions rests wholly with the student. The time period for clearing the "I" is at the discretion of the teacher, but may not extend beyond the end of the next regular semester. At that time, any "I" grade which has not been cleared will automatically be changed to an "F". An "I" grade has no numerical value and is not calculated into the grade point average.

WP OR WF - Withdrew Passing/Failing - "WP" or "WF" is assigned when a student officially withdraws from the College or drops a course after the end of the drop period (after 2/3 of the semester has elapsed). Since "WP" and "WF" are assigned for students who do not complete their course requirements, there will be no opportunity to change a "WP" or "WF" at a later date – assignable grade stands. For the purposes of determining Academic Standing, a "WF" grade is equivalent to an "F" grade.

AS - Advanced Standing - "AS" is defined as "course exemption awarded upon the recommendation of the subject Chair by virtue of a student's previous academic achievement and/or experiential learning", and is not calculated into the grade point average.

F - Failure - "F" is given to a student who fails to meet the objectives of a course or who leaves a course without completing an official withdrawal form.

N - No Grade Assignable - "N" is initiated in the Office of the Registrar upon the recommendation of the Chair when it has been determined that special circumstances make it impossible to evaluate a student who has registered in that course.

S/U - Satisfactory/Unsatisfactory - "S/U" is used on a limited basis in the case of courses where a variety of passing grades is impossible or inappropriate. This form of evaluation is used only for courses which have been previously designated by the Chair. A "Satisfactory" grade is not included in the GPA; an "Unsatisfactory" grade is equivalent to an "F" grade and is configured into the grade point average.

AU - Audit - "AU" is used for students who, with permission of the program Chair, wish to participate in the class activities but who will receive no evaluation by the faculty member. The faculty member may or may not assign tests or other assignments at his/her own discretion.

NC - Non-Credit - "NC" may be assigned for non-credit courses.

IP - In Progress - "IP" indicates that course is "in progress", and no grade is available at that time.

DR/DROPPED/DROP – DR is assigned when a course(s) is dropped within the first two-thirds of a given semester (effective September, 1992). "Dropped" has no numerical value and is not calculated into the grade point average.

EXHIBIT B

CALCULATION OF GRADE POINT AVERAGE PROCEDURE

Introduction

This procedure will describe the process used to calculate the student grade point average for all students at all Campuses and Centres.

Definitions

1. **Unit of Credit** - A unit of credit is a specific numerical weight that is assigned to each credit course.
2. **Academic Credit** (one unit of credit) - The numerical value assigned to a course normally requiring fifteen assigned hours of contact with institutional learning resources.

Procedure

A student's overall grade point average for a semester is calculated by the Registrar's Office as follows:

1. For each course, the units of credit allotted to the course are multiplied by the grade point obtained.
2. The most recent grade obtained in a course is used in the calculation of the Cumulative Grade Point Average. Only grades of A, B, C, D, F, WF, U are included in the calculation.
3. The total numbers of grade points earned are determined by adding together the total grade points earned for all courses.
4. To determine the grade point average, the total number of grade points earned is divided by the total number of units of credit for the courses attempted. The resulting quotient is the grade point average.
5. Courses in which a student received a grade of "I" (incomplete), "AU" (audit), "N" (no grade assignable), "AS" (advanced standing), "S" (satisfactory), "WP" (withdrew passing), "IP" (in progress), "NC" (non-credit) or "DROP" are not included in the calculation of the grade point average.

Exhibit B:**Calculation of Grade Point Average Procedure****Sample Grade Point Average Calculation**

Course	Units of Credit	Grade Earned	Grade Points Earned
Liberal Studies	3	A(4)	12
Mathematics	6	B(3)	18
Chemistry	*	I	no grade points
Physics	3	A(4)	12
Mechanics	3	C(2)	12
Electricity	6	AS	no grade points
Psychology	*	F(0)	0
Total	*21		54

**These are not considered as units of credit attempted because of the "I" and "AS" grades.*

*Therefore, the **Grade Point Average** = 2.57 = Grade Points Earned (54) divided by Units of Credit Attempted (21).*