



## FINAL GRADING PROCEDURE

<b>Procedure Type:</b>	Academic	<b>Initially Approved:</b>	December 15, 1988
<b>Procedure Sponsor:</b>	Dean, Academic Programs	<b>Last Revised:</b>	January 17, 2024
<b>Administrative Responsibility:</b>	Registrar's Office	<b>Review Scheduled:</b>	January 2029
<b>Approver:</b>	General Faculties Council		

### A. PURPOSE

The purpose of this procedure is to provide consistent application of processes related to assignment of final grades for undergraduate and graduate level courses at AUArts.

### B. PROCEDURES

#### 1. ASSIGNMENT OF FINAL GRADES

- 1.1 In assigning final grades, instructors are responsible for applying the evaluation and specific grading criteria distributed. Instructors shall assign final grades according to the University grading system approved for the course and meet the grade submission deadline as published in the Academic Schedule.
- 1.2 An instructor may submit a grade change, approved by the Director that is responsible for the School delivering the course, up to the end of the following month after the final grade submission deadline.
- 1.3 The Registrar's Office will post the final grades on the student transcript at the end of each term.
- 1.4 A student may appeal a final grade following the process and timelines as set out in Section 4 of this procedure.

#### 2. SUBMISSION OF FINAL GRADES AND GRADING SYSTEM

- 2.1 Each faculty member must record and report students' final grades, according to official class lists, to the Registrar's Office, by the final grade submission deadline as defined in the Academic Schedule. Grades must be submitted by each faculty member for the courses they are teaching using the AUArts webService.
- 2.2 Faculty will assign letter grades according to the grading system approved for the course.

a. Normal Letter Grade Mode

Letter Grade	Grade Point	Percentage	Description
A+	4.0	95-100%	Outstanding - achievement of learning outcomes to an exceptional level
A	4.0	90-94%	Excellent - achievement of learning outcomes to a very high level
A-	3.67	85-89%	
B+	3.33	80-84%	
B	3.0	75-79%	Commendable – achievement of learning outcomes to a high level
B-	2.67	70-74%	
C+	2.33	65-69%	
C	2.00	60-64%	Satisfactory – achievement of learning outcomes to an acceptable level
C-	1.67	55-59%	
D	1.0	50-54%	Minimal Pass – achievement of learning outcomes to a minimum level
F	0.0	<50%	Fail – minimal level of learning outcomes not achieved

b. P – Pass / NP – No Pass Grade Mode

- i. A grading option available to limited, approved courses. Courses so specified will be identified in course outlines and descriptions.
- ii. P – Assigned by the instructor, a passing grade assigned results in credits earned. The 'P' grade is not included in the calculation of grade point average.
- iii. NP - Assigned by the instructor, a no-pass grade assigned results in no credits earned. The 'NP' grade is not included in the calculation of grade point average.

c. P - Pass / F – Fail Grade Mode

- i. A grading option available to limited, approved courses. Courses so specified will be identified in course outlines and descriptions.
- ii. P – Assigned by the instructor, a passing grade results in credits earned. The 'P' grade is not included in the calculation of grade point average.
- iii. F – Assigned by the instructor, a failing grade results in no credits earned. The 'F' grade is included in the calculation of grade point average.

2.3 Other grades that may be assigned include:

a. AUD – Audit

- i. Assigned by the Registrar to a student who has the permission of the instructor to register in a course for which the student will receive no formal evaluation. No credits are earned. An "AUD" grade is not used in the calculation of grade point average. The grade cannot be appealed.

b. CR - Transfer Credit

- i. Assigned by the Registrar to a student for equivalent credit course work completed as per the Transfer Credit Procedure. A student receiving a "CR" grade will be awarded credits which may be applicable to meet program requirements. The "CR" grade is not

- included in the calculation of grade point average. The assessment outcome cannot be appealed.
- c. PLA – Prior Learning Credit
    - i. Assigned as per the Undergraduate Prior Learning Assessment and Recognition Procedure. Credit awarded may be applicable to meet program requirements. The “PLA” grade is not used in the calculation of grade point average.
    - ii. The assessment outcome cannot be appealed.
  - d. W - Withdrawal
    - i. Assigned by the Registrar to a student who officially withdraws from a course by completing a course withdrawal form, after the add/drop period and prior to the withdrawal deadline as defined in the Academic Schedule.
    - ii. A "W" grade is not used in the calculation of grade point average.
  - e. WC – Withdraw with Cause
    - i. A student may request a course withdrawal for compassionate reasons after the normal withdrawal deadline in a term but before the last day of classes in a term where there is an onset of unexpected circumstances that come about, that preclude the individual from completing their course(s). The request is made by completing the “Course Withdrawal with Cause” form prior to the last day of classes in the term as defined in the Academic Schedule. The request is assessed by the Registrar and if approved, the grade is assigned by the Registrar.
    - ii. A "WC" grade is not used in the calculation of grade point average. Where a “WC” grade replaces a final grade, the grade point average will be recalculated.
  - f. WR – Withdrawal Required
    - i. Assigned by the Registrar as directed, when a student is required to be withdrawn from a course and is unable to attempt to complete the required outcomes during the term in which they are registered.
    - ii. This grade may be assigned related to health and safety concerns in a studio or practicum or as an outcome of a student conduct hearing.
    - iii. A ‘WR’ grade cannot be replaced by a student initiated ‘W’ or ‘WC’ grade.
    - iv. A ‘WR’ grade is not used in the calculation of grade point average.
- 2.4 In addition to the grades described above, the following temporary grade symbols may be assigned and will be replaced by a final letter grade submitted by the instructor as a final grade change.
- a. AI – Administrative Incomplete.
    - i. A temporary grade symbol assigned by the Registrar to a student if the instructor has not submitted a final grade by the final grade submission deadline. The "AI" grade symbol is not to be used as a substitute for an "F" grade. This grade symbol is not included in the calculation of grade point average. When the final grade is submitted to replace the "I" grade symbol, the grade point average will be recalculated.

- b. I – Incomplete.
  - i. The "I" grade is a temporary grade symbol assigned by for course extensions as approved under the Undergraduate Course Registration Procedure.
  - ii. The "I" grade symbol is not to be used as a substitute for an "F" grade. Final grades cannot be changed to an 'I' grade symbol.
  - iii. This grade symbol is not included in the calculation of grade point average.
  - iv. The "I" grade does not meet course prerequisite requirements. Each student's grade point average is calculated at the end of every term and after a final grade change.

### **3. CALCULATION OF GRADE POINT AVERAGE (GPA)**

- 3.1 Each student's grade point average is calculated at the end of every term and after a final grade change.
  - a. A term grade point average (GPA) shall be calculated by:
    - i. Multiplying the grade point achieved by the credit weight assigned for each course,
    - ii. Totaling the weighted grade points from (a) above, and
    - iii. Dividing the total from (b) by the total of the course credits.
  - b. A cumulative grade point average (CGPA) represents the same calculation as above for all courses completed.
  - c. The GPA is displayed out of 4.00, to the second decimal place; GPA is truncated and not rounded-up or down.
  - d. When a student repeats a course, only the attempt with the highest grade is used in the student's cumulative GPA calculation.

### **4. GRADE APPEALS**

- 4.1 A student may appeal a Final Grade in a course, citing one or more of the following grounds:
  - a. The instructor did not follow the evaluation or grading criteria stated in the course syllabus or did so in a way that unfairly disadvantaged the student.
  - b. The evaluation criteria were not applied in a reasonable, fair, or just manner.
  - c. The instructor appears to have made a calculation error in weighting the components which comprise the final examination mark.
- 4.2 Appeals based on dissatisfaction/disagreement, achievement in other course work, and/or the numerical calculation being close to the next highest letter grade will not be considered.
- 4.3 Final grade appeals are conducted based on the work submitted during the term and the final grade assigned. The student is not permitted to submit additional work for assessment and grading. Where appropriate, grade appeals should indicate the assignment for which the grading is being appealed and whether the outcome sought is a re-grading or for the assignment to be discounted from the student's overall grade.
- 4.4 Final grade appeals may result in the grade remaining the same, or the grade being changed (raised or lowered) in accordance with the course grading system available on the course syllabus. Final grades cannot be converted to the following grade symbols or final grades:

- a. "I" – Incomplete Grade
  - b. W grades including, "W", "WR", "WC"
  - c. "AU" – Audit
- 4.5 Final grade appeals will be submitted by the student within the published deadline in the Academic Schedule. This deadline applies to the Initiation of Appeal and does not include the consultation with the instructor.
- 4.6 Step 1: Consultation with the Instructor
- a. Where a student has a question or concern about a final grade assigned in a course, the student will discuss the matter with the instructor. If there has been a clerical or administrative error, or if after the discussion the instructor wishes to change the grade, the instructor will notify the Registrar's Office using the appropriate grade change form and submitting that by the grade change deadline. If the student is unable to contact the instructor, they can proceed to Initiation of Appeal.
- 4.7 Step 2: Initiation of Appeal
- a. If a satisfactory resolution has not been reached in consultation with the instructor, the student may submit a formal appeal to the Registrar via the required forms which includes:
    - i. the grounds for the appeal,
    - ii. a detailed rationale explaining the grounds,
    - iii. communication between the student and instructor and/or notes detailing conversations.
    - iv. course and assessment materials and other documentation to support the appeal.
    - v. the course syllabus.
- 4.8 Upon receipt of all appeal documentation, the Registrar will review the student's appeal and determine if the student has provided sufficient grounds for appeal; the Registrar may determine that a request for appeal has insufficient grounds and deny an appeal. The decision to deny an appeal by the Registrar is final and will be communicated by the Registrar to the student and Associate Dean. This review will normally be completed within three business days of receipt of the appeal.

## **5. DELEGATION**

- 5.1 Appeals to final grades are delegated from the General Faculties Council to the University Appeals Board.

## **6. UNIVERSITY APPEAL BOARD (FINAL GRADES)**

- 6.1 The University Appeals Board for final grades will be made up of three members:
- a. The director of a school other than that which the course is from;
    - i. The director serving on the appeal board will act as chair and will be provided with training in advance of any hearings.
  - b. A faculty member from a school other than that which the course is from; and
  - c. A student representative, who is in good academic standing and who is from a school other than which the student is from. Student members will be appointed by the Students' Association.
- 6.2 Grade appeals will normally be heard within five business days of receipt of the appeal, as scheduled by the Registrar.

## 7. REVIEW HEARINGS

- 7.1 Prior to the review hearing, the Registrar will take the following steps:
  - a. provide a disclosure package to the student and instructor, which will include, at a minimum:
  - b. a copy of the final grade appeal form submitted by the student;
  - c. the Director or Associate Dean's report of the appeal meeting.
  - d. set a day and time for the appeal board hearing;
  - e. arrange for exchange of further documents or written arguments from the student or instructor; and
  - f. advise the student and instructor of the identity of the appeal board members.
- 7.2 During the review hearing:
  - a. the student, the instructor, and the appeal board members will normally be in attendance;
  - b. both the student and the instructor may be accompanied by a support person, who may consult, but will not normally speak on behalf of the student or the instructor. If a support person will be present, appropriate notice must be provided to all hearing participants;
  - c. the student shall present their grounds for appeal and supporting evidence;
  - d. the instructor shall be given an opportunity to support their basis for awarding the final grade; and
  - e. the student has the onus to establish that a grade change is warranted.
- 7.3 The appeal board will make a determination on the final grade awarded and provide their findings to the Registrar within 3 business days of the hearing. The findings of the appeal board are final.
- 7.4 Based on the findings of the appeal board, the Registrar will make any required changes to the final grade awarded.
- 7.5 Normally, within 3 working days of receipt of the decision the Registrar will advise the student, in writing, with a copy provided to the instructor, of:
  - a. the decision of the appeal board;
  - b. the reasons for the decision; and
  - c. changes to the final grade awarded, if any.
- 7.6 The Office of the Registrar will retain a copy of all final grade appeals, reports, letters, disclosure, and decisions as required by applicable law and the University's records retention schedule. Appeal records will only be made available by the Registrar to authorized users with a legitimate need for the information. Any other request for appeal records must be handled through the University's access to information process.

**C. RELATED POLICIES**

- Undergraduate Registration Policy
- Undergraduate Academic Standing and Graduation Policy

**D. RELATED DOCUMENTS**

- Credit Tuition and Student Fees Procedure
- Course Management Procedure
- Undergraduate Registration Procedure
- Undergraduate Academic Standing and Graduation Procedure
- Undergraduate Prior Learning Assessment and Recognition Procedure
- Undergraduate Transfer Credit Procedure

**E. REVISION HISTORY**

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
01/19/2022	-Compassionate grounds -Calculation of GPA - Conferral of credentials	1.2(c)(v) and (d)(ii) 1.3(c) 3.1(f)	Assistant Registrar	Registrar
01/17/2024	Substantive changes to include graduate student information and update and incorporate the appeal procedure for final grades.	All	Registrar	Dean, Academic Programs