

Title:	Grading Policy
Type:	Academic
Policy #:	AC100-06
Responsibility:	Academic Policies and Procedures Committee
Approved by:	Board of Governor, December 2005
Revised:	February 2012
Review date:	

1. Purpose

Centennial College is committed to providing a learning centered environment for students that is transparent and equitable. The grading system assists the College in having a consistent and transparent way of assessing students' achievement of the essential knowledge and skills that graduates of a particular program and credential must acquire according to standards established by the Ministry of Training, Colleges and Universities and other relevant bodies.

2. Scope

The grading scheme applies to all courses at Centennial College with the following exceptions:

- Collaborative programs;
- Joint diploma or joint degree programs;
- Skill Based courses like Literacy and Basic Skills programs;
- Joint programs with industry partners;
- Apprenticeship programs.

These programs have special grading methods and these will be included in their specific course outlines. Also some courses may not be graded, nor will they carry with them any academic credits.

3. Policy Statements

- 3.1 All final academic performance in each course shall be recorded as one of the letter grades. When a numeric scale is used, it will result in a percentage scale with ranges of conversion to letter grades as shown in the grading scheme listed on the next page.
- 3.2 The standard pass mark in each course shall be 50 per cent, unless stated otherwise by the school/department offering the course. Certain courses require minimums of greater than 50% and/or have mandatory components to achieve a passing grade. In all such cases the course outline will offer details.
- 3.3 A pass mark signifies that the student has, through assessment, demonstrated the ability to achieve the course learning outcomes.
- 3.4 Credit in a course in one program may not be considered a pass in another program.

- 3.5 For preparatory or skill courses (modular courses), students shall receive grades only for completed units.
- 3.6 Academic transcript shall represent the entire academic history of a student at Centennial College; all grades are recorded on the academic transcript with the exception of the grades assigned by another institution (for example, University of Toronto and Ryerson University).

4. Grading Scheme

The grading scale¹ for all individual courses is as follows:

Letter Grade	Grade Description	Numerical Equivalents	Grade Point
A+	Outstanding achievement	90-100%	4.5
A	Excellent achievement	80-89%	4.0
B+	Very good achievement	75-79%	3.5
B	Good achievement	70-74%	3.0
C+	Satisfactory achievement	65-69%	2.5
C	Acceptable achievement	60-64%	2.0
D+	Pass²	55-59%	1.5
D	Pass³	50-54%	1.0
F	Fail	0-49% OR Unsatisfactory achievement in a course where a percentage grade is inappropriate	0
FNA	Failure Non - Attendance		
P	Pass	Satisfactory achievement in a course where a percentage grade is inappropriate.	
I	Incomplete grade		
AEG	Aegrotat standing		
AUD	Audit status	No credit granted	
CIP	Course in progress		
SUB	Substitution of one required course by another		
TCR	The student has met the course requirements through equivalent courses taken at another accredited post-secondary institution.		
WNP	Withdrew without academic penalty		

¹ The following designations may be entered only by the Registrar's Office.

² In courses in some programs, these grades may not be considered a passing grade, and a higher passing grade may be required.

³ Same as 2

Letter Grade	Grade Description	Numerical Equivalents	Grade Point
GNR	Grade not reported		
NGR	No grade required		
EXW	Exceptional waiver		
NR	Student currently enrolled. Course yet to be graded		

5. Definitions

5.1 Failure, Non-Attendance

Failure, Non-Attendance (FNA) is assigned by a professor in designated courses when the student has been absent without permission from required course meetings. This grade is counted as a failure in the calculation of grade point average and academic standing.

Students must refer to their course outline for the attendance policy for the program and familiarize themselves with the policy.

5.2 Incomplete Grade

Students whose course work is at a passing level but who for verifiable reasons beyond their control are unable to finish course work and have not obtained a passing grade by the end of a term (or the specified end of a course) may be granted a grade of "Incomplete".

The "I" is not intended to be a permanent grade. It is only a temporary acknowledgment of a legitimate reason for granting a one-time, limited extension to the time normally allowed to complete all course requirements.

Faculty can give a student whose work is at the passing level, additional work to complete in order to complete the course. Students have up to a maximum of 12 calendar months after the scheduled end of the course to complete required additional work. The amount of time given will be at the discretion of the faculty member. Students will have to successfully complete the assigned work within the time indicated in order to qualify for a passing grade.

After 12 calendar months, outstanding "I" grades are converted to "F". Thereafter, the student must repeat the course in order to achieve a passing grade.

The number of "Incomplete" courses allowed per semester is established by the school/department. Please contact the school or department for further information.

5.3 Aegrotat Standing

The Aegrotat Standing may be granted to the student whose performance, over a significant proportion of the course, was fully satisfactory - a minimum of a passing grade - but where, because of a verifiable medical condition, the student was unable to complete the course.

In the case of illness, the student is required to provide the academic administrator (dean or designate) with a medical certificate. If the documentation submitted warrants such consideration, a student will be granted AEG Standing.

Courses in which Aegrotat Standing has been granted will not count toward the computation of the GPA in the program.

5.4 Audit Status

Where applicable, a student may apply to audit a course (AUD). Not all courses can be audited. Distance education courses and courses with more practical and developmental components (such as language, laboratory or activity courses) may not be audited.

Registration is subject to seat availability.

To audit a college course, a student must be admissible to the College, and have completed prerequisites (or equivalent).

An auditor is a student who is enrolled in a course and will attend classes on an audit basis. The auditor may participate in class discussion, but is not required to undertake course assignments or examinations, and will not be evaluated. The auditor may participate in a course on the understanding that no credit or special GPA will be earned. A neutral grade of "AUD" will be assigned and the course will not contribute in any way to his or her graduation or certification.

The last day to change status from credit to audit or audit to credit is the deadline to add a course. Refer to the academic sessional dates published by the Registrar's Office for details.

The number of audits allowed for a course is established by the School or Department. Please contact the School or Department for further information.

5.5 Course In Progress

Course In Progress (CIP) means the work is continuing. This grade may be assigned when the course timeline is inconsistent with the semester's end. Once the course is completed, the appropriate letter grade and numerical equivalent, if applicable, will replace the CIP Grade.

This grade is not included in the GPA calculation.

5.6 Substitution of one required course by another

Students who transfer from one Centennial College program to another may be given credit in courses that are different but considered as equivalent to courses in the new program for graduation purposes.

The alpha grade (SUB) refers to the substitution of one course by another. This grade is assigned by the Academic Manager (Dean or designate) where a required course in the student's program is substituted for an equivalent Centennial College course.

Students enrolled in a course cannot apply for a substitution after the published deadlines.

Grades for courses taken prior to the current program will be considered in the cumulative grade point average in the new program.

5.7 Transfer Credit

There are a number of additional ways to get a transfer credit at Centennial College. The TCR designation is used where a student has successfully completed university or college level course(s) (and certain Ontario High School Diploma course(s) from high school), taken outside of Centennial College, and is allowed to replace a related course in the student's Centennial program.

Transfer credit will be granted where, in the opinion of the College, the work covered is equivalent in content or objectives to the corresponding course of study at Centennial College. This grade is assigned by the Academic Administrator (Dean or designate) and the Registrar.

Grades for courses taken outside Centennial College will not be considered in the grade point average (GPA) in the new program.

Students enrolled in a course cannot apply for Transfer Credit after the published deadlines.

Centennial is a signatory to the ACCC Canadian Protocol for the Transferability of Learning¹. As such, Centennial is committed to maximising the recognition and transfer of learning acquired through formal education, workplace training, and work and life experience. Transfer Credit shall be awarded to students for credits earned that are determined by Centennial to be related to the program of study in which the student is registered.

5.8 Withdrawal without Academic Penalty

Once registered, students are academically responsible for their course unless they officially withdraw by the given deadline. Withdrawal without academic penalty (WNP) refers to instances where the student withdrew from the course by the specified deadline.

5.9 Grade not Reported

Once the semester is over and grades are uploaded on banner, the Grade not Reported (GNR) notation is used to indicate that the faculty member has not yet submitted the student's grade.

5.10 No Grade Required

No Grade Required is used for reporting to external agencies on programs where only attendance is required.

5.11 Exceptional Waiver

The alpha grade “EXW” descriptor refers to a course requirement waiver. This grade is assigned by the academic administrator (Dean or designate). In certain exceptional circumstances, the requirement that a specified course be completed may be waived.

The Exceptional Waiver grade is not included in the GPA calculation.

5.12 Course Yet to be Graded

When students who are enrolled in a course which has not yet been graded at the time grades are uploaded there will be a Course yet to be Graded (NR) notation used until the course is graded and the grades are submitted to Enrolment Services.

6. Re-admission

Students who interrupt their studies must apply for re-admission and are subject to these conditions:

- 6.1 Students who did not complete the first semester of a program and would like to return have to re-apply to the program through OCAS and are subject to the admission requirements for the respective program.
- 6.2 Students who have successfully completed the first semester of a program, left for a period of time (e.g. 1 year) and would like to return to the program must seek academic advising from the respective program coordinator and then proceed to completing a “Program Re-Admit” form.

7. Repeated Courses

Repeated courses are courses that a student repeats with the purpose of achieving a higher grade. When a student repeats the identical course and achieves a higher grade, the new grade shall replace the previous one in the calculation of the cumulative GPA and the original lower grade shall no longer be included in the Cumulative Grade Point Average (CGPA). The higher grade for the course will be used for the GPA calculation, but both attempts (grades) are recorded on the academic transcript.

The number of repeats allowed for a course/unit is established by the School or Department. Please see School/Department Regulations.

Students in degree programs may attempt the same course a maximum of 2 times whether the student achieves a passing or failing grade. Failure to achieve a satisfactory grade in a course required for progression or graduation in the program within the two permitted attempts will result in Academic Suspension.

8. Cross Reference to Other Existing Policies, Appendices or Regulations

- Procedures for the “Incomplete Grade”
- Procedures for Withdrawing from a Course or Program
- Grade Appeals Policy and Procedures
- Recognition of Prior Learning Policy (DRAFT)
- Transfer Credit Procedures (DRAFT)
- Prior Learning Assessment and Recognition Procedures (DRAFT)

9. Revisions

February 2012

ⁱ Pan Canadian Transferability of Learning