ST. CLAIR
C O L L E G E

POLICY AND PROCEDURE MANUAL

Policy Title:	**GRADING AND ASSESSMENT REPORTING**	**Area of Responsibility:** **VICE PRESIDENT, ACADEMIC**
Policy Section:	**ACADEMIC**	
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1.4.5 GRADING AND ASSESSMENT REPORTING

Standard Grading and Assessment Reporting Scheme

1. All post-secondary programs offered by St. Clair College must conform to the grading system established by the Grade Point System Policy which is Policy No. 1.4.4., with the exception of Degree Programs which must adhere to the standards of Postsecondary Education Quality Assessment Board (PEQAB).

    1.1. In conformity with the Grade Point System Policy, the standard passing grade for post-secondary programs is identified as 50% or "D." Grades below 50% are categorized as a failing grade or an "F" grade.

    1.2. In some cases, the College administration may approve program and/or course exceptions to the standard passing grade for post-secondary programs. In each case a grade that is below the approved passing grade is an "F" grade.

    1.3. In the case of degree programs, the "minimum overall average acceptable achievement for progression (across all degree requirements, including the breadth and discipline-related requirements) is not to be lower than the level typically designated by C or 60%" (PEQAB Handbook, 2014)

Database for Program and Course Exceptions to the Standard Grading and Assessment Reporting Scheme

2. The College maintains a database of those programs and courses that are approved to have a passing grade that does not conform to the standard grading and assessment reporting scheme as established by this policy and by the Grade Point System Policy.

2.1 These programs and courses are included in the database on the joint recommendation of the Vice President, Academic and Executive Director, Centre for Academic Excellence and approved by the Vice President, Academic.

2.2 The database is maintained by the office of the Executive Director, Centre for Academic Excellence and is accessible on request.

Exceptions to Standard Grading and Assessment Reporting Scheme

3. There are two authorized exceptions to the standard grading and assessment reporting scheme: program-level exceptions and course-level exceptions.

   3.1. Program Level Exception

   3.1.1.   Certain programs have historically been permitted to designate a passing grade of 60% or "C" for the entire program.

   3.1.2.   For programs using this passing grade of 60% or "C," any grade below 60% is categorized as a failing grade and therefore an "F" grade.

   3.1.3.   In order to establish a program-level passing grade different from the standard grading and assessment reporting scheme, the Vice President, Academic advised by the Executive Director, Centre for Academic Excellence must recommend and the Vice President, Academic must authorize the exception to be recorded on the grading and assessment reporting database.

   3.1.4.   These program-level exceptions may also require different course-level passing grade requirements as long as they comply with the requirements for establishing a course-level grading and assessment reporting exception.

   3.2. Course-Level Exception

   3.2.1.   Regardless of whether a program uses the standard grading and assessment scheme or an authorized exception, individual courses within a program may utilize a different grading and assessment scheme for the entire course or for some designated part of the course if that different grading and assessment reporting scheme has be authorized as a course-level exception on the recommendation and approval of the Vice President, Academic.

   3.2.2.   These course-level exceptions to the standard grading and assessment reporting scheme will also be maintained on the database by the Executive Director, Centre for Academic Excellence.

4. Other than as provided by this policy, there are no exceptions to the standard grading and assessment scheme and all course outlines must conform to the requirements of this policy.

Grade changes

5. A grade reported as an "I" shall become an "F" grade if the conditions for completing the course are not satisfied within 93 days after the end of the semester in which the relevant course was taken by a student.

6. Grade changes may be submitted by faculty members after the official reporting date has expired using the Grade Change Form available from Program Chairs or the Registrar's Office. Completed forms must be signed by both the faculty member and the Chair before submission to the Registrar's Office.

Grading for Clinical and Work Placement Courses

7. As a general rule, clinical and work placement courses will be graded on the basis of a pass or fail process and the grade awarded for these courses will be either a "U" for Unsatisfactory or an "S" for satisfactory.

    7.1. With the approval of the Vice President, Academic and on the recommendation of the Associate Vice President, Academic, where there is a large component of supervision of students on a work placement by faculty and where there are assignments and projects given and evaluated by faculty during the course of a work placement which relate to the learning that takes place during the work placement, the course may be graded on a numerical basis providing there is a clear process for determining the method of calculation of the numerical grade.

8. The Executive Director, Centre for Academic Excellence will record any work placement courses that have a numerical grading scheme on the grading database.