Grades

Grading System

Two-semester courses constitute two course attempts and will appear as such on the student academic record. These courses are indivisible and the same grade will apply for each attempt. A refined grading system was approved by Senate on May 21, 1991 effective Spring 1992 as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90-100</td>
</tr>
<tr>
<td>A</td>
<td>85-89</td>
</tr>
<tr>
<td>A-</td>
<td>80-84</td>
</tr>
<tr>
<td>B+</td>
<td>77-79</td>
</tr>
<tr>
<td>B</td>
<td>73-76</td>
</tr>
<tr>
<td>B-</td>
<td>70-72</td>
</tr>
<tr>
<td>C+</td>
<td>67-69</td>
</tr>
<tr>
<td>C</td>
<td>63-66</td>
</tr>
<tr>
<td>C-</td>
<td>60-62</td>
</tr>
<tr>
<td>D+</td>
<td>57-59</td>
</tr>
<tr>
<td>D</td>
<td>53-56</td>
</tr>
<tr>
<td>D-</td>
<td>50-52</td>
</tr>
<tr>
<td>F</td>
<td>0-49</td>
</tr>
</tbody>
</table>

Courses taken on exchange are graded using the Outstanding/Pass/Fail alternate grading system (refer to Exchanges, Chapter V—Special Study Opportunities; Exchanges). In addition, selected University of Guelph courses, approved by the Board of Undergraduate Studies, will use this alternate grading system.

Alternate Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>OP</td>
<td>Outstanding (Pass)</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Other Grade Notations

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUD</td>
<td>Audit</td>
</tr>
<tr>
<td>CRD</td>
<td>Credit</td>
</tr>
<tr>
<td>CR/NCR</td>
<td>Credit/No Credit</td>
</tr>
<tr>
<td>DEF</td>
<td>Deferred Privilege</td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete</td>
</tr>
<tr>
<td>INP</td>
<td>In Progress</td>
</tr>
<tr>
<td>MNR</td>
<td>Mark Not Received</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawn with Failure</td>
</tr>
<tr>
<td>XXF</td>
<td>Supplemental Privilege Failed (XX denotes the original failing grade)</td>
</tr>
<tr>
<td>XXP</td>
<td>Supplemental Privilege Passed (XX denotes the original failing grade)</td>
</tr>
</tbody>
</table>

Grading Procedures

Feedback to students on work completed or in progress is an integral part of teaching and learning in that it allows students to measure their understanding of material and their progress on learning objectives.
Resolution 4
Part A
That, by the start of the course selection period for the semester in which
the course will be offered, instructors will provide a course description for
posting to the department website. This course description shall include
a brief summary of the course topics and requirements, the general
format of the course, and the methods of evaluation.

Part B
That, by the first class meeting of the course (by the end of the first
week of classes for distance education courses), the instructor must
provide students with a written course outline. The course outline
may be distributed either a) in class or b) electronically via the official
course website on CourseLink and must include a detailed description
of course requirements, the methods of evaluation, and the timing of the
evaluations.

Resolution 5
That the methods and/or timing of evaluation as indicated on the course
outline should not be changed after the first class meeting except under
strictly adhered to conditions. Notice of proposed change and of the
class at which consent is to be sought, must be given at a previously
scheduled class. Where the change is supported by the instructor and is
consistent with University policies and procedures such change may be
enacted with the unanimous consent of students. If unanimous consent
of the students has not been obtained, the change may be enacted only
with the approval of the chair of the department and only if alternative
and equitable accommodation is available to students opposed to the
change.

Resolution 6
That all term tests, assignments, laboratory reports, etc., should be
returned to, or discussed with students, without undue delay and in any
case before the last day of the examination period. If the material is
necessary for the preparation of the final examination, it must be returned
or discussed as soon as possible and in any case no later than three days
before the examination.

Resolution 7
It is recognized that multiple sections of the same course may differ in
terms of texts and other academic resource materials, teaching methods
and formats, and evaluation procedures used. However, the department
is responsible for ensuring that the different sections are achieving
common learning objectives with a common set of academic standards
and expectations. The department chair is responsible for ensuring the
consistency of final grade distribution across sections over time. Where
a course has more than one section writing a final examination, the
examination date and time will be the same for all sections.

Resolution 8
That each department must keep under continual review its grading
procedures and matters that relate to academic standards to make sure
the University’s policies are being applied.

Resolution 9
The Board of Undergraduate Studies has by formal resolution undertaken
to do as follows:

- to specify clearly the administrative responsibility of chairs with
  respect to the methods of evaluation, the setting of examinations and
  the determining of grades in courses in their departments.
- to review the effects of the pass by course system on the academic
  standards of the University.
- to request each program to review its overall academic standards
  and, in particular, its requirements for graduation.
- to examine whether the prerequisites at the secondary school level
  required for admission to the University of Guelph are adequate.
- from time to time, to review and monitor the academic standards
  across the University to ensure that there is consistency and that the
  regulations of the University are being adhered to.

Resolution 10
Senate resolved on June 21, 1977 that in determining grades for written
assignments the instructor should take into consideration the student’s
ability to use correctly and effectively the language appropriate to the
assignment.

Resolution 11
Senate resolved on March 21, 1978 that the chair should review, prior to
the commencement of classes, the manner in which a faculty member
intends to conduct a course and to determine final grades. If the chair
disagrees with the faculty member’s intention or subsequently with
the implementation of the stated intentions, the chair will discuss their
concerns with the faculty member. If agreement cannot be reached, the
matter will be referred to an appropriate department committee which
will advise the chair in reaching a decision. The advice may include a
recommendation on examination procedures.

Submission of Final Grades
General Information
Enrolment Services, Office of Registral Services, distributes the
"Grades Due Report” forms to the departments one week prior to the
examinations period for the semester. The "Grades Due Report” specifies
the deadline date for submission of grades to Enrolment Services, Office
of Registral Services.

Instructor’s Responsibilities
The instructor (department) is to retain all final examination papers and
term assessments not returned to students for a period of one semester.
The "Grades Due Report” form distributed by Enrolment Services, Office
of Registral Services, will carry the due date for grades for each course
section. The due dates are established in accordance with the regulations
of the Senate.

Grades must be submitted to Enrolment Services by the deadline stated
on the "Grades Due Report”. The early submission of grades will assist
in their processing. Grades that are not received prior to the release of
student grades are reported as "MNR” (mark not received).

Class lists are updated regularly on the Class List Web-site for
departmental download. Lists downloaded from the Class List Web-site
list all officially registered students in a class. The department must
explain any changes to the list, e.g., in the case of:

1. A student whose name is not on the list, but who has been attending
   class.
2. A student whose name appears on the list, but for whom the
   instructor has no record.
Instructors must not grant an extension of time to any student beyond the final date for submission of grades for that course. Instructors must report students who do not satisfy course requirements by assigning a grade of "INC" and noting incomplete work on an Incomplete Coursework Form.

Incomplete Coursework Form
Instructors should only submit grades for students who have completed their final work for a course. If a student does not complete a final examination or final assignment, the instructor must enter "INC" (incomplete) on the "Grade Report" form and complete an Incomplete Coursework Form for the student. The Incomplete Coursework Form is available from the chair of the department. Departments must submit the Incomplete Coursework Form(s) along with the "Grade Report" form to Enrolment Services, Office of Registrarial Services. The Academic Review Sub-Committee will contact the faculty and/or department chairs at the time of meetings if this procedure is not followed. The Incomplete Coursework Form assists the members of the Academic Review Sub-Committee in making their decision. The instructor must complete all sections of the form for each student reported.

Student's Responsibilities
Students must have all final assignments completed and submitted to instructors by the deadline dates indicated in the course outline. Instructors cannot grant extensions beyond the deadline for submission of grades. Students who are unable to satisfy the submission deadlines established by the instructor and who wish special consideration for medical, psychological or compassionate reasons should request Academic Consideration.

Department Chair's Responsibilities
The chair of the department signs student grades in the designated area on the "Grade Report" form. The department chair’s signature indicates that they believe the grades for that course adhere to the academic regulations of Senate.

If the chair has reason to believe that the academic regulations of Senate have not been adhered to, they will consult with the faculty member and, if necessary, the college dean. If the chair, after such consultation, still believes that the academic regulations of Senate have not been adhered to, they must submit the grades without approval through the college dean to the Provost and Vice-President (Academic). The grades must be accompanied by a complete report. The Provost and Vice-President (Academic) will act to ensure that the academic regulations of Senate are adhered to.

The department chair should be available for consultation during the meetings of the Academic Review Sub-Committees.

The Board of Undergraduate Studies strongly encourages each chair, at their discretion, conduct a periodic review of the methods of assessment, class averages, distribution of grades and failure rates in courses offered by that department to ensure that grade abuse does not occur (refer to Final Grades).

Program Counsellor’s Responsibilities
The Program Counsellor reviews the list of "INC" (incomplete) courses, matching medical documentation, requests for academic consideration, and counselling files (refer to Deferred Privileges). The Program Counsellor in conjunction with the Academic Review Sub-Committee assigns deferred privileges where appropriate and forwards decisions to Enrolment Services, Office of Registrarial Services.

Registrar’s Responsibilities
Enrolment Services records the examination results; notifies students of their grades via WebAdvisor; notifies Program Counsellors of incomplete grades; and records deferred privilege decisions.

Release of Final Grades
University grades are official on the day that they are issued to students. It is the responsibility of the Office of Registrarial Services to release the grades to the student and to record the grades on the student’s official University transcript.

All grades are available through WebAdvisor. Students who require an official copy of their grade report can request an official transcript upon payment of the transcript fee.

Grades for students who have been advised by Student Financial Services, Office of Registrarial Services, that they are on academic sanction will not be released by Enrolment Services until notification/authorization is received indicating that the account has been cleared to the satisfaction of Student Financial Services. To receive grades, students must clear their sanction by the last day of classes.

Summer Session grades are released approximately two weeks after the conclusion of examinations. The grades and the continuation of study status are considered to be unofficial until the end of the Summer Semester.