



School of Graduate Studies

University of Toronto

April 22, 2004

Prof. Vivek Goel,
Senior Assessor,
Committee on Academic Policy and Programs,
Simcoe Hall
27 King's College Circle

Dear Prof. Goel,

I am writing in regards to the Graduate Grading and Evaluation Practices Policy. We are requesting that the section entitled ***Undergraduate Courses for Which No Graduate Degree Credit is Granted*** be deleted from the Policy.

When the University established the University Grading Practices Policy in March 1998, the School was asked to truncate all graduate grades at B- for undergraduate courses taken by graduate students, whether or not they were taken for graduate degree credit. The School agreed and have operated on this basis since 1998. In December 2003 when a revision was made to the Graduate Grading and Evaluation Practices Policy to incorporate an additional non-grade course report, unfortunately the section on ***Undergraduate Courses for Which No Graduate Degree Credit is Granted*** was included in the revised version.

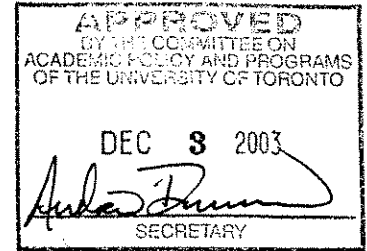
This request represents no new policy. Rather it is an administrative request to rectify what now represents an inconsistency between the University Grading Practices Policy and the Graduate Grading Policy. I have attached the relevant pages that need to be revised.

Thank you for your attention to this matter.

Yours truly,

A handwritten signature in cursive script, appearing to read 'Carol Johnston'.

Carolyn Johnston
Coordinator of Student Services



UNIVERSITY OF TORONTO

GRADUATE GRADING AND EVALUATION PRACTICES POLICY

Purpose

The purpose of the Graduate Grading and Evaluation Practices Policy is to ensure:

- (a) that grading practices in the School of Graduate Studies are consistent with those throughout the University and reflect appropriate academic standards;
- (b) that the evaluation of student performance is made in a fair and objective manner against these academic standards;
- (c) that grade scales in the School of Graduate Studies are compatible with those in other divisions of the University.

Application of Policy

The Policy applies to all individuals and committees taking part in the evaluation of student performance in courses in the School of Graduate Studies.

Amendment to Policy

Amendments to the Policy shall be recommended by the School of Graduate Studies Council through the Committee on Academic Policy and Programs to the Academic Board.

Distribution of Policy

A copy of the Graduate Grading and Evaluation Practices Policy shall be published in the SGS Calendar. A copy of the Calendar or other document containing the policy shall be given to all students upon initial registration and to all instructors and others involved in the evaluation of student performance.

The Policy is in three parts: Part I deals with grades, Part II outlines grading procedures and Part III is the administrative appendix from the University Grading Practices Policy for undergraduate divisions available upon request from the Graduate Registrar's Office.

Student Services

Approved by SGS Council November 26, 1996

Amendment to II.3 Non-Grade Course Reports approved by Committee on Academic Policy and Programs January 15, 1997

Non-Grade Course Reports revised April 17, 2002 (resulting from Policy on Extensions for the Completion of Graduate Course Work)

Amendments to II.4(a) and II.5 approved by Committee on Academic Policy and Programs February 5, 2003

Non-Grade Course Report (TRF) received for information by Committee on Academic Policy and Programs December 3, 2003.

PART I: GRADES

Meaning of Grades

Grades are a measure of the performance of a student in individual courses. Each student shall be judged on the basis of how well he or she has command of the course materials.

- I.1 A grade assigned in a course is not an assessment of standing within a program of studies. To determine the requirements for credit and standing in a program of studies, the academic regulations of the School of Graduate Studies and the appropriate graduate department, centre or institute should be consulted.
- I.2 Grades for each course shall be assigned with reference to the following meanings:

Excellent,
Good,
Adequate, ~~(in certain circumstances only)~~ ✓
Inadequate.

Grade Scales

- I.3 Courses taken for graduate credit are assigned a letter grade according to the School of Graduate Studies usage as follows:

Letter Grade	Grade Meaning
A+	Excellent
A	
A-	
B+	Good
B	
B-	
FZ	Inadequate ✓ by a graduate student

Wherever an undergraduate course taken ~~for graduate credit~~ is assigned a numerical grade, the mark will be translated into a letter grade according to the following equivalencies:

Letter Grade	Numerical Scale Marks
A+	90-100%
A	85-89%
A-	80-84%
B+	77-79%
B	73-76%
B-	70-72%
FZ	0-69%

Undergraduate Courses for Which No Graduate Degree Credit Is Granted

Undergraduate courses may be taken for which no degree credit is granted. These are courses taken as prerequisites, as a special student, or as "not required for the degree", and are so indicated on the enrollment form.

In such courses, the FZ grade is replaced by the following:

C+		67-69%
C	Adequate	63-66%
C-		60-62%
FY	Inadequate	0-59%

Credit/No Credit Courses

A special category of graduate courses designated in graduate unit listings will be graded Credit (CR) or No Credit (NCR). Such courses are to be offered at the option of the graduate unit and must have the approval of the executive committee of the appropriate Division. CR and NCR evaluations are assigned for courses in which only very broad distinctions in assessing the quality of student performance are judged appropriate.

Non-Grade Course Reports

The following non-grade course reports may appear on transcripts:

- INC Incomplete: Assigned as a final report by a graduate unit review committee, or SGS Associate Dean on the basis of incomplete course work in special circumstances (e.g. medical reasons or when there are no grounds for assigning a failing grade). INC carries no credit for the course and is not considered for averaging purposes.
- IPR In Progress: Assigned by the instructor as the report for a course which is continued in a subsequent session or program. The final grade for the course will appear only once and only for the last enrollment period. IPR carries no credit for the course and is not considered for averaging purposes.
- SDF Standing Deferred: Assigned by a graduate unit review committee to a student who has been granted an extension for the completion of course work beyond the SGS deadline for completion of course work, pending receipt from the instructor of a final course report. A final course report is due no later than the SGS deadline for completion of course work and grade submission following the original one for the course. If, by that date, a final grade is not available and the student has not submitted the outstanding course work, then the report of 'SDF' will be replaced by a final report of 'INC'. SDF carries no credit for the course and is not considered for averaging purposes.
- TRF Program Transfer: Assigned by the School of Graduate Studies to a continuing research/seminar course begun but not completed in the first program and will not be required in the new program to which the student has been officially transferred.
- WDR Withdrawal without academic penalty: Assigned by the graduate unit review committee, when there are extenuating circumstances, upon approval of the student's request for late withdrawal from a course. It carries no credit for the course and is not considered for averaging purposes.

XMP Exemption: Granted on the basis of credit for work done elsewhere. It carries credit for the course, but is not considered for averaging purposes.

All grade revisions must be submitted to the School according the SGS revised grade procedures.

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- 1.4 A table of correspondence and a translation table are defined in the appendix for each letter grade scale included in the University Grading Practices Policy in order to allow the conversion, when necessary, of a grade assigned from one scale to the corresponding grade in the other.

Grade Reporting

- 1.5 All letter grades assigned to graduate students enrolled in School of Graduate Studies courses shall be from the same scale, but, where approved, the CR/NCR scale may also be used. The grades assigned in a course must all be from the same scale except that non-SGS students in graduate courses will be assigned grades from the refined letter grade scale or the numerical scale of marks as found in Part III.
- 1.6 Grades in each course shall be reported according to the practice of the division administering the program in which the student is registered (the reporting division).
- (a) Grades shall be reported as assigned when the division offering the course is also the reporting division, when the offering and reporting divisions use the same grade scale, and when the grades are assigned from the ~~HP/FL~~ or CR/NCR scales.
- H/P/FZ*
- (b) In all other cases, grades shall be reported as converted to the scale used by the reporting division, and the conversion shall be made according to the tables of correspondence and translation tables defined in the Appendix.
- ~~(c) A grade not reported in the form originally assigned by the offering division must on request be made available to the student in that form by the reporting division.~~
- 1.7 A list of the currently approved non-grade symbols and their meanings from the University Grading Practices Policy is given in the appendix. Those used by the School of Graduate Studies appear above and have in some cases been modified for graduate courses.
- 1.8 The information in grade reports and transcripts must be communicated to the user, whether within or outside the University, in a clear and meaningful way. To that end, transcripts issued by the School of Graduate Studies must indicate the relationships between the graduate grade scale, the grade meanings, the basic letter grade scale and the scale of numerical marks as well as the translation table. A list of non-grade symbols and meanings shall also be included in the transcript.

PART II: GRADING PROCEDURES

Course Procedures

- II.1 To ensure that the method of evaluation in every course reflects appropriate academic standards and fairness to students, the School has adopted these regulations governing course procedures.

- (a) As early as possible in each course (and no later than the School's last date for course enrollment), the instructor shall make available to the class, and shall file with the department, centre or institute, the method(s) by which student performance shall be evaluated. This information should describe the method(s) (essays, tests, examinations, seminar presentations, etc.), the relative weight of these method(s) in relation to the overall grade, and the timing of each major evaluation.

Any penalties for late completion of, and for failure to complete work, should be announced at the time the instructor makes available to the class the method(s) by which student performance shall be evaluated.

- (b) After the method(s) of evaluation have been made known, the instructor may not change them or their relative weight without the consent of at least a simple majority of the students enrolled in the course. Any changes shall be reported to the department, centre or institute.
- (c) The relative value of each part of an examination shall be indicated to the student at the time of the examination. In the case of a written examination, the value of each part shall be indicated on the examination paper.
- (d) Commentary, appropriate in the instructor's judgement, on assessed work, other than final examinations, and time for discussion of it shall be made available to students. Commentary, appropriate in the instructor's judgement, on final examinations and time for discussion of it shall be made available to students at their request.
- (e) Grades shall be recommended by the instructor in reference to the approved grade scales on the basis of each student's performance.

Examinations

- II.2 (a) Students should be provided with clear information about the expectations of the examiners, including the types of anticipated questions.
- (b) Students should have the opportunity to review their answers in written examinations within four months of the reporting of the grades. A recovery fee may be set to cover administrative costs, including photocopying.
- (c) The School has developed a procedural guide for the re-reading, by an external reviewer, of examinations written for courses by graduate students. It is to be used only when departmental appeal mechanisms have been exhausted. Costs of preparing materials for the external reader are shared between the graduate unit and the student.

Other Departmental Assessments

- II.3 Departments, centres or institutes may expect graduate students to complete requirements for a degree other than course work, such as departmental examinations, language examinations, field work or internships. Graduate students should be given a written statement describing the evaluation processes. It is appropriate that departmental evaluations of performance in these settings should accord with the principles enunciated in the other sections of this Graduate

Grading and Evaluation Practices Policy, and that the effect upon deadlines ~~of due to~~ Disruptions to Academic Programs, as described below, be taken into account. Students should also be informed of procedures for appeal.

Grade Review and Approval Process

- II.4 (a) Grades shall be recommended by the instructor to the chair or director, or designate, of the graduate department, centre or institute. The grades shall then be reviewed and approved following the graduate unit's procedure. Grades shall not be reported or released to students as official until this review procedure has been carried out. Normally, the graduate unit's review and approval by the chair or director constitutes final approval of grades, under the authority of the Dean of the School. Grades may be changed on appeal by the student, following the procedures of the School. ~~Decisions regarding these matters will be made by the chair of the department.~~
- (b) The distribution of grades in any course shall not be predetermined by any system of quotas that specifies the number or percentage of grades allowable at any grade level.
- (c) The graduate unit's review of grades may result in the request for clarification of the evaluation methods used, or of apparent anomalies in the list of grades in a course. In the case of anomalies, the chair or director, or designate, must discuss the grade(s) with the instructor; no grade should be changed without such discussion. In the event the matter affecting the grade is not settled to the mutual satisfaction of the chair or director, or designate, and the instructor, the matter shall be referred to the Associate Dean of the Division. If it is not settled at that level it should be referred to the Dean of the School whose authority for the assigning and reporting of grades is final (subject only to the formal appeals procedures of the School).
- (d) At any time, the School may request an explanation of any grades for a course that appear not to be based on the approved grade scales or otherwise appear anomalous in reference to this Policy.

Exceptional Circumstances and Academic Appeals

- II.5 (a) Students with health problems or other personal circumstances which may adversely affect their performance in, or their ability to complete course work, examinations or other departmental assessments may request special consideration. Requests, supported by a medical certificate, or other appropriate evidence, should be submitted to the instructor or the coordinator of graduate studies as soon as possible or within 48 hours of the deadline or date of assessment. The medical certificate must confirm the student was adversely affected by the health problems and must show the dates of illness and that the physician was consulted at the time of the illness.
- (b) Students may on occasion dispute substantive or procedural academic matters, including grades. The recommended route for the resolution of such disputes is to discuss the matter first with the instructor or the person whose ruling is in question. If the dispute persists, the student may wish to pursue a formal academic appeal – see Academic Appeals in the General Regulations section of the Calendar.

Conflict of Interest

- II.6 When the instructor or a student has a conflict of interest, or is in a situation where a fair and objective assessment may not be possible, this should be disclosed to the chair or director, or designate who shall take steps to ensure fairness and objectivity.

Procedures in the Event of Disruption

- II.7 (a) In the event of disruption of the graduate academic program, the following principles shall apply: (i) the academic integrity of academic programs must be honored; and (ii) students must be treated in a fair manner, recognizing their freedom of choice to attend class, and to use academic facilities, or not, without penalty. *Decisions regarding these matters will be made by the chair of the Department.*
- (b) The Vice-President and Provost, or the Academic Board, shall declare when a disruption of the graduate academic program has occurred. The Provost shall take steps to inform the University community at large of the changes to be implemented, and will report to the Committee on Academic Policy and Programs regarding the implementation of the procedures and changes to the status of the academic programs.
- (c) Instructors responsible for courses that are disrupted shall determine, as the disruption proceeds, whether any changes to classroom procedures are needed to complete the course.
- (d) Changes in classroom procedures should, where possible, first be discussed with students prior to the class meeting in which a vote is to be taken by the students present on the proposed changes. Changes agreed upon unanimously should be forwarded to the chair or director, or designate, with a report on the attendance at the class.
- If unanimity on changes has not been arrived at, or where a vote is not feasible, the instructor, after the class discussion, will provide the chair or director, or designate with his or her recommendation, along with the results of any classroom votes. The chair or director, or designate shall then make a decision.
- (e) If classes are not able to convene, the instructor, with the prior approval of the chair or director, or designate, shall make changes deemed necessary to the classroom procedures.
- (f) In the absence of the instructor such changes will be made by the Dean in consultation with the chair or director, or designate, and with the approval of the Provost.
- (g) If courses are to be cancelled, approval of the SGS Council is required. If Council cannot meet, the approval of the Dean, or in the absence of the Dean, the approval of the Provost, is required.
- (h) Students must be informed of changes to classroom procedures. This may be done by circulating the changes in writing to the class, posting in the office of the graduate unit, reporting to SGS Council, as well as listing in the campus press. When classes resume, students must be informed, at class, of any changes made

during the disruption.

- (i) If changes to the classroom procedures are made, students who do not wish to complete the course under the revised procedures may withdraw without academic penalty. This must be done prior to the last day of classes.
- (j) If students have not attended classes that are meeting, they nonetheless remain responsible for the course work and for fulfilling course requirements. However, where possible, reasonable extension of deadlines for course requirements, or provision for make-up tests, shall be made. Reasonable alternative access to material covered should be provided.
- (k) A student who feels, owing to his or her special circumstances, that changes to classroom procedures have unreasonably affected his or her grade may appeal the grade following procedures for appeal set out above.

End of Part II
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PART III: ADMINISTRATIVE APPENDIX

N.B. The Administrative Appendix forms part of the University Grading Practices Policy and is included here for reference. The meaning of some non-grade symbols used by the School of Graduate Studies has been modified; see Section 1.3.

This Appendix provides definitions of grade scales and symbols approved for use in reporting course results at the University of Toronto. The list of symbols described in Appendix A.2 is available for use by all divisions.

A current list of grade scales and reporting symbols in use at the University will be maintained by Information Systems Services, which will also record historical data on the use of grade scales and reporting symbols in each division. Information Systems Services will monitor the modes of reporting course results to ensure that only approved scales and symbols are in use.

A.1 Approved Grade Scales, with Meanings, Tables of Correspondence and Translation Tables

A division wishing to employ a grade scale or reporting symbol that is not defined in this document must obtain the prior approval of the Academic Affairs Committee (Subcommittee on Admissions, Curriculum and Standards), acting with the advice of Information Systems Services and the Council on Academic Records.

To be approved by the Academic Affairs Committee a proposed grade scale has to be dictated by the particular circumstances of a division and either be compatible with other grade scales based on the grade meanings or, like the H/P/FL and CR/NCR scales, be completely outside the basic scheme.

(a) Compatible grade scales which are based on the grade meanings and are currently approved for use are listed below. It is the prerogative of each division to select the scale which is most appropriate to its practices, in accordance with the Policy.

(i) The basic letter grade scale A, B, C, D, E, F.

(ii) The refined letter grade scale A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, E, F.

(iii) Truncated versions of either of the above letter grade scales in which FX replaces the E and F grades, FY replaces the D, E and F grades, and FZ replaces the C, D, E, F grades.

(iv) The numerical scale of marks, consisting of all integers from 0 to 100 (that is, 0, 1 99, 100).

- (b) The grade scales listed in A.1(a), defined in terms of the grade meanings, are shown in the following table, which must be included in the transcript of all divisions using one of these scales. Explanations of approved grade scales outside the basic scheme (H/P/FL and CR/NCR) should also be given.

Grade Meanings	Basic Letter Grade Scale	Refined Letter Grade Scale	Numerical Scale of Marks
Excellent	A	A+	90-100%
		A	85- 89%
		A-	80- 84%
Good	B	B+	77- 79%
		B	73- 76%
		B-	70- 72%
Adequate	C	C+	67- 69%
		C	63- 66%
		C-	60- 62%
Marginal	D	D+	57- 59%
		D	53- 56%
		D-	50- 52%
Inadequate	E	E	35- 49%
Wholly Inadequate	F	F	0- 34%
<p>Grade symbols which appear in truncated versions of the above letter scales used in some divisions of the University (each is defined as Inadequate by the division using it):</p> <p>FX spans the E and F grade ranges and corresponds to 0-49%.</p> <p>FY spans the D, E and F grade ranges and corresponds to 0-59%.</p> <p>FZ spans the C, D, E and F grade ranges and corresponds to 0-69%.</p>			

NOTE: This table is not to be used to change a score to a grade.

- (c) The tables of correspondence and translation tables defined below are to be used when it is necessary to convert a grade from one scale to another.

(i) Basic Letter Grade Scale

Grades	Table of Correspondence	Translation Table
A	80-100%	87%
B	70- 79%	75%
C	60- 69%	65%
D	50- 59%	55%
E	35- 49%	45%
F	0- 34%	20%
truncations:		
FX	0-49%	25%
FY	0-59%	30%
FZ	0-59%	35%

(ii) Refined Letter Grade Scale

Grades	Table of Correspondence	Translation Table
A+	90-100%	95%
A	85- 89%	87%
A-	80- 84%	82%
B+	77- 79%	78%
B	73- 76%	75%
B-	70- 72%	71%
C+	67- 69%	68%
C	63- 66%	65%
C-	60- 62%	61%
D+	57- 59%	58%
D	53- 56%	55%
D-	50- 52%	51%
E	35- 49%	45%
F	0- 34%	20%
truncations:		
FX	0-49%	25%
FY	0-59%	30%
FZ	0-69%	35%

- (d) Approved grade scales which are outside the standard system (no tables of correspondence or translation tables are defined).

(i) H (Honours), P (Pass), FL (Failure).

These grades are assigned in some divisions for courses in which only broad evaluative distinctions in assessing the quality of student performance are judged appropriate.

(ii) CR (Credit), NCR (No Credit).

These grades are assigned in some divisions for courses in which only very broad evaluative distinctions in assessing the quality of student performance are judged appropriate.

A.2 Designators and Other Non-grade Symbols Approved
for Use in Reporting Course Results

- (a) Designators: assigned and reported instead of regular grades.

AEG: Aegrotat standing granted on the basis of term work and medical or similar evidence.

AEG is assigned by a divisional committee upon approval of a student's petition. It carries credit for the course but is not considered for averaging purposes.

DNW: Did not write/did not attend/did little work.

DNW is assigned by the instructor and may be confirmed or changed to another symbol during the divisional grade review. If confirmed, it carries no credit for the course but may be used for averaging purposes with the value of the minimum grade.

XMP: Exemption granted on the basis of credit for work done elsewhere.

XMP is assigned by a divisional committee upon approval of a student's petition. It carries credit for the course but is not considered for averaging purposes.

INC: Incomplete.

INC is assigned by the instructor or divisional committee, normally as a final report, where course work is not completed but where there are not grounds for assigning a failing grade. It carries no credit for the course and is not considered for averaging purposes.

NGA: No grade available.

NGA is assigned by the division in the extraordinary case that a grade is not available for one of its students enrolled in a course. It must be replaced by a regular grade assigned by the instructor or by another symbol assigned during the divisional review. It carries no credit for the course and is not considered for averaging purposes.

SDF: Standing deferred on the basis of incomplete course work because of medical or similar reasons.

SDF is assigned by the divisional review committee upon approval of a student's petition or an instructor's recommendation. It must be replaced by a regular grade assigned by the instructor before the expiry of a specific extension period. It carries no credit for the course and is not considered for averaging purposes.

WDR: Withdrawn without academic penalty.

WDR is assigned by the divisional review committee upon approval of a student's petition for late withdrawal from a course. It carries no credit for the course and is not considered for averaging purposes.

WDR is relevant only if a division wishes to show the course on the transcript.

(b) Modifiers: assigned and reported in conjunction with a regular grade.

*: Assessed grade granted on the basis of term work and medical or similar evidence.

A grade is modified by an asterisk (*) by a divisional committee on the basis of a student's petition or an instructor's recommendation. If the grade is satisfactory it carries credit for the course. An asterisked grade is considered for averaging purposes.

I: Incomplete, earned grade shown.

"I" is assigned by the instructor together with the grade when the overall performance in a course is satisfactory but an essential part of the term work has not been completed. This work must be completed to the instructor's satisfaction within a specific period, whereupon the modifier will be removed but the grade will not be otherwise changed. Credit for the course will be granted only if the modifier is removed. A grade modified by "I" is considered for averaging purposes.

(c) Notations: reported with a regular grade, but not indicative of student performance.

X: Extra course, not for degree credit.

"X" is specified by a program counsellor at the time the student registers for the course. The grade for the course is assigned in the usual way by the instructor. A grade accompanied by the notation "X" carries no credit for the course and is not considered for averaging purposes.

grade may appeal the grade following procedures for appeal set out above.

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Part III: Administrative Appendix

N.B. The Administrative Appendix forms part of the University Grading Practices Policy and is included here for reference. The meaning of some non-grade symbols used by the School of Graduate Studies has been modified; see Section 1.3.

This Appendix provides definitions of grade scales and symbols approved for use in reporting course results at the University of Toronto. The list of symbols described in Appendix A.2 is available for use by all divisions.

A current list of grade scales and reporting symbols in use at the University will be maintained by Student Information Systems, which will also record historical data on the use of grade scales and reporting symbols in each division. Student Information Systems will monitor modes of reporting course results to ensure that only approved scales and symbols are in use.

A.1 Approved Grade Scales, with Meanings

A division wishing to employ a grade scale or reporting symbol that is not defined in this document must obtain the prior approval of the Academic Board (Committee on Academic Policy and Programs), acting with the advice of Student Information Systems and the University Registrar.

To be approved a proposed grade scale has to be dictated by the particular circumstances of a division and must be completely outside the basic scheme, like the H/P/FL and CR/NCR scales.

(a) Grade scales, which are based on the grade meanings and are currently approved for use, are listed below.

- i. The refined letter grade scale A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F.
- ii. A truncated version of the refined letter grade scale in which FZ replaces the C, D and F grade ranges, for use by graduate divisions only. That is, A+, A, A-, B+, B, B-, FZ.
- iii. The numerical scale of marks, consisting of all integers from 0 to 100 (that is, 0, 1...99, 100).

(b) The grade scales listed in A.1(a), defined in terms of the grade meanings, are shown in the following tables, which must be included in the transcript of all divisions. Explanations of approved grade scales outside the basic scheme (H/P/FL and CR/NCR) should also be given.

Grade Meanings	Refined Letter Grade Scale	Grade Point Value	Numerical Scale of Marks
	A+	4.0	90 - 100%
Excellent	A	4.0	85 - 89%
	A-	3.7	80 - 84%
	B+	3.3	77 - 79%
Good	B	3.0	73 - 76%
	B-	2.7	70 - 72%

	C+	2.3	67 - 69%
Adequate	C	2.0	63 - 66%
	C-	1.7	60 - 62%
	D+	1.3	57 - 59%
Marginal	D	1.0	53 - 56%
	D-	0.7	50 - 52%
Inadequate	F	0.0	0 - 49%

For use in graduate divisions only:

Grade Meanings	Truncated Letter Grade Scale	Grade Point Value	Numerical Scale of Marks
	A+	4.0	90 - 100%
Excellent	A	4.0	85 - 89%
	A-	3.7	80 - 84%
	B+	3.3	77 - 79%
Good	B	3.0	73 - 76%
	B-	2.7	70 - 72%
Inadequate	FZ	0.0	0 - 49%

(c) Approved grade scales that are outside the standard system.

(i) H (Honours), P (Pass), FL (Failure).

These grades are assigned in some divisions for courses in which only broad evaluative distinctions in assessing the quality of student performance are judged appropriate. In cases where the FL grade is used by the division for averaging purposes, the symbol FL% must be used.

(ii) CR (Credit), NCR (No Credit).

These grades are assigned in some divisions for courses in which only very broad evaluative distinctions in assessing the quality of student performance are judged appropriate. In cases where the NCR grade is used by the division for averaging purposes, the symbol NC% must be used.

A.2 Designators and Other Non-grade Symbols Approved for Use in Reporting Course Results

AEG: Aegrotat standing granted on the basis of term work and medical or similar evidence.

AEG is assigned by a divisional committee upon approval of a student's petition. It carries credit for the course but is not considered for averaging purposes.

DNW: Did not write/did not attend/did little work.

DNW is assigned by the instructor and must be changed to another symbol during the divisional grade review. It carries credit for the course but is not considered for averaging purposes.

GWR: Grade Withheld pending Review.

GWR is assigned by the division in cases where a course grade is being reviewed under the Code of Behaviour on Academic Matters. It is replaced by a regular grade upon completion of the review. It carries no credit for the course and is not considered for averaging purposes.

INC: Incomplete.

INC is assigned by the instructor or divisional committee, normally as a final report, where course work is not completed but where there are not grounds for assigning a failing grade. It carries no credit for the course and is not considered for averaging purposes.

IPR: In Progress.

IPR is assigned as the report for a course that is continued in a subsequent session. The final grade will appear only once and only for the last enrolment period. It carries no credit for the course and is not considered for averaging purposes.

NGA: No grade available.

NGA is assigned by the division in the extraordinary case that a grade is not available for one of its students enrolled in a course. It must be replaced by a regular grade assigned by the instructor or by another symbol assigned during the divisional review. It carries no credit for the course and is not considered for averaging purposes.

SDF: Standing deferred on the basis of incomplete course work because of medical or similar reasons.

SDF is assigned by the divisional review committee upon approval of a student's petition or an instructor's recommendation. It must be replaced by a regular grade assigned by the instructor before the expiry of a specific extension period. It carries no credit for the course and is not considered for averaging purposes.

WDR: Withdrawn without academic penalty.

WDR is assigned by the divisional review committee upon approval of a student's petition for late withdrawal from a course. It carries no credit for the course and is not considered for averaging purposes.

WDR is relevant only if a division wishes to show the course on the transcript.

XMP: Exemption granted on the basis of credit for work done elsewhere.

XMP is assigned by a divisional committee upon approval of a student's petition. It carries credit for the course but is not considered for averaging purposes..



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☒ Policies - Alphabetical Listing and Policies and Procedures