



UNDERGRADUTE FINAL GRADING PROCEDURE

Procedure Type:	Academic	Initially Approved:	December 15, 1988
Procedure Sponsor:	Dean, Academic Programs	Last Revised:	January 19, 2022
Administrative Responsibility:	Registrar's Office	Review Scheduled:	January 2027
Approver:	General Faculties Council		

A. PROCEDURES

1. UNDERGRADUATE FINAL GRADING PROCEDURE

1.1 Assignment of Final Grades

- a. 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.
- b. An instructor may submit a grade change, approved by the Chair, up to the end of the following month after the final grade submission deadline (ie. by January 30th for a grade submitted in December). Final grades to replace the "I" grade will be submitted by the deadline as indicated in the Academic Schedule.
- c. A student may appeal a final grade. (Final Grade Appeal Procedure)

1.2 Submission of Final Grades and Grading System

- a. 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.
- b. Faculty will assign letter grades according to the grading system approved for the course.

i) 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%	Commendable – achievement of learning outcomes to a high level
B	3.0	75-79%	
B-	2.67	70-74%	

C+	2.33	65-69%	Satisfactory – achievement of learning outcomes to an acceptable level
C	2.00	60-64%	
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

- ii) P – Pass / NP – No Pass Grade Mode
 - A grading option available to limited, approved courses. Courses so specified will be identified in course outlines and descriptions.
 - 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.
 - 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.
- iii) P - Pass / F – Fail Grade Mode
 - A grading option available to limited, approved courses. Courses so specified will be identified in course outlines and descriptions.
 - 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.
 - 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.
- c. Other grades that may be assigned include:
 - i) AUD – Audit
 - 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. Audit status is only permitted in the School of Critical and Creative Studies course offerings. No credits are earned. An "AUD" grade is not used in the calculation of grade point average. The grade cannot be appealed.
 - For the Winter 2020 term, AUD was an option selected by a student who did not successfully complete a course at AUArts.
 - ii) CR - Transfer Credit
 - Assigned by the Registrar to a student for equivalent credit course work completed at an accredited post-secondary institution with a grade of 'C' or better (60% on a percentage scale). 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.
 - Prior to September 1, 1985, a code of "CMR" - Credit Mark Rating - was assigned to transfer both a credit and a grade,

which was included in grade point average calculations. Prior to September 2021, CR was used to denote Transfer Credit.

- For the Winter 2020 term, CR was an option selected by a student who successfully completed a course at AUArts but opted not to receive a letter grade.

iii) PLA – Prior Learning Credit

- Assigned by the instructor. Credit awarded may be applicable to meet program requirements. The “PLA” grade is not used in the calculation of grade point average.
- The assessment outcome cannot be appealed.

iv) W - Withdrawal

- 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.
- A "W" grade is not used in the calculation of grade point average.
- A student who officially withdraws from the University, as evidenced by a "Withdrawal from the University" form, at any time during the term will be assigned a grade of "W" for each course in which they were registered.

v) WC – Withdraw with Cause

- 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.
- 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.

vi) WR – Withdrawal Required

- 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.
- 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.
- A ‘WR’ grade cannot be replaced by a student initiated ‘W’ or ‘WC’ grade.
- A ‘WR’ grade is not used in the calculation of grade point average.

vii) X – Placeholder Grade Symbol

- Assigned by the Registrar to indicate that the student is active in the program but is not taking courses in a given term (Leave of Absence) or is taking all term courses at another institution with the appropriate authorization.
 - An 'X' grade is not used in the calculation of grade point average.
- d. 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.
- i) AI – Administrative Incomplete
 - 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.
 - ii) I - Incomplete
 - A student may request a course-work extension 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 preclude the individual from completing their assignment(s) which are due during that period of time. The "I" grade is a temporary grade symbol assigned by the instructor to a student by the final grade submission deadline, if/as approved in writing by the instructor. 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. An "I" grade symbol will revert to an "F" grade if a grade change is not submitted by the instructor prior to the Incomplete Grade Deadline for the term. 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.
- Notes:
1. The "I" grade symbol in one course does not meet course prerequisite requirements in the next level course.
 2. An "I" grade symbol assigned at the end of the winter term will likely impact degree graduation eligibility for the spring and may delay graduation for those students who have applied to graduate.

See Academic Regulation, Coursework Extension

1.3 Calculation of Grade Point Average (GPA)

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.

1.4 Release of Grades

- a. The Registrar's Office will post the final grades on the student transcript at the end of each term. A student with outstanding financial obligations to the University will not be entitled to an official transcript until the outstanding account is cleared.

2. UNDERGRADUATE ACADEMIC STANDING

2.1 Assigning Academic Standing

- a. A student's academic standing is determined at the end of the fall and winter terms; the spring terms are exempt.

2.2 Academic Standing

- a. Good academic standing. A student, whether full-time and part-time, must obtain a term grade point average of at least 1.67 to remain in good academic standing.
- b. Academic Probation. A student who fails to obtain a term grade point average of 1.67 will be placed on academic probation for the next term for which they register. To return to good academic standing, the student with a probationary status must obtain a term grade point average of at least 1.67 for the probationary term.
- c. Academic Withdrawal. A probationary student who fails to obtain a term grade point average of at least 1.67 for the probationary term will be assigned the academic standing, "Academic Withdrawal" which includes a notation on the student's academic transcript. The student will be required to withdraw from the University and will not be eligible for readmission to the University for a minimum period of 12 months from the date of their Academic Withdrawal.
 - i) Academic Withdrawal will not be assigned at the end of the Fall term in undergraduate degree programs. In its place, the "Academic Probation" status will continue into the next term in which the student enrolls.
 - ii. An individual who is readmitted to the University after a period of academic withdrawal, will be placed on academic probation and be subject to the conditions specified above. A readmitted student who fails to obtain an average of at least 1.67 during this

probationary term will be academically withdrawn from the University and will not be eligible for future readmission. (See Admissions Procedure)

- iii) The University recognizes that a student experiencing extenuating circumstances may be unable to maintain the required minimum GPA. As a result, a student experiencing extenuating circumstances who wishes to appeal the assignment of their academic standing, Academic Withdrawal, may submit a letter to the Registrar requesting that the Probationary status be extended. The letter, with a recommendation from the Registrar, will be forwarded to the Provost and Vice-President Academic, for decision. The decision of the Provost may not be appealed.

2.3 President's Honour Roll

- a. President's Honour Roll. A student who successfully completes a minimum of 12 credits in a term and obtains a minimum grade point average of 3.67 in that term shall be placed on the President's Honour Roll. A "President's Honour Roll" notation will appear on the student's academic transcript.

2.4 Limitations.

- a. A student who achieves a passing grade may not repeat a course for credit. This means that a student can repeat a course but credit for only one successfully completed course will be counted toward the program requirements.
- b. When a student repeats a course, all grades earned in those courses will be counted in the cumulative grade point average.

3. AWARDING OF CREDENTIALS

3.1 Graduation

- a. A student should ensure they are eligible to graduate by confirming they have met all academic program requirements with a Student Advisor.
- b. A student who is expecting to graduate within the current academic year will apply by the deadline specified in the AUArts Academic Schedule (Dates and Deadlines) and pay the required graduation application fee, regardless of whether or not they plan to attend convocation. The University is not responsible for ensuring that eligible candidates apply to graduate.
- c. A student must clear all financial obligations to the University to be eligible to graduate.
- d. A student with outstanding financial obligations to the University will be allowed to participate in the convocation ceremony but will not be awarded their credential or receive their parchment until the financial obligation has been cleared.
- e. A credential may be awarded posthumously to a deceased student who had successfully completed their program or was enrolled in the final term of their program. Posthumous awards will be noted on the academic transcript and parchment.
- f. The conferral of undergraduate and graduate credentials occurs during the annual Convocation ceremony held in Spring. In addition, conferral

of the MFA in absentia takes place once annually in the fall for eligible students. All graduates are invited, and all parchments are awarded at the ceremony in Spring.

3.2 Credentials with Distinction

- a. An undergraduate student who, besides meeting all academic program requirements, has also attained a 3.67 cumulative grade point average will have a “With Distinction” notation appear on their academic transcript, along with the graduation notation, and on the parchment.

B. RELATED POLICIES & PROCEDURES

- Credit Tuition and Student Fees Procedure
- Course Management Procedure

C. 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