

*Ontario College of Art & Design
Policies, Procedures & Regulations*

Academic Council Policy

Grading

1021

Description:

Approvals:

Revised by Academic Standards Committee March 2005
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Approval Authority: Academic Council

Signature: Archie Graham, Chair

Policy:

For administrative purposes and for the purpose of designating final grades, OCAD uses a numerical grading system based upon percentages. However, for the purposes of faculty/student communication, numerical grades may be translated into letter grades as outlined in the following scale.

For averaging purposes in determining a student's overall standing, fail grades are calculated as 45%.

90-100% A+ Exceptional

Exceeded expectations in demonstrating knowledge of concepts and/or techniques, and exceptional skill in their application in satisfying the requirements of a course.

80-89% A Excellent

Demonstrated a thorough knowledge of concepts and/or techniques, and with a very high degree of skill in their application in satisfying the requirements of a course.

70-79% B Good

Demonstrated a good knowledge of concepts and/or techniques, and considerable skill in their application in satisfying the requirements of a course.

65-69% C Satisfactory

Demonstrated a satisfactory level of knowledge of concepts and/or techniques and competence in their application in satisfying the requirements of a course.

60-64% C- Low Satisfactory

Demonstrated a level of knowledge of concepts and/or techniques and their application to the requirements of the course that was minimally satisfactory in an elective or non-major subject, but unsatisfactory in a core course of the student's major subject.

50-59% D Poor

Demonstrated minimal knowledge and ability to apply concepts and/or techniques in satisfying the requirements of a course.

0-49% F Fail

Failure to meet course requirements.

Incomplete Grades

At the discretion of the teaching faculty and at the request of the student, an incomplete grade may be assigned when the student has not completed sufficient course requirements. It is accompanied by a minimum default grade, which becomes the final grade when no additional work is accepted by the faculty within deadlines set by the university. Teaching faculty are not authorized to extend OCAD deadlines. Incomplete grades must be completed and a revised grade submitted to the Office of the Registrar by the published deadlines (see Dates & Deadlines). The default grade submitted becomes the final grade if work is not completed by the published deadline.

Course Grading Scheme: Guidelines for Teaching Faculty and Students

1. On or before the first class, the teaching faculty must provide students with a written course outline. This outline must specify the following: the methods by which student performance will be evaluated; the relative weight in the final grade of these methods, including any discretionary factor; the due dates of all assignments, tests, exams and critiques; and the penalty for late submission of assignments. A copy of the course outline must be filed in the appropriate faculty office. As well, the teaching faculty must inform the students about both the university's academic misconduct policy and the participation and attendance policy.
2. To obtain "pass" standing in a course, a student must complete required and assigned course work, as described in the course outline, to the satisfaction of the teaching faculty.
3. Evaluation of student performance in both studio and Liberal Studies courses is based upon a reasonable diversity of methods.
4. No assignment can count for more than 40% of the final grade. Where peer or self-evaluation is used, that component cannot count for more than 25% of the final grade. In courses with multiple sections, the number and weighting of individual assignments shall be reasonably consistent in order to ensure fairness to students in all sections of the course.
5. The grading criteria outlined in each course syllabus indicates the percentage of the final grade assigned to participation. Normally, participation accounts for no more than 15% of the final mark.

Participation includes some or all of the following:

- arriving on time and listening to lectures and instruction
- being prepared and working in class time
- sharing ideas, concepts and creative exploration
- sharing conceptual development in progress with other students
- cooperating in group projects
- analyzing and offering opinions about work in progress
- listening to and being an active participant in critique discussions.

6. After the course outline has been presented, no change in grade weighting may take place unless there is unanimous consent of all students present. Unless there are exceptional circumstances, notice must be given at a regularly scheduled class meeting previous to the class at which the issue is to be decided.
7. In all twelve week course durations, teaching faculty must provide students with a written numerical interim grade based on work to date at least one week prior to the final deadline to withdraw from a course without academic penalty.
8. Students are strongly advised to keep rough and draft work and copies of their essays and assignments, as these may be required by the teaching faculty or in the event of a petition or grade appeal.
9. All work that has been evaluated as per the course outline should be returned and time made available for discussion of it. All grades must be communicated to students in writing. Any student inquiry about a graded piece of work must be made within one month of the return date of the work.