



OntarioLearn Policy

POLICY TYPE:	Academic
POLICY TITLE:	Grading Policy
POLICY NO.:	ACAD-006
RESPONSIBILITY:	OntarioLearn Policy Committee
POLICY APPROVED BY:	OntarioLearn Board of Directors
EFFECTIVE DATE:	March 2009
REVISED:	October 2014
REVIEW DATE:	October 2018

Introduction

Grades represent the level of student mastery of course outcomes. OntarioLearn requires student grades to be submitted in a timely manner to support the process of confirming academic standing, program progression and graduation through their registering college.

It is recognized that there are variations in grade reporting requirements between colleges.

Purpose

This policy provides the framework for recording grades to recognize student achievement in a course.

Definitions

Host college: The College who owns/delivers the course.

Registering college: The College where the student is registered

Policy statements

1. Host colleges must ensure that their instructors comply with OntarioLearn grade reporting requirements.
2. Course instructors (or host-college designates) must use the OntarioLearn Grades System to electronically submit a completed grade form for all courses, **no later than 3 weeks** after the course end date.
3. Students' final grades are not official until recorded and released by the registering college's Registrar's Office.
4. It is acknowledged that Grading Policy requirements vary from college to college. Registering colleges must ensure that final mark results are transcribed in accordance with their college grading policy.

5. The breakdown of grades reported on the grade form must match the breakdown on the course outline and portal course record that is shared with each college.
6. Any special passing requirements must be stipulated on the course outline and portal course record.
7. Instructors may use one of the following approved final mark designations.

OPTION #1:	Percentage Percentage F
OPTION #2:	P=pass F=fail S=satisfactory U=unsatisfactory
OPTION #3:	Inc=incomplete <i>(must be updated with option 1 or 2 designation when result is available)</i>

Accessibility for Ontarians with Disabilities Act (AODA) considerations

OntarioLearn's commitment to accessibility and AODA standards has been considered in the development of this policy.

Roles and responsibilities

It is the responsibility of the host college to ensure that up-to-date, accurate grade results are made available in a timely manner for all students registered in the courses that they host.

It is the responsibility of the registering college to ensure that grades results are officially recorded at their college and to notify their student of their result.

Non-compliance implications

Failure to comply with this policy may affect the integrity of the grading process and the final disposition of the student's academic status.

Communications plan

Each partner college is responsible for publishing/communicating details related to their grades policy.

Related policies, procedures and directives

Academic Appeals Policy (ACAD-001)
 Grading Procedure (ACAD-006.1)
 Registering College Appeal Policy/Procedures
 Registering College Grading Policy