

THIS VERSION IS NO LONGER IN FORCE

SENATE POLICY

Policy on Grading and Calculation of Averages

(Inception: 1963-1964 General Calendar (GnC)(Grading); December 17, 1997 (Calculation of Averages), September 17, 2003 (Standardization of Percentages Across the University))

(Amended: 1969-1970 (GnC), 1973-1974 (GnC), 1974-1975 (GnC), 1980-1981 (GnC), 1984-1985 (GnC), 1986-1988 Undergraduate Calendar (UC), September 22, 1989, March 17, 2004, June 11, 2009, April 13, 2012, May 11, 2012, June 6, 2014, April 10, 2015, May 26, 2017, October 6, 2017, March 9, 2018, April 13, 2018, March 13, 2020)

I. Percentage Marking and Grading scale

The University of Windsor uses a percentage marking and grading scale. Course instructors are to assign and record integer-valued grades, and these grades are to be considered the exact assigned grades earned by the students. The following tables will be printed on the back of transcripts for the use of external readers.

University of Windsor Percentage Grade Range	Corresponding Undergraduate Letter Grade	Corresponding Graduate Letter Grade
90-100	A+	A+
85-89.9	A	A
80-84.9	A-	A-
77-79.9	B+	B+
73-76.9	B	B
70-72.9	B-	B-
67-69.9	C+	C+
63-66.9	C	C
60-62.9	C-	C-
57-59.9	D+	F
53-56.9	D	F
50-52.9	D-	F
0-49.9	F	F

University of Windsor Percentage Grade	Undergraduate Descriptor	Graduate Descriptor
80 - 100	Excellent	Excellent
70 – 79.9	Good	Good
60 – 69.9	Fair	Conditional
50 – 59.9	Pass	No-Credit
0 – 49.9	No Credit	No Credit
IN	Incomplete	Incomplete
IP	In Progress	In Progress
NR	No Record	No Record
AEG	Aegrotat Standing	Aegrotat Standing
P / NP	Pass / Non-Pass	Pass / Non-Pass

S/U	---	Satisfactory / Unsatisfactory
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Aegrotat Standing is the exceptional granting of credit for a course based on the successful completion of the majority of the assignments/evaluations, as defined under the appropriate Faculty policy, following a positive review of a student's request for consideration based on health, bereavement, or extenuating circumstances. Aegrotat Standing (AEG) notations are recorded on the transcript but have no numeric grade equivalent.*

*[*where credit cannot be granted, an NP will be assigned.]*

GRADING SCALE CONVERSION - PRE-FALL 2013

Prior to Fall 2013 the University of Windsor used a thirteen point grading system. The following table shows how such grades are interpreted.

The grading scale conversion used for average and grade point calculations under the 13.0 grade point scale system will continue to be used for students' assigned final grades under the former system, until the phasing out of the 13 grade point scale is complete. The regulations and grading system in force at the time the student completed the course(s) will apply.

Letter Grade on Transcript	Corresponding Percentage Range	Grade on 13 Point Scale	Corresponding Percentage Grade
A+	93-100	13	96
A	86-92.9	12	90
A-	80-85.9	11	83
B+	77-79.9	10	78
B	73-76.9	9	75
B-	70-72.9	8	72
C+	67-69.9	7	68
C	63-66.9	6	65
C-	60-62.9	5	62
D+	57-59.9	4	58
D	53-56.9	3	55
D-	50-52.9	2	52
F	35-49.9	1	42
F-	0-34.9	0	22

II. Calculation of Averages for Scholarship/Award Purposes

Averages are rounded to the nearest one-hundredth. (For example, 88.984 would be rounded to 88.98, while 88.985 would be rounded to 88.99)

III. Calculation of Averages – For Undergraduate Programs and Courses

The marks obtained in all courses taken at the University of Windsor are used to calculate a cumulative average, with exceptions listed in the Tabula Rasa Policy and the Policy on the Repetition of Courses. The major average is calculated based on the courses taken to fulfill the requirements of the major as defined in the degree requirements for the program, including all courses taken in the major area of study. In exceptional circumstances, exemptions may be granted by the Dean (or designate) of the Faculty in which the student is registered, provided that such exemptions, filed with the Office of the Registrar, are accompanied by a strong rationale clearly demonstrating that the academic integrity of the degree or certificate shall be maintained. In all cases, the number of courses used to calculate the cumulative and major averages shall not be fewer than the number required for successful completion of the degree or certificate. Where a student repeats a course in accordance with the Senate Policy on the Repetition of Courses,

regardless of whether the same course was repeated or whether a course equivalent was granted for the purpose of course repetition, both the original mark and the subsequent mark(s) obtained will remain on the student's official record. However, only the highest mark received will be used in calculating the cumulative and major averages, with the exception of Nursing clinical courses where the mark received in the final attempt will supersede prior attempts.

For purposes of calculation, the grade earned in a 6.00 credit hour course will be double the weight of that earned in a regular 3.00 credit hour course. A grade earned in a 1.50 credit hour course will be given one-half the weight earned in a 3.00 credit hour course.

Courses in which a failing grade is received will be recorded on the student's transcript and may be factored into the average but will carry no credit toward a degree.

A grade of IP is recorded at the end of the first term of a two-term course. Pass/Non-Pass (P/NP) and Satisfactory/Unsatisfactory (S/U) grades are recorded on the transcript but have no numeric grade equivalent.

All grades below 50% are considered failures. Courses in which a failing grade is received will be recorded on the student's transcript and may be factored into the average but will carry no credit toward a degree. Averages will be calculated using the grade earned and recorded on the transcript, with exceptions noted above. A grade of NR is assigned to a registered student that has no record of submitted work or completed tests and exams. In computing a student's average, NR is equivalent to 0%.

Subject to regulations laid down by the Faculty or School, a grade of "Incomplete" may be assigned to a student who so requests at the discretion of the instructor and academic unit head. Such a grade may be granted to a student who has not been able to complete all course requirements by the date of the final evaluations. The grade of "Incomplete" could be used in situations such as:

- (i) the missing of an examination or test for a valid reason,
- (ii) the failure to complete required projects or assignments in the allocated time owing to circumstances beyond the student's control.

For (i) and (ii) above, an "Incomplete" must be changed to a grade not later than six weeks after the last date of the examination period. If no grade has been assigned by that date, a final grade of 0% is automatically entered in the student's record by the Office of the Registrar.

An "Incomplete" will be assigned to a student alleged to have committed an act of academic misconduct. The grade of "incomplete" will remain on the student's transcript until the matter is adjudicated.

The major and cumulative averages are determined using the credit weight of the courses taken.

Example #1

Percentage Grade		Credit Weight		Total Percentage
96	x	3.75	=	360
86	x	4	=	344
97	x	4	=	388
86	x	4	=	344
73	x	4		292
96	x	<u>4.5</u>	=	<u>432</u>
		24.25		2160

% Average: $(2160 / 24.25) = 89.1$

Example #2

Percentage Grade		Credit Weight		Total Percentage
96	x	3	=	288
86	x	3	=	258
97	x	3	=	291
86	x	3	=	258
73	x	<u>3</u>	=	<u>219</u>
		15		1314

% Average: $(1307 / 15) = 87.6$

IV. Grading Courses – For Graduate Programs and Courses

For the standards which are required in specific degree programs, see the appropriate sections of the Graduate Calendar.

For graduate courses, students are assigned either a integer grade on the 100% scale, NR, IN, IP, P/NP, or S/U (Satisfactory/Unsatisfactory).

The granting of an Incomplete grade must follow discussion between the student and the course instructor concerning the nature of the work to be completed and the time period for completion. Courses recorded as Incomplete must be completed and a grade reported within twelve months of the original due date unless an earlier deadline has been established. If such courses are not completed within twelve months, they will be permanently designated as Incomplete on the student's transcript. Normally, a student may carry only one Incomplete grade at a time. Graduate students carrying more than one Incomplete grade at the end of a term will have their progress reviewed by their program chair, and a recommendation will be forwarded in each case to the Office of Graduate Studies. Incomplete grades are normally not granted for major papers, theses or dissertations.

The Faculty of Graduate Studies requires that students maintain, at minimum, a cumulative average of 70%.

Courses in which a grade of 70% or higher is received will be accepted for graduate credit. In addition, upon the positive recommendation of the program concerned, the Faculty of Graduate Studies may grant credit for not more than two term courses in which a grade of 60-69% has been obtained. Students who receive more than three (3) grades in one-term courses (or equivalent) of less than 70% may be required to withdraw from their program. The regulations of individual programs may be more stringent and in those situations the student must comply with the policies of the program.

If a student fails to obtain credit in a course, the course may be repeated once only, at the discretion of the program concerned and the Dean of Graduate Studies. No student may repeat, or replace with another course, more than two term courses in which credit was not obtained.

Numeric grades or Satisfactory/Unsatisfactory (S/U) may be assigned for theses and major papers, depending on program policy.

Theses and major papers, for which a numeric grade is assigned, must be graded 70% or better to receive credit.