

Grading Policy

Policy ID: 2-223

Approved by: Vice President, Academic

Executive(s) Responsible: Vice President, Academic

Administrator(s) Responsible: Academic Director; Program Lead; Registrar

Revision Date: August 28th, 2024

Effective Date: October 1st, 2024

Next Review Date: October 2025

Background and Scope

The Grading Policy at The Ontario Institute of Health and Innovation (OIHI) is designed to provide a standardized framework for evaluating and recording students' academic performance. This policy outlines the grading scale, non-numerical grades and notations and supports student success through the provision of remedial courses where necessary.

This policy applies to all programs and courses offered at OIHI unless superseded by program-specific guidelines or policy statements.

Purpose of the Policy

The purpose of this policy is to ensure transparency and fairness in the grading process, providing students with clear expectations and faculty with consistent guidelines for evaluating student performance.

Definitions

Semester Grade Average: The Semester Grade represents the weighted average of the grades for all courses taken in a specific semester. This is a numerical value expressed as a percentage, not a GPA.

Cumulative Grade Average: The Cumulative Grade Average represents the weighted average of all grades achieved in all completed courses up to the time of calculation. It is calculated similarly to the semester grade but includes all semesters.

Course Credit Hours: Credit hours are the credit value assigned to a course. Typically, 1 credit-hour equates to 15 instructional hours and 30 hours of independent study/homework completed by the student. In the context of calculating semester and cumulative averages credit-hours serve to inform the weight of courses relative to each other to ensure student performance is accurately reflected in final grades.

Policy Statement

1. Grading Scale

- 1.1. For every course or module at OIHI, the final grade is calculated based on the total of all assessments and evaluations throughout the course. The scale below outlines the classifications for all final grades.

Numerical Grade	Grade Classification
90-100	Excellent. Demonstrates an exceptional level of performance with a thorough and in-depth understanding of the subject matter, applying knowledge creatively and critically.
80-89	Very good. Shows a strong grasp of the subject matter with clear and comprehensive understanding, demonstrating the ability to apply concepts effectively and thoughtfully.
70-79	Good. Displays a solid understanding of the principles and facts, effectively communicating and applying knowledge in the discipline with consistency and clarity.
60-69	Satisfactory. Demonstrates a basic but sufficient understanding of the key concepts and principles, showing the ability to apply knowledge in familiar contexts.
0-59	Unsatisfactory. Performance does not meet the minimum required level of understanding and application of the subject matter.

2. Non-Numerical Grades and Notations

- 2.1. Courses that are not graded using a percentage value will be graded according to one of the methods described below:

Non-Numerical	Definition
Pass (P)	Satisfactory achievement of course requirements. No percentage grade is assigned.
Fail (F)	Unsatisfactory achievement of course requirements. No percentage grade is assigned.
Equivalency (EQ)	Requirements met through successful completion of a course of equal standing or Prior Learning Assessment and Recognition (PLAR).
Aegrotat (AGR)	Assigned when a student's performance in a significant portion of course learning outcomes is satisfactory, but the course cannot be completed due to extenuating circumstances.
Incomplete (I)	A temporary grade assigned to the student in cases where they have a valid reason for not completing coursework within the prescribed timeline.
Withdrawn (W)	Assigned when a student withdraws from a course prior to the final third of the course duration.

3. Student Grade Appeals

3.1. Students have the right to appeal academic decisions they believe has been made in error or unfairly, including final grades. They do so as stated in 2-204 Academic Appeal Policy.

4. Academic Transcript

4.1. A transcript is an official document that provides a detailed record of a student's academic history. It lists all completed courses, both successful and unsuccessful, as well as any courses withdrawn from after the add/drop deadline.

4.2. An Official Transcript is the student's academic record from OIHI, which can be presented as proof of this record to external organizations, such as other educational institutions, employers, or for applying to scholarships and bursaries.

4.3. A student may obtain an unofficial copy of their academic transcript for informational purposes, such as planning course registration. However, this version is not printed on official OIHI paper, lacks a stamp, and cannot be used as an official document or as proof of the student's academic record for external organizations.

4.4. The following information is provided on the academic transcript:

- Given, Middle (if applicable) and Family name
- School Title
- Program Title
- All courses attempted by the student categorized in term
- Course information such as reference number, title, credit number
- Numerical marks for all finalized course attempts
- Course Transfer information
- Cumulative Grade Average
- Semester Grade Average (for semester-based programs)

5. Grade Determination

5.1. Ordinarily, the instructor of a course has the sole and final responsibility for any grade reported.

5.2. Grades will be clearly communicated to students in a timely manner.

5.3. Students will have the opportunity to review any evaluation activity. Students work will be retained by OIHI for at least 1 year.

5.4. Faculty follow the grading criteria and components for each course based on the Teaching and Learning Plan (TLP), outlining the weightage assigned to each component in the calculation of the final grade.

6. Grade Averages

6.1. Overall academic performance in a program is represented as a weighted average expressed as a Semester Grade Average (SGA) and a Cumulative Grade Average (CGA).

6.2. Calculating the grade average in a semester or across courses taken by a student in a program considers the relative number of credit-hours between courses taken by a student. This weighting of course grades ensures that courses with a greater or fewer number of credit-hours are not treated as equivalent in the SGA and CGA calculations.

7. Grade Submission and Recording

7.1. Final grades are submitted to the Registrar's Office within the designated timeframe as specified in the academic calendar.

7.2. Grades are accurately recorded in the student information system, ensuring consistency and integrity of the grading data.

8. Remedials

8.1. Remedial assessments may be offered to students who fail to meet the minimum academic requirements within a small margin.

8.2. Remedial assessments are designed to help students improve their skills and knowledge in specific areas where they have demonstrated deficiencies.

8.3. Students with remedial assessments must successfully complete the assessment as arranged with their faculty and program administrator within the agreed upon timeline.

8.4. When students are offered remedial assessments, they will not be issued another should they fail to complete it successfully.

8.5. The highest grade awarded to remedial assessment will not exceed the passing grade of the course.

8.6. Limits and other requirements on remedials may exist for specific programs, please consult program-specific policies or guidelines in tandem with this document for complete information.

9. Repeated Courses

9.1. When the same course is taken more than once, the course with the highest grade will be recorded, and others will remain on the official transcript.

9.2. All courses taken are listed on the official transcript.

9.3. Students may only repeat courses twice. Additional attempts are only granted in exceptional circumstances and must be approved by the Vice President Academic.

10. Release of Final Grades/Official Transcripts

10.1. Grades are official on the day they are released from the Registrar’s Office to the student.

10.2. Official grades are recorded on the student’s transcript.

10.3. To receive an official final transcript, students must have paid all fees in full. The official transcript details a student’s permanent academic record, reflecting all courses officially registered.

Related Legislation

- Ontario Career Colleges Act, 2005
- Freedom of Information and Protection of Privacy Act (FIPPA)

Related Policies

Policy Name	Policy Number
Academic Integrity	2-201
Academic Standing and Progression	2-203

Document History

Date	Approval/Review/Key Change(s)
September 12th, 2024	Drafted in collaboration between Academic Excellence and the Registrar’s Office
September 25th, 2024	Approved by VP Academic