

Email Communication to GPD's

September 2010

September 21: Information re: Evaluation/Grades

Good afternoon,

I am sending this email on behalf of Gail Pepper.

Graduate Program Directors,

Below is the current Evaluation Faculty Handbook entry which outlines the current regulations (as of 10/11) re: Evaluation/Grades. This information can also be outlined in the 10/11 Graduate Calendar at:

<http://www.brocku.ca/webcal/2010/graduate/acad.html#sec48>

As noted below the full range of grades within the A, B, C and F range is in effect for the 10/11 academic year for both graduate and undergraduate courses, commencing with the Spring 10 term.

Senate has also approved the use of an A+ designation for graduate grades of 90-100 and a Credit/No-Credit grade both of which will not be in effect until Spring 2011 and hence are not reflected in the current FHB regulation or the 10/11 Graduate Calendar.

The current Faculty Handbook entry is:

enate 555

14.9 Evaluation

14.9.1 Grading System for Graduate Courses

- i) For graduate courses, the grades A, B, C, F, IN (incomplete), IP (In Progress), Pass/Fail, SA/UN (Satisfactory/Unsatisfactory), NW (Not Withdrawn), or AG (Aegrotat standing) will be recorded on the transcript. Grades A, B, and C are passing grades but graduate credit will only be given for grades A and B (in all graduate programs except the MBA).
- ii) For graduate courses in the MBA program, the grades A, B, C, F, IN (incomplete), IP (In Progress), pass/Fail, SA/UN (Satisfactory/Unsatisfactory), NW (Not Withdrawn), or AG (Aegrotat standing) will be recorded on the transcript. Grades A, B, and C are considered to be passing grades and eligible for graduate credit. However, of the

twenty half-credits required to complete degree requirements, a maximum of two-half credits at the C level may be used for degree credit and the student must achieve an overall minimum B average in the twenty half-credits that comprise degree requirements to be eligible to graduate.

Senate 523, 578

IN (Incomplete) - Is a temporary grade granted to a student, in exceptional circumstances, who has been unable to complete some part of the term work in a course. In the case of the thesis, major essay or project, this should be granted only when the thesis, major essay or project is essentially complete (only minor revisions or thesis defence scheduling needed). This grade must be accompanied by a numerical grade. The grade of IN will lapse 56 days from the last day of classes in each term and the numerical grade will stand, unless both are replaced earlier by the instructor.

In cases in which the IN is not appropriate, an IP grade should be assigned (student re-registers and pays for the course the following term).

Senate 377, 385

IP (In Progress) - With the exception of the thesis, major essay, apprenticeship or project courses, no half credit graduate course shall be denoted IP for more than one term.

Senate 410, 523

A student who receives an IP grade must re-register for a course in the term following that for which he/she receives an IP grade.

Senate 362

NW (Not Withdrawn) - When appropriate, the grade NW (Not Withdrawn) may be assigned by the Graduate Senate Committee on Appeals or the Dean of the student's faculty within the specified appeal period and when supporting documentation is supplied by the student.

Senate 523

Pass/Fail - Is applicable to theses and courses completed on Letter of Permission.

Senate 523, 571

SA (Satisfactory), UN (Unsatisfactory) - Is applicable for co-op work terms, internship options and non-credit courses.

Senate 523

AG (Aegrotat standing) - The granting of credit for a course(s), based on the course work already completed, when no further assessment is considered feasible because of illness or other extenuating circumstances beyond the student's control. Students may be granted Aegrotat Standing with the approval of the Dean of the faculty offering the course.

Senate 523

B. The numerical values of the letter grades are:

A. 80 - 100

B. 70 - 79

C. 60 - 69 (no graduate credit unless specified otherwise)

F. 59 or lower (no graduate credit)

Senate 362 , 523, 571, 578

C. At the beginning of each course, students will be advised in writing of the manner in which evaluation will be carried out, the assignments required of them and their due dates, and the penalties to be levied for late assignments. It is to be understood that the types and weighting of assignments in graduate courses are not subject to the restrictions imposed on undergraduate courses.

Senate 41, 197, 211, 259, 272, 469, 571

D. Grade Reports

Final course grades must be submitted to the Faculty of Graduate Studies two weeks after the end of each sixteen week graduate term (Fall, Winter, Spring). Final grades for graduating students must be processed earlier to meet the Graduate Record Form deadline. Final grade reports must be initialed by the Graduate Program Director before submission to the Faculty of Graduate Studies. Any alteration to the grade report must be agreed to by the instructor and the Graduate Program Director. In cases of disagreement the Faculty Dean shall decide the matter. Grades received after the deadline will automatically have a grade of NR (Not Reported) recorded for the course. Grades are unofficial until released by the Faculty of Graduate Studies.

Senate 523, 580

E. After grades have been submitted to the Faculty of Graduate Studies they may not be changed except by submission of a Grade Change Form signed by the instructor and the Chair/Director. Requests made for changes of grade beyond 180 days from the end

of term in which the grade was assigned, must also include the signature of the faculty Dean.

Senate 523

F. Overall standing is determined by the cumulative average of grades assigned for all courses taken (whether passed or failed). In all cases, the grade awarded for a repeated course will supersede the grade from the first attempt at the course, regardless of whether it is higher or lower, and will be used in computation of the student's cumulative grade average. (A student may only repeat a course once.)

Senate 580

14.9.2 Evaluation of Theses and Major Research Papers

A. Major research paper grades shall be reported to the Faculty of Graduate Studies in the usual fashion with letter and numerical grades.

B. If a failing grade is awarded for a major research paper, the student will be withdrawn from the program.

Senate 197, 388, 398, 469, 555, 578

C. Theses grades for Master's and Doctoral programs shall be reported to the Faculty of Graduate Studies as either a Pass or Fail grade. A Pass grade must be further differentiated as one of: Acceptable as is, Acceptable with minor revisions, Acceptable with major revisions.

D. All aspects of the written work as well as the student's performance during the defence must be taken into consideration when determining the grade.

E. Normally, if all but one member of the committee agree on a decision, the decision shall be that of the majority, except when the single dissenting vote is that of the external examiner. If this happens, it must be reported to the Dean of Graduate Studies, who in consultation with the Faculty Dean will determine an appropriate course of action.

F. A failing grade will be awarded if two or more committee members find the thesis unacceptable or if the External Examiner does not approve the thesis.

G. If a failing grade is awarded for a thesis, the student will be withdrawn from the program.

Senate 398, 469, 555

Senate 197, 388, 469, 512, 523