A. Background and Definitions

The transcript is a complete and accurate history of all academic activity at the College.

Aegrotat Standing (AG): Aegrotat standing is the granting of credit for a course, based on the course work already completed, when no further assessment (e.g. deferred final exam) is considered feasible because of illness or other extenuating circumstances beyond the student’s control. AG is only granted with approval of the Academic Administrator responsible for the course.

Audit (AU): The student has requested that no evaluation be made.

Equivalent (EQ): The student has met the course requirements through equivalent courses taken at Niagara College. The related courses are also listed on the transcript.

Exempt (EX): The student has met the course requirements through equivalent courses taken elsewhere.

Not Graded (NG): In certain courses, evaluation is not appropriate and the grade of NG is recorded to indicate that the student was enrolled and completed the course, but that the learning was not evaluated.

Official Transcript: The transcript is considered official when it has been verified as being issued by the Office of the Registrar and sent directly from institution to institution, either by electronic data interchange (EDI) or printed on the College’s official transcript paper, under the college seal and enclosed in a sealed envelope. It is at the discretion of the receiving institution, whether or not to accept as official a transcript that has been received in a manner other than direct transmission from the sending institution.

Satisfactory (S): Satisfactory achievement in a course where a percentage grade is inappropriate.

Unofficial Transcripts: All other forms of transcript-like documents not transmitted directly from the Office of the Registrar, including such documents as photocopies, emails or faxes of transcripts as well as grade reports or diploma/degree audit reports, are considered unofficial.
Unofficial Withdrawal (UW): At the discretion of the professor and Registrar, this designation may be assigned to a student who did not officially withdraw, but did not attend, or only attended the initial sessions.

Unsatisfactory (U): Unsatisfactory achievement in a course where a percentage grade is inappropriate.

Withdrawal (W): The student withdrew after the 10th day of classes, but prior to the last date for withdrawal without academic record as identified for each course.

B. Purpose

All courses and credentials are displayed on the single transcript, including graduate certificate, degree, diploma, apprenticeship and other non-postsecondary courses of study. The term and cumulative averages are based on final grades in all courses and, as such, are not limited to the student’s current program of registration. Final grades are recorded on the student’s transcript for all activity where the student was formally enrolled in a course.

C. Policy Statements

1. All attempted courses in which the student is registered after the date for withdrawal with full refund will be recorded on the transcript. Requests to have grades expunged from the student academic record will be denied, since to do so would contradict the basic principle that the transcript should be a complete and historically accurate image of the academic record.

2. No official change of a final grade will be processed after 120 days have elapsed from the date of grade issuance, with the exception of extenuating circumstances.

3. Marks will be reported in percentages unless otherwise indicated on the course information sheet. The student’s performance in each course of a program will be reported according to the following grading system.

- 80% - 100% Outstanding
- 70% - 79% Proficient
- 60% - 69% Competent
- 50% - 59% Acceptable
- 0% - 49% Failure
4. Students who are assigned a temporary grade in a pre-requisite course are eligible to enroll in the following course until the temporary grade is resolved. If the final grade in the pre-requisite course does not allow progression, the student will be withdrawn from the subsequent course.

5. Incomplete (INC) – Students who are unable to finish coursework by the end of a term due to extenuating circumstances may be granted an Incomplete (INC) grade for a period not to exceed ninety (90) days. Additional coursework and evaluation will be governed under terms and conditions set out by the professor. If an INC is not cleared, the grade will be changed to the evaluation attained at the time the INC was assigned.

6. Supplemental Evaluation – at the discretion of the Academic Administrator, supplemental evaluation may be offered in certain courses to enhance student success. A student who receives a final grade of 45% to 49% in one (1) course in a term, with no other failing courses, may apply for Supplemental Evaluation. If allowed and successfully completed, the grade reported will be the minimum required for successful completion of the course, normally 50%.

7. Credit Value: At Niagara College, credit units are assigned based on the number of hours typically required to master the learning outcomes of the course. The actual number of units assigned depends on the learning outcomes and nature of the instructional setting. For units to be assigned, the planned curriculum and learning activities must be integral to the course and, in graded courses, be subject to evaluation, whether or not they are scheduled into a specific time on the student’s timetable. Optional or remedial activities are not recognized in determining unit value.

8. Weighted Average: The term average and cumulative average are weighted averages based on grades in all courses and, as such, are not limited to the student’s current grades multiplied by the course weight. Where a course has been repeated, only the higher grade is used in this calculation.

9. Repeated Courses: Where a student repeats a course, the lower grade will remain on the transcript but will not be included in the weighted average calculation.

10. Auditing a Course: Where applicable, a student may apply to audit a course. The request to audit a course must be submitted at the time of registration for that course. A student
must obtain written permission to audit a course from the appropriate Academic Administrator and present the authorization to the Registrar’s Office. Students who are auditing courses will not be evaluated, nor will credits be earned.

11. **Course Withdrawal:** Students who officially withdraw before the tenth day of term (postsecondary courses) will not receive any grade on the transcript. Students who withdraw after the tenth day of class but prior to the last date to withdraw without academic record will receive a “W” grade on the transcript. Students who withdraw after the last day to withdraw without academic record will receive a grade in the course.

12. **Administrative Withdrawal:** Considered within 30 calendar days from the last day of the academic semester, upon receipt of a written request that is supported by documentation verifying medical reasons or compassionate grounds. Documentation must indicate the reason(s) the student was not able to withdraw prior to the deadline or must verify the medical reason(s) or compassionate grounds that made it impossible to complete the course. Requests submitted without supporting documentation will not be considered. Forms are available from the Office of the Registrar. Depending on the circumstances, the student will receive either a “W” (withdrawal) or have the grade removed from the transcript.

13. **Independent/Self-Study:** In special circumstances, a student may apply to undertake a credit course by independent/self-study. Such opportunities may be available throughout the academic year. All independent/self-study course offerings must ensure that:

   a) The learning outcomes of the course are achieved by the activities undertaken
   b) Standards for academic performance are consistent with the regular offering of the course
   c) A learning agreement and a schedule of consultations are established between the student and the faculty
POLICY GROUP:  NC800 – Student Records, Rights & Responsibilities

POLICY TITLE:  Grading and Transcripts

D. Related Documents
Policies:  NC800 Admissions-Postsecondary Certificate, Diploma, Graduate Certificate & Degree Programs

Procedures:  NC800 Advanced Standing / PLAR
NC800 Independent / Self-Study
NC800 Repeated Course
NC800 Supplemental Evaluation