VANIER CÉGEP/COLLEGE	Division or Sector:	Academic
	Responsibility:	Academic Dean
Official Policy	Policy Number:	7210-3
Title: Grading		

PURPOSE
To standardize the interpretation of numerical grades and associated remarks.

POLICY

Grades
90 to 100
Mastery of the objectives is excellent. This category is reserved for those few students whose quality of work is outstanding. The likelihood of success in further related course work is excellent.

80 to 89
Mastery of the objectives is very good. Quality of work is very good. The likelihood of success in further related course work is very good.

65 to 79
Mastery of the objectives is good. This category is reserved for the majority of students whose quality of work is average. The likelihood of success in further related course work is good.

60 to 64
Mastery of the objectives is fair. Quality of work is barely adequate. The likelihood of success in further related course work is fair.

0 to 59
Mastery of the objectives is poor. Quality of work is inadequate. Student does not satisfy the attendance requirements indicated on the course plan. Failure. Credit not obtained.

Delete
Courses that begin on or after the normal starting date of the semester may be deleted up to September 20 for the Fall, and up to February 15 for the Winter.

The delete deadline for courses that begin before the normal starting date of the semester is before the third class for that course.

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The delete deadline for any intensive Physical Education course is before the first class of that course.

Deleted courses do not appear on a student's transcript and his/her name is removed from the class list.

Remarks in Addition to, or Replacing Grades

1. **DI - Dispense**
   DI denotes that a student has requested and been granted an official exemption from a course. This does not count as a credit, but the course does not need to be replaced. Students request exemptions through the Academic Advisors, who evaluate the request and make a recommendation to the Academic Dean, who makes the final decision.

2. **EC - Failure**
   This is accompanied by a numerical grade between 0 and 59.

3. **EQ - Equivalence**
   EQ denotes the College's approval of a course successfully completed at another post-secondary institution. This counts as a credit, and no replacement course is necessary. Application for credit equivalences are made to the Admissions Office and must include a detailed course description. The Admissions Office requests the department that normally offers the course to evaluate the equivalence. If it is judged equivalent by the department, the Admissions Office will grant the equivalence only when an official transcript is supplied to this institution from the originating institution at the request of the student.

4. **IN - Withdrawal for Medical Reasons**
   An IN remark may be issued for a course for medical reasons. The Registrar, in consultation with the teacher, may grant the IN grade upon receiving a written request supported by adequate medical or related documentation justifying the student's absence. The documentation shall be added to the student's permanent file. Such requests must be made before the end of the

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classes in the course. An IN grade shall normally only be granted in exceptional cases where prolonged absence is involved.

5. IT - Temporary Incomplete
An IT remark may be issued for temporarily incomplete grades. The faculty member must request   permission from the Faculty Dean prior to assigning an IT grade. ITs are normally only assigned for courses that extend over more than one semester. IT remarks are converted to a failing grade after two semesters if they are not upgraded by the teacher.

6. SU - Substitution
SU denotes that the College has approved the replacement of a course normally required by the student's program for particular pedagogical reasons. Students request substitution through the Academic Advisors who evaluate the request and make a recommendation to the Academic Dean, who makes the final decision.

7. RE - Pass
RE indicates students have passed an épreuve synthèse (comprehensive exam) and/or the English Exit Test.

Correction of Marks
Faculty may correct the grades submitted for a maximum period of five (5) working days after the official deadline date for submission of grades. This applies to those exceptional cases in which a student has been granted extra time by the teacher to complete outstanding term papers, projects, etc.

Correction of Errors
A student must notify the Registrar's Office of errors on his/her transcript within 15 working days from the issuance of their transcript.

The student shall complete a Mark Up-date Request (see Policy 7220-15) in the Registrar's Office, which initiates a review and possible change of the mark by the teacher.
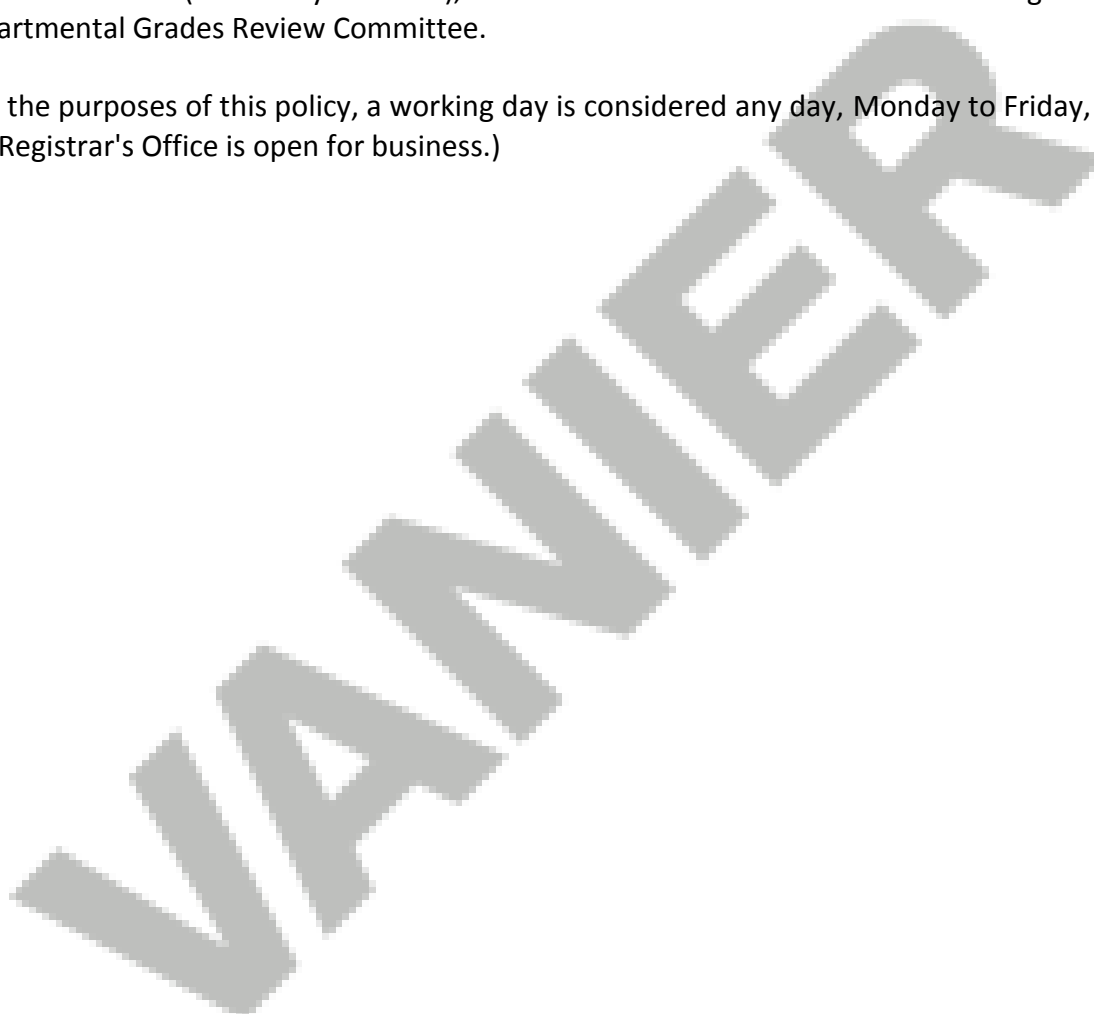
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In cases where the student and the teacher disagree over the final grade in a course, the student has a right to an appeal. The student shall complete a Grades Review Request in the Registrar's Office (see Policy 7210-16), which initiates a review of the student's grade by a departmental Grades Review Committee.

(For the purposes of this policy, a working day is considered any day, Monday to Friday, when the Registrar's Office is open for business.)

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