

1.0 Purpose

This document sets out:

- SKG's policies and processes concerning the evaluation of students' academic achievement;
- Processes that students may use to request review of grades;
- Recognition of credits earned in other postsecondary institutions; and
- Roles and responsibilities of students, instructors, and SKG relevant to these matters.

2.0 Definitions

"Course" means a part of a program leading to a credential, usually organized by semester but of any duration.

"Director of Academics" means the President of SKG, or an individual designated by the President, who is responsible to administer SKG's academic mission, regardless of the title of that position.

"Instructor" means an employee of SKG who is responsible for teaching, evaluation, academic supervision, and/or related activities for credit and non-credit courses, and/or responsible for evaluation of students in any other activity that is part of SKG's academic mission. It includes all such employees, whether faculty members or contract employees.

"Student" means an individual registered in a course or program of study at SKG, whether full-time or part-time.

"SKG" means Shingwauk KinooMaage Gamig.

3.0 Policies concerning evaluation of students' academic achievement

3.1 Provision of information to students about course requirements

Instructors shall provide a course description for each course that will be offered in a semester before the start of the course selection period for the semester. This course description shall include a brief summary of the course topics and requirements, the general format of the course, and the methods of evaluation.

Instructors shall provide students with a written course outline by the first meeting of the class in the course, or, for online courses, by the end of the first week of classes. The course outline shall include a detailed description of course requirements, the methods of evaluation, and the timing of the evaluations.

The methods and/or timing of evaluation as indicated on the course outline shall not be changed after the first meeting of the class except under the following conditions:

- Notice of the proposed change must be given at a previously scheduled class;
- The change is supported by the instructor;
- The change is consistent with SKG's policies and procedures; and
- The change is supported by the unanimous consent of students in the course, or, if unanimous consent of the students has not been obtained, the change may be made only with the approval of the Director of Academics and only if alternative and equitable accommodation is available to students opposed to the change.

3.2 Early notice of grades

An instructor shall ensure that at least 25 per cent of the grade of each course must be determined and made available to students before the date by which a student may withdraw from enrolment in the course without academic penalty.

3.3 Timely evaluation of assignments

All assignments and tests in a semester shall be returned to students, or discussed with students, without undue delay and in any case before the last day of the examination period.

If the material is necessary for the preparation of the final examination, it must be returned or discussed as soon as possible and, in any case, no later than three days before the examination.

3.4 Grading scale

Except for courses taken under a pass/fail option, courses in SKG's programs shall be graded according to the following scale.

The grade point values are used to compute averages.

Grade	Grade Point	Per Cent Range
A+	9	90-100
A	8	80-89
B+	7	75-79
B	6	70-74

Grade	Grade Point	Per Cent Range
C+	5	65-69
C	4	60-64
D+	3	55-54
D	2	50-54
F	1	Marginally below 50
Incomplete	0	0

The terms in this grading scale are further defined as follows:

A+	Exceptional	Thorough knowledge of concepts and/or techniques and exceptional skill or great originality in the use of those concepts/techniques in satisfying the requirements of an assignment or course.
A	Excellent	Thorough knowledge of concepts and/or techniques together with a high degree of skill and/or some elements of originality in satisfying the requirements of an assignment or course.
B+	Very good	Thorough knowledge of concepts and/or techniques together with a fairly high degree of skill in the use of those concepts/techniques in satisfying the requirements of an assignment or course.
B	Good	Good level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an assignment or course.
C+	Competent	Acceptable level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an assignment or course.

C	Fairly competent	Acceptable level of knowledge of concepts and/or techniques together with some skill in using them to satisfy the requirements of an assignment or course.
D+	Passing	Slightly better than minimal knowledge of required concepts and/or techniques together with some ability to use them in satisfying the requirements of an assignment or course.
D	Barely passing	Minimum knowledge of concepts and/or techniques needed to satisfy the requirements of an assignment or course.
E	Marginally Failing	
F	Failing	
Inc	Incomplete	Not all course assignments were completed and submitted assignments do not allow assignment of a course grade.

3.5 Multiple sections of one course

Where SKG determines that it is advisable to provide a course in multiple sections in the same semester, the following policies shall apply.

- Different sections of the course may differ in the use of texts and other academic resource materials, teaching methods and formats, and evaluation procedures used.
- The Director of Academics shall ensure that the different sections are achieving common learning objectives with a common set of academic standards and expectations.
- The Director of Academics shall ensure that the final grade distribution across sections is consistent over time.
- Where a course has more than one section writing a final examination, the examination date and time shall be the same for all sections.

4.0 Student requests for review of grades

Where a student has concerns about grades, the student is encouraged to raise these concerns with their instructors.

Where the student's concern is not resolved through discussion with their instructor, the student may request the Director of Academics to review the grade received in a course. The following reasons for concerns may be reviewed by the Director of Academics:

- The student questions the grade assigned;

- The student believes that the method of evaluation was not valid or reasonable in the circumstances;
- The student believes that the evaluated material or content deviated substantially from the course outline without reasonable notice; or
- The student believes that SKG's policies concerning evaluation of students' academic achievement were misapplied.

If the student's concern is not resolved by the review of the Director of Academics, the student may appeal the grade received in a course.

The appeal shall be governed by the following provisions:

- Students shall use the process set out in SKG's policy ACAD 10 Student Appeals to launch an appeal, and the appeal shall be conducted according to that policy.
- A student's appeal may be allowed only where the issue or issues at stake concern the application of SKG's policies, specifically:
 - Whether the method of evaluation was not valid or reasonable in the circumstances;
 - Whether the evaluated material or content deviated substantially from the course outline without reasonable notice; or
 - Whether SKG's policies concerning evaluation of students' academic achievement were misapplied.
- The resolution of the student's appeal may:
 - Confirm the grade assigned to the student; or
 - Direct the Director of Academics to re-evaluate and adjust the grade assigned to the student.

5.0 Recognition of transfer credits from other postsecondary institutions

Where an SKG student has earned a transfer credit from Algoma University and that transfer credit is recognized towards fulfilment of SKG's requirements for a credential, SKG shall:

- Include the grade earned in the transfer credit course in the calculation of the student's average grades, and
- Show the credit and the grade earned on the student's transcript from SKG.

Where an SKG student has earned a transfer credit from another postsecondary institution and that transfer credit is recognized towards fulfilment of SKG's requirements for a credential, SKG shall:

- Show the credit but not the grade earned on the student's transcript, and

- Not include the grade earned in the transfer credit course in the calculation of the student's average grades.

6.0 Reporting of grades by instructors

The Director of Academics may establish and implement a procedure concerning the reporting of grades by instructors.

The procedure may address:

- Requirements concerning students' access to grades during a semester,
- Deadlines for the reporting of grades at the end of a semester and/or at the end of an examination period,
- Reporting of grades utilizing SKG's learning information system, and
- Any other matter relating to the reporting of grades that the Director of Academics deems advisable.

The Director of Academics shall consult with SKG's instructors before finalizing a procedure concerning reporting of grades by instructors.

7.0 Responsibilities

7.1 Responsibilities of students

Students must have all final assignments completed and submitted to instructors by the deadline dates indicated in the course outline.

- Instructors cannot grant extensions beyond the deadline for submission of grades.

Students who are unable to satisfy the submission deadlines established by the instructor and who wish special consideration for health-related, psychological, or compassionate reasons should seek advice of their instructor or the Director of Academics concerning supports that may be available and/or SKG's policies concerning academic accommodations or appeals (as applicable).

7.2 Responsibilities of instructors

In addition to meeting responsibilities arising from other sections of this policy, instructors shall:

- Not grant an extension of time to any student beyond the final date for submission of grades for the course.
- Report students who do not satisfy course requirements by assigning a grade of "Incomplete".
- Provide final grades for each student enrolled in a course by the deadline and in the manner established by the Director of Academics.

- Retain all final examination papers and term assessments not returned to students for a period of one semester.

7.3 Responsibilities of Director of Academics

The Director of Academics shall:

- Ensure the availability of advice and support to instructors about effective assessment practices;
- Review the course description and evaluation methods for each course delivered by SKG for consistency with SKG’s policies and procedures, in advance of the provision of information to students about the course; and
- Periodically review methods of assessment, class averages, distribution of grades, and failure rates in courses to ensure that grading practices are appropriate.

8.0 Related Policies, Procedures & Documents

ACAD 10 Student Appeals

SKG’s policies and procedures may be found on its website.

9.0 Responsible Officer

Director of Academics

10.0 Version history

Board’s approval pending recommendation of Academic Advisory Circle: December 2023

Recommended by Academic Advisory Circle: ADD DATE when completed

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SKG gratefully acknowledges that parts of this policy are patterned on those of York University and the University of Guelph.