

Undergraduate Grading Policy
Faculty of Arts, Humanities and Social Sciences

The Faculty of Arts, Humanities and Social Sciences Grading Policy is in keeping with the regulations in Bylaw 51 and the adoption of Outcome Based Education in the Province of Ontario. The purpose of the FAHSS Grading Policy is to:

1. Make grading practices transparent to students;
2. Ensure that grading practices in the Faculty are consistent across the Faculty;
3. Ensure that students are graded fairly and in keeping with the academic standards of the University.

The academic achievement of each student shall be measured according to what the student knows and is able to do in relation to the Learning Outcomes stated on the Course Outline. The level of the student’s achievement of the Learning Outcomes shall be tested in the assessment tools of the course (tests, essays, exams, seminars, etc.) and assigned a grade according to the Grading Scale below.

Percentile (%) Grade	Letter Grade	University Grade Descriptors	Faculty of Arts, Humanities, and Social Sciences Grade Descriptor (consistent with the University Grade Descriptors)
90 – 100	A+	Excellent	Consistent evidence that the student exceeds all of the performance expectations associated with each learning outcome in the course
85 – 89.9	A		
80 – 84.9	A-		
77 – 79.9	B+	Good	Consistent evidence that the student meets, and in some cases exceeds the performance expectations associated with the learning outcomes in course
73 – 76.9	B		
70 – 72.9	B-		
67 – 69.9	C+	Fair	Consistent evidence that the student meets the performance expectations associated with the learning outcomes in the course at a basic level
63 – 66.9	C		
60 – 62.9	C-		
57 – 59.9	D+	Pass	Some evidence that the student meets the performance expectations associated with the learning outcomes in the course at a minimally acceptable level
53 – 56.9	D		
50 – 52.9	D-		
0 – 49.9	F	No Credit	There is clear evidence that the student does not meet the performance expectations associated with the learning outcomes in the course.
IN	Incomplete*		
NR	No Report**		
IP	In Progress***		
P or NP	Pass or No Pass		

*IN (incomplete) is given when students have not completed all class assignments due to illness, bereavement or extenuating circumstances as defined in Bylaw 51- 1.18.1 and the student will complete the work at a later date (See also Aegrotat Standing). An “Incomplete” is also given when a student is alleged to have committed an act of academic misconduct. The grade of “Incomplete” will remain on the student’s transcript until the matter is adjudicated.

- IN (incomplete) grades will convert to 0% if no grade is submitted six weeks after the last date of the examination period.

**NR is assigned to a registered student that has no record of submitted work or completed tests and exams.

- A grade of NR will be calculated as 0% in the student’s average.

***IP is given in senior classes when a major assignment or thesis is still in process when the grades are due.

GRADE APPEALS: (See Senate [Bylaws 51](#): 1.17.1 and 1.17.2)

Informal and formal Appeal:

An informal inquiry may be made to the instructor up to the official marks being submitted to the Registrar. The purpose of the inquiry is to review the work submitted and to allow for any adjustment of the grade in question where that change is found to be appropriate by the instructor. This informal inquiry must be done no later than ten working days after the release or publication of the grade by the instructor. This review does not preclude the student from appealing the final grade.

NOTE: Where the purpose of reviewing work for which a grade has been assigned is not to request a grade change, course work may be reviewed by students up to six months after the close of the term in which the course was taught, upon reasonable notice to the instructor.

Formal appeals may be made through the Office of the Registrar for a fee of \$20. The Dean of the Faculty will inform the Registrar of the outcome of the appeal. If the appeal is successful the \$20 will be refunded.

All appeals must be made in writing to the Associate Dean's Office, no later than three (3) weeks after the final mark has been released by the Registrar.

Faculty of Arts, Humanities & Social Sciences (FAHSS)
Policy regarding Missing or Canceling a Lecture/Class/Lab

Purpose:

The purpose of this policy is to ensure a consistent learning environment for the students in the Faculty of Arts, Humanities & Social Sciences. This policy recognizes the importance of safeguarding the safety and wellbeing of faculty, staff and students and providing an equitable teaching and learning experience.

Cancellation of Scheduled Classes/Lab/Lecture due to Conference/Workshops:

Should a professor know at the beginning of semester that s/he will be away at a conference, workshop or other academic commitment during the term, s/he is required to note such absences on the course syllabus. Professors will need to indicate how they plan to make up the missed classes and course work on the syllabus. Course syllabi are required to be submitted to the head/director's office prior to the beginning of class each semester.

If a professor wishes to reschedule a class/lab/lecture during which no evaluative procedure has been scheduled the professor must have the agreement of the entire class as it would be a change to the official scheduled class time. Otherwise the professor is responsible for covering all the course material in the remaining scheduled class times.

Cancellation of Scheduled Classes/Labs/Lecture due to illness/Bereavement/Medical Emergency:

If an instructor is unable to meet the class due to illness, bereavement, or medical emergency, the following steps need to be followed: If such situation occurs the professor will contact the department head or director's administrative office and ask the secretary to post an official notice on the classroom door stating the reason for the cancellation. It is the Professor's responsibility to ensure a notice is posted on CLEW as soon as possible. The professor will send an email to all students in the class. The email should list the essential information in the subject line of the email, for example SUBJECT: CLASS CANCELLED: 48-100-01 Professor John Hancock, Introduction to Sociology, Thursday, May 10, 2013.

If due to a medical/bereavement/medical emergency, a professor wishes to reschedule a class/lab/lecture during which no evaluative procedure has been scheduled the professor must have the agreement of the entire class as it would be a change to the official scheduled class time. Otherwise the professor is responsible for covering all the course material in the remaining scheduled class times.

If a professor cancels a class/lab/lecture during which an evaluative procedure has been scheduled the professor should make every effort to make provisions to keep the evaluative procedure on the scheduled date by enlisting assistance from a fellow colleague or TA/GA. If that is not possible [Bylaw 51](#), section 1.8 would apply. *"If a test or other evaluative procedure cannot be held at the scheduled time because of an emergency the activity will automatically be rescheduled for the next regular class meeting."* If the evaluative procedure is scheduled for the next class, the course material that would have been covered that day would be dealt with in accordance with the paragraph above.

Cancellation of Classes/University Closure due to Weather or Emergency Conditions:

In cases of inclement weather or emergency conditions which may include snow, ice, tornado, explosion, fire, etc. the only person who may cancel classes and/or close the University is the President of the University. Professors are not permitted to cancel classes without seeking permission from their head/director or dean.

If the President has officially canceled classes and an evaluative procedure had been scheduled for that class/lab, Bylaw 51, section 1.8 applies. *“If a test or other evaluative procedure cannot be held at the scheduled time because of an emergency, the activity will automatically be rescheduled for the next regular class meeting.”*

Other Reasons:

For reasons other than those listed above, classes cannot be cancelled without the prior approval of the head/director or the Dean of the Faculty. Please refer to Bylaw 51, section 1.7 “Changes may be made to the course outline up until the end of the first two weeks of classes. A hard copy of the final version of the course outline must be submitted to the AAU Head by the end of the second week of classes. After the initial first two weeks of the course, the dates referred to in 1.2.2 may be altered only for a compelling pedagogical or administrative reason. In the event of such a change students will receive advance notice of at least two calendar weeks. Notification of the precise dates for tests, handing in assignments, and all other activities (except unannounced quizzes), which will affect the final course grade, must be provided to students at least two calendar weeks prior to that date. The procedures for determining the final grade in a course may not be altered in any circumstance after the first two weeks of the course.”

Notes:

- 1) When the University is closed a notice will be placed on the University Webpage, telephone answering system, and Campus Police at ext. 1234. Please also check with the local radio stations in the Windsor/Essex area for updates.
- 2) To ensure the most current information please review Bylaw 51 and Article E of the Faculty Associate Collective Agreement in their entirety by clicking on the links above or going to their websites www.uwindsor.ca/WUFA or [Senate Bylaw 51](#)

[FAHSS Make-up Exam Policy and Plagiarism Policy](#) (also see [Bylaw 31](#))

Academic Misconduct and Examination Make-up Policies**1. Academic Misconduct**

Academic misconduct means any action taken by a student that gives the student an unearned advantage in matters affecting his/her academic standing. For professional programs, all actions that result in a breach of the rules of conduct as set out by the professional bodies and adopted in whole or in substance by the relevant professional program as part of its code of conduct shall also be considered acts of academic misconduct. (See [Student Code of Conduct](#) for examples of academic misconduct, including plagiarism.)

2. Plagiarism

Plagiarism is the act of copying, reproducing or paraphrasing significant portions of one’s own work, or someone else’s published or unpublished material (from any source, including the Internet), without proper acknowledgement, representing these as new or as one’s own. Plagiarism applies to all intellectual endeavours, including the creation and presentation of music, drawings, designs, dance, photography and other artistic and technical works.

Students have the responsibility to learn and to use the conventions of documentation as accepted in their area of study and instructors have the responsibility of informing students in writing of any significant individual interpretations of plagiarism.

(See Policy S on [Student Code of Conduct](#) as well as [Bylaw 31](#))

Consequences:

If the instructor believes that plagiarism has occurred, s/he assigns a grade of IN (incomplete) to the work in question and reports the case to the Department Head, to the Associate Dean of the Faculty, **and to the student(s) involved**. The Associate Dean of the Faculty is responsible for the adjudication of any alleged case of academic misconduct, including plagiarism, and to assign an appropriate sanction. (Common sanctions include admonition, letter of reflection, mark reduction, censure notation on transcript, suspension, expulsion, depending on the nature of the misconduct and whether it represents a first or subsequent offence.) Students have an automatic right of appeal to the Discipline Appeal Committee. A student wishing to exercise his/her right to appeal a finding of misconduct and/or sanction imposed shall initiate the appeal process within 10 working days of the decision having been issued. (See section 6 of [Bylaw 31](#).)

2. Exam Make-up/Late Submission/Aegrotat/Incomplete Policy

The Faculty of Arts, Humanities and Social Sciences requires students to provide **acceptable and documented medical** (or equivalent compassionate) **reasons** to allow make-ups for scheduled tests, midterms, and final exams and/or the submission of late assignments, grades of Incomplete or Aegrotat.

Acceptable reasons include hospital stays, serious illness, family emergencies (such as serious accidents or illnesses, death) or similar circumstances outside the student's control. Normally, written documentation is required stating specific reasons and dates. Arrangements for make-up exams and/or the submission of late assignments must be made as soon as possible. The instructor sets the date and format for make-up exams. The make-up exam will usually be different from the original exam, but will be equivalent in terms of testing objectives, format, level of difficulty, material covered, length of examination, etc.

Considerations for Health, Bereavement, or Extenuating Circumstances:

Please see [Senate Bylaw 51](#), clause 1.18.2 and Senate [Policy M](#). Students may print and use the FAHSS Medical Form for illness.

Also see:

[Senate Bylaw 51 – 1.5](#): Multiple Exams in One Calendar Day and for the minimum number of days between last day of classes and final examination period.

Additional Notes:

It is the responsibility of Faculty and Students to understand and follow all clauses in [Senate Bylaw 51](#), [31](#) and [Senate Policies](#)

Senate [Bylaw 51](#): Articles to Note:

- 1.1.1 Meaningful testing procedure
- 1.1.3 Last 7 calendar days free of any procedure for which a mark will be assigned
- 1.2.3 Student Evaluation of Teaching (SET): Student Evaluation of Teaching forms will be administered in the last two weeks of classes, in accordance with Senate policy.
- 1.4 Class participation grading
- 1.5.1 No evaluative procedure may be worth more than 50% of the final grade
- 1.5.2 Students with 3 or more final examinations in consecutive time slots during a 24 hour period
- 1.5.3 Students with 3 or more major assignments due within a 24 hour period
- 1.5.4 Spot quizzes: Can be no more than 2% each and no more than 5% of final grade.
- 1.6 Meaningful feedback worth at least 20% of final grade prior to voluntary withdrawal date
- 1.15 Dates by which students may voluntarily withdraw from a course

[Senate Bylaw 31](#):

Academic Integrity

[Senate Policy C](#): (Students are advised to read [Senate Policy C on the Conduct of Exams and Tests](#).)

This policy covers: Conduct of Exams and Tests; Compliance; Attendance & Identification; Exam Process and Appendix A: Guidelines For Verifying The Identity of Candidates wearing facial garments

[Senate Policy P](#): Plagiarism Detection Software

Also see the [Office of Academic Integrity](#)

Revised University of Windsor Policy on the Use of Digital Learning Resources for Instructional and Assessment Purposes

Click this link to take you to the University of Windsor policy on the use of Digital Learning Resources:

<http://www1.uwindsor.ca/provost/sites/uwindsor.ca.provost/files/Digital%20Learning%20Resource%20Policy%20FINAL.pdf>

[Student Accessibility Services:](#)

For information and services provided by the Student Accessibility Services office click on the name above.