

Date Submitted: 05/02/24 1:48 pm

Viewing: **TBD-1892 : R-UG-5.4 Grading System**

Last approved: 01/17/23 8:55 am

Last edit: 05/02/24 1:48 pm

Last modified by: nataliephelan

[Changes proposed by: nataliephelan](#)

## In Workflow

1. **REGS RO UG Review**
2. PRE SCCASP
3. SCCASP
4. Senate
5. PRE CalEditor
6. CalEditor

## History

1. May 3, 2019 by Mike Labreque (mikelabreque)
2. Feb 10, 2020 by Mike Labreque (mikelabreque)
3. Nov 25, 2020 by Sarah Cleary (sarahcleary)
4. May 7, 2021 by Natalie Phelan (nataliephelan)
5. Jul 16, 2021 by Natalie Phelan (nataliephelan)
6. Nov 16, 2021 by Natalie Phelan (nataliephelan)
7. Apr 4, 2022 by Natalie Phelan (nataliephelan)
8. May 10, 2022 by Natalie Phelan (nataliephelan)
9. May 13, 2022 by Natalie Phelan (nataliephelan)
10. Jan 17, 2023 by Natalie Phelan (nataliephelan)

Calendar Pages Using this Program

[Grading](#)

Effective Date	2024-25
Workflow	majormod
Program Code	TBD-1892
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-UG-5.4 Grading System

## Program Requirements

---

### 5.4 Grading System

Standing in a course is determined by the course instructor, subject to the approval of the faculty Dean. Standing in courses will be shown by alphabetical grades. The system of grades used, with corresponding grade points and the percentage conversion, is listed below. Grade points indicated are for courses with 1.0 credit value. Where the course credit is greater or less than one credit, the grade points are adjusted proportionately.

Grade	Point Equivalence	Percentage Conversion
A+	12	90-100
A	11	85-89
A-	10	80-84
B+	9	77-79
B	8	73-76
B-	7	70-72
C+	6	67-69
C	5	63-66
C-	4	60-62
D+	3	57-59
D	2	53-56
D-	1	50-52
F	0	less than 50

In cases where the final examination is not written and was not explicitly a requirement to successfully complete the course, the cumulative grade earned on term work without the missing examination will be assigned.

If the grade conversion deviates from the percentage conversion presented above, the faculty member must notify the class in the course outline.

Other grades and notations in current use by the University are as follows:

AEG	Aegrotat. Pass standing is granted under special circumstances by an academic appeal committee, in response to an application from or on behalf of a student, on the basis of course work when no further assessment is considered feasible. AEG has no impact on the CGPA calculation.
AUD	AUD. No Academic Credit, no impact on CGPA. Audit indicates the course was taken for interest and not for academic credit.
CEX	Current International Exchange. An interim notation.
CH	Credit granted under challenge for credit policy. CH has no impact on the CGPA calculation.
CLP	Current Letter of Permission. An interim notation.
CR	Credit granted for a passed course under the First Year Grading Policy (see Section 5.4.3). CR has no impact on the CGPA calculation.
CTN	Continuing. No academic credit and no impact on the CGPA. Assigned by the Registrar's Office to the first half of a course taught consecutively over two terms.
CUO	Current University of Ottawa Exchange. An interim notation.
CUR	Current registration. An interim notation assigned by the Registrar's Office to indicate the student is currently registered in the course.
DEF	Deferred Final Examination and/or final course work. An interim notation administratively assigned by the Registrar's Office upon approval of a request to write a deferred final examination or defer submission of

	final course work. DEF must be replaced by a final grade within the prescribed time or be replaced with F.
F	Failure. The grade of F is assigned when the student has failed to meet the conditions of “satisfactory performance” defined in the Course Outline. F carries 0.0 grade points.
GNA	Grade not available. An interim notation administratively assigned by the Faculty when a grade is not available, and must be replaced with a final grade.
IP	In Progress – a notation (IP) assigned to a course by a faculty member when: At the undergraduate level, an undergraduate thesis or course has not been completed by the end of the period of registration. At the graduate level, a graduate thesis, research essay, independent research project or comprehensive examination has not been completed by the end of the period of registration. The IP notation may also be used at the graduate level when a research seminar has not been completed by the end of the period of registration provided the research seminar has been approved by Graduate Faculty Board as being eligible for the use of this notation. In the case of re-registration in any of the above courses, the IP notation will remain; a final grade will normally be assigned in the final period of registration. Where there is no re-registration in any of the above courses, the IP notation must be replaced with an appropriate notation or grade within the prescribed time period, or be replaced by a notation of WDN.
NR	Denotes a failed course under the First Year Grading Policy (see Section 5.4.3). The notation does not appear on the transcript but is retained for internal purposes as required. NR has no impact on the CGPA calculation.
SAT	Satisfactory performance in an option or course taken at Carleton, or on Letter of Permission or approved exchange. SAT has no impact on the CGPA calculation.
UCH	Unsuccessful attempt for CH. UCH has no impact on the CGPA calculation.
UNS	Unsatisfactory performance in an option or course taken at Carleton, or on a Letter of Permission or approved exchange. UNS has no impact on the CGPA calculation.
WDN	Withdrawn. Students may withdraw on or before the academic withdrawal deadline (noted in the Academic Year section of the Calendar). No academic credit, no impact on the CGPA. WDN is a permanent notation that appears on the official transcript for students who withdraw after the full fee adjustment date in each term (also noted in the Academic Year section of the Calendar).

The following notations are no longer in use by the University:

ABS	Absent from a required final examination. ABS is assigned only when the student is absent from the required final examination and has achieved satisfactory performance during the term as specified in the course outline. ABS is equivalent to an F and it carries 0.0 grade points.
DNC	Did not complete the course. No academic credit or impact on the CGPA calculation. In credit courses, the notation DNC is assigned by the appropriate appeal committee in the case of a student, who, having achieved satisfactory performance during the term, and has been granted a deferred final examination in the course then is unable to write the deferred examination due to continued and documented personal or medical reasons. In the case of audited courses, DNC is assigned by the instructor when the student has registered to audit the course and has not satisfied the requirements for successful audit.
EXC	Satisfactory performance on International Exchange, EXC has no impact on the CGPA calculation.
FND	Failure with no deferred final examination allowed. The grade FND is assigned only when the student has failed the course on the basis of inadequate term work as specified in the Course Outline. FND carries 0.0 grade points.
FNS	Failure without access to a supplemental examination because of incomplete term work or unacceptably low standing. No academic credit.
FWS	Failure with access to supplemental examinations.
INC	Incomplete may be assigned to a Graduate course in which the student has been approved to submit an assignment after the final deadline date. Incomplete must be replaced with a letter grade within forty days of the end of classes. If the Incomplete is not changed to a letter grade within forty days of the end of classes, the Incomplete will be changed to a grade of F, which will remain as a permanent entry on the student's record. In exceptional cases students may petition the Dean of the Faculty of Graduate and Postdoctoral Affairs to have the Incomplete remain on the student record. For circumstances that go beyond the forty-day period (i.e. medical), students may apply for a deferral (refer to Special/Deferred Final Examinations, Section 9.3).

LOP	Satisfactory performance on Letter of Permission, LOP has no impact on the CGPA calculation.
P	Pass.
PWD	Pass With Distinction.

**5.4.1** A course is considered to be *completed* when the course registration results in a notation or grade other than WDN, IP, CTN, CUR or AUD, CEX, CLP, DEF, GNA, CUO.

**5.4.2** A course is considered to be *successfully completed* if the course is completed with a passing grade, SAT, CH, AEG, or CR.

### 5.4.3 First Year Grading Policy

For students entering their first year of studies at Carleton with no previous post-secondary studies the following grading policy shall apply during the **first two terms** of registration in a Carleton undergraduate degree program:

1. Any F or UNS grades earned in any course taken will be automatically converted to NR (No Record). **Note: NR will not be recorded on the transcript but will be retained for internal use and accessible for other purposes as required.**
2. Any passing grades earned in any course may be converted to a CR (Credit), at the request of the student, to a maximum of 2.0 credits during the first two terms. Students must request conversion within **prior to** the deadlines published by **last day of registration for** the Registrar's Office. **following term. Note: CR will be recorded on the transcript, and the earned grade will be retained for internal use and accessible for other purposes as required.**
3. All non-financial WDNs of courses taken under this policy will not be recorded on the transcript but will be retained for internal use and accessible for other purposes as required.

---

New Resources	No New Resources
Summary	Change to wording around timeline to request CR conversion.
Rationale for change	Now that students are completing their two terms and invoking the FYGP, the requirement to convert by the last day of registration of the following term is not feasible, and the wording is causing confusion for students.
Transition/Implementation	
Program reviewer comments	

Key: 1892

## UG MINOR MODS - COURSES

Code	Title	Status	Faculty	Unit	Summary
<b>Faculty of Science</b>					
<b>Nursing</b>					
<a href="#">NURS 1000</a>	<a href="#">NURS 1000: Indigenous Health</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 1001</a>	<a href="#">NURS 1001: Professional Nursing I</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 1002</a>	<a href="#">NURS 1002: Human Anatomy and Physiology I</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 1003</a>	<a href="#">NURS 1003: Adult Health and Illness I</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 1004</a>	<a href="#">NURS 1004: Pharmacology and Medication Management I</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 1100</a>	<a href="#">NURS 1100: Experiential Learning - Simulation I</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 2000</a>	<a href="#">NURS 2000: Community Health</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 2001</a>	<a href="#">NURS 2001: Professional Nursing II</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 2002</a>	<a href="#">NURS 2002: Human Anatomy and Physiology II</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 2003</a>	<a href="#">NURS 2003: Adult Health and Illness II</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 2004</a>	<a href="#">NURS 2004: Pharmacology and Medication</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 2011</a>	<a href="#">NURS 2011: Health Equity and Social Justice</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 2012</a>	<a href="#">NURS 2012: Resilience Training</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 2013</a>	<a href="#">NURS 2013: Interpersonal Communication</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 2014</a>	<a href="#">NURS 2014: Mental Health</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 2016</a>	<a href="#">NURS 2016: Introduction to Health IT</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 2026</a>	<a href="#">NURS 2026: Data Management and Advanced Data</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 2036</a>	<a href="#">NURS 2036: Designing and Deploying Technology Enabled Clinical Workflows</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 2046</a>	<a href="#">NURS 2046: Healthcare Technology Evaluation,</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 2056</a>	<a href="#">NURS 2056: Ethics, Legalities and Regulation in Healthcare Data Science</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.

## UG MINOR MODS - COURSES

Code	Title	Status	Faculty	Unit	Summary
<a href="#">NURS 2100</a>	<a href="#">NURS 2100: Experiential Learning - Simulation II</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 2108</a>	<a href="#">NURS 2108: Experiential Learning - Simulation III</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 3000</a>	<a href="#">NURS 3000: Research Methods for Nurses</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 3001</a>	<a href="#">NURS 3001: Professional Nursing III</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 3002</a>	<a href="#">NURS 3002: Directed Studies - NCLEX</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 3005</a>	<a href="#">NURS 3005: Pediatrics and Youth</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 3006</a>	<a href="#">NURS 3006: Palliative and End of Life Care</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 3010</a>	<a href="#">NURS 3010: Maternal Care</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 3016</a>	<a href="#">NURS 3016: Introduction to AI and ML in Healthcare</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 3066</a>	<a href="#">NURS 3066: Seminar - Nursing Data Science</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 3100</a>	<a href="#">NURS 3100: Experiential Learning - Consolidation Simulation IV</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 3101</a>	<a href="#">NURS 3101: Experiential Learning - Consolidation Simulation V</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 4000</a>	<a href="#">NURS 4000: Topics in Nursing I</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 4001</a>	<a href="#">NURS 4001: Topics in Nursing II</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.
<a href="#">NURS 4112</a>	<a href="#">NURS 4112: Experiential Learning - Improving Nursing</a>	Added	SCI	NURS	Assoc with NP Nursing BScN.

## UG MINOR MODS - COURSES

Code	Title	Status	Faculty	Unit	Summary
<b>Faculty of Engineering and Design</b>					
<b>Engineering</b>					
<a href="#">MAAE 2203</a>	<a href="#">MAAE 2203: Mechanics of Solids</a>	Added	FED	ENG	Assoc with NP TBD-2266 Mechatronics Bachelor of Engineering.
<a href="#">MAAE 2401</a>	<a href="#">MAAE 2401: Mechatronics Thermodynamics and Heat Transfer</a>	Added	FED	ENG	Assoc with NP TBD-2266 Mechatronics Bachelor of Engineering.
<a href="#">MAAE 3505</a>	<a href="#">MAAE 3505: Mechatronics I</a>	Added	FED	ENG	Assoc with NP TBD-2266 Mechatronics Bachelor of Engineering.
<a href="#">MAAE 4706</a>	<a href="#">MAAE 4706: Mechatronics II</a>	Added	FED	ENG	Assoc with NP TBD-2266 Mechatronics Bachelor of Engineering.
<a href="#">SYSC 4709</a>	<a href="#">SYSC 4709: Industrial Automation</a>	Added	FED	ENG	Assoc with NP TBD-2266 Mechatronics Bachelor of Engineering.