

# This new marking system to take effect next year

## Preamble

Senate has already accepted the recommendations of the Student Standings and Promotions Committee of the Senate (Minutes of 13th February, 1973) that the new grading system be adopted in all faculties, except for the Faculty of Law and the School of Graduate Studies, for the academic year 1974-75.

Senate also accepted the following seven recommendations:

"The Committee recommends for adoption a system of grading student performance based upon (a) credit hours, (b) letter grades, (c) grade points (0, 1, 2, 3, and 4), (d) grade point averages, and (e) cumulative grade point averages, as described in the present submission. Further, the Committee recommends that:

1. A full-time student be defined as one whose work load consists of a minimum of 12 credit hours each term (24 per year).

2. The actual number of credit hours to which a student might extend his course load shall be stipulated by each faculty, for the degree programs with which it is concerned.

3. A typical course shall involve three credit hours per term. Exceptions to this must be proposed by the department concerned and approved by the Faculty and Senate; in no case shall a course have a weight of more than five credit hours.

4. The symbols A+, A-, B+, B-, C+, C-, may be used to distinguish performance above and below the typical level for each letter grade, but the symbols + and - shall not affect the grade point, and they will not be used in calculating the grade point average.

5. Only those students who have a cumulative grade point average of at least (2.00), and who have successfully completed (i.e. with a D or better) the number of credit hours required by their faculty shall be permitted to apply for graduation.

6. A sliding scale of minimum standards should be adopted.

7. The implementation of any proposed grading system shall be considered after the system itself has been finally decided upon."

## I

Although the abolition of supplemental examinations had been recommended by the Kepros Committee, and implied in much of the discussion, the Student Standings and Promotions Committee now recommends, further, that Senate adopt the following recommendation:

"After September 1974 no supplemental examinations will be offered in any faculty of the University. Special examinations for reasons of proven illness or compassionate circumstances, and in extraordinary cases as approved by Senate, will be provided, whenever possible in conjunction with regularly scheduled examinations."

Should Senate adopt this recommendation, the section headed "Supplemental Examinations" (Regulations 1 to 6 inclusive) (page 14 of the 1973-74 Calendar) would be deleted.

## II

The Student Standings and Promotions Committee recommends that the Section of the University Calendar (pages 15 - 16 of the 1973-74 Calendar) headed "Classification" be rewritten as follows:

### 1 Courses

#### a. Term Courses

Those courses in which the subject matter is normally completed in one term. A typical term course would have a value of three credit hours, although departments may, with Faculty and Senate approval, assign other values of from two to five credit hours.

#### b. Year Courses

Those courses in which the subject matter is completed in one academic year (two terms). A typical year course would have a value of six credit hours, although departments may, with Faculty and Senate approval, assign other values of from four to ten credit hours.

Please refer to Section 6 of the Calendar concerning course numbering, and to the section on Course Descriptions for more complete information.

### 2 Credit hours

a) The number of credit hours for individual courses are specified in Section 6 and Section 7 (UNBSJ) of the Calendar. Credit hours do not necessarily correspond to the number of lecture or laboratory hours involved in a course. However, a typical course with three lecture hours per week is usually assigned a value of three credit hours per term. (More explicit details may be available in the regulations pertaining to each degree programme.) Departments, with Faculty and Senate approval, may recommend a greater or lesser number of credit hours depending upon the amount of time which the average student would be expected to devote to a course in order to complete it successfully. One credit hour normally implies one hour in class and two hours of private study.

b) Most Faculties, in their own regulations (see Section 5), state the minimum number of credit hours which must be successfully completed for graduation in each degree programme.

3) Students accumulate credit hours, as assigned, for courses completed with a grade of D or better. (See 3b below)

### 3 Grades

(with the exception of the School of Graduate Studies and Faculty of Law)

a. A candidate's final standing in a course is indicated by the following letter grades:

A - excellent performance - 4 grade points  
B - good performance - 3 grade points  
C - average performance - 2 grade points  
D - minimum acceptable performance - 1 grade point  
F - failure - 0 grade points

#### Explanation of D & F grades:

"D" is the minimum grade which may be used for degree credit. It is essentially a conditional pass indicating that the student's work was acceptable and that the student should not be required to repeat the course or an approved substitute, unless to meet specified prerequisite requirements.

F - credit hours may not be counted towards graduation, but will be used as credit hours attempted in assessing grade-point average.

b. Departments or divisions have the right to decide whether or not a 'D' meets prerequisite or major requirements.

c. Instructors may use the grades A+, A-, B+, B-, C+, and C- to differentiate within categories, but the + and - signs, while appearing on the transcript, do not affect grade points.

### 4 Cumulative grade-point average

1. A cumulative grade-point average is the ratio of the total number of grade points obtained (credit hours x grade points) to the number of credit hours attempted during the time the student has been registered in that degree programme.

2. Cumulative grade-point averages will be assessed each year or each term as appropriate to the regulations of each degree programme. (See specific degree regulations in Section 3 of the Calendar).

3. A sliding-scale of minimum cumulative grade point averages is determined for each year of each degree programme. Students should check the specific regulations for the degree programme in which they are registered (see Section 5). Minimum cumulative grade-point averages must in no case be less than the University minima which are - for each year at university the minimum cumulative grade-point averages are:

Year I	1.50
Year II	1.80
Year III	1.93
Year IV	2.00
Year V	2.00 where applicable

A student falling below the stated minimum cumulative grade-point average for his or her degree programme for a year (or two successive terms) will be placed upon academic probation and allowed a second year, or further two terms to raise his or her grade-point average to the required minimum. Subject to review by the Faculty concerned, a student failing to achieve the minimum cumulative grade-point average for two successive years, will be required to withdraw from the University.

4. In most undergraduate degree programmes, except where stated in the specific degree requirements, grade-point averages for first year, while shown on transcripts and taken into account for other purposes, are not included in the cumulative grade-point average for graduation purposes. Minimum cumulative grade-point average for graduation 2.00

5. A full-time student will not be permitted to take less than 12 credit hours per term, or more than the number specified by his Faculty, except in very unusual cases and with the permission of the Dean of the Faculty, or a person designated by the Dean. Subject to this provision, a student may withdraw from a course without academic penalty by the dates specified for such withdrawal; alternatively, he may, by the same dates, specify that a course beyond the minimum number of credit hours is an extra and not to be included in his cumulative grade-point average. Any such request must be made to the Registrar by using the appropriate form.

6. A student wishing to transfer to another degree programme must apply for permission to do so to the Registrar in writing. The record to date will be assessed by the Registrar in consultation with the administrative head of the degree programme concerned, and if the transfer is accepted, a statement of credit hours permitted towards the new degree programme and of the consequent grade-point average will be made.

7. A student accepted as a transfer student from another university or post-secondary institution may be given credit hours towards a degree for acceptable previous courses, but the cumulative grade-point average will be based only on courses taken at this University. (Courses listed in the UNE calendar, including certain approved Saint Thomas University courses.)

### III Repeating courses

1. A student may without special permission register for a course already taken in order to meet a prerequisite or other degree requirement, or in order to improve his or her cumulative grade-point average. However, unless the student has written permission to replace the course (as described in regulation III 2 below), both the original grade and the new grade will each be counted separately towards the cumulative grade-point average. Students should note that while the credit hours of a repeated course will be used each time in calculating the cumulative grade-point average, they can only be counted once towards the minimum number of credit hours required for a degree.

2. The regulations of most degree programmes allow for the replacement of

a limited number of credit hours, with written permission either from the Registrar or as prescribed by the regulations of the degree programme (in most cases this is about 15-20 per cent of the minimum number of credit hours required for the degree).

When a student receives permission to replace a course, the original grade will be shown upon his or her permanent record but will not be taken into account towards the grade-point average.

Students are advised to make cautious use of this provision, particularly in earlier years, or stages of the degree programme. While replacement would usually be advisable for a course with an "F" grade, in the case of a "D" grade it might be better to repeat the course as outlined in III 1 above or take another to raise the cumulative grade-point average. It might be wise to seek advice before making a written request for permission to replace a course.

3. In addition to the provisions above, a full-time student at the end of his first year (or in the case of a part-time student after attempting the first 30 credit hours) may request, in writing to the Registrar, permission to replace any or all of the first year courses in order to obtain a better cumulative grade-point average. When such permission is granted, the total number of credit hours which may be replaced later in the programme will be reduced by 25 per cent (or by the number of credit hours replaced if less).

e.g. If the regulations of a particular degree programme allow replacement of 24 credit hours, a student using the provisions of this regulation would be regarded as having used 6 of his permissible 24 credit hours replacement, and could use only 18 more (unless he or she repeated only a course with credit hour value less than 6).

### IV Transitional provisions

"1. That, commencing May 1974, each student record be evaluated to date and the student informed how many additional credit hours are required for graduation. At the same time, each student will be reminded that all other degree requirements as stated in the Calendar must be met, and will be advised to obtain advice if there is any doubt concerning such requirements.

2. That no attempt be made to assess cumulative grade-point averages for years prior to 1974-75.

3. That starting from September 1, 1974, only letter grades be given, and that grade-point averages be calculated for all students on courses taken after that date.

4. That in 1974-75 all full-time students, regardless of year, have to achieve the minimum cumulative grade-point average of 1.5, and in the following year 1.8, in the third year 1.93, and in the 4th year 2.00, otherwise facing the possibility of being put on academic probation, and in a second year of being required to withdraw.

5. That part-time students be assessed for grade-point average after completion of 30 hours of degree courses, and thereafter required to maintain appropriate grade-point averages as stated in the various degree programmes (e.g. in Arts to have an average of 1.5 after 30 hours, 1.8 after 60 hours, etc.) with the same provisions for academic probation as for full-time students.

6. That all students commencing degree programs after July 1, 1974, be required to maintain cumulative minimum grade-point averages as approved by Senate for each degree program.

7. That in assessing academic standing for graduation and graduation divisions during the transitional period, the assessment be done in such a way that a student's position is not adversely affected by any translation of marks or grade points. (It is proposed that where the division obtained by a grade-point average is different from that obtained by previous percentage marks, the translation will be done each way, and the better of the two results used.

8. All of the provisions in this section are subject to normal review and appeals procedures."