Student Information Systems
Office of the Registrar | Division of Student Affairs | University of Victoria
stutrain@uvic.ca

Frequently Asked Questions about Changes to the Grading Process at UVic

More FAQs reviewed by a Percentage Grading Subcommittee and are available from the Office of the Vice President Academic and Provost.

Q. Why can't I assign an E grade in FAST?

Q. How do I grant a student a DEF grade?

Q. I am a grade approver. What does it mean when I see an (N) in front of a grade?

Q. Why can't I assign a percentage grade to one decimal point (e.g. 70.5%)?

Q. Why can't I enter data in the 'F or N' column?

Q. How will courses taken before Summer Session 2014 appear on the transcript?

Q. Why are there F and N grades available for a 2014 Summer course but grading is supposed to be in percentage?

Q. How is comparative grading calculated?

Q. Do I have to scroll through all 0 – 100 percentage grades to get to the one I want to assign?

 Q. Will CAPP reports show percentage grades?

Q. The student achieved greater than 50% in the course, but did not complete all the essential course requirements outlined in the course syllabus which are required to pass the course. What grade do I assign the student in FAST?

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Q. Why can't I assign an E grade in FAST?
An analysis of the three failing undergraduate grades (E, F, and N) was undertaken for the Registrar by the percentage grades team in order to determine how each failing grade could be represented in a percentage grading system. While the E grade (which signifies the option to write a supplemental exam) can still be given to a student, the grade cannot be assigned directly in FAST. Instead, instructors will assign a grade of 0-49% and an F indicator **(F – Completed and Failed)**, and submit an application for a supplemental to their Associate Dean for approval.

Q. How do I grant a student a DEF grade?
The temporary grade of DEF (deferred status granted) is added to a student's record by the Grading Clerk in the Office of the Registrar upon the student's request and subsequent instructor approval. To initiate this process, the student must submit a Request for Academic Concession (RAC) to the Office of the Registrar. For more information please access Academic concession options and procedures.

In FAST (as the DEF grade is not an available option),
- If the student achieves a grade of 0 - 49% on the course work completed, the instructor will assign the grade achieved and an **N-Incomplete and Failed** indicator.
- If the student achieves a grade of 50-100% on the course work completed, the instructor will assign the grade achieved.
- If the student achieves a grade of 50-100% on the course work completed, but does not complete an essential course requirement, as outlined in the syllabus as being required in order to pass the course, the instructor will enter a grade of 49% and an **N-Incomplete and Failed** indicator. Read the memo sent to all Deans, Chairs and Directors from the Associate Vice-President Academic Planning, Catherine Mateer, on Mar 21, 2012 that outlines how to handle this specific scenario.

The instructor will also be required to note this percentage grade on the Request for Deferred Status or Aegrotat Grade form sent by the Office of the Registrar and a specified completion date which can be no later than the end of the following term.

Q. I am a grade approver. What does it mean when I see an (N) in front of a grade?
This means the student has earned the percentage shown and did not write the examination or complete course requirements by the end of term or session.

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Q. Why can't I assign a percentage grade to one decimal point (e.g. 70.5%)?
Grades that end with a decimal point of 0.5 or above should be rounded to the next higher whole number, and grades that end with a decimal point below 0.5 should be rounded to the next lower whole number. For example, if a final percentage grade is 89.5 – 89.9, the grade should be rounded to 90. Normally, rounding criteria should only be used on the assignment of the final grade.

Before final percentages can be imported to FAST using the Excel import function, you will need to round the grades to whole numbers in Excel. For step-by-step instructions please see the tutorial **How To Round Values in Excel**.

Q. Why can't I enter data in the 'F or N' column?
The F or N column can only be used for grades effective 2014 Summer Session if the percentage grade given is 0 – 49%.

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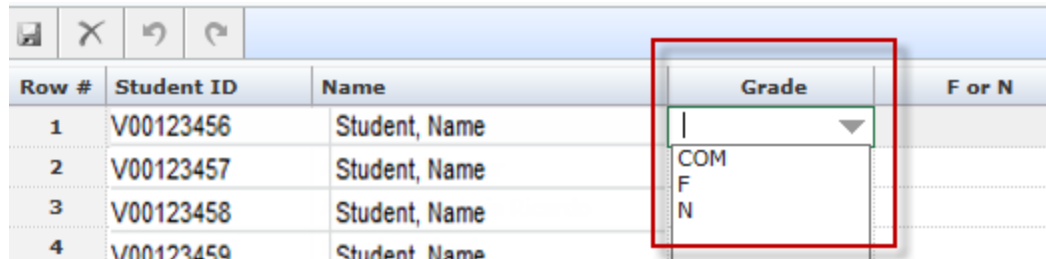stutrain@uvic.ca

Q. How will courses taken before Summer Session 2014 appear on the transcript?

Courses taken before Summer Session 2014 (term 201405) will appear as letter grades on the transcript and will not show comparative grading.

Second Term: Jan - Apr 2014   **Courses taken before May 2014**

SCIENCE B.SC.
MATHEMATICS (UNDECLARED)

Course		Section	Description	Unit Value	Grade/ Status	Grade Point	Awarded Units	Note/Drop Date	Comparative Mean / Size
CSC	115	A01	Fundamental Programing:II	1.50	A-	7	1.50		
CSC	115	B08	Fundamental Programing:II	0.00					
MATH	122	A02	Logic and Foundations	1.50	B-	4	1.50		

Credit in 6.00 Units
Sessional GPA = 6.00 (26Apr2013)
In Good Academic Standing (26Apr2013)

▼ **WINTER 2014-2015**

First Term: Sep - Dec 2014   **Courses taken May 2014 and onwards**

SCIENCE B.SC.
MATHEMATICS (UNDECLARED)

Course		Section	Description	Unit Value	Grade/ Status		Grade Point	Awarded Units	Note/Drop Date	Comparative Mean / Size	
CSC	225	A01	Algorithms+Data Stuct:I	1.50	81%	A-	7	1.50		73%	65
CSC	225	B01	Algorithms+Data Stuct:I	0.00							
MATH	101	A01	Calculus:II	1.50	87%	A	8	1.50		74%	110
MATH	101	T04	Calculus:II	0.00							
MATH	211	A02	Matrix Algebra: I	1.50	47%	F	0	0.00		77%	56

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Q. Why are there F and N grades available for a 2014 Summer course but grading is supposed to be in percentage?
Courses that are not graded using the standard percentage grade scale may still use the grades of F or N.

Row #	Student ID	Name	Grade	F or N
1	V00123456	Student, Name		
2	V00123457	Student, Name	COM F N	
3	V00123458	Student, Name		
4	V00123459	Student, Name		

Q. How is comparative grading calculated?
Comparative grading refers to the average (mean) for the class and the number of grades used in the calculation (size). The mean and size are displayed for percentage grades only, and when the class size is six or more. In addition, Law courses will not display comparative grading information. Read more detailed information in the comparative grading FAQs.

N/A is displayed if comparative grading is not available. N/A may be displayed when:
- the student has a temporary grade,
- the class has fewer than six students – the minimum number required to display comparative grading, or
- fewer than 80% of the grades have been submitted.

If multiple sections of a course are offered, those at the same level, meeting together in the same place, for all or part of the time are combined in the comparative grading calculation.

Q. Do I have to scroll through all 0 – 100 percentage grades to select the one I want to assign?
On the grade entry page, you can select the grade you want to assign by typing it in instead of scrolling. You can also use the Excel spreadsheet functionality to enter grades and import them to FAST. For detailed instructions on how to import grades into FAST see the tutorial Submitting Grades in FAST.

Q. Will CAPP reports show percentage grades?
No, adjusting the CAPP system was outside the scope of the Percentage Grades Project so CAPP reports will continue to display the letter grade equivalents of the percentage grades recorded. Departments will continue to use letter grades in implementing new program requirements via the curriculum process as well as for individual program waivers by exception.

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Q. A student did not complete an essential course requirement as outlined in the syllabus. What grade do I assign in FAST?

i. **The student achieved a grade of 40% on coursework they completed, but they did not complete an essential course requirement.**
    The instructor will enter a grade of 40% and an **N-Incomplete and Failed** indicator in FAST.

ii. **The student achieved a grade of 60% on coursework completed, but they did not complete an essential course requirement.**
    The instructor will enter a grade of 49% and an **N-Incomplete and Failed indicator** in FAST.
    The following excerpt is taken from a memo sent to all Deans, Chairs and Directors from the Associate Vice-President Academic Planning, Catherine Mateer, on Mar 21, 2012 that outlines how to handle this specific scenario:

    "In any course where one or more requirements have been identified in the course outline as essential to the assignment of a passing grade in the course, and a student achieves a grade of 50% or higher but fails to satisfy the identified essential requirement(s), the percentage grade to be assigned to the student is 49%. Otherwise, the system will default to zero, which has been agreed would be overly punitive for students who have completed a substantial portion of the course."

    Note: Instructor will assign 49% and an N-Incomplete and Failed indicator in FAST.

iii. **The course has only one requirement and the student did not complete it.**
    The instructor will enter a grade of 0% and an **N-Incomplete and Failed** indicator in FAST.

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Questions about the move to percentage grades and comparative grading?

FAQs and background info are available on the Vice President Academic and Provost website.
Further questions: avmateer@uvic.ca AVP Academic Planning, Catherine Mateer

Questions about entering grades in FAST? Email stutrain@uvic.ca