

GRADING POLICY

EFFECTIVE DATE February 11, 1999

RESPONSIBILITY FOR IMPLEMENTATION Chairs, Registrar, Instructors

CROSS-REFERENCED POLICIES

- Recognition of Academic Achievement Policy
 - Examinations Policy
 - Student Rights and Responsibilities Policy
 - Course Outline Policy
 - Advanced Standing: Recognition of Other Learning Experiences Policy
 - Access to Confidential Student Records and Information Policy
 - Records Management Policy
 - Guidelines for Academic Schedule
 - Student Academic Grievance
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POLICY STATEMENT

Grande Prairie Regional College affirms that its academic grading policy is based on competency and proficiency, and that students' academic performance, not character or attitude, determine the grade assigned.

DEFINITIONS

Evaluation Methods: Normally defined by the course outline policy, evaluation methods may include but are not limited to number, weighting and type of examinations, assignments, etc., and does include the methods used to convert course work into final grades and the grade value system (alpha, percentage to alpha, pass/fail, credit/no credit, etc.) applied to the course.

Repeat Final Examination: Defined in the examination policy, a repeat final examination is a supplementary examination given to a student in an approved circumstance.

PROCEDURES/RULES STATEMENT

1. Grading Systems

Grande Prairie Regional College records and reports final grades for the purposes of students' transcripts in accordance with the grading systems listed and the following approved letter codes.

1.1 Alpha/Letter Grading

Alpha grades will be converted to four-point equivalence for the calculation of Grade Point Averages.

Alpha Grade	4-point Equivalence	Descriptor
A+	4.0	Excellent
A	4.0	
A-	3.7	First Class Standing
B+	3.3	
B	3.0	Good
B-	2.7	
C+	2.3	Satisfactory
C	2.0	
C-	1.7	
D+	1.3	Poor
D	1.0	Minimal Pass
F	0.0	Failure

1.2 Alternate Grade Codes

- AU** Audit; instructor's permission must be granted before the dates outlined in the Academic Schedule. Normally, an auditor will not be expected to complete assignment or write exams but attendance and all other expectations should be made clear on an audit agreement form. No grade point equivalent.
- CR** Course credit awarded, indicates successful completion, no grade point assigned to this grade.
- IN** Incomplete; may be assigned at the discretion of the instructor or Program Chair to grant a student a limited time extension to complete specified course work. Normally, extensions are 20 business days from the last scheduled meeting of the course. Students who fail to submit/complete requirements by the extension date will receive an "F" in the course.
- NC** No credit; this grade indicates failure in courses with Credit/No

Credit grade values. Students receive 0 for credits earned. No grade point equivalent.

- P** Pass, indicates fully satisfactory performance. No grade points assigned to this grade.
- W** Withdrew with permission before the date outlined in the Academic Schedule. This grade is assigned by the Registrar's Office when withdrawal documents have been completed. No grade points
- WF** Withdrew after the deadline for withdrawing with permission; carried the weight of a grade of "F". This grade is assigned by the Registrar's Office when withdrawal documents have been completed after the deadline for withdrawing with permission and before the final examination.
- TR** Transfer credit awarded as per Advanced Standing Policy.
- AUF** Audit Fail, failed to meet requirements of audit agreement. This grade would not be shown on the student's transcript.
- IP** In Progress. Normally assigned to first term of a two-term course.
- IPW** In Progress Withdraw. Normally assigned to first term of a two-term course if the student withdrew in the second semester.
- IPF** In Progress Fail. Normally assigned to first term of a two-term course if the student failed the course after the completion of the second term.

1.3 Qualifying Grade Remarks

- E** Credit by special assessment
- M** Granted deferred final exam*
- S** Repeat final exam granted*
- G** Grade based upon repeat final exam

*Deferred and repeat final examinations must be completed within 20 business days of the end of the final examination period for the semester or the last scheduled meeting of the course.

1.4 Percentage to Alpha Grading

Alpha Grade	Percentage Conversion
A+	90-100
A	85-89
A-	80-84
B+	77-79
B	73-76
B-	70-72
C+	67-69
C	63-66
C-	60-62
D+	55-59
D	50-54
F	0-49

1.4.1 Courses submitting grades as an alpha letter grade with a pass mark of D normally are advised to use this percentage conversion as a guideline.

1.4.1.1. Where the course outline does not declare an alternative, the Percentage Conversion table in 1.4 shall apply.

1.4.2 Courses submitting grades as a percentage with a pass mark of 50 per cent will use the above table.

1.4.3 Courses with a pass mark higher than 50% will adjust the letter grade assigned to failing marks. For example, if 85% is the pass mark and the student has a mark of 83%, the student would receive an “F” and 0 credits earned for the failing mark.

2. Academic Standings

2.1 Minimal Pass

2.1.1 A grade of D in the alpha system will be considered a minimal passing grade in order for students to meet the prerequisite requirements for the next level of study. Exceptions to this will be

clearly stated in prerequisite requirements in the course description or in program progression criteria.

2.1.1.1 Other post-secondary institutions may not consider grades of D sufficient to award transfer credit.

2.1.2 Courses graded on percentage to alpha will declare minimum passing grades.

2.2 Required to Withdraw

Full-time students with a grade point average of 1.0 or less for the academic year as specified by curriculum for each program will normally be required to withdraw and expected to sit out of College for one academic year.

2.2.1 The statement “Required to Withdraw” will appear on the students’ transcripts.

2.2.2 Students who have been required to withdraw and sit out of College for one academic year will be considered for admission without penalty.

2.2.3 Students who have been required to withdraw may appeal the decision to be excluded from study for one year.

2.2.3.1 A letter requesting permission to enroll in the following year should be addressed to the Registrar.

2.2.3.2 The Chairperson and the Registrar make the final decision regarding the appeal.

2.2.3.3 Students approved for readmission will be placed on a performance contract with the College. Attendance, performance and regular meetings with an assigned advisor will be mandatory.

2.2.3.4 Students who fail to meet the terms and conditions of the performance contract will have their registrations cancelled for the following term(s) in the particular year of their registration.

3. Evaluations

3.1 Evaluation methods must be approved by the department offering the course and must be consistent with the Grading Policy.

- 3.2 An instructor bears full responsibility for evaluating the academic performance of students.
- 3.3 An instructor must communicate to students at the beginning of each course the detailed manner by which academic performance will be evaluated and final grades derived. This communication will be in the form of a course outline or syllabus and the details of such must comply with cross-referenced policies.
- 3.4 All course procedures and criteria used in course evaluation must be explicitly stated in the course outline and must be consistent with the basic principles detailed in the Student Rights and Responsibilities.
- 3.5 There shall be no more than 10% of the final grade assessed for non-competency/subjective based evaluation; e.g. attendance or participation, except in those courses where university transfer agreements dictate otherwise. Class participation can only be qualitatively determined by the instructor; however, such evaluation should be defensible to students and perceived as fair. Subjective evaluation requires that expectations be explicit.
- 3.6 Upon request, an instructor will communicate to students an estimation of their levels of performance.
- 3.7 Upon request by a student, an instructor will inform the student of the grade currently earned one week before the withdrawal deadline indicated in the Academic Schedule.
- 3.8 Individual student grades will be viewed as confidential. Grades will not be posted or given to others without written permission from the students in conformity with FOIP requirements.

4. Obtaining a Reappraisal

- 4.1 **Final Exam:** If a student believes a mistake has been made grading a final exam, the student should discuss the matter with the course instructor. If the instructor is not available or if the student is not satisfied with the instructor's point of view, the student may apply for a reappraisal by writing to the Registrar's Office within 30 days after grades are released. A fee will be charged for each reappraisal. The grade may be lowered, raised, or left unaltered. The fee will be refunded in the event the reappraisal results in a higher grade.

- 4.2 Final Grade: If a student believes a mistake has been made in the calculation or reporting of his/her final grade, the student should discuss the matter with the course instructor. If the instructor is not available or if the student is not satisfied with the instructor's point of view; the student should apply in writing for a reappraisal of the final grade. Applications for reappraisal of final grade must be received by the Office of the Registrar within ninety days of the publication of final grades. Following the reappraisal, the final grade may be lowered, raised or left unaltered.

5. Records Retention

Any exams and assignments (e.g. final exams) that are not returned to students will be retained in accordance with the Alberta Freedom of Information and Protection of Privacy (FOIP) Act for at least one year from the end of the month in which the exam period falls. After the appropriate retention period, these documents will be destroyed in a secure manner.