

## Grading procedure

### Parent Policy

Grading Policy #500-1-6

### Purpose

The purpose of the Grading Procedure is to ensure the following:

- Transparency and consistent practices in awarding grades,
- To be the basis of assessment used to determine a learner's academic achievement,
- To define the grading system and to ensure that grading information is transcribed to the learner's official transcript to reflect the learner's academic achievement,
- To explain the roles and responsibilities of faculty and staff.

### Scope

This procedure applies to all Bow Valley College learners, faculty and staff and/or any other individual within the College assigned to the assessment, recording and transcription of learner grades.

### Compliance

Employees (including contractors) and learners are responsible for knowing, understanding, and complying with Bow Valley College procedures to the extent that procedures relate to their position, employment, or enrolment at the College.

### Procedures

#### 1. Parameters and Use of Grades

- 1.1. The parameters set out in the **Grading Policy and Procedure** shall be applied to all learners and reflect the academic achievement in individual courses and is used in the calculation of a learner's Grade Point Average (GPA).
- 1.2. Grades are the basis of a Learner's Academic Standing in the College as stated in the **Academic Continuance and Graduation Procedure #500-1-5** which provides information about how GPA is calculated and used in the determination of a learner's academic standing and the requirements needed to meet program completion requirements.
- 1.3. A more detailed description of the grades set out in this procedure is found in the Appendix.

#### 2. Grading Scales

All courses at Bow Valley College must adhere to one of the following grade scales:

- 2.1 Letter Grade Scale: The preferred grading scale for post-secondary courses is a standardized grading system based on a 4.0 grade point value and letter grade scale. For Alberta Education high school and equivalency credit courses, a numerical percentage grade is used in tandem with the letter grade. All grades from A+ to D are awarded credit; F grades are not awarded credit.

Letter Grade	Grade Point Value	Percentage (0-100)
A+	4.0	95-100
A	4.0	90-94
A-	3.67	85-89

<b>B+</b>	<b>3.33</b>	<b>80-84</b>
<b>B</b>	<b>3.0</b>	<b>75-79</b>
<b>B-</b>	<b>2.67</b>	<b>70-74</b>
<b>C+</b>	<b>2.33</b>	<b>67-69</b>
<b>C</b>	<b>2.0</b>	<b>64-66</b>
<b>C-</b>	<b>1.67</b>	<b>60-63</b>
<b>D+</b>	<b>1.33</b>	<b>57-59</b>
<b>D</b>	<b>1.0</b>	<b>50-56</b>
<b>F</b>	<b>0.0</b>	<b>0-49</b>

- 2.2 Pass/Fail Scale: In cases where students are required to demonstrate specified learning outcomes in order to progress to subsequent levels, a binary scale of Pass (P)/Fail (F) may be used. For courses in foundational programming areas, an additional grade of Basic/Developing (BD) may also be assigned to students as part of this scale. P and BD grades are awarded credit; F grades are not awarded credit.
- 2.3 Competency-Based Education Scale: Courses delivery on a Competency-Based Education Model are graded used a scale of Competent (COM) or Developing (DEV). COM grades are awarded credit; DEV grades are not awarded credit. Courses graded on this scale are not eligible for awarding of a PL grade through PLAR (Prior Learning Assessment and Recognition).
- 2.4 Other Grades: The following grades may be awarded to denote other outcomes of a learner's course registration. These may be used for courses across all grade scale categories.

<b>Grade</b>	<b>Grade Point Value</b>
Audit (AU)	N/A
Aegrotat (AG)	N/A
Incomplete (I)	N/A
Late Withdrawal (LW)	N/A
Prior Learning (PL)	N/A
Transfer Credit (TC)	N/A
Withdrawal (W)	N/A

### 3. Calculation of GPA (Grade point average)

- 3.1. The cumulative program GPA and term program GPA are determined at the end of each program term after final grades have been entered on the learner information system by the academic departments. In program offerings that have term dates that differ from the regular College term dates, the GPAs will be determined after the end of the College term and include the courses that have been completed by the College term end date. The Office of the Registrar makes the cumulative program GPA and term program GPA information available to learners through their unofficial transcripts on the learner portal.
- 3.2. The grade point average (GPA) is calculated by:
- 3.2.1. Multiplying the grade point achieved in each of the courses taken by the number of credits assigned to each of those courses. This generates a weighted grade point for each course.
- 3.2.2. Dividing the total weighted grade points for the set of courses taken by the total credit value of those courses. This generates the grade point average.
- 3.2.3. Note: When learners have completed a course more than once, the grade used for the GPA calculation is the highest final mark achieved. However, all enrolments in a course and the associated grades will appear on the learners' transcripts.

- 3.3. Cumulative program and term program GPA for purposes of academic standing is based on courses that have been completed during that particular term (and prior to in the case of cumulative program GPA), regardless of the course start dates. This allows the GPA to be calculated and academic standing processes to be done in a timely way without needing to wait for the completion of courses which may have a later end date.
  - 3.4. The following are included in cumulative program and term program GPA calculation and the determination of academic standing:
    - 3.4.1. Courses that were credited through a challenge exam and provided with a grade.
    - 3.4.2. Courses which have been taken as part of another Bow Valley College program and/through Open Studies will only be used to meet program graduations if the course(s) have been identified as meeting program requirements. Only courses which have been identified through either course substitution or approval by the program chair will be counted towards the learner's program GPA.
  - 3.5. The following are not included in GPA calculation:
    - 3.5.1. Courses graded on a Pass/Fail scale; however, these courses can determine academic standing since failing a required course places learners on academic probation.
    - 3.5.2. Courses graded on a Competency-Based Education scale.
    - 3.5.3. Courses in which credit has been awarded through prior learning assessment and given a PL grade (Prior Learning) and/or courses taken at other institutions in which transfer credit has been approved by Bow Valley College.
    - 3.5.4. Non-credit courses
- 4. Grading Practices and Assessment of Learner Achievement**
- 4.1. Instructors are to assess learner performance throughout the course and award a final grade to reflect the learner's overall achievement in an individual course.
  - 4.2. Learners should note that while the definitions and criteria are consistent across the College, there are programs and courses that will require learners to attain a minimum score above a grade of minimal pass in order to use the course as an acceptable pre-requisite and/or to meet program graduation requirements as reflected in the Academic Calendar and individual course outlines.
  - 4.3. The final grade in each course shall be recorded as a letter grade. For conversion of percentage marks to letter grades, the grading scale table above will be used.
  - 4.4. Under extenuating circumstances in which a final grade needs to be awarded or adjusted, the Associate Dean of the academic area will appoint another instructor to (re)-grade.
- 5. Submission of Final Grades**
- 5.1. All final grades for courses which follow the College's academic term must be entered by the published grade submission deadline. Instructors, Program Chairs, and Associate Deans are responsible for ensuring timely completion and entry of final grades for the courses for which they are responsible.
  - 5.2. Courses which are outside the published term dates or learners who have been granted a course extension, instructors and Program Chairs must ensure that all grades are entered within 2 weeks of the course end date.
  - 5.3. Grades which are posted in the learner's record are considered final and it is the final grade which is posted to the learner's academic transcript.
  - 5.4. In the event that grades are not submitted within the published grade submission deadline, a grade of 'I' will be entered. It is the responsibility of the Associate Dean of the academic department to ensure that the 'I' grade is updated to the final grade within 3 months of the end date of the course.

**6. Official Grade Changes**

- 6.1 Once a final grade has been posted, any changes made to the learner's official grade must be made by submitting a grade change request form that is approved by the Program Chair.
- 6.2 In the event that a learner would like to improve a grade and a change of grade cannot be granted within the parameters of this policy or procedure, the learner may repeat the course. If a learner repeats a course, only the final grade which is higher will be counted towards a learner's academic standing and GPA calculation. Please refer to the **Academic Continuance and Graduation Policy and Procedure # 500-1-5** and the **Learner Credit Registration Procedure #500-1-17**.

**Definitions****Credit and Non-Credit courses:**

As defined in the Learner Credit Registration Policy and Procedure #500-1-17 for Credit Courses and the Non-Credit Programming Policy #500-2-9 for non-credit courses.

**Drop Deadline:**

As defined in the Learner Credit Registration Policy.

**Final Grades:**

Grades which are submitted at the end of the term to reflect the overall achievement of a learner within a course.

**Grade Point Definitions:**

**Cumulative Program Grade Point Average (CPGPA):** The grade point average for all courses a learner has completed that are part of the program in which he/she is registered.

**Grade Point (GP):** The numerical value assigned to the letter grade received in a course.

**Grade Point Average (GPA):** A weighted average of grade points.

**Term Program Grade Point Average (TPGPA):** The grade point average for all the courses a learner has completed in a particular term that are part of the program in which he/she is registered.

**Appendix: Grade Descriptions****LETTER GRADING SCALE**

Exceptional     A+ (95-100)

A superior performance with consistently strong evidence of:

- a comprehensive, incisive grasp of the subject matter
- an ability to make insightful critical evaluation of the material given
- an exceptional capacity for original, creative, and/or logical thinking
- an excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts fluently

**Excellent      A (90-94)      A- (85-89)**

An excellent performance with strong evidence of:

- a comprehensive grasp of the subject matter
- an ability to make sound critical evaluation of the material given
- a very good capacity for original, creative, and/or logical thinking;
- an excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts fluently

**Good              B+ (80-84)      B (75-79)      B- (70-74)**

A good performance with evidence of:

- a substantial knowledge of the subject matter
- a good understanding of the relevant issues and a good familiarity with the relevant literature and techniques
- some capacity for original, creative, and/or logical thinking
- a good ability to organize, to analyze, and to examine the subject material in a critical and constructive manner

**Satisfactory      C+ (67-69)      C (64-66)      C- (60-63)**

A generally satisfactory and intellectually adequate performance with evidence of:

- an acceptable basic grasp of the subject material
- a fair understanding of the relevant issues
- a general familiarity with the relevant literature and techniques
- an ability to develop solutions to moderately difficult problems related to the subject material
- a moderate ability to examine the material in a critical and analytical manner

**Minimal Pass D+ (57-59)      D (50-56)**

A barely acceptable performance with evidence of:

- a familiarity with the subject material
- some evidence that analytical skills have been developed
- some understanding of relevant issues
- some familiarity with the relevant literature and techniques
- attempts to solve moderately difficult problems related to the subject material and to examine the material in a critical and analytical manner, which are only partially successful

**Failure              F (<50)**

- An unsatisfactory performance

**PASS/FAIL SCALE:****Pass (P)**

Performance is satisfactory based on course learning outcomes, and indicates student is eligible to continue/progress to subsequent levels of study.

**Fail (F)**

Performance is unsatisfactory based on course learning outcomes.

**Basic/Developing (BD)**

Basic/Developing (BD): Performance indicates that learner has made progress in

achieving course learning outcomes but not sufficient to advance to next level of study. Reserved for use in foundational programming (English language learning and upgrading ) courses only.

**COMPETENCY-BASED EDUCATION SCALE:****Competent (COM)**

Achievement of standard required for competency in all tasks/skills associated with a course. Used only for Competency Based Education courses.

**Developing (DEV)**

Performance does not meet the minimum standard required for competency in all tasks/skills associated with the course. Used only for Competency Based Education courses.

**OTHER GRADES:****Audit (AU)**

Granted to learners who have been officially approved as having audit status.

**Aegrotat (AG)**

Assigned when a learner has successfully completed the term work in a course but who is unable to write a final examination due to medical or compassionate reasons. The course instructor and Associate Dean must agree the learner has demonstrated the capacity to deal with the course work satisfactorily. AG will only be used in exceptional circumstances where a Late Withdrawal from the course is inappropriate. Where the AG standing is awarded it will represent a minimum pass for graduation purposes. A Learner who is awarded an AG standing may request permission to write a deferred examination. If such a learner achieves a grade higher than the minimum, this will be the grade credited for the course.

**Incomplete (I)**

Course is in progress; the 'I' grade reverts to a final grade as awarded 30 days after the course end date.

**Late withdrawal (LW)**

Assigned with approval from the Program Chair or Associate Dean when a learner has formally discontinued a course after the Withdrawal Deadline.

**Prior learning (PL)**

Credit assigned based on prior learning in a subject area.

**Transfer credit (TC)**

Assigned when course work completed at a recognized and accredited post-secondary institution is deemed equivalent.

**Withdrawal (W)**

Assigned when a learner has formally discontinued a course after the Drop Deadline but before the Withdrawal Deadline.

## Data sheet

### Responsible Officer

The Registrar

### Relevant Dates

Approved	Executive Team: EXT202108-17-09 Board of Governors: BOG161209-03
Effective	August 30, 2017
Next review	December 2021
Modification history	December 9, 2016, January 10, 2017, November 7, 2018, October 28, 2021 <ul style="list-style-type: none"> <li>• Rebranded 2021</li> <li>• Policy Committee reviewed and updated numbering format January 2022</li> </ul>
Verified By	Office of the President, March 2022*

### Related Policy

Grading Policy #500-1-6

### Associated Policies, Procedures, and Guidelines

Academic Continuance and Graduation Policy #500-1-5

Academic Honesty Policy #500-1-7

Admissions Policy #500-1-2

Attendance Policy #500-1-10

Credentials Policy #500-2-2

Integrity in Research and Scholarship Policy #500-3-3

Learner Appeals Policy #500-1-12

Learner Code of Conduct Policy #500-1-1

Learner Credit Registration #500-1-17

Learner Records and Information - Collection, Access and Waivers Policy #500-1-16

Assessment and Recognition of Prior Learning and Skills Policy #500-1-8

Program and Course Evaluation Policy #500-2-6

Transfer Credit Policy #500-1-9

### Related Legislation

Post-Secondary Learning Act