

## 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. Grading Systems

- 1.1. Bow Valley College employs a standardized grading system based on a 4.0 and letter grade scale which is applied to all post-secondary level programs and courses and a number percentage grade scale for all Alberta Education and equivalency credit courses.
- 1.2. 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).
- 1.3. 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.
- 1.4. Grades in each course shall be denoted as follows:

#### Grading Scale

Letter Grade	Grade Point Value	Percentage (0-100)	Description
A+	4.0	95-100	Exceptional
A	4.0	90-94	
A-	3.67	85-89	Excellent
B+	3.33	80-84	
B	3.0	75-79	
B-	2.67	70-74	Good

**500 – LEARNERS AND ACADEMIC PRACTICES  
PROCEDURE #500-1-6**

<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>Satisfactory</b>
<b>D+</b>	<b>1.33</b>	<b>57-59</b>	
<b>D</b>	<b>1.0</b>	<b>50-56</b>	<b>Minimal Pass</b>
<b>F</b>	<b>0.0</b>	<b>0-49</b>	<b>Fail</b>

**Other Grading Symbols**

<b>Symbol</b>	<b>Description</b>	<b>Value In GPA</b>
AU	Audit	N/A
AG	Aegrotat	N/A
I	Incomplete	N/A
LW	Late Withdrawal	N/A
P	Pass	N/A
PL	Prior Learning	N/A
TC	Transfer Credit	N/A
W	Withdrawal	N/A

**2. Grading Practices and Assessment of Learner Achievement**

- 2.1. 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.
- 2.2. 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.
- 2.3. The Final grade in each course shall be recorded as a letter grade. For conversion of percentage marks to letter grades, the chart above will be used.
- 2.4. Under extenuating circumstances in which a final grade needs to be awarded or adjusted, the Registrar, in consultation with the Dean of the academic area, will determine the final grade or symbol to be used.

**3. Submission of Final Grades**

- 3.1. All final grades for courses which follow the College’s academic term must be entered by the published grade submission deadline. Instructors, Deans and Deans’ designates are responsible for ensuring timely completion and entry of final grades for the courses for which they are responsible.
- 3.2. Courses which are outside the published term dates or learners who have been granted a course extension, instructors and program coordinators must ensure that all grades are entered within 2 weeks of the course end date.
- 3.3. Grades which are posted in the learner’s record are considered Final and is the Final grade which is posted to the learner’s academic transcript.
- 3.4. 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 learner’s academic department to update the ‘I’ grade to the final grade within 30 days of the end of the course.

#### **4. Official Grade Changes**

- 4.1 Where a grade change is approved only the Final grade of the course will be updated.
- 4.2 Once a Final grade has been posted, any changes made to the learner's official grade must be made by completing an Official Grade Change request with the approval of either the Dean or Dean's delegate and submitted to the Office of the Registrar within 90 days of the course end date. If a change in grade is required after this date, it must be approved by the Dean of the academic area responsible for that course.
- 4.3 'I' grades are not considered Final and can be updated by the instructor within the allowable time frame with the updated letter grade. Where the 'I' grade has been converted to 'F', instructors are required to submit an Official Grade Change Request that includes the approval of the Dean.
- 4.4 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 and Registration Procedure #500-1-17**.

#### **5. Grading for Non-Credit Courses**

- 5.1. Non-Credit course grading symbols do not factor in a learner's GPA calculation.
- 5.2. The Dean or Dean's delegate for the academic area delivering the non-credit course activity will determine the appropriate level of grading required.
  - 5.2.1. Grading options for Not for Credit programming will be as follows and used according to the discretion of the Dean or Dean's delegate.
    - P- Pass
    - F- Fail

#### **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 and 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 Average:** As defined in the **Academic Continuance and Graduation Policy and Procedure #500-1-5**.

**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

**Grading Symbols:****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 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.

**FAIL (F)**

Where a percentage is provided, F denotes a percentage of less than 50%; where no percentage is provided, F denotes unsatisfactory performance and is used on those assignments or in courses where the only alternative to an F grade is a P, I, or W.

**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 Coordinator or Dean when a learner has formally discontinued a course after the Withdrawal Deadline.

**PASS (P)**

Denotes satisfactory performance and is used on those assignments or in courses where the only alternative to a P grade is an F, I, W, or DF.

**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**

Registrar and Director, Enrolment Services

**Relevant Dates**

<b>Approved</b>	December 9, 2016
<b>Effective</b>	August 30, 2017
<b>Next Review</b>	December 2021
<b>Modification History</b>	Dec. 9, 2016

**Related Policy**

Grading Policy

**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

Code of Conduct Policy (Learners) #500-1-1

Program and Course Evaluation Policy #500-2-6

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

Appeals Policy #500-1-12

Learner Credit and Registration #500-1-17

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

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

Program Retention, Addition and Deletion Policy #500-2-2

Transfer Credit Request Policy #500-1-9

**Related Legislation***Post-Secondary Learning Act*