

2.5.1 Student Evaluation (Grade) System

Preface:

- A.1 The Student evaluation as recorded on the Official Transcript (student permanent record) is based upon a letter grade system and associated grade point values when applicable. Percentage grades will also be recorded when required by provincial and external agencies.

Procedures:

- B.1 Grading System
Letter grades, grade point values and classifications are as follows:

GRADE	GRADE POINT VALUE	CLASSIFICATION
A+	10	Excellent
A	9	
A-	8	
B+	7	Good
B	6	
B-	5	
C+	4	Satisfactory
C	3	
C-	2	
D	1	Minimal Pass
F	0	Fail
N	0	No Credit Granted
NCG	0	No Credit Granted
NS	0	No Credit Granted

- B.1.1 OTHER GRADES (NOT INCLUDED IN GRADE POINT AVERAGE (GPA))

AG	Anecdotal Grade
AS	Aegrotat Standing
AUD	Audit
COC	Change of Classification (enrollment status)

COM	Complete. Mastery of course objectives or requirements to required standard.
CON	Course in Progress. Student has successfully completed a portion of the course objectives and the course is being continued into a subsequent term.
DEF	Grade Deferred. Course does not correspond to normal semester duration <u>or</u> grades not yet available.
FA	Flexible Assessment Credit.
HLD	Hold. A course used for enrollment reporting purposes only.
NCC	Non Credit Course.
PLA	Prior Learning Assessment Credit
TRF	Transfer Credit
W	Withdrawn before official deadline.

B.2 Explanations of Grades or Designations

AG (Anecdotal Grade)

When a disability prohibits an adequate completion of all components of a course, an anecdotal grade (AG) can be requested by the student prior to commencement of the course. The student, instructor and support personnel will then cooperatively submit to the appropriate Dean of Instruction the request for approval of the anecdotal grade. This request will detail the nature of the disability, the list of course components that are to be successfully completed by the student, the list of components that the student would not be expected to complete, and the nature and extent of support to be received by the student. If the Dean of Instruction approves the request, the student will receive an anecdotal grade (AG) and thus fulfill the course requirements at the College, as long as the student meets the conditions specified in the request to the satisfaction of the instructor. The anecdotal grade (AG) will be printed on the transcript.

It is the responsibility of the student to determine the acceptability of the anecdotal grade by other educational institutions to which the student may wish to transfer.

AS (Aegrotat Standing)

A student who has successfully completed the term work in a course but who is unable to write a final examination because of illness or compassionate reasons may be granted an "Aegrotat Standing" which will be noted on the transcript together with a final grade based on term work. Aegrotat Standing is subject to approval by the Registrar.

AUD (Audit)

No grades are given and thus no credit granted to students registered as auditing a course.

COC (Change of Classification)

A grade assigned when a student changes from full-time, part-time or method of fee payment.

COM (Completion)

Some courses have been designated by the College as mastery courses in which students are required to achieve a clearly defined standard of knowledge and/or performance skills. Upon achieving such mastery, a COM grade will be assigned by the instructor. An NCG grade normally will be assigned by the instructor if mastery is not achieved.

CON (Continuing)

Student has re-registered and is continuing in the course.

D (Minimum Pass)

May not be accepted by other institutions for transfer. Does not normally satisfy course prerequisite requirements.

DEF (Deferred)

An interim grade assigned by the Registrar to those courses that do not correspond to the normal semester duration. A final grade will be assigned by the instructor upon completion of the course.

F (Fail)

Assigned by an instructor upon completion of a course in which achievement has been below the minimum pass level.

FA (Flexible Assessment)

Flexible Assessment credit recognizes learning that takes place through a variety of experiences and environments and is granted on the basis of meeting course/program learning outcomes as stated in the course/program outlines.

Through an evaluation of prior learning, Flexible Assessment allows the opportunity for candidates to receive:

- i. Credit for an entire course.
- ii. Recognition for part(s) of a course. Remaining learning outcomes must still be met in order to receive course credit.

N (No Credit Granted)

A grade assigned by the instructor to students who, in the instructor's opinion, have not performed or submitted for evaluation a sufficient body of work to allow for the assignment of any other evaluation grade.

Upon agreement between the student and instructor as to the required work to complete the course, an extension to a maximum of 4 weeks immediately following the last day of the semester examinations in which the course is incomplete may be allowed for the completion of the course.

- i. Upon completion within the 4 week time limit, the N grade will be replaced by the assigned final grade.
- ii. Non-completion of the course within the four-week time limit will normally result in the 'F' grade becoming the final grade.

Any time limit beyond the four weeks must be approved by the Registrar.

NCG (No Credit Granted)

Some courses have been designated by the College as master courses in which students are required to achieve a clearly defined standard of knowledge and/or performance skills. If mastery is not achieved, an NCG grade is assigned by the instructor.

NS (No Show)

A grade assigned by the Registrar to students who have not attended any scheduled classes.

TRF (Transfer Credit)

A grade assigned indicating credit was granted for courses completed at other institutions

W (Withdrawn)

Withdrawn before official deadline (refer to withdrawal policy for details).

B.4

Grade Point Average

Grade performance is expressed in terms of a Grade Point Average (GPA.) GPAs are reported on each official transcript.

Term Grade Point Average is computed by multiplying the grade point achieved in each course by the credit value of the course and dividing the sum of this calculation for the semester by the number of credits attempted in the semester.

Cumulative Grade Point Average is computed by multiplying the grade point achieved in each course by the credit value of the course and dividing the sum of this calculation for all courses by the total number of credits attempted.

B.5

Repeated Courses

A course may be repeated for the purpose of improving a grade. The grade for each attempt will be recorded, with the higher grade used in the computation of the cumulative GPA.

Other institutions may include grades for all attempts and repeats of courses in the GPA calculation used for admission.

B.6

Examinations

Students must attend all required scheduled exams that make up a final grade, at the appointed time and place.

Accommodations for illness or personal crisis may be made by individual instructors. Additional accommodations will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for that exam.

A student who has successfully completed the term work in a course but who is unable to write a final examination because of illness or compassionate reasons may be granted an "Aegrotat Standing" which will be noted on the transcript together with the final grade based on term work. Aegrotat standing is subject to approval by the Registrar.

B.7

Final Grade Appeals

A student wishing to appeal a final grade must contact an Educational Advisor within two weeks of the date of mailing of the Grade Statement to discuss reasons for the appeal and to receive information concerning the appeal process and associated date deadlines as contained in the Final Grade Appeal procedure.

B.8 Unofficial Transcripts
 Unofficial transcript and student grade information is available to the student/former student through the Student Records System – AccessCOTR .

B.9 Official Transcripts
 Official transcripts bearing the Registrar's seal and signature are issued upon receipt of a Request for Transcript form signed by the student and payment of the approved fee.

The transcript may be sent directly to a designated employer or institution or issued to the student in a sealed envelope which may be enclosed with other materials being sent to employers, education institutions, etc. The transcript may not be considered valid if the envelope seal is broken before reaching the designated institution or employer.

B.10 Grade Submission
 Final grades are to be submitted to the Registrar as soon as available but no later than 5 working days following the last date examinations are written within the designated final examination period.

Issue Date:	April 16, 1994	Concerning:	Students, Faculty & Administration	
Amendment:	(7) April 2011	Refer to Policy 2.5.5 Flexible Assessment Policy		
Manager Approval:	<i>Original signed by D. Silva</i>	Title:	Registrar	Date: <i>May 2011</i>
EdCo Approval:	<i>Original signed by J. Bailey</i>	Title:	Chair	Date: <i>May 2011</i>
College Approval:	<i>Original signed by N. Rubidge</i>	Title:	President/CEO	Date: <i>May 2011</i>