

## Ch5-s1-01

## Course Evaluation and Grading

Responsible Authority:	Registrar's Department
Approval Authority:	Senior Team
Date First Approved:	2016-Feb-01
Date Last Reviewed:	2022-Feb-04
Mandatory Review Date:	2027-Feb-04

### PURPOSE

A set standard for assigning grades to recognize student achievement in a course or program.

### SCOPE

This policy applies to all courses where student achievement is evaluated.

### DEFINITIONS

Cumulative Grade Point Average	All credit level courses that receive grades are used in the calculation of the cumulative grade point average.
Term Grade Point Average	All courses within a semester are used in the calculation of the term grade point average.
Program Grade Point Average	All program required courses (approved curriculum) are used in the calculation of the Program grade point average.
Repeated courses	In cases where a student registers more than once in the same course (or equivalent course), all final grades will be reported on the transcript. The highest grade will be used in the calculation of the grade point average.
Grade Point Average Calculation	Credit = Credited course hours per semester (as noted on course outline) Quality Points = Course hours (X) numeric equivalent of letter grade Grade Point Average (GPA) = Quality points/total credit hours
First Class Standing	GPA= $\geq$ 3.50 Students enrolled full time in an approved post-secondary certificate or diploma program with a minimum semester GPA of 3.50 will be issued a Letter of First Class Standing.
Good Standing	GPA= $\geq$ 2.00 Students with a grade point average of 2.00 or higher are considered to be in good standing and are eligible to continue in their current program. Some exceptions may apply.

Academic Intervention	GPA $\geq$ 1.25 If the student's term GPA falls between 1.99 and 1.25, the student will be placed on academic intervention.
Academic Probation	GPA < 1.25 Students with a term GPA below 1.25 will be placed on Academic Probation and may be ineligible to continue until they speak with their Program Coordinator.
Academic Dishonesty	Students who have engaged in serious or repeated acts of academic dishonesty shall receive a final course grade of XF (zero) and may be withdrawn from the course or program.

### POLICY

1. The assigning of grades formalizes a student's status within a course and/or program and provides a basis for decisions regarding recognition of excellence, promotion, academic probation, and withdrawal.
2. The evaluation of student performance ends with the assignment of grades. Grades are earned by the student and represent a measure of their achievement of the program and course learning requirements.
3. The grading system shall be applied consistently in all courses. All sections/deliveries of a given course are to use the same grading designation as identified on the course outline.
4. The final grades of student are not official until submitted through the Student Information System (Banner).
5. Letter grades are used to describe the achievement level attained within a course. If percentages are used for a course, they are to be converted to an alphanumeric grade. To calculate a letter grade based on a decimal percentage grade, the percentage is rounded to the nearest whole number value.

Letter Grades	Letter Level of Achievement or Explanation	GPA Numeric Equivalency
A	Outstanding Achievement	4.0 grade points
B	Exceeds normal achievement levels	3.0 grade points
C	Meets normal achievement levels	2.0 grade points
D	Minimum acceptable level of achievement	1.0 grade points
F	Failure to meet minimum level of achievement	0.0 grade points
XF	Academic Dishonesty	0.0 grade points
IN	Course requirements have not been met at this time*	Not in grade point average
TR	Course requirements met through assessment of previous learning outcomes	Not in grade point average
CR	Course requirements met in job placement, fieldwork or practicum	Not in grade point average

NCR	Non-credit - used for co-operative work experience or field placements and high school dual credits	
AD	Audit – the student has registered but not taken the course for credit	Not in grade point average

\*An IN (incomplete) grade is to be assigned, at the discretion of the faculty, only in cases where a student has been unable to complete the course requirements in the normal semester time. Previous satisfactory achievement must indicate the student can complete the requirements by the extension date, as determined by the faculty and to be given to the student in writing. The faculty will forward a Grade Change form to the Dean/Associate Dean/Director. Maximum time allowance to convert an IN to a passing grade is 3 months after the grade submission deadline. After this time, if no Grade Change form is submitted, the IN will change to an F grade.

F grades, once assigned, cannot be removed from a student's academic history.

#### Alpha Grades

In most cases, alpha grade assignments are based on the following numeric grade ranges. This is the college minimum standard. Certain programs and courses may require a higher passing grade. Refer to program documentation and/or course outlines for specific program/course evaluation information

Alpha Grade	Percentage Attained
A	80-100
B	70-79.9
C	60-69.9
D	50-59.9
F	Less than 50

In most cases, transcripts will include both alpha and numeric grades. Grade point average calculations are based on the weight of the alpha character.

6. The standard in most courses is fifty percent (50D). Some courses require students to achieve higher than a 50D in order to succeed in the course and proceed in their program. For those courses, the course outline will specify the progression requirements.
7. **Apprenticeship Programs**  
An apprentice is deemed to have successfully completed a level of training if the grade point average for the session of in-school training is 2.0 or above, with no grades below 60C. This represents a satisfactory level of performance. A grade point average of less than 2.0 or grades below 60C indicates that the apprentice has not been successful in the level of in-school training and has not satisfactorily demonstrated achievement of the learning outcomes of that level.

## 8. Grade Point Average

The grade point average is a weighted average. It is calculated as follows:

8.1 Each course is designated as having a set number of instructional hours (course hours), that is the total number of hours within which the course learning requirements may be achieved, regardless of variations in delivery. The number of grade points per course is determined by multiplying the set number of course hours by the numeric grade points earned in that course. The resulting number is referred to as Quality Points.

8.2 The Quality Points are divided by the total number of set credit hours for the courses with grades having an alphanumeric grade.

$$\frac{\text{Quality Points}}{\text{Total Credit Hours}} = \text{Grade Point Average (G.P.A)}$$

## 9. Academic Standing is determined by the grade point average earned in a semester.

9.1 First Class Standing is achieved when a student has a grade point average of 3.5 or higher in an approved post-secondary program.

9.2 Good Standing is achieved when a student has a grade point average of 2.00 or higher.

9.3 Academic Intervention occurs when a student has a grade point average between 1.99 and 1.25.

9.4 Academic Probation occurs when a student's term GPA is below 1.25. Students must reach out to the Program Coordinator, Regional Director, or Student Success Advisor to seek guidance.

9.5 Academic Dishonesty occurs when a student has engaged in serious or repeated acts of academic dishonesty. The student shall receive a final course grade of XF (0) and may be withdrawn from the course or program. Refer to the Academic Integrity Policy Ch5-s5-01.

10. To be eligible for graduation, a student must successfully complete all program requirements with a minimum program grade point average of 2.00.

## PROCEDURE

	<u>Action</u>	<u>Responsibility</u>
1.	Course outlines will be posted to Blackboard within the first week of the course.	Faculty
2.	Evaluation expectations will be discussed within the first week of the course.	Faculty
3.	The evaluation expectations and processes as published on the course outline will be adhered to.	Faculty

4.	Student progress will be monitored and ongoing feedback will be provided.	Faculty
5.	Students will have access to their up-to-date course progress on Blackboard prior to the withdraw date.	Faculty
6.	Results for all graded evaluations and assessments will be posted to Blackboard.	Faculty
7.	Final grades will be entered in the Student Information System (Banner). Semester deadline dates for grade submissions are posted on the Academic Calendar.	Faculty
8.	Tests and/or assignments not returned to students will be retained by faculty for one semester beyond the end of the course.	Faculty
9.	Incomplete Grades	
9.1	Set a date, to a maximum of 3 months, by which the student must complete the course requirements to receive a final grade.	Faculty
9.2	Inform the student in writing of the condition(s) for the removal of the "incomplete" and the deadline date.	Faculty
9.3	Assess the final grade when the student completes the course requirements.	Faculty
9.4	Once a final grade is assessed submit the Grade Change Form to the Dean/Associate Dean/Director for signing approval, then submit to the Registrar's Office for processing.	Faculty Dean/Associate Dean/Director
9.5	If the faculty who assigned the original grade is no longer available, a Grade Change request can be initiated by the Program Coordinator and forwarded to the Dean/Associate Dean/Director for review and approval before being submitted to the Registrar's Office.	Program Coordinator/ Dean/Associate Dean/Director

## SUPPORTING DOCUMENTATION

N/A

## RELATED POLICIES

Ch5-s1-02	Academic Appeal Policy
Ch5-s5-01	Academic Integrity
CH5-s3-02	Award Selection Process
Ch5-s3-01	First Class Standing
Ch5-s3-06	Graduate Awards
Ch5-s1-04	Withdrawal From The College

## RELATED MATERIALS

Academic Dates Calendar [www.confederationcollege.ca/registration-services/academic-dates-calendar](http://www.confederationcollege.ca/registration-services/academic-dates-calendar)

**GRADE CHANGE FORM**

Student Name:

Student Number:

Program:

Term	Course Code	Section No.	Present Grade	Change to:

Reason for grade change:

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Signatures:

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Instructor

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Date

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Academic Manager

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Date

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