Confederation COLLEGE **COLLEGE POLICY**	Number: 5-1-01	# of pages - 3
	Originator:	Registrar
	Approved By:	SLT
	Effective Date:	February 1, 2016
	Replaces:	May 8, 2013
COURSE EVALUATION & GRADING		

The following course evaluation and grading standards are predicated on the college policy that all course material delivered to students that are detailed in a course outline are assessed.

1. Grade Definitions:

1.1. Letter Grades

Letter Grade	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 of achievement
XF	Academic Dishonesty*	0.0 grade points of achievement
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
AD	Audit – the student has registered but not taken the course for credit	Not in grade point average
S	General interest course outcomes met***	Not in grade point average
U	General interest course outcomes not met	Not in grade point average

*The Letter Grade of XF designating Academic Dishonesty comes into effect after September 1, 2016.

**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.

A student receiving an IN grade in any semester must, on the student's own initiative, update the IN to a passing mark within the prescribed time period and to the satisfaction of the faculty. The faculty will then forward a Change of Grade form (see 6.1 below) to Registration Services. **Failure to comply will result in an automatic change of the IN to an F grade.**

Maximum time allowance to convert an IN to a pass grading:

Fall term	March 15 following
Winter term	November 15 following
Summer term	November 15 following

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

***Not all general interest courses are awarded grades.

1.2. Letter Grades No Longer in Use
   EX   Exemption

   NCR   Non-credit (Note: NCR may still be used for non-credential based optional co-operative work
               experience or field placements and high school dual credits)

1.3. Numeric Grades

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

Letter 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 (see 1.1 above).

2. Grade Point Average

2.1   Definition

   Cumulative Grade Point Average: All courses are used in the calculation of the grade point average.

   Term Grade Point Average: All courses within a semester are used in the calculation of the grade point
   average.

   Program Grade Point Average: All program required courses (approved curriculum) are used in the calculation of
   the grade point average.

2.2   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.

2.3   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

3. Academic Standing Definitions/Consequences

3.1   First Class Standing   GPA=/>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 (see academic policy 5-3-1 for specific details)

3.2   Good Standing   GPA=/>2.00 and </=3.49

   Students with a grade point average of 2.00 or higher are eligible to continue in their current program. Some
   exceptions may apply. Refer to program information.

3.3 Academic Intervention   GPA =/>1.25 and </=1.99

If the student's term GPA falls between 1.25 and 1.99, the student will be placed on an academic intervention contract by the Coordinator. The contract will include one or more of the following action plans and must be signed by the student:

a) Program continuance with specific conditions
b) Program continuance at a reduced course load
c) Remedial assistance with student success supports
d) Referral to counselling for career exploration and/or development of an Academic Success plan

3.4 Academic Probation   GPA<1.25

Students with a term GPA below 1.25 or less will be placed on Academic Probation and will be ineligible to continue until they complete a contract with their Coordinator. The contract will include one or more of the following action plans and must be signed by the student:

a) Program continuation with specific conditions
b) Program continuance at a reduced course load
c) Remedial assistance with student success supports
d) Referral to counseling for career exploration and/or development of an Academic Success plan
e) Program discontinuation with referral to Student Success Centre.

3.5 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.
Please refer to the Academic Integrity Policy 5-5-01.

4. Eligibility to Graduate

4.1 To be eligible for graduation, a student must successfully complete all program requirements with a minimum program GPA of 2.00.

4.2 A graduate assessment review is available to any student. Appointments can be scheduled with the Registrar's Office. There is no charge for this service and a copy of the review will be provided to the student.

5. Faculty Responsibilities

5.1 Faculty will post course outlines on Blackboard within the first week of the course.

5.2 Faculty will distribute and discuss evaluation expectations and techniques within the first week of the course.

5.3 Faculty will adhere to the evaluation expectations and processes as published on the course outline.

5.4 Faculty will monitor student progress and provide ongoing feedback.

5.5 Faculty will provide students with a mid-course evaluation prior to the drop date.

5.6 Faculty will post results for all graded evaluations and assessments on Blackboard.

5.7 Faculty will enter final grades into the student information system. Semester deadline dates for grade submissions are posted on the Academic Calendar of Events.

5.8 Tests and/or assignments not returned to students will be retained by faculty for one semester beyond the end of the course.

6.   Grade Changes

6.1   Faculty who wish to change a grade submission can do so by completing a grade change form and submitting the form to their Dean/Associate Dean/Regional Director for approval. Once approved, the form is sent to the Registrar's Office for processing.

The maximum time allowance for grade changes is:
Fall Term   March 15th following
Winter Term   November 15th following
Summer Term   November 15th following

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

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 Associate Dean/Chair for review and approval before being submitted to the Registrar. Necessary resources to facilitate this (e.g. LMS access) will be made available.

Note: Grade changes can affect eligibility for academic awards (first class standing/graduate awards). Faculty are encouraged to discuss the timing of grade changes with Registrar's Office.