


Procedure Name:	GRADING AND PROGRESSION	
Approved By:	Education Council	
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Procedure Holder:	Education Council	
Operational Lead:	Registrar and Director of Institutional Research	
Procedure Number:	EDU-021P	

GRADING AND PROGRESSION PROCEDURE

1.00 PURPOSE

- 1.1 This procedure accompanies EDU-021, *Grading and Progression Policy*.

2.00 DEFINITIONS

- 2.1 For a list of all definitions related to Educational Policies see: Education Council Policy and Procedures [Definitions](#).

3.00 EVALUATION

- 3.1 The evaluation profile is developed by a subject matter expert and included in the course outline for approval at Education Council (EdCo). The profile must align with the learning outcomes within a course and program.
- 3.2 The evaluation profile from the EdCo-approved course outline is communicated to the students in the course syllabus.
- 3.3 The syllabus must include the type of evaluation and the date for submission or assessment. This will create the artifacts that demonstrate the learning outcomes have been satisfied and align with the EdCo-approved course outline.
- 3.4 Evaluation methods and weighting changes will not occur once a course or program has commenced unless presented by the instructor to the students for revision to the syllabus.
- a) The overall evaluation profile must still align with the EdCo approved course outline.
- 3.5 On occasion, an accreditation governing body may require changes that impact the course outline mid-delivery. To comply with these changes the course outline will be resubmitted to EdCo.
- 3.6 Students are provided feedback on assessments within a reasonable timeframe to allow an opportunity for improvement on subsequent assessments or to officially withdraw without academic penalty.
- a) Faculty are not required to provide feedback on completed final exams.

4.00 PROGRESSION

- 4.1 Student achievement and progression are measured as academic standing for the purpose of determining student eligibility for registration and graduation.

5.00 ACADEMIC STANDING

- 5.1 Academic standing is based on the calculation of grade point average (GPA) at the end of each semester.
- a) An academic standing of marginal or lower will impact a student's eligibility to graduate, continue in a program, and register in courses.
- 5.2 Students required to withdraw due to low academic standing may reapply to credit programs following a 12-month absence from the College. The 12-month period begins at the end of the semester in which the student was last enrolled.
- 5.3 The Registrar notifies students, with an academic standing of marginal or less, specifying:
- a) the student's current academic standing
- b) implications for the student if academic standing is not improved by the next semester
- c) available resources to support learning
- d) steps to take to request a review of academic standing if required to withdraw.
- 5.4 Students may request a required-to-withdraw review with the Academic Head/Program Coordinator/Associate Dean who will consider the following factors in determining the conditions under which a student may continue:
- a) academic history, such as number of courses failed and/or course withdrawals
- b) personal matters, such as medical and other issues
- c) willingness to access student support services and learning assistance
- d) attendance history if available
- e) ability to follow a learning plan
- f) ability to adhere to program-specific standards.
- 5.5 A learning plan must be reasonable, achievable, and may include restricting registration with the aim of student success.
- 5.6 Students permitted to continue, after being required to withdraw due to low academic standing, will have their academic standing changed to Probation.
- 5.7 Students who have completed a 12-month absence will have their academic standing revert to Average upon returning to the College.
- 5.8 Students required to withdraw due to low academic standing may enroll in non- credit or apprenticeship training if eligible during the required 12-month absence.

6.00 FINAL GRADES

- 6.1 Students must be registered by the stable enrolment date to receive grades and/or marks.

- a) Any registration beyond this date requires approval by the Instructor, the Academic Head/Program Coordinator, and the Registrar.
- 6.2 Should faculty attempt to submit a grade for a student not registered, they must direct the student to the Registrar's Office to receive approval to register after the course end date.
 - a) Tuition and fees are due at the time of registration in order to issue the final grade.
- 6.3 Faculty submit final grades for registered students online to the Registrar's Office within five business days from the course end date or the final assessment deadline.
- 6.4 Faculty submit grade changes, after the final assessment deadline, to the Registrar's Office for entry.
- 6.5 Grade changes are submitted within four months of the final day of the course or the final assessment submission deadline as noted in the course syllabus.
 - a) Grade changes beyond this period must be approved by the Academic Head/Program Coordinator and the Registrar.
- 6.6 Students who are registered and do not attend without officially withdrawing from courses will be assigned a final grade.
- 6.7 In extenuating circumstances, the Registrar may approve a late withdrawal from a course upon written request by the student.
- 6.8 Grades for students registered as Dual Credit are communicated to the high school and will be submitted as the percentage equivalent of the letter grade.

7.00 INCOMPLETE GRADES

- 7.1 Faculty may approve a student's request for an extension to complete coursework after the deadline for grade submission.
 - a) If faculty and the student agree to a course completion agreement it will clearly outline the requirements and deadline for the student.
- 7.2 Course completion agreements are submitted within five business days of the final assessment deadline to the Academic Head/Program Coordinator for approval, with a copy to the Registrar's Office.
- 7.3 When a course completion agreement is requested in a course taught by a term/sessional instructor, approval must be obtained from the Academic Head/Program Coordinator who will be responsible for following up on the conditions of the contract.
- 7.4 Sessional instructors must provide course completion agreements to the Academic Head/Program Coordinator for approval.
- 7.5 Faculty assign a letter code of Incomplete (I) until the student completes the course requirements.
- 7.6 Incomplete (I) grades will change to a grade of (F) if the student does not meet the requirements of the course completion agreement.
- 7.7 Faculty submit a grade change to the Registrar's Office when the student has met the requirements of the course completion agreement.
- 7.8 An incomplete (I) grade does not satisfy pre-requisites for subsequent courses.

- 7.9 Incomplete (I) grades will change to a grade of (F) if the student does not comply with the course completion agreement.
- 7.10 Every effort is made to submit grades and marks to accurately reflect student academic history; however, a grade of “NG” will be assigned where grades or marks remain outstanding for more than three years after the course end date.

8.00 OFFICIAL TRANSCRIPTS

- 8.1 Official transcripts include grading scales and letter codes to document student academic history.
- 8.2 All credit courses taken by the student are recorded on the Official Transcript.
- 8.3 Requests for official final grades, marks, and/or student records are directed to, and provided by, the Registrar's Office.
- 8.4 Letter Grade and Point Scale:

Letter Grade	Percentage	Grade Point	Academic Standing
A+	95-100	4.33	Outstanding Achievement
A	90-94	4.00	
A-	85-89	3.67	
B+	80-84	3.33	Above Average Achievement
B	75-79	3.00	
B-	70-74	2.67	
C+	65-69	2.33	Average Achievement
C	60-64	2.00	
C-	55-59	1.67	
P	50-54	1.00	Marginal Achievement
F	0-49	0.00	Failure

8.5 Percentage Grade Scale:

Percentage Range	Vocational Academic Standing	Developmental Academic Standing
95 - 100	Outstanding Achievement	
90 - 94		
85 - 89	Above Average Achievement	
80 - 84	Average Achievement	
75 - 79		

Percentage Range	Vocational Academic Standing	Developmental Academic Standing
70 - 74	Marginal Achievement	Satisfactory Achievement
50 - 69	Failure	Marginal Achievement
0 – 49		Failure

8.6 Letter Codes

Letter Code	Description	Assignment
AEG	Credit granted in extenuating circumstances where 70% of the course was successfully completed	Faculty recommendation to Registrar
AUD	Registered without evaluation of learning	Registrar
CIP	Course in progress	Registrar
CR	Credit granted	Faculty
EC	Earned credit from courses completed at CMTN	Registrar
I	Incomplete	Faculty
NC	Credit not granted	Faculty
NG	No grade assigned	Registrar
PC	Partial completion in a continuous entry/ exit program or specialized education program	Faculty
PLA	Credit granted through assessment of prior learning	Registrar
SC	Course registration status change	Registrar
TRF	Transfer Credit	Registrar
W	Official Withdrawal	Registrar
RTW	Required to Withdraw due to non-academic misconduct, academic misconduct, or academic standing	President, Dean, or Registrar

8.7 Letter codes are defined as follows:

- a) Aegrotat (AEG) – Assigned in extenuating circumstances to provide credit for partial completion of a course where health and/or other difficulties make it impossible to complete the course. Generally, students are required to have completed 70% of the course and have a high probability that they would have passed.
- b) Audit (AUD) – Assigned when courses are attended and no assessments or evaluation of learning is completed.
- c) Course in Progress (CIP) – Assigned to current course registration.
- d) Credit (CR) – Assigned as a passing grade for courses that have a credit/no credit grading schema in the course outline.
- e) Earned Credit (EC) – Credit granted for prior completion of courses in programs at CMTN that are deemed substantially equivalent.

- f) Incomplete Grade (I) – Assigned to students who require an extension beyond grade submission deadline (see Section 7.00).
- g) No Credit (NC) – Assigned as non-passing grade for courses that have a credit/no credit grading schema in the course outline.
- h) No Grade (NG) – Assigned in rare cases where grades were not submitted and no record exists.
- i) Partial Completion (PC) – Assigned for continuous entry/exit courses where students have made some progress toward completion in a term. May be used for adult special education programs. Often these students are registered in the same course in a subsequent term.
- j) Prior Learning Assessment (PLA) – Credit granted for non-traditional learning that demonstrates the learning outcomes for a course have been met (see [EDU-002, Prior Learning Assessment Policy](#)).
- k) Status Change (SC) – Assigned when an Access Education Student has enrolled in multiple sections of the same course. Final grade is assigned to one section with SC assigned to additional sections.
- l) Transfer Credit (TRF) – Transfer credit awarded from an equivalent course completed at another institution or courses designated as International Baccalaureate (IB) or Advanced Placement (AP) (see [EDU-006, Transfer Credit Policy](#)).
- m) Withdraw (W) – Student initiated official withdrawal from one of more courses.

9.00 COURSE REGISTRATION

- 9.1 Students are responsible for managing their student record, including registration in, or withdrawal from, courses and programs.
- 9.2 Students will be withdrawn from courses if prerequisites have not been met.
- 9.3 The last day to officially withdraw without academic penalty occurs before 75% of the course instructional hours are completed and is indicated on the academic schedule (Important Dates) or noted in the course syllabus.
- 9.4 Students are encouraged to meet with Student Support Services for guidance before withdrawing from courses or a program.

10.00 COURSE REPETITION

- 10.1 Students in most programs can repeat a course twice for credit, to a maximum of three attempts per course.
 - a) A third and final attempt must be approved by the Academic Head/ Program Coordinator.
- 10.2 Students in Adult Basic Education (ABE), English Language Learning (ELL) and Link to Employment and Academic Pathways (LEAP) are permitted to repeat one course if the student failed or withdrew.
 - a) Any additional attempts must be approved by the Academic Head/ Program Coordinator.
- 10.3 For students enrolled in continuous self-paced ABE, approval from the Program Coordinator is required for registration in the same course after two terms.

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- 10.4 Although all attempts will remain on the academic record, only the attempt with the highest grade will be calculated in the GPA.
- 10.5 If a course has been repeated the prior grade(s) are excluded from the GPA calculation.
- 10.6 Repeated courses are used once towards the credits required to complete a credential.
- 10.7 Eligibility to repeat a practicum course is determined by the program and included in the course syllabus and program requirements.

11.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 11.1 [EDU-002, Prior Learning Assessment Policy](#)
- 11.2 [EDU-006, Transfer Credit Policy](#)
- 11.3 [EDU-008, Program and Course Development Policy](#)
- 11.4 [EDU-009, Admission and Registration Policy](#)
- 11.5 [EDU-021, Grading and Progression Policy](#)

12.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created			