


Policy Name:	Grading and Progression Policy	
Approved By:	CMTN Board of Governors	
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Policy Holder:	Education Council	
Policy Number:		
Category:	Education	

Grading and Progression Policy

1.00 PURPOSE

1.01 Coast Mountain College (the College) supports student success through a fair and transparent assessment and evaluation process. Evaluation provides formal measures for recognition of excellence, progression, promotion, academic probation and withdrawal. The College is accountable for evaluating student performance and for communicating the results of that evaluation in a clear, timely, consistent and equitable manner.

2.00 DEFINITIONS

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

3.00 POLICY STATEMENTS

3.01 Coast Mountain College has the authority to offer credit courses that are subject to a standard letter grade and percentage-value equivalent system of assessment and reporting. A separate grading system is used for the purposes of non-credit programming offered through Workforce Training and Continuing Studies (WTCS). Unless specifically indicated this policy applies to Education Council governed programs and courses.

- 3.02 Grading and evaluation profiles will align with provincial articulation, accrediting standards, and the Education Council (EdCo) approved course outlines.
- 3.03 The minimum passing grades for courses is 50%. Certain programs and courses may require higher percentages for a passing grade. These must be documented in the EdCo approved course/program outline(s). Each course syllabus must communicate the EdCo approved passing grade to students.
- 3.04 Evaluations are spread throughout the duration of a course and no single evaluation activity should count for more than 40% of the total grade assigned for a course. Where a single evaluation needs to constitute more than 40% of the course, the evaluation will be credit/no-credit.
- 3.05 The evaluation profile will be stated, in writing, in the course syllabus given to students at the beginning of each course and must align with the EdCo approved course outline. The syllabus will include a framework of evaluation and a clear definition of what constitutes success in a course.
- 3.06 Evaluation methods and weighting changes will not occur once a course/program has commenced unless presented by the instructor to the students for revision to the syllabus. The overall evaluation profile must still align with the EdCo approved course outline.
- 3.07 On rare occasions, a governing body may require changes that impact the course outline mid-delivery and the College will make every effort to comply with these changes. These changes require EdCo approval.
- 3.07 Students must be registered by stable enrolment to attend classes and receive grades. Any registrations beyond this date will need to be approved by the Instructor, the Academic Head/Coordinator, and the Registrar.
- 3.08 In extenuating circumstances, students may be added to a course during grade submission period at the Registrar's discretion.
- 3.09 The College reserves the right to suppress grades, and withhold transcripts for students with outstanding fees.
- 3.10 The College is responsible to ensure that instructors are able to inform students of campus services available to support academic success.

- 3.11 Students are to be provided with ongoing feedback throughout the course. Feedback will be timely and sufficient to allow students to assess their own progress.
- 3.12 The College will ensure clear process for withdrawing from programs and courses. The last official day to withdraw without academic penalty will occur before 75% of the course instructional hours. Instructors are encouraged to have this information in the syllabus. For extenuating circumstances, students are encouraged to meet with Student Services for guidance.
- 3.13 Academic, Business and Health programs use a letter grade scale unless specified in the EdCo approved program outline.
 - 3.13.01 For dual credit students, the grade communicated to the high-school will be the highest percentage of the submitted letter grade.
- 3.14 Access Education, vocational, and trades programs use a percentage grade unless otherwise specified in the EdCo approved course or program outline(s).
- 3.15 Grades must be submitted to the Registrar's Office within five (5) business days from the end of the course, or from final assessment submission deadline as noted in the course syllabus.
- 3.16 The College will provide a process to change marks. Grade changes must be submitted within four (4) months of the final day of the course or from the final assessment submission deadline as noted in the course syllabus. Any grade changes beyond this period must be approved by the Academic Head/Coordinator, and the Registrar.
- 3.17 Incomplete "I" grades can be assigned to students who are otherwise failing, but could pass if additional time is granted to complete a course. The instructor and student must agree to the timeframe and requirements. The Academic Head/Coordinator will then approve the completion agreement and submit it to the Registrars' Office for inclusion in the student record.
- 3.19 Sessional instructors must provide course completion agreements to the Academic Head or coordinator for approval.
- 3.20 Incomplete "I" grades will change to a failure if the student does not complete the requirements within the agreed to timeframe.

- 3.21 Requests for official grades and/or student records must be directed to, and provided by, the Registrar's Office.
- 3.22 Students may appeal a final grade as per the College's Academic Integrity and Appeals Policy (E-2017-004).
- 3.23 The College reserves the right to restrict registration into subsequent courses for students who have not met minimum passing grades.
- 3.24 The College reserves the right to limit the number of attempts for a given program or course.
- 3.25 The College reserves the right to establish standards for educational progression that may be applied to specific courses and/or programs. Standards will be clearly communicated to students in the course syllabus. Students who do not meet the educational requirements for progression in their course/program may be required to withdraw.
- 3.26 All credit courses taken by the student will be recorded on the Official Transcript.
- 3.27 The College will make every effort to have grades submitted to reflect the student's learning in relation to the course outcomes; however, should grades be outstanding for more than three (3) years after the course end date, the College reserves the right to assign a grade of "NG" (no grade submitted).

4.00 PROCEDURES

- 4.01 See – Grading and Progression Procedures

5.00 RELEVANT LINKS & RESOURCES

- Academic Integrity and Appeals (E-2017-004).
- [College and Institute Act](#)
- Program Development Policy
- Prior Learning Assessment (E-2016-002)
- Transfer Credit Policy (EDU-006)
- Admissions Policy (E - 2017 - 003)
- [BC Council on Admissions and Transfer](#)

