

Procedures Name:	Grading and Progression Procedures
Approval Date:	
Procedure Holder:	Education Council
Procedure Number:	



Grading and Progression Procedures

1.00 DEFINITIONS

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

2.00 Evaluation Profile

- 2.01 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 to the learning outcomes within a course and program.
- 2.02 The evaluation profile from the EdCo approved course outline is communicated to the students in the course syllabus.
- 2.03 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.
- 2.04 Feedback for assessment must be provided to students within a reasonable timeframe to allow students to improve on subsequent assessments.
- 2.05 Faculty are not required to provide feedback on completed final exams.

3.00 GRADE SUBMISSION

- 3.01 A grade can only be submitted for students registered in a course.
- 3.02 The final grade will be submitted online to the Registrar's Office by faculty within five (5) business days of the final assessment deadline.
- 3.03 Should a faculty member attempt to submit a grade for a student not on their class list, the student must be directed to the Registrar's Office for approval to register past the end date of the course. The student must pay in full to be graded out for any late registrations.
- 3.03 Grade changes must be submitted to the Registrar's Office for entry.

4.00 INCOMPLETE GRADES

- 4.01 In extenuating circumstances a student may request to complete coursework beyond deadline for grade submission.
- 4.02 If the instructor grants the extension, a course completion contract must be drawn up to clearly outline the requirements and deadline.
- 4.03 The instructor will submit the course completion contract to the Academic Head/Coordinator and Registrar's Office within five (5) business days of the final assessment deadline.
- 4.04 The instructor will assign an incomplete 'I' grade - in lieu of a failing grade - or the current passing grade as a temporary placeholder for the final grade.
- 4.05 Once the student has met the conditions of the contract, the instructor will submit a grade change to the Registrar's Office.
- 4.06 When a course completion contract is requested in a course taught by a term/sessional instructor, approval must be obtained from the academic head/coordinator who will be responsible to follow up on the conditions of the contract.
- 4.07 An 'I' grade does not satisfy pre-requisites for subsequent courses.
- 4.08 If the student does meet the conditions of the contract, the incomplete grade will be changed to an 'F' by Student Records.

5.00 STUDENT TRANSCRIPTS

5.01 Academic credit programs use the following letter grade scale:

Letter Grade	Percentage	Grade Point	Interpretation
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

5.02 Vocational and Developmental programs use the following percentage grade scale:

Percentage Range	Vocational Interpretation	Developmental Interpretation
95 - 100	Outstanding Achievement	
90 - 94		
85 - 89	Above Average Achievement	
80 - 84	Average Achievement	
75 - 79		
70 - 74	Marginal Achievement	Satisfactory Achievement
50 - 69	Failure	Marginal Achievement
0 - 49		Failure

- 5.03 Courses with a pedagogical requirement to deviate from these grades must have it noted in the EdCo approved course outline.
- 5.04 The following grades may also appear on a student transcript:
- 5.04.01 Aegrotat (AEG) – Used in rare circumstances to assign 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. Assigned by the Registrar.
 - 5.04.02 Audit (AUD) – Courses attended as non-credit.
 - 5.04.03 Course in Progress (CIP) – Current course registrations.
 - 5.04.04 Credit (CR) – Assigned as a passing grade for courses that have a credit/no credit grading schema in the course outline.
 - 5.04.05 Earned Credit (EC) – Used to denote transferability of courses offered in different programs at CMTN.
 - 5.04.06 Incomplete Grade (I) – Used for students who require an extension beyond grade submission deadline (see Section 4.00).
 - 5.04.07 Credit not granted (NC) - Assigned as a non-passing grade for courses that have a credit/no credit grading schema in the course outline.
 - 5.04.08 No grade submitted (NG) – Used in cases where grades were not submitted and no record exists.

- 5.04.09 Partial completion (PC) – Used for continuous entry/exit courses where students have made some progress toward completion in a term. Often these students are registered into the same course in a subsequent term.
- 5.04.10 Prior learning assessment (PLA) – Exemption given for non-traditional learning that demonstrates the learning outcomes for a course have been met (see Prior Learning Assessment Policy: E-2016-002).
- 5.04.11 Enrolment status change (SC) – When an Access Education Student has enrolled in multiple sections of the same course, grade is only assigned to one section, the other section is assigned an SC.
- 5.04.12 Standing Granted (SG) – Completion of requirements not possible although sufficient understanding of learning outcomes has been attained – discontinued December 2019.
- 5.04.13 Transfer credit (TRF) – Transfer credit from another institution has been awarded (see Transfer Credit Policy: EDU-006).
- 5.04.14 Unofficial Withdrawals (UW) – Student did not complete the course.
- 5.04.15 Withdraw (W) – Withdrew without academic penalty.

6.00 COURSE REPEATS AND PROGRESSION

- 6.01 Students in most programs can repeat a passed or failed course twice for credit, to a maximum of three attempts per course. Any additional attempts must be approved by the academic head/program coordinator.
- 6.02 Students in Adult Basic Education (ABE), English Language Learning (ELL) and Link to Employment and Academic Pathways (LEAP) are permitted one repeat for failed or withdrawn course attempts. Any additional attempts must be approved by the academic head/program coordinator.
- 6.03 For students enrolled in continuous self-paced ABE, approval from the program coordinator is required for registration in the same course after two terms.
- 6.03 Although all attempts will remain on the academic record, only the highest attempt will be calculated in the GPA.
- 6.04 Repeated courses are only counted once in toward the completion of a credential.
- 6.05 Practicum repeat rules are determined by the program area and must be included in the program outlines.

7.00 REPORTING GRADES TO THIRD PARTIES

- 7.01 Interim grades are reported from the instructor.
- 7.02 The Registrar's Office reports the official final grade to the following third parties:
 - 7.02.01 The Industry Training Authority (ITA) for Foundation and Apprenticeship trade students.
 - 7.02.02 School Districts for Dual Credit students.

7.02.03 Funding agencies if it is written into the contract.

7.03 For all other third parties, students are required to order official transcripts from the Registrar's Office.

8.00 RELEVANT LINKS & RESOURCES

- [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](#)