![Selkirk College] Policies and Procedures		Number: **8612**	Title: **Grading**	
		Replaces:	Previously included in 8610	
		Effective:	2019-01-01	Next Review: 2023-09-01
Executive Responsibility:	Administrative Responsibility:	Recommended by Policy Review Committee:		2019-01-16
Vice President Education & Students	Registrar	Recommended/Approved by Education Council:		2019-04-09
		Approved by President:		2019

A. Purpose

This policy fulfills the following purposes:

1. to ensure that grading and promotion are consistent and fair;

2. to provide consistent guidance to individuals responsible for the evaluation of students at the College; and

3. to provide definitions of each grade notation that could appear on a Selkirk College transcript.

B. Scope/Limits

This policy governs grading in all College courses and programs.

C. Principles

1. Evaluative events judge student performance and determine the eligibility for College credit and the granting of credentials such as certificates, diplomas and associate degrees. They also determine placement and removal of probationary status, withdrawal of students from courses or programs, and suspension or dismissal of students.

2. College grading schemes and processes will accurately reflect student mastery of prescribed learning outcomes.

3. Student evaluation can be formally recognized in three ways: standard grades, competency- based grades or non-grade status.

4. When changes are made to grading policies, the changes will only be applied to subsequent program applicants.

5. Required submission dates for final grades will be set by the Registrar. Normally, this date will be no later than five calendar days after the instructor's last evaluative event.

D. Definitions

See Glossary of Education Terms Policy 8610: Admissions and Standards Overview

E. Procedure

1. Grading Schemes

Grading for most courses and programs at the College follows one of three standard grading schemes:

a) a standard grading scheme for most academic and career programs,

b) a standard grading scheme for most trades programs, and

c) a competency-based grading scheme.

2. Grade Point Average (GPA)

a) The Registrar's office calculates the official grade point average (GPA) by including all grades earned by the student in one semester with the following exceptions:

    (i) the grades of Credit Granted (CRG), Partial Credit Granted (PCG), No Credit Granted (NCG) and Withdrawal (W) are not included in GPA calculations, and

    (ii) if a student repeats a course, all attempts are recorded on the transcript, but only the highest grade is used in computing the cumulative GPA.

b) Grades used in the calculation of a GPA are weighted according to credit hours.

c) Did Not Withdraw (DNW) designation will be assigned a GPA of 0.00 and will be used in the calculation of official GPA.

3. Standard Grading Tables

Standard grading schemes assigning both a letter grade and percentage are used in academic and career programs and in the trades. Some grading tables were developed in alignment with regulatory bodies standards and requirements.

The grading table names have changed. If a college policy, program policy, course outline or other document refers to a grading table that is not listed below then please consult the School Chair responsible for the course/program to determine the relevant grading table.

Standard Academic and Career Programs Grading Table

Percentage	Letter Grade	GPA
90-100	A+	4.33
85-89	A	4.00
80-84	A-	3.67
76-79	B+	3.33
72-75	B	3.00
68-71	B-	2.67
64-67	C+	2.33
60-63	C	2.00
55-59	C-	1.67
50-54	P	1.00
0-49	F	0.00
	DNW	0.00

Standard Trades Programs Grading Table

Percentage	Letter Grade
96-100	A+
91-95	A
86-90	B+
81-85	B
76-80	C+
71-75	C
70	P
<70	F
	DNW

Standard Academic Upgrading Grading Table

Percentage	Letter Grade
90-100	A+
85-89	A
80-84	A-
76-79	B+
72-75	B
68-71	B-
64-67	C+
60-63	C
55-59	C-
50-54	P
Non-completion or unsatisfactory performance	NCG No Credit Granted

Standard School of Hospitality Tourism Programs (excluding pro-cook) Grading Table

Percentage	Letter Grade	GPA
95 - 100	A+	4.33
90 - 94	A	4.00
88 - 89	A-	3.67
85 - 87	B+	3.33
80 - 84	B	3.00
78 - 79	B-	2.67
75 - 77	C+	2.33
70 - 74	C	2.00
68 - 69	C-	1.67
65 - 67	P	1.00
64 and below	F	0.00

Standard Nursing Unit Clerk, Medical Transcription, Editing and Documentation, and Pharmacy Technician Programs Grading Table

Percentage	Letter Grade	GPA
96 - 100	A+	4.33
92 - 95	A	4.00
89 - 91	B+	3.33
86 - 88	B	3.00
83 - 85	C+	2.33
80 - 82	C	2.00
79 & lower	F	0.00

Standard Contemporary Music and Technology Program Grading Table

Percentage	Letter Grade	GPA
97 - 100	A+	4.33
94 - 96.9	A	4.00
90 - 93.9	A-	3.67
87 - 89.9	B+	3.33
83 - 86.9	B	3.00
80 - 82.9	B-	2.67
77 - 79.9	C+	2.33
73 - 76.9	C	2.00
70 - 72.9	C-	1.67
60 - 69.9	P	1.00
Less than 60%	F	0.00
Did not withdraw	DNW	0.00

4. **Competency-based Grades**

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes. It is used where standard numerical grades are not generally applied, for example in evaluating practicum performance or work placements, in pass/fail courses or for non-credit courses.

Grade	Description
AAV	ABOVE AVERAGE -The student has mastered all or most course objectives/requirements in a minimum time frame and has exemplified good work and study habits.
COM	COMPLETE – denotes that the student has mastered a satisfactory number of course objectives/ requirements in a non-credit course
CRG	CREDIT GRANTED - denotes that the student performance was satisfactory in a credit course.
NCG	NO CREDIT GRANTED - denotes that the student performance was unsatisfactory.
PCG	PARTIAL CREDIT GRANTED – denotes that the student has successfully completed a portion of the course objectives in a credit course.

5. **Temporary Grades**

Temporary grades are assigned under specific circumstances and will convert to a final grade according to the grading scheme being used in the course.

Grade	Description
CIP	COURSE IN PROGRESS – denotes that the student is currently enrolled in the course. This grade can only be issued by the Registrar's office.
I	INCOMPLETE – denotes that the student has been granted additional time in which to meet course objectives or requirements *(for more information on this grade designation see Section 5.3.1 below).*

a)   Student work may be assigned an incomplete status ("I") rather than a letter grade.

   (i)   An incomplete will be retained on a student's record for a period not exceeding 30 working days (six weeks). An incomplete cannot be changed to a withdrawal.

   (ii)   When the instructor submits an incomplete, an interim final grade must also accompany this status. If the incomplete is not converted within the 30 working days, the grade that was submitted along with the incomplete will be substituted for the incomplete by the Registrar.

   (iii)   Work done during the extension allowed by the incomplete status may include any assignments, tests or work designated by the instructor as necessary for the student to obtain a passing or higher grade.

   (iv)   Work completed to replace the incomplete status will not result in a grade lower than the interim final grade.

   (v)   Incompletes and revised grades are awarded at the discretion of the instructor.

   (vi)   An incomplete status may preclude registration in subsequent courses.

6. **Other Student Record and Transcript Notations**

Grade	Description
AU	AUDIT – If a student meets all the admission requirements for a course/program and has permission of the instructor, the student may enroll with audit status. Such a student will not receive a grade. The student may be required by the instructor to participate in any or all of the course/program activities *(for more information on this transcript notation see Section 5.4.1 below).*
AEG	AEGROTAT - Aegrotat standing is a discretionary passing grade used in exceptional circumstances for compassionate reasons. Aegrotat standing must be recommended by the course instructor, the School Chair and the appropriate Dean to the Registrar for approval.
TRF	TRANSFER CREDIT - Credit which is given in one course or program on the basis of prior formal studies at another post-secondary institution.
W	WITHDRAWAL – denotes that the student has officially withdrawn from the course. Course assigned a grade of "W" will not be used in GPA calculations *(for more information on this transcript notation see Policy 8616 Withdrawal).*
DNW	Did Not Withdraw (DNW) designation will be assigned a GPA of 0.00 and will be used in the calculation of official GPA.

a) Any student who meets College admission requirements may audit a course or courses, subject to available space and the following:

   (i) The student must obtain written permission from the instructor of the course to be audited and have an understanding with the instructor concerning the level of participation expected in the course.

   (ii) The student must register and pay applicable fees.

b) A student may change from "credit" to "audit" status by submitting a Course Change form to the Admissions and Records Office, providing this is done by the final withdrawal deadline *(See Policy 8616 Withdrawal)*. Instructor approval is required for this status change.

c) A student may change from "audit" to "credit" status by submitting a Course Change form to the Admissions and Records Office, providing this is done by the final withdrawal deadline *(See Policy 8616 Withdrawal).* Normally, this will occur only if the student has completed all evaluative events in the course up to that point.

d) The designation "AU" or audit can only be assigned by the Admissions and Records Office and will appear on the student's permanent record for the course audited following submission by an instructor that the audit has been completed.

F. Record of Final Grades

1. Final grades must be entered online to the student record system https://www3.selkirk.ca/reg/staff.htm by the instructor by the date specified by the Registrar.

2. All student obligations to the College including financial obligations must be met before a statement of grades, an official transcript, or a Selkirk College credential will be issued.

3. Statements of grades are available via the online student record.

4. At the request of a student and after payment of the required fee, an official transcript of the student's academic record will be sent directly to an institution or agency named in the request. The official transcript will show the student's complete academic record at the College. Transcript Request forms are available from the Registrar's office or online at (link).

G. Grade Change

An instructor wishing to change the grade of a student (for example to replace an incomplete grade) must submit a Grade Change Report form (Appendix A) to the School Chair. If the change is approved, the School Chair will forward the Grade Change Report form to the Office of the Registrar.

H. Final Grade Appeal

A student who is dissatisfied with the final grade awarded in any course may appeal the evaluation, in accordance with *Policy 8400 Student Appeals*.

I. Other Relevant Documents and Policies

Glossary of Education Terms in 8610 Admissions and Standards Overview:

8611 Admission Policy
8612 Grading Policy
8613 Student Evaluation Policy
8614 Advanced Standing Policy
8615 Standards of Academic Progress
8616 Withdrawal Policy
8617 Graduation
3400 Student Code of Conduct 8400 Student Appeals

Selkirk College

Grade Change Report

DATE:

STUDENT NAME:
STUDENT NUMBER:

Course	Number	Year	Section	Grade	%

Please check appropriate box below:

☐   Removal of "I" grade

☐   Change of previous grade

☐   Distance Education

☐   Course Challenge

☐   Prior Learning Assessment

*Instructor Signature:*_____ *Date:* _____

*School Chair Signature:*_____ *Date:* _____

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