

GRADING POLICY

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A. PURPOSE

Evaluation of student performance is an academic activity that formalizes a student’s status within a course and/or program and provides a transparent basis for decisions regarding recognition of excellence, promotion, academic probation and withdrawal. The College is accountable for evaluating student performance and for communicating the results of that evaluation in a clear, consistent and equitable manner. The purpose of this policy is to establish a clear, consistent and equitable approach for recognizing and reporting student achievement

B. SCOPE

Associate Vice-President, Academic and Student Affairs
 Deans / Associate Deans / Directors
 Education Council
 Faculty members President
 Registrar’s Office Responsible
 Administrators Students
 Student Services (i.e., Counsellors, Aboriginal Student Services, Accessibility Services, etc.)

C. DEFINITIONS

Challenge Credit: A grade achieved by means of a challenge examination and is not calculated in term or cumulative GPA.

Grade Point Average (GPA): A calculation of the total points and credits for all courses represented on a term or cumulative basis. For repeated courses, the highest grade is used in the calculation for the cumulative GPA. Challenge grades are not calculated in the term or cumulative GPA. Transfer credit grades are not included in Douglas College GPA. Consult the transcript legend to determine what grades are eligible to be calculated in the GPA.



Incomplete Grade Contract: A contract, completed by the course instructor and signed by the student, which specifies the assignments and/or examinations required to complete a course when an Incomplete grade has been assigned. This form must be submitted to the Registrar's Office before the Incomplete grade can be assigned.

In Progress Form: A form, completed by the course instructor, which specifies the reasons for the In Progress (IP) grade and the date the grade is expected to be changed to an earned grade (Letter- or Mastery-based). This form must be submitted to the Registrar's Office before the IP grade can be assigned.

Transcripts: The permanent academic record of all courses taken and grades earned for each semester attended by a student. The record includes institutional credits and grade points earned for each course and includes the term and cumulative Grade Point Average (GPA) along with the academic performance for each semester. Transfer credits accepted by the institution are listed separately from institutional credit. The student's program of study and credentials that have been awarded are displayed on the transcript.

Refer to tables below for definitions of grades.

D. POLICY STATEMENTS

Douglas College recognizes the need for a system of recording and reporting student grades that is commonly used and respected among institutions.

As a result, learning experiences offered under the authority of Douglas College for the purpose of credit courses 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.

An alternative system, "Mastery-based Assessment" is offered for areas of study where it is desirable for students to be evaluated on the basis of the successful or unsuccessful meeting of a standard rather than on a scale of performance or values. To adopt Mastery-based assessments for grading student work in a given course, a department must stipulate the use of this grading system in the official curriculum guideline for that course, for approval by Education Council. Once approved, the use of Mastery-based assessment applies to all sections of that course. Curricula and program guidelines of courses using Mastery-based assessment must specify clearly the learning outcomes, standard of achievement and level of participation required for successful completion.

GRADING SYSTEM: CREDIT COURSES

Letter Grades

Note: The letter grades and corresponding percentages listed below, effective as of Fall 1999, are used in the evaluation of coursework in credit courses. For previous percentages contact the Registrar’s Office.

Grade	Numerical Value	Achievement Level	Description & Notes
A+	4.33	95% and above	Outstanding Achievement
A	4.00	90% to 94%	
A-	3.67	85% to 89%	
B+	3.33	80% to 84%	Good Achievement
B	3.00	75% to 79%	
B-	2.67	70% to 74%	
C+	2.33	65% to 69%	Satisfactory Achievement
C	2.00	60% to 64%	
C-	1.67	55% to 59%	
P	1.00	50% to 54%	Marginal Achievement Student may not use the course as a prerequisite for another course.
F	0.00	49% and below	Unsatisfactory Achievement
UN	0.00		Unofficial Withdrawal Student completed less than 70% of the total evaluation of the course, or missed more than 30% of the classes where the Instructor’s Course Outline specifies that attendance is a course requirement.

Note: An asterisk (*) indicates **Challenge Credit** (e.g. *B indicates the grade of “B” was achieved by means of a challenge examination, which is not calculated in GPA.)



Mastery-based Grades

Note: The definitions listed below, effective since Winter 2007, are used in the evaluation of course work for credit courses. For previous years, contact the Registrar’s Office.

Courses or learning experiences designated Mastery assess a student’s achievements according to defined learning outcomes or criteria. Mastery results will not be included in the calculation of a student’s GPA but will be identified on the student’s transcript as follows:

Grade	Numerical Value	Description & Notes
MAS	Not calculated in GPA	Mastery Student has met and mastered the goals, criteria or competencies established for this course, practicum or field placement.
EXP	Not calculated in GPA	Experience Student has participated in course activities and is progressing but has not mastered the goals, criteria or competencies established for this course, practicum or field placement. Used, for example, in ELLA and Upgrading courses.
NM	Not calculated in GPA	Non-mastery Student has participated in course activities but has not met the goals, criteria or competencies established for this course, practicum or field placement.
UNW	Not calculated in GPA	Unofficial Withdrawal Student completed less than 70% of the total evaluation of the course, or missed more than 30% of the classes where the Instructor’s Course Outline specifies that attendance is a course requirement.



GRADING SYSTEM: NON-CREDIT COURSES

The following grading system applies only to courses taken through Continuing Education and/or The Training Group and has been used to evaluate course work or participation since January 2002.

Grade	Description
A+	Outstanding Achievement
A	
A-	
B+	Good Achievement
B	
B-	
C+	Satisfactory Achievement
C	
C-	
P	Pass
F	Unsatisfactory Achievement
MAS	Mastery Student has met and mastered the goals, criteria or competencies established for this course, practicum or field placement.
EXP	Experience Student has participated in course activities and is progressing but has not mastered the goals, criteria or competencies established for this course, practicum or field placement.
NM	Non-mastery Student has participated in course activities but has not met the goals, criteria or competencies established for this course, practicum or field placement.
UN	Did not write final exam or complete course requirements
UNW	Unofficial Withdrawal Student completed less than 70% of the total evaluation of the course, or missed more than 30% of the classes where the Instructor’s Course Outline specifies that attendance is a course requirement.

Note: An asterisk (*) indicates **Challenge Credit** (e.g. *B indicates the grade of “B” was achieved by means of a challenge examination.)

GRADING SYSTEM: OTHER GRADES

The following grades may also be used when necessary.

Grade	Numerical Value	Description & Notes
ADV	Not calculated in GPA	Advanced Credit Student has completed equivalent course at another recognized educational institution and is granted credit.
AEG	Not calculated in GPA	Aegrotat A compassionate pass, approved by the Dean and Registrar, based on satisfactory term marks when a student is unable to complete the course due to serious, documented extenuating circumstances. Courses for which an AEG grade is awarded are not included in the GPA calculation.
AUD	Not calculated in GPA	Audit Student attended and met requirements as per Audit Contract. The grade has no numerical equivalent and is not included in the GPA .
DEF	Not calculated in GPA	Deferred Student is continuing in an on-going program which is not following the semester schedule, for example, Adult Special Education and Continuing Education.
FD	0.00	Failure due to academic dishonesty Student has breached the standards of academic integrity as laid out in the Academic Integrity Policy. This notation will remain on the student's transcript for two years following the student's graduation or last semester attended, at which time the student will become eligible to apply to have the grade converted to an "F". See Academic Integrity Policy
GNR	Not calculated in GPA	Grade Not Reported A grade to be used if circumstances beyond the instructor or College's control make it impossible for grades to be assigned and must be approved by the Dean and Registrar. Courses for which a GNR grade is awarded are not included in the GPA calculation.

Grade	Numerical Value	Description & Notes
I	Not calculated in GPA	<p style="text-align: center;">Incomplete</p> <p>Student is continuing to do coursework beyond the deadline for grade submission in a semester. This is a temporary grade assigned in circumstances which are student driven. It is assigned at the end of the term for incomplete course work. The Incomplete “I” grade allows registered students to defer course deadlines when extraordinary and/or unexpected circumstances make it impossible to complete their course work before the course ends. Examples include but are not limited to, sudden medical emergencies, serious illness, serious illness of a loved one, death of a loved one, family emergency, funeral attendance, jury duty, etc. Appropriate documentation may be required. An Incomplete Grade Contract will specify the requirements to be completed, and permit an extension of a maximum of four months from the date of the contract. An Incomplete Grade Contract must be completed and submitted to the Registrar’s Office before an “I” grade can be assigned. An Incomplete grade will be converted once the final grade is submitted. There is no limit to the number of “I” (Incomplete) grades a student may carry. “I” (Incomplete) Grades do not satisfy prerequisite requirements.</p>
IP	Not calculated in GPA	<p style="text-align: center;">In Progress</p> <p>This typically applies to a group of students or an entire class. This is a temporary grade assigned in circumstances which are institutionally driven, for example, an extended practicum, internship or course. The grade has no numerical equivalent and is not included in the GPA. IP grades will be converted once final grades are submitted.</p>
NMD	Not calculated in GPA	<p style="text-align: center;">Non-mastery due to academic dishonesty</p> <p>Student has breached the standards of academic integrity as laid out in the Academic Integrity Policy. This notation will remain on the student’s transcript for two years following the student’s graduation or last semester attended, at which time the student will become eligible to apply to have the grade converted to an “NM” (Non-mastery). See Academic Integrity Policy.</p>
TRF	Not calculated in GPA	<p style="text-align: center;">Transfer Credit</p> <p>Student has successfully completed a post-secondary course the content of which overall is similar to that in a course offered by Douglas College and is granted credit for the Douglas College course on that basis. Criteria for granting transfer credit rest with the instructional department offering the equivalent course. See Recognition of Transfer Credit Policy.</p>
W	Not calculated in GPA	<p style="text-align: center;">Withdrawal before the official deadline</p>

E. PROCEDURES

Non-graded Activities: College activities that appear on the transcript but are not graded will receive a NA (Not Applicable) notation on the transcript.

Submission of Final Grades: Each semester instructors must submit final grades by published deadlines, which are set by the Registrar's Office in consultation with Education Council and posted on the College website.

Incomplete Grades: Students are responsible for initiating requests for Incomplete grades and will contact their instructors to negotiate Incomplete contracts in credit courses after the ninth week of a semester-based class and before final grades are due in the semester. (Deadlines will be pro-rated for courses of shorter or longer duration). In non-credit courses, students must contact their instructors before the course ends. Instructors will decide if Incomplete grades are appropriate after consideration of students' circumstances and the course requirements and structure. An **Incomplete Grade Contract** must be completed and approved by the Dean or Associate Dean, and then submitted to the Registrar, before an "I" grade can be assigned. Within ten (10) days of the expiry of the contract, and once a student has submitted all outstanding grade requirements, the instructor will complete a Change of Grade form and submit it for approval to the department Chair/program Coordinator, or the Faculty Dean/Associate Dean, who will then forward it to the Registrar's office. If the Registrar's Office does not receive a Change of Grade form within ten (10) days following the expiry of the contract, the Registrar's Office will assign as a final grade the default grade identified on the **Incomplete Grade Contract**.

An outstanding Incomplete grade will delay graduation if the course(s) not completed are required for graduation.

An extension of an Incomplete grade may be possible under extenuating circumstances and will require approval from the Responsible Administrator in consultation with the appropriate Chair/Coordinator.

In Progress: Instructors are responsible for initiating requests for In Progress grades. An **In Progress Form** must be completed and submitted to the Registrar's Office. Once the course requirements are completed, the instructor will, submit course grades to the Registrar's office. No longer than three (3) working days after the course end date as specified on the **In Progress Form**.

Grade Changes: Once received by the Registrar's Office, grades are official.

Within eight weeks of grades being submitted, a change can be made on the recommendation of an Instructor, with approval of the Responsible Administrator, if evidence is provided that substantiates a calculation error or new information is provided that was unavailable at the time the grade was assigned.

Students who wish to appeal a final grade should refer to the **Appeal of Final Grades Policy**.

Grade changes for reason of a confirmed violation of the **Academic Integrity Policy** may be made at the request of the Responsible Administrator at any time subsequent to the assignment of the original grade.



F. LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

- Academic Integrity Policy
- Appeal of Final Grades Policy
- Evaluation Policy
- Prior Learning Assessment and Recognition Policy
- Recognition of Transfer Credit Policy

G. RELATED ACTS AND REGULATIONS

H. RELATED COLLECTIVE AGREEMENT CLAUSES