

Grading procedure

Parent Policy

Grading Policy #500-1-6

Purpose

The purpose of the Grading Procedure is to ensure the following:

- Transparency and consistent practices in awarding grades,
- To be the basis of assessment used to determine a student's academic achievement,
- To define the grading system and to ensure that grading information is transcribed to the student's official transcript to reflect the student's academic achievement,
- To explain the roles and responsibilities of faculty and staff.

Scope

This procedure applies to all Bow Valley College students, faculty and staff and/or any other individual within the College assigned to the assessment, recording and transcription of student grades.

Compliance

Members of the college community are expected to adhere to the policies, procedures, and standards established by the college. These policies are designed to foster a safe, respectful, and inclusive environment that supports learning, teaching, and professional integrity.

Non-compliance may create risk for the college and will be addressed accordingly through applicable college policies, procedures and contracts. This may result in disciplinary action, up to and including termination for employees, and expulsion for students

Procedures

1. Parameters and Use of Grades

- 1.1. The parameters set out in the **Grading Policy and Procedure** shall be applied to all students and reflect the academic achievement in individual courses and is used in the calculation of a student's Grade Point Average (GPA).
- 1.2. Grades are the basis of a Student's Academic Standing in the College as stated in the **Academic Continuance and Graduation Procedure #500-1-5** which provides information about how GPA is calculated and used in the determination of a student's academic standing and the requirements needed to meet program completion requirements.
- 1.3. A more detailed description of the grades set out in this procedure is found in the Appendix.

2. Grading Scales

All courses at Bow Valley College must adhere to one of the following grade scales:

- 2.1 Letter Grade Scale: The traditional grading scale for post-secondary outcomes-based courses uses a standardized grading system based on a 4.0 grade point value and letter grade scale. For Alberta Education high school and equivalency credit courses, a numerical percentage grade is used in tandem with the letter grade. All grades from A+ to D are awarded credit; F grades are not awarded credit.



Letter Grade	Grade Point Value	Percentage (0-100)
A+	4.0	95-100
A	4.0	90-94
A-	3.67	85-89
B+	3.33	80-84
B	3.0	75-79
B-	2.67	70-74
C+	2.33	67-69
C	2.0	64-66
C-	1.67	60-63
D+	1.33	57-59
D	1.0	50-56
F	0.0	0-49

- 2.2 Competency Based Education Scale: courses delivered through competency-based education use an alternative grade scale. Courses graded on this scale are not eligible for awarding of a PL grade through PLAR (Prior Learning Assessment and Recognition).

2.3

Grade	Grade Point Value
Mastery (MAST)	4.0
Competent (COMP)	3.0
Developing (DEVL)	N/A
Fail (F)	0.0
Withdraw (W)	N/A

- 2.4 Pass/Fail Scale: In cases where students are required to demonstrate specified learning outcomes in order to progress to subsequent levels, a binary scale of Pass (P)/Fail (F) may be used. For courses in foundational programming areas, an additional grade of Basic/Developing (BD) may also be assigned to students as part of this scale. P and BD grades are awarded credit; F grades are not awarded credit.

- 2.5 Other Grades: The following grades may be awarded to denote other outcomes of a student's course registration. These may be used for courses across all grade scale categories.

Grade	Grade Point Value
Audit (AU)	N/A
Aegrotat (AG)	N/A
Incomplete (I)	N/A
Late Withdrawal (LW)	N/A
Prior Learning (PL)	N/A
Transfer Credit (TC)	N/A
Withdrawal (W)	N/A
Complete/Not Complete (CM/NCM)	N/A
Required Withdrawal (RW)	0.0

3. Calculation of GPA (Grade point average)

- 3.1. The cumulative program GPA and term program GPA are determined at the end of each program term after final grades have been entered on the student information system by

the academic departments. In program offerings that have term dates that differ from the regular College term dates, the GPAs will be determined after the end of the College term and include the courses that have been completed by the College term end date. The Office of the Registrar makes the cumulative program GPA and term program GPA information available to student through their unofficial transcripts on the student portal.

- 3.2. The grade point average (GPA) is calculated by:
 - 3.2.1. Multiplying the grade point achieved in each of the courses taken by the number of credits assigned to each of those courses. This generates a weighted grade point for each course.
 - 3.2.2. Dividing the total weighted grade points for the set of courses taken by the total credit value of those courses. This generates the grade point average.
 - 3.2.3. Note: When students have completed a course more than once, the grade used for the GPA calculation is the highest final mark achieved. However, all enrolments in a course and the associated grades will appear on the students' transcripts.
- 3.3. Cumulative program and term program GPA for purposes of academic standing is based on courses that have been completed during that particular term (and prior to in the case of cumulative program GPA), regardless of the course start dates. This allows the GPA to be calculated and academic standing processes to be done in a timely way without needing to wait for the completion of courses which may have a later end date.
- 3.4. The following are included in cumulative program and term program GPA calculation and the determination of academic standing:
 - 3.4.1. Courses that were credited through a challenge exam and provided with a grade.
 - 3.4.2. Courses which have been taken as part of another Bow Valley College program and/or through Open Studies will only be used to meet program graduation requirements if the course(s) have been identified as meeting program requirements. Only courses which have been identified through either course substitution or approval by the program chair will be counted towards the student's program GPA.
- 3.5. The following are not included in GPA calculation:
 - 3.5.1. Courses graded on a Pass/Fail scale; however, these courses can determine academic standing since failing a required course places students on academic probation.
 - 3.5.2. Courses in which credit has been awarded through prior learning assessment and given a PL grade (Prior Learning) and/or courses taken at other institutions in which transfer credit has been approved by Bow Valley College.
 - 3.5.3. Non-credit courses

4. Grading Practices and Assessment of Student Achievement

- 4.1. Instructors are to assess student performance throughout the course and award a final grade to reflect the student's overall achievement in an individual course.
- 4.2. Students should note that while the definitions and criteria are consistent across the College, there are programs and courses that will require students to attain a minimum score above a grade of minimal pass in order to use the course as an acceptable pre-requisite and/or to meet program graduation requirements as reflected in the Academic Calendar and individual course outlines.
- 4.3. The final grade in each course shall be recorded. For conversion of percentage marks to letter grades, the grading scale table above will be used.
- 4.4. Under extenuating circumstances in which a final grade needs to be awarded or adjusted, the Associate Dean of the academic area will appoint another instructor to (re)-grade.

5. Submission of Final Grades

- 5.1. All final grades for courses which follow the College's academic term must be entered by

the published grade submission deadline. Instructors, Program Chairs, and Associate Deans are responsible for ensuring timely completion and entry of final grades for the courses for which they are responsible.

- 5.2. For courses which are outside the published term dates or students who have been granted a course extension, instructors and Program Chairs must ensure that all grades are entered within 2 weeks of the course end date.
- 5.3. Grades which are posted in the student's record are considered final and it is the final grade which is posted to the student's academic transcript.

In the event that grades are not submitted within the published grade submission deadline, a grade of 'I' will be entered. It is the responsibility of the Associate Dean of the academic department to ensure that the 'I' grade is updated to the final grade within 30 days of the end date of the course. A course extension request can be made for students who require additional time.

6. Official Grade Changes

- 6.1 Once a final grade has been posted, any changes made to the student's official grade must be made by submitting a grade change request form that is approved by the Program Chair.
- 6.2 In the event that a student would like to improve a grade and a change of grade cannot be granted within the parameters of this policy or procedure, the student may repeat the course. If a student repeats a course, only the final grade which is higher will be counted towards a student's academic standing and GPA calculation. Please refer to the **Academic Continuance and Graduation Policy and Procedure # 500-1-5** and the **Student Credit Registration Procedure #500-1-17**.

Definitions

Credit Courses:

Courses which carry a credit value within a program of study and require Academic Council approval.

Non-credit courses:

Courses which do not carry a credit value and do not require Academic Council approval. Non-credit programming includes contract training and continuing education programs as well as specific off-campus delivered programs.

Outcomes-based courses:

An approach to education that is structured around learning outcomes and objectives. These courses emphasize the specific knowledge that students are expected to attain by the end of the course. Outcomes-based education encompasses a wider scope, including theoretical concepts, historical context, and broader understanding of subjects. It may include discussions, debates, research, and exploration of ideas beyond immediate practical applications.

Competency-based education courses:

An approach to education that focuses on learning skills specific to the workplace. The term "competency" represents a distinct part of a job that integrates both the application of knowledge (the technical tasks) and the transversal skills (behaviours, attitudes, dispositions, and attributes) that are needed to perform in the job. Competency-based education is based on the idea that student achievement should reflect a demonstration of tasks performed in the workplace.

Drop Deadline:

The deadline by which students must drop registration in a course for that course not to appear on their transcript.

Final Grades:

Grades which are submitted at the end of the term to reflect the overall status of a student within a course.

Grade Point Definitions:

Cumulative Program Grade Point Average (CPGPA): The grade point average for all courses a student has completed that are part of the program in which the student is registered.

Grade Point (GP): The numerical value assigned to the letter grade received in a course.

Grade Point Average (GPA): A weighted average of grade points.

Term Program Grade Point Average (TPGPA): The grade point average for all the courses a student has completed in a particular term that are part of the program in which he/she is registered.

Appendix: Grade Descriptions

LETTER GRADING SCALE

Exceptional A+ (95-100)

A superior performance with consistently strong evidence of:

- a comprehensive, incisive grasp of the subject matter
- an ability to make insightful critical evaluation of the material given
- an exceptional capacity for original, creative, and/or logical thinking
- an excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts fluently

Excellent A (90-94) A- (85-89)

An excellent performance with strong evidence of:

- a comprehensive grasp of the subject matter
- an ability to make sound critical evaluation of the material given
- a very good capacity for original, creative, and/or logical thinking;
- an excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts fluently

Good B+ (80-84) B (75-79) B- (70-74)

A good performance with evidence of:

- a substantial knowledge of the subject matter
- a good understanding of the relevant issues and a good familiarity with the relevant literature and techniques
- some capacity for original, creative, and/or logical thinking
- a good ability to organize, to analyze, and to examine the subject material in a critical and constructive manner

Satisfactory C+ (67-69) C (64-66) C- (60-63)

A generally satisfactory and intellectually adequate performance with evidence of:

- an acceptable basic grasp of the subject material
- a fair understanding of the relevant issues
- a general familiarity with the relevant literature and techniques
- an ability to develop solutions to moderately difficult problems related to the subject material
- a moderate ability to examine the material in a critical and analytical manner

Minimal Pass D+ (57-59) D (50-56)

A barely acceptable performance with evidence of:

- a familiarity with the subject material
- some evidence that analytical skills have been developed
- some understanding of relevant issues
- some familiarity with the relevant literature and techniques
- attempts to solve moderately difficult problems related to the subject material and to examine the material in a critical and analytical manner, which are only partially successful

Failure F (<50)

- An unsatisfactory performance

PASS/FAIL SCALE:**Pass (P)**

Performance is satisfactory based on course learning outcomes and indicates the student is eligible to continue/progress to subsequent levels of study.

Fail (F)

Performance is unsatisfactory based on course learning outcomes.

Basic/Developing (BD)

Basic/Developing (BD): Performance indicates that student has made progress in achieving course learning outcomes but not sufficient to advance to next level of study. Reserved for use in foundational programming (English language learning and upgrading) courses only.

COMPETENCY-BASED EDUCATION SCALE:**Mastery (MAST)**

Performance exceeds competency standards required in all skills/tasks

Competent (COMP)

Performance meets competency standards required in all tasks/skills

Developing (DEVL)

Performance does not meet competency standards required in all tasks/skills

Fail (F)

Performance is unsatisfactory based on course competencies.

Withdrawal (W)

Assigned when a student has formally discontinued a course after the Drop Deadline but before the Withdrawal Deadline.

OTHER GRADES:**Audit (AU)**

Granted to students who have been officially approved as having audit status.

Aegrotat (AG)

Assigned when a student has successfully completed the term work in a course but who is unable to write a final examination due to medical or compassionate reasons. The course instructor and Associate Dean must agree the student has demonstrated the capacity to deal with the course work satisfactorily. AG will only be used in exceptional circumstances where a Late Withdrawal from the course is inappropriate. Where the AG standing is awarded it will represent a minimum pass for graduation purposes. A Student who is awarded an AG standing may request permission to write a deferred examination. If such a student achieves a grade higher than the minimum, this will be the grade credited for the course.

Incomplete (I)

Course is in progress; the 'I' grade reverts to a final grade as awarded 30 days after the course end date.

Complete/Not Complete (CM/NCM)

Assigned to students in non-credit courses who have attended and met course expectations (complete) or who did not attend or meet course expectations (not complete).

Required Withdrawal (RW)

Typically applied to students in practicum courses, or other work integrated learning courses, who are required to withdraw for non-academic misconduct such as professional or health and safety concerns in the off-campus setting. Submission of this grade requires approval by the Associate Dean.

Late withdrawal (LW)

Assigned with approval from the Program Chair or Associate Dean when a student has formally discontinued a course after the Withdrawal Deadline.

Prior learning (PL)

Credit assigned based on prior learning in a subject area.

Transfer credit (TC)

Assigned when course work completed at a recognized and accredited post-secondary institution is deemed equivalent.

Withdrawal (W)

Assigned when a student has formally discontinued a course after the Drop Deadline but before the Withdrawal Deadline.

Data sheet

Responsible Officer

The Registrar

Relevant Dates

Approved	Executive Team: EXT202108-17-09 Board of Governors: BOG161209-03
Effective	August 30, 2017
Next review	December 2026
Modification history	Updated on November 29, 2023 December 9, 2016, January 10, 2017, November 7, 2018, October 28, 2021 • Rebranded 2021 • Policy Committee reviewed and updated numbering format January 2022

Related Policy

Grading Policy #500-1-6

Associated Policies, Procedures, and Guidelines

Academic Continuance and Graduation Policy #500-1-5
Academic Integrity Policy #500-1-7
Admissions Policy #500-1-2
Attendance Policy #500-1-10
Credentials Policy #500-2-2
Integrity in Research and Scholarship Policy #500-3-3
Student Appeals Policy #500-1-12
Student Code of Conduct Policy #500-1-1
Student Credit Registration #500-1-17
Student Records and Information - Collection, Access and Waivers Policy #500-1-16
Assessment and Recognition of Prior Learning and Skills Policy #500-1-8
Program and Course Evaluation Policy #500-2-6
Transfer Credit Policy #500-1-9

Related Legislation

Post-Secondary Learning Act