CAMOSUN POLICY

POLICY TITLE	Grading
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HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	N/A

GRADING

PURPOSE

The purpose of this policy is to ensure that grading and promotion are consistent and fair.

POLICY APPLICATION AND SCOPE

This policy applies to all Camosun students enrolled in courses for which they will be granted credit.

PRINCIPLES

1. Camosun College has two recognized grading systems: a standard grading system used for most academic, technical, and career-based programming; and a competency-based grading system used for courses in which satisfactory acquisition of defined skills or successful completion of the course learning outcomes is the basis of evaluation and grading. (See Section A, Grading Systems.)

2. Students' work is evaluated according to one of the two College recognized grading systems. Students must meet the grading and promotion standards for the course or program in order to progress. (See Section A, Grading Systems.)

3. The College will assign temporary grades for a number of special circumstances; however, all temporary grades will convert to a final grade in one of the two grading systems. (See Section A, Grading Systems and Section F, Grade Changes.)

4. As established in the Course Withdrawal Policy, students who do not officially withdraw prior to the published deadlines, and who fail to successfully complete required course work, will be assigned a final grade of "F" or "NC" depending on the grading system being used in the course.

5. To enable students to pursue subsequent educational and professional goals, submission and processing timelines for final grades shall be established. (See Section E, Submission of Final Grades.)

A. GRADING SYSTEMS

The following two grading systems are used at Camosun College:

Standard Grading System

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a requisite.	1
0-49	F	Minimum level has not been achieved.	0

Competency Based Grading System

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes.

Grade	Description
COM	**Complete**: The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	**Distinction:** The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	**Not Complete**: The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

B. TEMPORARY GRADES

Assigned for specific circumstances and convert to a final grade according to the grading scheme being used in the course. (See Section F below for conversion to final grades.)

Temporary Grade	Description
I	**Incomplete:** A temporary grade assigned when the requirements of a course have not yet been completed. Students must complete the course requirements within six (6) weeks of the "I" grade being assigned. Appears on the transcript.
IP	**In Progress:** A temporary grade assigned for courses that may require further enrollment in the same course. No more than two IP grades will be assigned for the same course. (For these courses a final grade will be assigned to either the 3rd course attempt or at the point of course completion.) Appears on the transcript.

C. Student Record and Transcript Notations

Notations placed on a student's record indicate a status or standing and provide additional information to the student and the College. The notations do not affect a student's GPA.

Notation	Description
AUD	**Audit:** An academic course taken for interest where a grade is not assigned and the course cannot be used for program completion requirements, admission requirements, or as a prerequisite. Appears on the transcript.
W	**Withdrawal:** The student has officially withdrawn from the course prior to the designated withdrawal deadline. Appears on the transcript.

D. Grade Point Average (GPA)

The grade point average (GPA) is calculated by using the formula in the following example:

Course	Credits	Letter Grade	Grade Points	Grade Points X Credits
1	3.0	A-	7	7 X 3 = 21
2	3.0	B+	6	6 X 3 = 18
3	3.0	C+	3	3 X 3 = 9
4	3.0	A	8	8 X 3 = 24
5	3.0	C	2	2 X 3 = 6
	15			**78**

GPA is 78 divided by 15 = **5.2**

NOTES:

1. The grading system, based on nine (9) possible grade points, was implemented for the first time in September 1990. Students who accumulated their grades prior to September 1, 1990, will

have their former grades recalculated on this nine (9) point system when transcripts are processed.

2. Courses that have not been assigned a credit value will not be used in GPA calculations

E. Submission of Final Grades

To enable confirmation of prerequisites prior to enrollment in subsequent programs or courses and to enable students to receive transcripts for subsequent educational and professional purposes, it is essential that final grades be submitted and processed expediently.

To support these goals, final course grades must be submitted within **five (5)** calendar days of the final exam or final evaluation.

In all cases, including exams and evaluations scheduled near the end of the exam period, grades must be submitted by last day of the term, as published on the Camosun College website.

Alternate submission deadlines, for exceptional circumstances, may be set by the Dean/Executive Director/Director, in consultation with the Registrar.

F. Grade Changes

There are two circumstances in which grades can be changed: first, through the conversion of a temporary grade to a final grade; and second, through a final grade appeal.

1. Conversion of Temporary Grades to Final Grades

a. Incomplete (I) Grades

i. When an "I" grade is assigned, the instructor must describe the outstanding requirements for course completion and inform the Registrar's Office, the School Office, and the student.

ii. Students must complete the course requirements, and the instructor (or designate or Chair, if instructor is not available) must submit a grade change within six (6) weeks of the "I" grade being assigned.

iii. At the end of six (6) weeks plus three (3) working day period, if a final grade has not been assigned by the instructor (or designate/Chair), the "I" grade will be converted to a final grade of "F" or "NC", depending on the grading system being used. Extensions to this six (6) week period will only be considered for exceptional reasons and will require written approval of the Dean/Director.

b. In Progress (IP) Grades

i. The "IP" grade will convert to a final grade of "NC" or "F", depending on the grading system being used, if an alternative grade is not assigned within the specified time limitation for a specific course.

ii. If an "IP" grade is registered for a third consecutive term, an "NC" or "F" will be issued, depending on the grading system being used.

2. Final Grade Appeal

A final grade appeal process has been established for students who have reason to believe they have been graded unfairly. Students who wish to appeal decisions regarding final grades must refer to the Grade Review and Appeals policy.

RELATED LEGISLATED REFERENCES

- College and Institute Act Sections: 24(2)(c), 2(1)(a)

LINKS TO RELATED CAMOSUN POLICIES

Related Policies

- E-1.1 Academic Progress
- E-1.3 Work Integrated Learning
- E-2.2 Course Withdrawals
- E-2.11 Grade Review and Appeals Policy