



Assessment and Grading for Credit Courses Procedure

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional category	Academic
Parent policy	Assessment and Grading Policy
Approval date	February 26, 2020
Effective date	February 26, 2020
Procedure owner	Vice President, Academic
Procedure administrator	Manager, Registrar

Overview

NorQuest College (college) assessment and grading practices must be reliable, valid, and fair and reflect appropriate academic standards.

The purpose of this procedure is to explain the roles and responsibilities of Instructors, Program Chairs, and the Office of the Registrar.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedure

Assessment of Student Achievement

- Instructors are to assess student performance, both formatively and summatively throughout the course, and submit a final grade.
- Instructors are to inform students about the manner of assessment and weighting, the passing grade, and the type of grade scale used for each course. Instructors are to include this information in an approved Course Syllabus, which must be provided to each student at the beginning of each course.
- Instructors shall normally assess no less than one learning activity prior to the final exam, as long as the student completes such work by the last official class. No single evaluation event shall have a value of greater than 50% of the course grade, with the following exceptions:
 - One-credit courses.
 - Directed field studies where a single project constitutes the course requirements.
 - Clinical courses in health-related programs.
 - Courses with externally mandated/accredited curriculum.
- Program Chairs are to determine the weightings of assessments contributing toward the final grade for the purpose of fair and consistent assessment for all students within a section and from section to section of a course.

Grading

The college uses three scales of reporting final grades in credit courses:

- The 4.0 Grade Scale and Letter Grade Scale applies to post-secondary level programs and courses.
- The Percentage Grade Scale is required for all Alberta Education credit courses and is normally used for NorQuest College preparatory programs.
- Other indicators of final assessments, normally a letter code.

The following grade scale applies to credit programs and courses:

Letter Grade (post- secondary programs)	Grade Point Value (post- secondary programs)	Percentage (Alberta Education courses/preparatory)	Description
A+	4.0	95-100	Excellent
A	4.0	90-94	
A-	3.7	85-89	
B+	3.3	80-84	Very Good
B	3.0	75-79	
B-	2.7	70-74	
C+	2.3	67-69	Satisfactory
C	2.0	64-66	
C-	1.7	60-63	
D+	1.3	55-59	
D	1.0	50-54	Pass
F	0.0	0-49	Fail

The following other grades may appear on transcripts:

- ADV – Advanced Credit
This grade is assigned by the Registrar when transfer credit has been granted for an equivalent course successfully completed at another post-secondary institution. “ADV” grades are not calculated in the grade point average (GPA).
- AUD – Audit
Students may be allowed to audit courses and will be charged an audit fee as indicated in the calendar. This grade indicates that the student is registered in the course; however, no credit or grade is expected or provided.
- AW – Registered as an auditor and withdrew
- COM – Complete
- CON – Continuing
This grade is awarded when a course is not passed or failed, but may be repeated.

- **INC – Incomplete**
This grade is assigned in extenuating circumstances and indicates that part of the course has not been completed or evaluation in the time period allotted. The “INC” grade reverts to an “F” after thirty calendar days if no final grade is submitted.
- **P or F – Pass/Fail**
This grade is assigned to courses with P (Pass) or F (Fail) as the only grade used.
- **PL – Prior Learning Assessment Recognition**
This grade is assigned by the Registrar when prior learning recognition credit has been granted. “PL” grades are not calculated in the grade point average.
- **W – Withdrawal (before the academic penalty date)**
This grade is assigned to courses that the student has withdrawn from after the drop date (10% point) and before the midpoint (50% point) of a term or session. A “W” grade is noted on a transcript, but not calculated in the grade point average.
- **WF – Withdraw Fail (after academic penalty date)**
This grade is assigned to courses that the student has withdrawn from after the midpoint (50% point) of the term or session. A “WF” grade is calculated as a 0% or 0.0 in the grade point average.

Authority to Assign and Approve Grades

Instructors are to submit grades, on a timely basis, for review. Instructors will upload final grades to the Grade Roster for the class(es) for which they are responsible.

The Program Chair or designated approver in each faculty will review the grades and will approve the Grade Roster.

Submission of Grades

- All grades must be submitted electronically through Grade Roster in PeopleSoft Student.
- For regular academic session classes, all final grades must be submitted to the Office of the Registrar within five calendar days of the class end date.

- For OEE (Open Entry, Open Exit) classes, all final grades must be submitted to the Office of the Registrar within thirty calendar days of the class end date.
- Grades are not official until posted by the Office of the Registrar.
- An official transcript of the student academic record is created, maintained, and held under the custody and control of the Office of the Registrar.

Delay in Submission of Grades

- In the event that grades are not submitted within the deadlines as outlined by this procedure, a grade of “INC” will be posted by the Office of the Registrar. After a further thirty calendar days, this grade of “INC” will revert to a grade of “F”.
- Once a grade of “INC” or “F” is assigned to the official student record, a Program Chair will be required to submit a completed Change of Grade Request Form to rectify the incorrect grade up to one calendar year from the class end date. No grade changes of more than one calendar year are permitted.

Grade Appeals

- Students have the right to appeal both assignment and final grades. Please refer to the Student Judicial Affairs Policy and the OAcademic Grade Appeal Procedure.

Grade Point Average (GPA) Calculation

A grade point average (GPA) is a weighted average of a student’s grades. GPA is calculated according to the formula using the credits assigned to each course and the grade points received.

The calculations used in recording a student’s grades are:

- $\text{Grade Points} = \text{Credits} \times \text{Grade Point Value}$ if 4.0 grade scale is used, or Percentage Grade is Percentage Grade Scale is used.
- $\text{GPA} = \text{Total Grade Points} / \text{Total Credits Taken}$

NorQuest College calculates a term GPA at the end of each summer, fall, winter, and spring terms. The term GPA will appear on the transcript. A Cumulative GPA (CGPA) is also calculated and appears on the transcript.

If a course is repeated, credit for the highest grade will be used in the calculation of the GPA.

Definitions

Course Syllabus: a detailed and in-depth outline of the objectives and learning outcomes of a course. This is normally provided to a student at the beginning of a course by the instructor.

Cumulative GPA: average GPA maintained overall credit courses taken at NorQuest

Instructor: any college member who provides credit or non-credit instruction for any course.

OEE class: open entry/open exit. Student chooses a start date; end dates are determined by the length of the course.

Official grade: once posted by the Office of the Registrar to the official student record, grades are considered official.

Regular Academic Session class: follow specified term start and end dates.

Term GPA: the GPA is term specific and includes activity within a term of study. This GPA display on the student record (transcript).

Related information

NorQuest College

- [Academic Grade Appeal Procedure](#)
- [Assessment and Grading Policy](#)

- [Student Judicial Affairs Policy](#)

External

- [Freedom of Information and Protection of Privacy \(FOIP\) Act](#)

Next review date

July 2024

Revision history

Date	Version Number	Action
June 2013	V1	New (Replaces Standard Practice 2.04: Student Grade Reporting)
August 2013	V2	Update for document links and branding
December 2013	V3	Update for links
November 2014	V4	Update for document links
May 2014	V5	Update and title change
August 2015	V6	Update and name change from Grading for Credit Courses Procedure
August 2019	V7 (published as V6-C)	Compliance Office template & reorganization update
February 2020	V8 (published as V7)	Review and update
January 2024	V9	Information, Risk & Compliance template & reorganization update