

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:	August 7, 2015
Effective Date:	September 1, 2015
Procedure Owner:	Vice President, Teaching & Learning and Chief Academic Officer
Procedure Administrator:	Dean, Student Services and 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 Governor's Policy No. 5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

Assessment of Student Achievement

- Instructors are to assess student performance, both formatively and summatively throughout the course, and to 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 Outline, 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 mandates/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 systems of reporting of 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 all NorQuest College preparatory programs.

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	
A	4.0	90-94	Excellent
A-	3.7	85-89	
B+	3.3	80-84	
B	3.0	75-79	Very Good
B-	2.7	70-74	
C+	2.3	67-69	
C	2.0	64-66	Satisfactory
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 a course successfully completed at another post-secondary institution. “ADV” grades are not calculated within 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 evaluated 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 grades used.
- **PL – Prior Learning Assessment Recognition**
This grade is assigned by the Registrar when prior learning 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 and before the midpoint 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 of a 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 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.
- Once one calendar year has passed since the posting of the grade of "F" a Delayed Change of Grade Request Form will be required to rectify the incorrect grade.

Grade Appeals

- Students have the right to appeal both assignment and final grades. Please refer to the [Student Judicial Affairs Policy](#) and the [Academic 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.
- $\text{GPA} = \frac{\text{Total Grade Points}}{\text{Total Credits Taken}}$

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

Definitions:
Related Information:
Related Documentation:
Next Review Date:
Revision History:

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

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.

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).

- [Academic Calendar](#)
- [Academic Grade Appeal Procedure](#)
- [Assessment and Grading Policy](#)
- [Freedom of Information and Protection of Privacy Act](#)
- [Student Judicial Affairs Policy](#)

- [Using Gradebook](#)

July 2019

June 2013: New (replaces Standard Practice 2.04: Student Grade Reporting)

August 2013: update for document links and branding

December 2013: update for links

November 2014: update for document links

May 2014: update and title change

August 2015: update and name change from Grading for Credit Courses Procedure