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# Course/Program Grading Policy

<b>Purpose</b>	To inform VCC's external and internal community of VCC's evaluation procedures and grading system.
<b>Policy</b>	<p>Instructors will evaluate VCC students' performance in an ongoing, fair and timely manner. Instructors will assign letter designations to reflect students' achievements or performance.</p> <p>Final course examinations or evaluations will constitute a maximum of 35% of the overall course grade unless an exception is granted by a Dean*.</p> <p>Students who achieve less than a GPA of 2.0** or who do not meet other established criteria for continuation will not proceed to the next level. Department heads* of a program may grant exceptions.</p> <p>Students may appeal a final course grade (See VCC Appeal of Final Grade Policy C.1.2).</p>
<b>Applies to</b>	All students enrolled at Vancouver Community College.
<b>Responsibility</b>	All instructors.
<b>General Procedures</b>	<ol style="list-style-type: none"><li>1. At the beginning of each program or course, instructors will give students program content guides or course outlines and will inform students of the evaluation procedures, attendance requirements and grading system that will apply to their course of study.</li><li>2. Instructors will maintain class progress and attendance records for the duration of the course or program, and departments will retain these records for two years.</li><li>3. Instructors will advise students of their ongoing progress and standing in advance of any final course examination.</li><li>4. Instructors will submit final grades to the Registrar's* Office within one week of the last class or the final exam.</li><li>5. The Registrar's* Office will issue transcripts of grades and other certificates or documents indicating levels of achievement.</li></ol>

## **DEFINITIONS AND ASSOCIATED PROCEDURES:**

**Audit (R Grade):** Students who wish to attend classes without participating in assignments or examinations may apply to the Department Head for permission to audit a course. Written permission must be received in the Registrar's Office prior to the start of the course or program. In approving a request, instructors may consider the needs of other students who want to fully participate in the course. Audit status cannot be changed to credit.

**Exempt (EX Grade):** Exempt credit is given on the basis of successful completion of equivalent courses already taken at VCC. Students must apply prior to the start of a program to receive an 'EX' letter grade. Criteria for granting exemptions rests with the Instructional Department offering the program. Exempt courses may be applied towards a program certificate or diploma.

**I Contract (I Grade):** Students who are unable to complete a course in the scheduled time due to serious and unavoidable circumstances, may request additional time from the instructor. An 'I' contract, signed by the student and instructor, states the work required and the contract completion date of not more than two months beyond the term or program end date. The temporary 'I' grade will be changed to 'F' if the contract is not fulfilled.

**Withdrawal (W Grade):** Students may officially withdraw and receive a 'W' letter grade. An official withdrawal is initiated by the student and recorded as of the date received in the Registrar's office. Requests are accepted after the stable enrolment date, i.e. from the 6<sup>th</sup> day of the term, and up to the  $\frac{3}{4}$  point of the course or program.

**Transfer (TC Grade):** Transfer credit is credit for a VCC course and may be granted based on successful completion of similar post-secondary courses which overall constitute equal content to courses at VCC. Students must apply prior to the start of a program and present official transcripts. Criteria for granting transfer credits rests with the Instructional Department offering the program. Transfer credit courses may be applied to a program certificate or diploma.

Letter Grade	Definition	GPA
A+	Distinguished	4.33
A		4.00
A-		3.67
B+	Above Average	3.33
B		3.00
B-		2.67
C+	Average	2.33
C		2.00
C-		1.67
D	Minimum Pass. May not proceed to next level	1.00
F	Failing Grade	0.00
N	Ceased to attend and did not complete requirements	0.00
S	Satisfactory. In accordance with departmental Evaluation procedures.	N/A
U	Unsatisfactory. In accordance with departmental Evaluation procedures.	N/A
W	Official withdrawal	N/A
R	Audit. No Credit	N/A
EX	Exempt. Credit granted	N/A
I	Incomplete. Contract agreement for extra time. Recorded as "F" if not fulfilled.	N/A
IP	In progress	N/A
@	Non-payment of fees	N/A
RW	Required to withdraw	N/A
NA	No grade available at time of printing	N/A
ANC	Anecdotal evaluation	N/A
TC	Transfer credit	N/A

**\*For Continuing Education, replace Dean and Registrar with Director or delegate and Department Head with Program Coordinator.**

**\*\*GPA not listed on Continuing Education transcripts.**

**\*\*\* Effective September 2008, all Industry Training Authority-funded apprenticeship course grades will be reflected as a percentage value (0% - 69% Fail, 70% - 100% Pass).**

Related policies: VCC Appeal of Final Grade C.1.2, Student Required to Withdraw Policy D.4.4.  
Replaces policy: 1.1.0.14, Grading Policy

## **APPENDIX A**

### *Grade Point Average (GPA)*

1. The course grade points shall be calculated as the product of the course credit value and the grade value.
2. The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.
3. Grades shall be assigned to repeated courses in the same manner as are courses taken only once. For the purpose of GPA calculation of grades for repeated courses will be included in the calculation of the cumulative GPA.

**1. Policy Sponsor** Registrar

**2. Approvals:**

President \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair     N/A     \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair                     N/A                     \_\_\_\_\_ Date: \_\_\_\_\_

**3. Amendments**

President \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair \_\_\_\_\_ Date: \_\_\_\_\_

**4. Review Date**