



Title	<b>Grading, Progression and Withdrawal</b>
Policy No.	C.1.1
Approval Body	Education Council
Policy Sponsor	Vice President, Academic & Research
Last Full Review	August 1, 2016
Last Revised	March 30, 2020

### **CONTEXT AND PURPOSE**

Vancouver Community College (VCC; the College) supports students in achieving success in their courses and programs by providing:

- A framework of evaluation and a clear definition of what constitutes success in a course and/or program.
- Timely feedback so that students may assess their academic status and seek help in meeting a course and/or program expectations.
- Support structures and processes to assist students in achieving success.
- A clear process for withdrawing from programs or courses.

This policy informs the College community about the program/course grading standards; standards for progression; support for student success; and withdrawal requirements. It also enables student achievement to be recognized meaningfully beyond the institution and enables the College to make consistent decisions regarding students' progress and achievement level.

### **SCOPE AND LIMITS**

This Policy applies to all students and instructors involved in VCC courses and programs.

### **STATEMENT OF POLICY PRINCIPLES**

1. The College supports students in achieving success in their courses and programs.
2. The College will provide an environment that supports students to successfully progress in their education and meet their goals.
3. The College is required to inform students about program and course standards, grading standards, and progression requirements at the beginning of each course/program. These are listed in the approved Program Content Guides and/or Course Outlines. Students may request information or clarification about standards throughout their course/program.
4. The College establishes general standards for educational progression that will apply to all VCC courses and programs and those standards will be clearly communicated to students. Students who do not meet the educational requirements for progression in

their course/program may be required to withdraw. Feedback will be timely and sufficient to allow student to assess their progress.

5. Instructors will provide assistance to students in educational difficulty and inform them of other College services available to them.
6. Changes in the grading or progression standard will not occur once a course/program has commenced unless imposed by an external governing body.
7. Instructors and departments will follow the College's recordkeeping requirements with regard to grades and evaluative instruments, will ensure confidentiality for students, and will ensure reasonable access for students to review their work.
8. Instructors will evaluate students in a consistent and fair manner and provide timely feedback to students on their progress. Students must be given reasonable access to review their graded work.
9. Student work is evaluated according to one of the College's approved grading standards (see Appendix A). Students must meet the grading and progression standards for the course or program in order to advance.
10. Evaluations are spread throughout the duration of a course and no single evaluation activity should count for more than 35% of the total grade assigned for a course.
11. Students may appeal a final grade through the College's Appeal of Final Grade Policy C.1.2.

## **DEFINITIONS**

Aegrotat: A course standing that allows a student credit for a course even though the course requirements have not been completed due to unforeseen circumstances. This standing is awarded only if the course instructor and the Dean agree, in consultation with the Registrar's Office, that the student has demonstrated the capacity to deal with the course material satisfactorily, and that the student still meets the requirements of external regulatory bodies.

Banner: The software system used at VCC to administer information on students, financial aid, finance, human resources and student advancement.

Course Outline: The document that contains the essential features of a course, including course name, course number, a statement of course learning outcomes, grading system, and information regarding student evaluation methods.

Extenuating Circumstances: These include unusual events or situations typically beyond a student's control. Such circumstances may include, but are not limited to: a death in the student's immediate family, an illness, or an accident. Students are expected to provide documentation in support of any request made on the basis of Extenuating Circumstances. Because requests can be made for a wide range of reasons, each request will be adjudicated by the appropriate decision maker on its own merits.

Grading Standard: A measure of achievement in a course.

Mitigating Factors: The factors that a Dean will take into account if an instructor does not submit final grades within the time period identified. Extenuating circumstances including but not limited to ill health, serious family emergency and bereavement will be taken into consideration.

Official Transcript: The record of a student's academic history. Transcripts are considered official when they are in an envelope sealed by the sending institution. The only exceptions are official translations and transcripts from institutions where retrieval is not possible.

Passing Grade: The grade, most often based on a calculation of assignments, that reflects satisfactory completion of a course of study.

Program Content Guide (PCG): The document that contains the general description of a program of study, including program name, program purpose, a statement of program learning outcomes, admission requirements, grading system, information on the evaluation of student learning, and the credential received upon completion of the program.

Progression Committee: A school-level committee that makes recommendations to the school Dean regarding student progression in their studies. The committee will have written Terms of Reference, and will typically include instructors from the school and members from service departments, such as Indigenous Education & Community Engagement, Counselling Services, Disabilities Services, or International Education.

Progression Grade:

- At a course level a progression grade is the grade required to progress to the next course
- At a program level a progression grade is the minimum level of achievement, across a prescribed course path, required for students to continue in the program. This does not preclude the possibility that a student may also be required to achieve a minimum grade in specific course(s).

Registration Area: The following areas of the College are responsible for registering students into specific programs:

- Registrars' Office (RO)
- Continuing Studies (CS)
- International Education (IE)
- School of Instructor Education (SIE)

Student Academic File: A record held by the Registrar's Office that contains a complete record of student academic matters at the college in accordance with prudent and acceptable standards within the field of academic records.

Temporary Grades: Assigned for specific or Extenuating Circumstances, temporary grades are converted to a final grade according to the grading standard being used in the course. There is one type of temporary grade: Incomplete grade ('I').

## **RELATED LEGISLATION & POLICIES**

Legislation:

College and Institute Act

Policies:

- A.2.1 Appeal to Education Council on Educational Matters
- A.3.9 Records Management
- C.1.2 Appeal of Final Grade
- C.1.3 Granting of Credentials

- C.1.5 Requirements for Student Attendance and Participation
- D.4.1 Students with Disabilities

**RELATED PROCEDURES**

Refer to C.1.1 Grading, Progression and Withdrawal Procedures.