



Title	Grading, Progression and Withdrawal
Policy No.	C.1.1
Approval Body	Education Council
Policy Sponsor	Vice President, Academic & Research
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SECTION A: GRADING

GRADING STANDARD:

1. The Program Content Guide (PCG) and/or Course Outline will outline which grading standard is used by the department (i.e. Letter Grades (A-F), Percentage Grades or Satisfactory/Unsatisfactory (S/U)).
2. Departments will identify a percentage range for each grade in the PCG and Course Outline.
 - a. The recommended percentage range for Letter Grades (A-F) is:

A+	90-100%
A	85-89%
A-	80-84%
B+	76-79%
B	72-75%
B-	68-71%
C+	64-67%
C	60-63%
C-	55-59%
D	50-54%
F	0-49%

- b. The recommended percentage for Satisfactory/Unsatisfactory (S/U) is: S is equal to or greater than 70%.
 - c. If proposing to use a different percentage range, the Dean will ensure that these are documented with a rationale as part of the course and program approval process, and brought forward for the review and approval of Education Council.
 - d. Where external bodies require a different grading standard (such as reporting percentages only to the ITA), this grading standard will be reflected in approved PCG's and Course Outlines.

- e. If no other grading standard is identified, the recommended percentages listed above will apply.
3. Departments will identify the progression grade, if applicable, for all courses on the approved Course Outlines.
4. The grade received in the course, whether or not it meets the minimum progression grade established, will be reflected on the transcript.
5. Departments that have program progression requirements will identify them on the PCG.
6. If a program has a minimum GPA requirement or other requirement for receiving a credential, this must be identified in the PCG as well.
7. The Dean of each academic unit is responsible for ensuring that all College grading requirements, as well as any approved variations for a particular course or program, are prominently displayed in the PCG and, where applicable, in the Course Outline(s) for all programs and courses in their academic unit.
8. Department leaders will ensure that all instructors are adhering to the grading standard(s) approved in the relevant PCGs and course outlines.

RESPONSIBILITIES OF INSTRUCTORS DURING A COURSE:

9. Within the first week of a program the PCG will be provided to all students in order to review the grading standard and any other requirements.
10. Within the first week of each course, the instructor provides the Course Outline to all students and reviews the course evaluation procedures, attendance requirements and grading standard. The instructor will also inform students about other College services that are available to assist their learning and the grade appeal process.
11. Instructors are expected to administer various forms of assessment throughout the duration of a course with no single assessment activity counting for more than 35% of the total grade assigned for the course. Exceptions to this rule must be approved by Education Council and detailed in the Course Outline.
12. Instructors will plan assessments and provide feedback from these assessments in a timely manner and, whenever possible, in such a way that provides students with the opportunity to assess their academic status in the course and to seek additional help to pass the course.
13. As instructors and departments are monitoring student academic progress, if a student is demonstrating a pattern of difficulty within a course they should be referred to support areas including: Student Development, Indigenous Education, International Education and the Learning Centre.
14. The department/instructor will maintain individual student records in support of any grades that are assigned (i.e. assignments, tests, assessments, student meeting notes, remedial action taken, etc.) during the course and the department will retain these records for a minimum period of one year as directed by A.3.9 Records Management Policy.
15. The instructor provides grades and graded work to students in a manner that is consistent with the Freedom of Information and Protection of Privacy legislation:
 - a. Written student work must be handed back directly to the student and not left for students to retrieve in an unsecured area.

- b. Student grades and instructor comments must be placed in an area of the student's work that is not directly visible by others (e.g. inside pages).
- c. Student grades must be handed back directly to the student or entered to a College-approved, secure, on-line environment.
- d. Student grades must not be posted, even with the sole use of identification by student numbers.
- e. Students must be given reasonable access to review their graded work. In the event that work is not being returned permanently (such as a final examination), students have the right to view their work in the presence of a College employee for a reasonable period of time.

SUBMISSION OF FINAL GRADES:

- 16. Instructors will report final grades to the Registrar's Office by entering them into Banner within five (5) working days of the last day of classes or the final evaluation (whichever comes last), unless there are mitigating factors. In such cases, the Dean may extend the reporting period. This timeframe may also be impacted by external governing bodies.
- 17. Final grades will usually be reported as a letter grade but can be reported in other ways, such as a percentage or as both a letter grade and a percentage.
- 18. Deans and Department Leaders will be advised by the Registration Area when final grades have not been submitted by the deadlines.

GRADE CHANGES:

- 19. There are three circumstances for which grades can be changed: (1) through the conversion of a temporary grade to a final grade; (2) through a final grade appeal; and (3) a grade entry error.
- 20. There is one temporary grade: Incomplete (I) grades.
 - a. Please see "Temporary Grades" section of these procedures below.
- 21. Students may appeal a final grade through C.1.2 Appeal of Final Grade Policy.
- 22. If a grade is entered into Banner incorrectly, the instructor will complete a Change of Grade form available online from the Registrar's Office to request a correction.

RESPONSIBILITIES OF REGISTRAR'S OFFICE:

- 23. Letter grades will be converted to a grade point average by the Registrar's Office according to a Grade Designation Chart attached as Appendix A.
- 24. The Registrar's Office is the sole authority for official communication with students concerning their academic record, final grades, and official transcripts.

SECTION B: PROGRESSION

- 25. In order to progress to the next level/term of a program:
 - a. The student must achieve the minimum progression grade as listed in the approved Course Outline and/or PCG.

- b. The student must obtain a minimum Weighted Grade Point Average (defined in Appendix B) of 2.00, unless a higher Weighted Grade Point Average is specified in the approved Course Outline and/or PCG.
- c. A student may repeat a course once. The relevant Dean can approve additional repeats on the recommendation of the relevant Progression Committee. In consultation with the instructor, the Department Leader will prepare a written agreement detailing any special considerations or conditions, and provide a copy for the student. A copy is kept in the Student Academic File.

26. In Progress (IP)

- a. 'In Progress' grades can be used for students in courses whose content and/or methodology allows a student to complete the course over an extended timeframe (i.e. self-paced courses, beyond one term or session, etc.).
- b. Students must be making satisfactory progress which can be measured by the assessment methodology /course rubric for an instructor to use an 'IP' grade.
- c. The student may appeal an 'IP' grade through C.1.2 Appeal of Final Grade Policy.

TEMPORARY GRADES:

27. Incomplete (I)

- a. Prior to the end date of a course, students may request an 'I' grade when, due to Extenuating Circumstances, they are unable to complete a course within the scheduled course dates.
- b. If the instructor of the course agrees, an 'I' contract between the student and the instructor will be established. An 'I' contract acts as an extension of the due date(s) of the individual tests, assignments, essays or other learning activities stipulated in the 'I' contract, and is not meant to disregard any course work the student has already completed.
- c. The 'I' contract:
 - i. Explicitly states what course work (assignments, tests, projects, etc.) must be completed.
 - ii. States a completion date of not more than two months beyond the course end date. Permission for a completion date beyond these parameters must be approved by the Associate Registrar.
 - iii. Is signed by the student and the instructor.
 - iv. Is submitted by the instructor to the Registrar's Office to be included in the Student's Academic File, and copied to the Department Leader and to the student.
- d. At the conclusion of the 'I' contract:
 - i. The instructor will mark the 'I' Contract course work that has been submitted by the student.
 - ii. Any course work that has not been submitted by the deadline will receive a zero.

- iii. The instructor will calculate the student's overall course grade including all previous course work submitted in addition to the completed 'I' Contract course work. The instructor will record the student's overall course grade on the 'I' Contract.
 - iv. If, and only if, the PCG stipulates that all course work must be completed for a student to receive a passing grade, and the student does not complete all of the course work, the instructor will assign a 'F' grade as the final grade for the course.
 - v. The instructor will forward the results to the Registrar's Office for conversion of the 'I' grade on the Student's transcripts to a final grade for the course as reflected on the 'I' Contract.
- e. The student may appeal the final grade through C.1.2 Appeal of Final Grade Policy.

TIME LIMIT TO COMPLETE A CREDENTIAL

28. VCC programs may establish a maximum time limitation for students to complete a credential to ensure student skills and competencies are both up to date and relevant. The time limitation must be listed in the approved PCG for the credential. Please see C.1.3 Granting of Credentials Policy and Procedures for additional details.
29. Student requests for exceptions from a maximum time limitation will be reviewed by the Registrar's Office and the relevant Dean. The Dean will consult with the Department Leader and any other relevant unit (i.e., Student Services such as Disability Services), and make a recommendation to the Vice President Academic, Students & Research (or designate), who makes the final decision.

SECTION C: WITHDRAWALS

30. Student who withdraw or are required to withdraw from a course and/or program will have a Withdrawal (W) grade entered on their transcript to indicate an official withdrawal has taken place.
31. The Registrar's Office establishes withdrawal deadlines for all programs and courses. Withdrawal deadlines typically align with the time in which 75% of a course has been completed. Deadlines will be available on the College website and from the Registrar's Office.
32. A "W" is not calculated into a student's GPA.
33. Prior to the withdrawal deadline, a student may withdraw from a course or from a program by completing a form available from the Registrar's Office.
34. After the withdrawal deadline, a student may request to withdraw from a course by submitting a form available from the Registrar's Office. Withdrawals after the deadline will only be considered for Extenuating Circumstances.
- a. Requests for withdrawal after the deadline must be approved by both an Associate Registrar (or delegate) and the relevant Department Leader.
 - b. When reviewing requests for withdrawal after the deadline, consideration should be given to the amount of course work already completed by the student, to the

- Extenuating Circumstances, and to the reasons and supporting documentation that the student has identified to substantiate their request to withdraw past the withdrawal deadline.
- c. Requests to avoid failing or low grades will not be accepted.
 - d. If the request is denied, the student remains registered in the course and will receive a final grade, calculated as outlined by the Course Outline or PCG.
35. A student can be required to withdraw from a course or from the entire program for failure to meet non-educational standards outlined in VCC policies. Failure to meet educational standards outlined in the PCG and/or the Course Outline should be handled by not assigning a progression grade.
- a. This can include, but is not limited to, the following
 - i. A serious breach of institutional policy (such as behaviour defined as misconduct in the Student Code of Conduct Policy D.4.3 or the Student Educational Policy D.4.5) which leads to the student's removal from the program/course or the College;
 - ii. Unsafe and/or unprofessional practice; and/or
 - iii. Breach of a contract that had been previously established between the student and the program.
 - b. The instructor is responsible for notifying the student and the Department Leader of the requirement to withdraw. The instructor will provide the Department Leader with a completed Course Drop/Add and Program Withdrawal Form stating the reasons for requiring the withdrawal.
 - c. The Department Leader is responsible for approving the Course Drop/Add and Program Withdrawal Form and for notifying the Registrar's Office and the Dean responsible for the course/program, and providing the Registrar's Office with a copy of the Course Drop/Add and Program Withdrawal Form.
 - d. The Registrar's Office will notify the student in writing within three (3) business days of receiving the Course Drop/Add and Program Withdrawal Form, conveying the reasons that the student is being required to withdraw, and will be included in the Student Academic File.
 - e. A student who has been required to withdraw from two or more courses in the same term or from an entire program may not re-register into the same program or course(s) at VCC within a one year period. Exceptions can be approved by the relevant Dean.
 - f. A student may appeal a requirement to withdraw from a course or a program under the Appeal of Final Grade Policy C.1.2.

RELATED POLICY

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

Grade Designation Charts

Grading Standard

Grade	Description	Grade Point Equivalency
A+		4.33
A		4.00
A-		3.67
B+		3.33
B		3.00
B-		2.67
C+		2.33
C		2.00
C-		1.67
D	Minimum Pass*see note below	1.00
F	Failing Grade	0.00
S	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U	Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I	Incomplete	N/A
IP	Course in Progress	N/A
W	Withdrawal	N/A
Course Standings		
AEG	Aegrotat. Credit granted	N/A
R	Audit. No Credit	N/A
EX	Exempt. Credit granted	N/A
TC	Transfer Credit	N/A

* Refer to Program Content Guide for progression grade.

**Refer to Program Content Guide for percentage range associated with letter grades, if applicable.

***All Industry Training Authority-funded courses will be graded in compliance with the most current ITA Standards.

APPENDIX B

CALCULATION OF WEIGHTED GRADE POINT AVERAGE:

The grade point average is a weighted average and is calculated as follows:

Grade Point Average (GPA) is calculated by multiplying the grade points associated with the letter grade assigned for a course by the number of term credit value assigned to that course, adding those values for all courses taken, and dividing the result by the total number of term credit hours taken. Some types of grades (such as withdrawals) are not included in the calculations; please see Appendix A.

Term Grade Point Average (TGPA) is the GPA calculated for all courses taken in a specific term.

Cumulative Grade Point Average (CGPA) is the GPA calculated over all the courses in which the student has been enrolled. All attempts at a course are calculated into the GPA as separate courses.

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 (refer to example of calculation below)
3. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or term.
4. If a course is repeated to replace a failed or other grade, the higher grade will be used to calculate program/term grade point average or to determine standing.

EXAMPLE OF CALCULATION OF TERM GRADE POINT AVERAGE				
COURSE	CREDIT	LETTER GRADE	GRADE POINTS	GRADE POINTS X CREDIT
1	3	A-	3.67	11.01
2	3	B+	3.33	9.99
3	4	C+	2.33	9.32
4	2	A	4.00	8.00
5	3	C	2.00	6.00
Totals	15			44.32
Weighted Grade Point Average = $44.32/15 = 2.95$				