

**Grading of Courses Procedure**

Policy Name	<b>Assessment and Grading Policy</b>		
Policy #	<b>C.25</b>	Category	<b>Academic</b>
Approving Jurisdiction	<b>Board of Governors</b>	Replaces	<b>New</b>
Administrative Responsibility	<b>Vice President, Education and Training</b>	Version	<b>2024-08-23</b>
Procedures Approved by	<b>President</b>	Next Review Date	<b>To Be Determined</b>

See the related **POLICY** (link to be added when posted)

**DEFINITIONS**

N/A

**PROCEDURES**

1. The Aurora College Grading System(s) will be published in the Aurora College Academic Calendar.
2. Instructors will use the Aurora College Grading System to recognize a student's achievement in each course.
3. Changes to the grading systems of courses or programs need to be submitted to the Academic Council prior to the course offering.
4. Any approved changes from the Academic Council related to grading in course or program outlines must be communicated to the Office of the Registrar by the respective VP or designee within ten (10) working days.
5. Once notice of approved changes are received for course or program outlines, the Office of the Registrar will make the grade value adjustments within the Student Information System.
6. The instructor will enter grades into the Student Information System (SIS) within the five (5) working days immediately following completion of the course.

7. The final grade of a course will be available through the Aurora College Self-Service Portal for students to view ten (10) working days after the final day of the course or the final exam.
8. Experiential learning (e.g., practicums, field placements) or competency-based courses within a program will be awarded a pass or fail grade.
9. Pass or fail grades will not affect the total grade point average (GPA). Pass/Fail course grades will not be converted to numeric grades.
10. The Aurora College Grading System(s) and Course Status Definitions will be included with Official Transcripts.

#### **RELATED DOCUMENTS**

- C.03 Recognition of Prior Learning Policy
- C.03.2 RPL Transfer Credit Procedure
- C.05 Academic Standing Policy
- C.25.2 Course Grade Determination Procedure
- C.25.3 Supplemental Final Examinations and Assignments Procedure
- C.30 Student Withdrawal Policy

**Base Programming\* Aurora College Grading System:**

<b>Aurora College 4 point</b>	<b>Percentage (60% pass)</b>	<b>Percentage (50% pass)</b>	<b>Alpha</b>	<b>Definition</b>
4.0	97-100	97-100	A+	<b>Excellent:</b> Extensive knowledge base; strong evidence of original or independent thinking; capacity to critically analyze and synthesize; consistent ability to make decisions based on theory and critical evaluation
3.9	90-96	90-96	A	
3.7	83-89	83-89	A-	
3.3	78-82	77-82	B+	<b>Good:</b> Sound knowledge base; original or independent thinking; some critical capacity and analytic ability; some ability to make decisions based on theory; ability to evaluate critically
3.0	75-77	70-76	B	
2.7	72-74	66-69	B-	
2.3	68-71	62-65	C+	<b>Adequate:</b> Satisfactory knowledge base; some ability to analyze unfamiliar problems, make decisions, and evaluate critically
2.0	65-67	58-61	C	
1.7	62-64	54-57	C-	
1.0	60-61	50-53	D	<b>Minimum pass:</b> Minimal knowledge base; problem-solving limited to routine application of rules and/or based on inaccurate observation; errors of judgment in decision-making or limited ability to make decisions independently and limited ability to evaluate critically
0.0	0-59	0-49	F	<b>Inadequate:</b> Little evidence of even a superficial knowledge base; lacking in ability to problem-solve, make decisions and evaluate

\*Base programming includes Office Administration, Business Administration, Environment and Natural Resources Technology Diploma, Early Learning and Childcare Diploma, Practical Nurse Diploma, Personal Support Worker Certificate, and Introduction to the Mining Industry.

**Partnership Programming Grading System:**

<b>Aurora College 4 point</b>	Bachelor of Science in Nursing, Heavy Equipment Operator, Apprenticeship Programs <b>Percentage (65% pass)</b>	Introduction to the Mining Industry, Surface Miner <b>Percentage (70% pass)</b>	Observer Communicator Training Program <b>Percentage (75% pass)</b>	<b>Alpha</b>	<b>Definition</b>
4.0	97-100	97-100	97-100	A+	<b>Excellent:</b> Extensive knowledge base; strong evidence of original or independent thinking; capacity to critically analyze and synthesize; consistent ability to make decisions based on theory and critical evaluation
3.9	93-96	90-96	90-96	A	
3.7	90-92	83-89	83-89	A-	
3.3	87-89	77-82	77-82	B+	<b>Good:</b> Sound knowledge base; original or independent thinking; some critical capacity and analytic ability; some ability to make decisions based on theory; ability to evaluate critically
3.0	83-86	70-76	70-76	B	
2.7	80-82	66-69	66-69	B-	
2.3	77-79	62-65	62-65	C+	<b>Adequate:</b> Satisfactory knowledge base; some ability to analyze unfamiliar problems, make decisions, and evaluate critically
2.0	73-76	58-61	58-61	C	
1.7	70-72	54-57	54-57	C-	
1.3	67-69	50-53	50-53	D	<b>Minimum pass:</b>

1.0	65-66	0-70	0-75	D-	Minimal knowledge base; problem-solving limited to routine application of rules and/or based on inaccurate observation; errors of judgment in decision-making or limited ability to make decisions independently and limited ability to evaluate critically
0.0	Below 65	Below 70	Below 75		<b>Inadequate:</b> Little evidence of even a superficial knowledge base; lacking in ability to problem-solve, make decisions and evaluate

## **Aurora College Course Status Definitions**

<b>Audit – AU:</b>	Student has enrolled in the course under audit status.
<b>Challenge Credit – CC:</b>	Student has received credit by successfully demonstrating knowledge and skills in an Aurora College Credit course.
<b>Completion Requirements – C:</b>	A designation used only for non-credit courses: <ul style="list-style-type: none"><li>i. specified non-credit courses (such as clinical or practicum/internship) which are compulsory courses required for Certificate and Diploma programs</li><li>ii. Adult Basic Education courses where marks are not entered</li><li>iii. general interest non-credit courses, workshops, and seminars</li></ul>
<b>Credit – CR:</b>	Student has received credit by completing course requirements.
<b>Dismissal – DS:</b>	The student has been officially dismissed from the course. (See C.05)
<b>Dismissal Financial – DSF:</b>	The student has been dismissed from the registered courses in a certain semester because the student failed to meet their financial obligations with the college.
<b>Equivalency – E:</b>	The student has previous credit that meets specific requirements from within the Aurora College system.
<b>Incomplete – IN:</b>	Shall be used if, at the end of a credit course, a student has not completed all the prescribed course requirements due to unusual circumstances, and the student has expressed the intent to complete the work, and the course instructor has agreed to the arrangement. (See C.25.2)  The maximum time for completion of the work shall be the following term. The instructor must submit the final mark for the course within seven (7) calendar days from the date the student completed the requirements. Failure to complete the requirements will result in a failing grade of “F” being assigned.
<b>Incomplete Failure – IF:</b>	In numerically graded courses where the student has not completed a mandatory course component, their final calculated grade will be 49% or lower (based on performance in other courses). Mandatory course components must be clearly stated in the Course Outline.
<b>In Progress – IP:</b>	The student is enrolled in a course being offered in the current term. Once the course has ended this status needs to be updated.
<b>No Credit – NC:</b>	Student has not successfully completed the course requirements.

- Not Completed Requirements – N:** Student has not completed the requirements for specified non-credit and/or Adult Basic Education course(s).
- On-Going Studies – OG:** Instructors will submit at the end of a term, a list of students in Adult Literacy and Basic Education courses who have not successfully completed the requirements, to the Registrar. The Registrar will enter On-Going Studies (OG) for Course Status. This status is also applicable for courses that are designed to run over more than one semester as indicated in the approved program/course outline. The student must register in the same course the next term it is offered. Failure to do so will result in the appropriate non-completion status being assigned.
- Other Institution - OI** When successful completion of course or program has not been verified.
- Pass (P) or Fail (F)** For students enrolled in competency-based courses or courses that are graded on Pass or Fail course evaluation system.
- Prior Learning Assessment – PL:** The student has been given credit for a course in accordance with policy C.03.
- Supplemental Examination – SE:** A supplemental examination was written in order to successfully complete the course requirements. (See C.25.3)
- Transfer Credit – TC:** The student has previous credit that meets specific requirements from other post-secondary education institutions. (See C.03.2)
- Withdrawal – W:** The student has officially withdrawn from a course. (See C.30)