

Course Grade Determination Procedure

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

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

DEFINITIONS

Extenuating Circumstances: Extenuating circumstances refer to a personal circumstance beyond the student’s control that temporarily interferes with the student’s ability to complete academic requirements. Examples of extenuating circumstances may include:

- Accident
- Illness (physical or mental)
- Traumatic Event (e.g., divorce, assault, house fire)
- Bereavement
- Emergency Procedure
- Compulsory legal duties (e.g., jury duty)
- Unforeseeable circumstances such as technological or workspace disruption beyond the student’s control

Formative Assessment: Formative assessment occurs throughout the learning process to meet course or program objectives/outcomes, accommodate student needs and/or modify instructional strategies. It involves providing constructive, timely and specific feedback to students aimed to improve teaching and learning.

Summative Assessment: Summative assessment evaluates a student’s knowledge of material at a given point in time in relation to previously determined learning objectives/outcomes. This is usually at the end of a course or program.

PROCEDURES

1. The standard minimum grade required to pass a course is 50%, unless specified otherwise in the course outline.
2. Where the minimum grade required to pass a course exceeds 50%, that minimum grade will be approved by the Academic Council.
3. The College may change the minimum grade required to successfully complete a course. Changes will be listed in the course outline and published in the Academic Calendar.
4. If a course extension has been granted to allow a student to complete the required course work as specified in the course outline, Incomplete (IN) will be entered for course status (see C.25.1 Grading of Courses Procedure).
5. If the course extension expires without the student completing the required course work as specified in the course outline, the student will receive a final course grade of Fail (F).
6. If a student fails to complete the required course work as per the course outline, the failing grade will be recorded numerically. In a situation where a student has a computed passing percentile grade, but has not completed the required course work, a failing grade will be represented numerically as 1 percentile lower than the passing grade.
7. Students who are dismissed from a program will receive a final course status of Dismissed (DS) in all applicable courses.
8. Instructors must enter students' final grades into the Student Information System (SIS) within five (5) working days of completion of a course.
9. The assignment of final grades in a course will be the initial responsibility of the instructor(s). A program head or chair may have oversight over grade determination. The Academic Council may have oversight in grading processes.
10. Students may apply to write a supplemental final examination or assignment in extenuating circumstances (see C.25.3 Supplemental Final Examinations and Assignments Procedure).
11. Students may apply for a course extension in extenuating circumstances (see C.13 Course Extensions).

RELATED DOCUMENTS

- C.13 Course Extensions Policy
- C.25.1 Grading of Courses Procedure

C.25.3 Supplemental Final Examinations and Assignments Procedure