

**Policy and Procedures Manual**

<b>Policy</b>	#4-14
<b>Approved By:</b>	Education Council
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<b>Administrator Responsible:</b>	Vice President, Students & Community Engagement

**GRADE SYSTEM****POLICY STATEMENT**

North Island College (NIC) recognizes the need for students to receive transparent, timely and, where applicable, transferable grades for their course work. NIC supports individual program and course needs, and student mobility through three grade scales that align with those in use at most British Columbia partner institutions. The three grade scales are: Letter Grade Scale 1, Letter Grade Scale 2 and Pass/Fail Grade Scale.

**PURPOSE STATEMENT**

This policy defines the grade scales in use at NIC and how the grade scales measure students' achievement levels in their courses. The policy also ensures the timely submission of grades and that program areas adopt the grade scale most suited to their needs.

**SCOPE & APPLICATION**

This policy applies to all courses that are part of a learning pathway, or that lead to an academic program credential or program or course completion credential (See NIC Policy #3-22 Program and Course Credentials).

**PRINCIPLES**

1. Course grades will be assigned by instructors in a timely fashion using the grade scale approved by Education Council (EdCo) for the specified course.
2. Final course grades and standings will be recorded on college transcripts to communicate each student's progress and level of achievement.

## DEFINITIONS

### *Academic Program Credential*

A named qualification that is awarded to a student upon completion of a prescribed program of study leading to a certificate, diploma or degree which requires approval of the Board of Governors (see NIC Policy #3-22 Program and Course Credentials).

### *Authorized Course Description (ACD)*

A document defining the educational components of a course, which have been approved by EdCo. The educational components in an ACD include course code, title, format, credit value, level, prerequisites/corequisites, course description, content, learning outcomes, evaluation methods and minimum instructor qualifications. All sections of the course must adhere to the components listed in the ACD for that course.

### *Grade*

A grade is the measure of a student's achievement in a course and is indicated on the transcript upon course completion. Final grades are assigned based on one of three grade scales:

1. Letter Grade Scale 1: grades are assigned from A+ to D and F. Each letter grade has a corresponding percentage range that is reported on the back of student transcripts and on the NIC website. A student who does not complete the required course work and has not formally withdrawn from the course by the official withdrawal date will be assigned Did Not Complete (DNC) grade. DNC constitutes a failing grade.
2. Letter Grade Scale 2: grades are assigned from A+ to C and F. Each letter grade has a corresponding percentage range that is reported on the back of student transcripts and on the NIC website. A student who does not complete the required course work and has not formally withdrawn from the course by the official withdrawal date will be assigned a DNC grade. DNC constitutes a failing grade.
3. Pass/Fail Grade Scale: grades are assigned as either P (pass) or F (fail) based on learning outcomes established before the start of a course and communicated to students at the start of each course.

Secondary Grades provide for assessment of achievement through other processes and are indicated on the transcript. These include Aegrotat (AEG), Transfer (TRF) and Transfer (TRD):

1. AEG: The student receives credit for a course based on satisfactory completion of evaluations deemed sufficient to meet course learning outcomes but has been unable to complete all course evaluations due to demonstrated exceptional circumstances. All AEG grades must be approved by the program dean/director.
2. TRF: Course credit is transferred from another accredited institution to the College. The course may be used as a prerequisite.
3. TRD: Course credit is transferred from another accredited institution to the College. The course may not be used as a prerequisite.

### ***Learning Pathways***

Learning pathways refer to academic preparation programs such as Adult Basic Education, English Language and University Studies.

### ***Standing***

Standing is an indication of a student's status in a course. Standings do not carry course credit and are recorded on the transcript, with the exception of Withdrawal (W). Standings include: Audit (AUD), Course in Progress (CIP), Continuing Status (CS), Exempt (EXM), Incomplete (INC), No Grade Reported (NGR), and Withdrawal (W):

1. AUD: The student is not required to meet course prerequisites but may attend course classes and complete course readings. The student is not required to complete course work for submission or examinations. Audited courses may not be used as prerequisites.
2. CIP: The student is currently enrolled in a course with a future end date. A final course grade will be noted on the transcript upon completion of the course.
3. CS: The student is continuing studies in a course for an indefinite period beyond the registered end date of the course section. Final grading for the course has not occurred.
4. EXM: An exemption is based on documentation of successfully completed course work. Exempted courses allow a student to register for a course for which the exempted course is a prerequisite. Exempted courses do not carry course credit.
5. INC: The student is unable to complete a course in the scheduled time due to demonstrated exceptional circumstances. INC is a temporary standing applied to a course for a specified period reflected by a specified extended end date. Dean/director approval is required for this status.
6. NGR: is a status that is added by the student records system when a course is completed but not yet graded.
7. W: The student formally withdraws from the course by the designated withdrawal date.

### ***Program or Course Completion Credential***

A document that acknowledges a student's completion of a course or program (see NIC Policy #3-22 Program and Course Credentials).

## **GUIDELINES**

1. In accordance with this policy, the grade scales used by a program area will be determined by departments in collaboration with the dean/director and approved by EdCo.
2. Instructors will normally enter grades and/or standings in the student record system:
  - a) Within seven (7) calendar days after the student has written the final examination; or
  - b) If there is no final examination, within seven (7) calendar days of the last day of classes for the course; or
  - c) Within seven (7) calendar days of receipt of the student's last assessment in a flexible, distance or continuous entry/exit course.

The dean/director may grant extensions to the grade reporting deadlines at their discretion. The dean/director will notify the Registrar of any extensions. Extensions should not normally exceed four (4) calendar days.

3. All AEG grades must be approved by the dean/director.
4. INC will only be assigned by instructors with approval from the dean/director for a course in documented exceptional circumstances after the scheduled completion date for the course. INC is a temporary standing applied for a specified period with a specified extended end date. The extended end date will normally be no more than three (3) months past the regularly scheduled course end date. Instructors will submit a Grade Change Form with the final grade to the Student Records Office by the extended end date. If the Grade Change Form is not received by the extended end date, a grade of DNC is entered on the transcript.
5. CIP standing will only be used for a course prior to the regularly scheduled completion date for the course. CIP standing is created automatically by the student records system and is removed when a final grade is entered.
6. CS standing will be assigned for designated continuous entry/exit programs when a student has not completed the course with the academic year. Students will be reregistered in the same course in the next academic year where they can be graded out once the course is completed. Final grading for the course has not occurred.
7. DNC will be assigned for a course when a student does not complete required course work and does not formally withdraw from the course by the official withdrawal date.
8. W will be assigned for a course when a student formally withdraws from a course by the official withdrawal date published in Key Dates on the NIC website.
9. The following grade tables correlating letter grades, percentages, and Grade Points will appear on the back of the transcript and on the NIC website:

a) Letter Grade Scale 1:

<b>Percent</b>	<b>Letter</b>	<b>Grade Point</b>
90-100	A+	4.33
85-89	A	4.00
80-84	A-	3.67
76-79	B+	3.33
72-75	B	3.00
68-71	B-	2.67
64-67	C+	2.33
60-63	C	2.00
55-59	C-	1.67
50-54	D	1.00
0-49	F	0
0	DNC	0

b) Letter Grade Scale 2:

Percent	Letter	Grade Point
97-100	A+	4.33
92-96	A	4.00
89-91	A-	3.67
86-88	B+	3.33
82-85	B	3.00
78-81	B-	2.67
74-77	C+	2.33
70-73	C	2.00
0-69	F	0
0	DNC	0

c) Pass/Fail Grade Scale:

	Grade
Pass	P
Fail	F

**\*\*To reference previous grading system (and current grade scales), please click [here](#).**

**CROSS REFERENCE**

- NIC Policy #3-12 Instructional Key Dates
- NIC Policy #3-22 Program and Course Credentials
- NIC Policy #3-30 Student Appeals
- NIC Policy #3-31 Student Complaint Resolution
- NIC Policy #3-33 Evaluation of Student Performance
- NIC Policy #4-09 Registration

## **APPENDIX A PROCEDURES**

### 1. Missing Grades

1.1 The Office of the Registrar will normally provide a list of missing grades and standings to the instructor and their dean seven (7) days after the last day of the final exam period.

### 2. Incomplete Standing

2.1 When an instructor wants to apply an Incomplete standing (INC) with an end date to a course on a student's record, they will require dean/director approval. The instructor will complete the Incomplete Standing Request form and submit to their dean/director for approval. If the dean/director approves, they will sign the form and submit to the Student Records Office (SRO). SRO will add the INC standing and expiry date to the student record. Instructors will either submit a grade change form to SRO (see 3.2 below) prior to the specified extended end date or the standing will automatically change to Did Not Complete (DNC).

### 3. Grade Change

3.1 Instructors may change grades after the grade submission deadline by completing and forwarding a Grade Change Form to the SRO. One form must be submitted for each grade change.

3.2 Instructors assigning grades after an INC standing has been assigned must complete and forward a Grade Change Form to SRO. One form must be submitted for each grade change.

3.3 Students who have reason to believe that there has been an error or omission in the marking of their work may seek a resolution through dialogue with the course instructor. If a resolution cannot be achieved through dialogue, the students may follow the process laid out in NIC Policy #3-31 Student Complaint Resolution.