Policy Name:	GRADING AND PROGRESSION
Approved By:	Education Council
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Policy Holder:	Education Council
Operational Lead:	Registrar
Policy Number:	EDU-021

GRADING AND PROGRESSION POLICY

1.00 PURPOSE

1.1 The purpose of this policy is to document the grading and progression of courses and programs at Coast Mountain College (the College; CMTN).

2.00 DEFINITIONS

2.1 For a list of all definitions related to Educational Policies see: Education Council Policy and Procedures Definitions.

2.2 **The College:** Coast Mountain College (CMTN).

3.00 THE GRADING AND PROGRESSION PROCESS

3.1 CMTN supports learning success through a fair and transparent process of assessment, evaluation, grading, and reporting of student learning.

a. Student learning assessment is based on the approved grading and evaluation profile of each course syllabus in alignment with provincial articulation agreements, accreditation standards, and the Education Council (EdCo)-approved course outline.

3.2 Assessment and evaluation provide a formal measure of student achievement through the assignment of a letter grade, percentage grade, or letter code to recognize excellence, progression, promotion, academic standing, and withdrawal.

3.3 Grading is used to assess student achievement of course learning outcomes, progression into higher level courses, academic standing, awards and scholarships, and determining eligibility for graduation.

4.00 POLICY APPLICABILITY

4.1 This policy applies to students, faculty, and staff responsible for assessment, evaluation, grading, and reporting of courses and programs under the authority of EdCo.

4.2 Evaluation of learning in non-credit programs offered through Workforce Training and Continuing Studies are excluded from this policy.

5.00 EVALUATION PROFILES

5.1 Each course will have an approved evaluation profile as part of the course syllabus or course outline.

5.2 The evaluation profile is provided to students at the beginning of each course and specifies the framework of evaluation to be used, including a clear definition of what constitutes success in a course.

5.3 Evaluation profiles will align with provincial articulation, accrediting standards, and the EdCo-approved course outline.

6.00 ASSESSMENT AND EVALUATION

6.1 Assessment and evaluation standards are used to measure student achievement and progression in courses and programs.

a. These standards are communicated to students in the course syllabus.

6.2 Students are provided with ongoing feedback throughout the course.

a. Feedback will be timely and sufficient to allow students to assess their progress and decide whether they should continue or withdraw from a course.

6.3 Evaluation is ongoing throughout the duration of a course and no single evaluation will account for more than 40% of the total grade assigned for a course.

a. Where a single evaluation needs to constitute more than 40% of the course, the evaluation will be credit/no-credit.

6.4 Evaluation methods and weighting changes will not occur once a course or program has commenced unless presented by the instructor to the students for revision to the syllabus.

a. The overall evaluation profile must continue to align with the EdCo-approved course outline.

7.00 GRADING

7.1 The minimum passing grade for a course is 50%. Certain programs and courses may require higher percentages for a passing grade.

7.2 Student marks, accumulated from assessment and evaluation, are converted to a final grade or percentage grade and assigned in accordance with the grading system.

7.3 The College uses two grading systems:

a. letter grade and grade point assigned to academic credit courses and programs

b. percentage grade assigned to vocational and developmental courses and programs.

7.4 Courses with a pedagogical requirement to deviate from the grading systems must have it noted in the EdCo-approved course outline.

7.5 The College reserves the right to suppress grades and withhold transcripts for students with outstanding fees.

7.6 Letter Grade and Point Scale:

Letter Grade	Percentage	Grade Point	Academic Standing

A+	95-100	4.33	Outstanding Achievement
A	90-94	4.00	
A-	85-89	3.67	
B+	80-84	3.33	Above Average Achievement
B	75-79	3.00	
B-	70-74	2.67	
C+	65-69	2.33	Average Achievement
C	60-64	2.00	
C-	55-59	1.67	
D	50-54	1.00	Marginal Achievement
F	0-49	0.00	Failure

7.7 Percentage Grade Scale:

Percentage Range	Vocational Academic Standing	Developmental Academic Standing
95 - 100	Outstanding Achievement	
90 - 94		
85 - 89	Above Average Achievement	
80 - 84	Average Achievement	
75 - 79		
70 - 74	Marginal Achievement	Satisfactory Achievement
50 - 69	Failure	Marginal Achievement
0 – 49		Failure

7.8 Letter Codes:

Letter Code	Description	Assignment
AEG	Credit granted in extenuating circumstances where 70% of the course was successfully completed	Instructor recommendation to Registrar
AUD	Registered without evaluation of learning	Registrar
CIP	Course in progress	Registrar
CR	Credit granted	Instructor
EC	Earned credit from courses completed at CMTN	Registrar
I	Incomplete	Instructor
NC	Credit not granted	Instructor
NG	No grade assigned	Registrar
PC	Partial completion in a continuous entry/ exit program or specialized education program	Instructor
PLA	Credit granted through assessment of prior learning	Registrar
SC	Course registration status change	Registrar
TRF	Transfer credit	Registrar
W	Official withdrawal	Registrar
RTW	Required to withdraw due to non-academic misconduct, academic misconduct, or academic standing	President, Dean, or Registrar

7.9 Letter codes are defined as follows:

c. Aegrotat (AEG) – Assigned in extenuating circumstances to provide credit for partial completion of a course where health and/or other difficulties make it impossible to complete the course. Generally, students are required to have completed 70% of the course and have a high probability that they would have passed.

d. Audit (AUD) – Assigned when students are registered for courses with no credits earned upon completion.

e. Course in Progress (CIP) – Assigned to current course registration.

f. Credit (CR) – Assigned as a passing grade for courses that have a credit/no credit grading schema in the course outline.

g. Earned Credit (EC) – Credit granted for prior completion of courses in programs at the College that are deemed substantially equivalent.

h. Incomplete Grade (I) – Assigned to students who require an extension beyond grade submission deadline (see Section 6.00).

i. No Credit (NC) – Assigned as non-passing grade for courses that have a credit/no credit grading schema in the course outline.

j. No Grade (NG) – Assigned in rare cases where grades were not submitted and no record exists.

k. Partial Completion (PC) – Assigned for continuous entry/exit courses where students have made some progress toward completion in a term. Often these students are registered in the same course in a subsequent term.

l. Prior Learning Assessment (PLA) – Credit granted for non-traditional learning that demonstrates the learning outcomes for a course have been met (see EDU-002, *Prior Learning Assessment Policy*).

m. Status Change (SC) – Assigned when an Access Education student has enrolled in multiple sections of the same course. Final grade is assigned to one section, with SC assigned to additional sections.

n. Transfer Credit (TRF) – Transfer credit awarded from an equivalent course completed at another institution or courses designated as International Baccalaureate (IB) or Advanced Placement (AP) (see EDU-006, *Transfer Credit Policy*).

o. Withdraw (W) – Student initiated official withdrawal from one or more courses.

p. Required to Withdraw (RTW) - Required to withdraw due to non-academic misconduct, academic misconduct, or academic standing.

8.00 STUDENT SUPPORT

8.1 The College is responsible for ensuring that instructors are able to inform learners of campus services available to support academic success.

8.2 The College is responsible to provide accommodation and learner support services to support academic success.

9.00 WITHDRAWAL

9.1 Students can withdraw from programs and courses.

10.00 RELATED POLICIES, PROCEDURES, AND GUIDELINES

10.1 EDU-002, *Prior Learning Assessment Policy*

10.2 EDU-004, *Academic Integrity and Appeals Policy*

10.3 EDU-006, *Transfer Credit Policy*

10.4 EDU-008, *Program and Course Development Policy*

10.5 EDU-008P, *Program and Course Development Procedure*

10.6 EDU-009, *Admission and Registration Policy*

10.7 EDU-021P, *Grading and Progression Procedure*

10.8 EDU-025, *Academic Standing Policy*

11.00 OTHER SUPPORTING DOCUMENTS

11.1 BC Council on Admissions and Transfer

11.2 BC *College and Institute Act*

12.00 HISTORY

Created/Revised/ Reviewed	**Date**	**Author's Role**	**Approved By**
Created	May 20, 2022		Education Council
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