Procedure Name:	GRADING AND PROGRESSION
Approved By:	Education Council
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Next Scheduled Renewal Date:	2030
Procedure Holder:	Education Council
Operational Lead:	Registrar
Procedure Number:	EDU-021P

GRADING AND PROGRESSION PROCEDURE

1.00 PURPOSE

1.1 This procedure accompanies EDU-021, *Grading and Progression Policy*.

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 EVALUATION

3.1 The evaluation profile is developed by a subject matter expert and included in the course outline for approval at Education Council (EdCo).

a) The evaluation profile must align with the learning outcomes within a course and program.

3.2 The evaluation profile from the EdCo-approved course outline is communicated to the students in the course syllabus.

a) The syllabus must include the type of evaluation and the date for submission or assessment.

b) The evaluation profile creates the evidence of learning that demonstrate that the outcomes have been satisfied and align with the EdCo-approved course outline.

3.3 Changes to assessments or weighting after a course begins must be shared transparently by the instructor and agreed upon in good relation with students, ensuring alignment with the approved course outline. The overall evaluation profile must still align with the EdCo-approved course outline.

3.4 On occasion, an accreditation governing body may require changes that impact the course outline mid-delivery.

a) To comply with these changes the course outline will be resubmitted to EdCo.

3.5 Students are provided feedback on assessments within a reasonable timeframe to allow them an opportunity for improvement on subsequent assessments or to officially withdraw without academic penalty.

a) Instructors are not required to provide feedback on completed final exams.

4.00 PROGRESSION

4.1 Student achievement and progression are reflected in academic standing, which helps determine eligibility for registration and graduation.

4.2 Some programs may have specific progression or minimum grade requirements that students must meet to continue in a course, semester, practicum, clinical placement, program, or to be eligible for graduation. Program-specific requirements will be approved at Education Council and included in the program outline. Programs are responsible for informing students of these requirements.

5.00 FINAL GRADES

5.1 Students must be registered to receive grades and/or marks.

a) Any registration beyond the midpoint of a course requires approval by the Instructor, the Academic Head/Program Coordinator, and the Registrar.

5.2 Should the program area attempt to submit a grade for a learner who is not registered, they must direct the learner to the Registrar's Office to receive approval to register after the course end date.

a) Tuition and fees are due at the time of registration in order to issue the final grade.

5.3 Instructors submit final grades for registered students online to the Registrar's Office within five business days from the course end date or the final assessment deadline.

5.4 After the final assessment deadline, instructors submit grade changes to the Registrar's Office for entry.

5.5 Grade changes are submitted within four months of the final day of the course or the final assessment submission deadline as noted in the course syllabus.

a) Grade changes beyond this period must be approved by the Academic Head/Program Coordinator and the Registrar.

5.6 Students who are registered and do not attend without officially withdrawing from courses will be assigned a final grade.

5.7 In extenuating circumstances, the Registrar may approve a late withdrawal from a course upon written request by the student.

5.8 Grades for students registered as Dual Credit are communicated to the high school and will be submitted as the percentage equivalent of the letter grade.

6.00 INCOMPLETE GRADES

6.1 Instructors may approve a student's request for an extension to complete coursework after the deadline for grade submission.

a) If this request is granted, a course completion agreement is developed. Course completion agreements include the evaluations to be completed and the date which

they must be completed by. Deadlines within a course completion agreement are usually within four months of the course end date.

6.2 Within five business days of the final assessment deadline, course completion agreements are submitted to the Academic Head/Program Coordinator for approval, with a copy to the Registrar's Office.

6.3 When a course completion agreement is requested in a course taught by a term/ sessional instructor, approval must be obtained from the Academic Head/Program Coordinator, who is responsible for following up on the conditions of the course completion agreement.

6.4 Sessional instructors must provide course completion agreements to the Academic Head/ Program Coordinator for approval.

6.5 Instructors assign a letter code of Incomplete (I) until the student completes the course requirements.

6.6 Incomplete (I) grades change to a grade of (F) when the student does not meet the requirements of the course completion agreement.

a) Course completion agreements generally do not exceed the four months. Course completion agreements beyond this date will require approval from the Academic Head/Program Coordinator and Registrar (see 5.5).

6.7 Instructors submit a grade change to the Registrar's Office when the student has met the requirements of the course completion agreement.

6.8 An incomplete (I) grade does not satisfy pre-requisites for subsequent courses.

6.9 Every effort is made to submit grades and marks to accurately reflect student academic history; however, a grade of "NG" is assigned when grades or marks remain outstanding for more than three years after the course end date.

7.00 OFFICIAL TRANSCRIPTS

7.1 Official transcripts include grading scales and letter codes to document student academic history.

7.2 All credit courses taken by the student are recorded on the official transcript.

7.3 Requests for official final grades, marks, and/or student records are directed to, and provided by, the Registrar's Office.

8.00 COURSE REGISTRATION

8.1 Students are responsible for managing their student record, including registration in, or withdrawal from, courses and programs.

8.2 Students will be withdrawn from courses when prerequisites have not been met.

8.3 The last day to officially withdraw without academic penalty occurs before 75% of the course instructional hours are completed and is indicated on the academic schedule (Important Dates) or noted in the course syllabus.

8.4 Students are encouraged to meet with Student Support Services for guidance before withdrawing from courses or a program.

9.00 COURSE REPETITION

9.1 Students in most programs can repeat a course twice for credit, to a maximum of three attempts per course.

a) A third and final attempt must be approved by the Academic Head/ Program Coordinator.

9.2 Students in Adult Basic Education (ABE), English Language Learning (ELL) and Link to Employment and Academic Pathways (LEAP) are permitted to repeat one course when the student has failed or withdrawn.

a) Any additional attempts must be approved by the Academic Head/ Program Coordinator.

9.3 For students enrolled in continuous self-paced ABE, approval from the Program Coordinator is required for registration in the same course after two terms.

9.4 Although all attempts remain on the academic record, only the attempt with the highest grade is calculated in the GPA.

9.5 When a course has been repeated, the prior grade(s) are excluded from the GPA calculation.

a) Repeated courses are used once toward the credits required to complete a credential.

9.6 Eligibility to repeat a practicum course is determined by the program and included in the course syllabus and program requirements.

10.00 RELATED POLICIES, PROCEDURES, AND GUIDELINES

10.1 EDU-002, Prior Learning Assessment Policy

10.2 EDU-006, Transfer Credit Policy

10.3 EDU-008, Program and Course Development Policy

10.4 EDU-009, Admission and Registration Policy

10.5 EDU-021, Grading and Progression Policy

10.6 EDU-025, Academic Standing Policy

11.00 OTHER SUPPORTING DOCUMENTS

11.1 None

12.00 HISTORY

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