



## Procedure

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**Title: Grading Procedures for Credit Programs**

**Category: Academic Operations**

**Procedure Number 103.1**

**Division Responsible: VP Academic**

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### **Grading Policy for Credit Programs Procedures:**

All programs are categorized into three classifications: Academic Upgrading; Certificate, Diploma and University Studies; and Trades and Occupation related Certificate and Diploma programs. Applicable grading scales provided in this policy are used for grade reporting and GPA calculation. Calculation of GPA is used to determine academic standing, which defines a student's status and eligibility to continue to the next semester or year of study.

### **Grading Scales:**

#### **Academic Upgrading (effective July 1, 2006)**

Keyano College Academic Upgrading uses a 4-point percentage based grading systems as a measure of maintaining consistent grading with other provincial high schools and post-secondary institutions.

<b>Descriptor</b>	<b>4.0 Grade Scale</b>	<b>Percentage Scale</b>
<b>Excellent</b>	<b>4.0</b>	<b>90-100</b>
	<b>3.7</b>	<b>85-89</b>
<b>Good</b>	<b>3.3</b>	<b>81-84</b>
	<b>3.0</b>	<b>77-80</b>
	<b>2.7</b>	<b>73-76</b>
<b>Satisfactory</b>	<b>2.3</b>	<b>69-72</b>
	<b>2.0</b>	<b>65-68</b>
<b>Minimum Prerequisite</b>	<b>1.7</b>	<b>60-64</b>
<b>Poor</b>	<b>1.3</b>	<b>55-59</b>
<b>Minimum Pass</b>	<b>1.0</b>	<b>50-54</b>
<b>Failure</b>	<b>0.0</b>	<b>0-49</b>

**Certificate\*, Diploma\* and University Studies** (effective July 1, 2003)

Keyano College uses the 4-point alpha-numeric grading system for Certificate, Diploma, and University Studies programs as a measure of maintaining consistent grading with other provincial post-secondary institutions.

*\*Excluding Trades and Occupation related Certificate and Diploma programs*

Descriptor	4.0 Grade Scale	Alpha Grade
<b>Excellent</b>	4.0	A+
	4.0	A
	3.7	A-
<b>Good</b>	3.3	B+
	3.0	B
	2.7	B-
<b>Satisfactory</b>	2.3	C+
	2.0	C
	1.7	C-
<b>Poor</b>	1.3	D+
<b>**Minimum Pass</b>	1.0	D
<b>Failure</b>	0.0	F

**NOTES:**

In all programs the minimum course progression grade is a C-

\*\*A minimum grade of C- is required to obtain credit for Office Administration courses.

\*\*A minimum grade of C- for all courses and an overall yearly GPA of 2.0 are required for all Bachelor of Science in Nursing students to progress.

\*\*A minimum grade of C- is required to transfer courses to another post-secondary institution in Alberta.

**Trades\* and Occupation Related Programs** (effective July 1, 1993)

All trades and occupation related programs are graded by percentage marks.

*\*Excluding Apprenticeship programs. Grades for students enrolled in **apprenticeship programs** are assigned according to Alberta Apprenticeship and Industry Training Board "Apprenticeship General Operations Guide" and are recorded in the Apprenticeship, Trade and Occupation Management System (ATOMS).*

**Heavy Equipment Technician Diploma, Pre-Employment, Power Engineering and Process Operations Certificate programs:**

Descriptor	4.0 Grade Scale	Percentage Scale
<b>Excellent</b>	4.0	95-100
	3.7	90-94
<b>Good</b>	3.3	85-89
	3.0	80-84
	2.7	75-79
<b>Satisfactory</b>	2.3	70-74
	2.0	67-69
<b>**Minimum Pass</b>	1.7	65-66
<b>Failure</b>	1.3	0-64
	1.0	
	0.0	

**NOTES:**

\*\*A minimum pass is a grade of 65%

**Mechanical, Construction and Trades Preparation (MCTP)**

Descriptor	4.0 Grade Scale	Percentage Scale
<b>Excellent</b>	<b>4.0</b>	<b>90-100</b>
	<b>3.7</b>	<b>85-89</b>
<b>Good</b>	<b>3.3</b>	<b>81-84</b>
	<b>3.0</b>	<b>77-80</b>
	<b>2.7</b>	<b>73-76</b>
<b>Satisfactory</b>	<b>2.3</b>	<b>69-72</b>
	<b>2.0</b>	<b>65-68</b>
<b>*Minimum Pass</b>	<b>1.7</b>	<b>60-64</b>
<b>Failure</b>	<b>1.3</b>	<b>55-59</b>
	<b>1.0</b>	<b>50-54</b>
	<b>0.0</b>	<b>0-49</b>

**NOTES:**

\*A minimum pass for all Mechanical, Construction and Trades Preparation (MCTP) courses is a grade of 50%, with 60% program average required to graduate.

**Other Grading Notations:**

Notation	Description	Notes
[ ]	Repeated course	When a course is repeated “[ ]” will appear around the grade of the most recent attempt, which is the grade used in calculation of GPA.
AU	Audited Course	Not used in calculation of GPA
CR	Advanced Credit/Challenge Exam	Not used in calculation of GPA
DE	Deferred Examination	Temporary Grade
IN	Incomplete	Temporary Grade
IP	Course In Progress	Temporary Grade
P/F	Pass/Fail	Grades assigned for Pass/Fail courses are not used in calculation of GPA
PL	Prior Learning	Not used in calculation of GPA
W	Withdrawal	Not used in calculation of GPA
X	Grade Not Available	Not used in calculation of GPA

**Explanation of Other Grading Notations:**Advanced Credit:

Grade of CR is assigned when credit completed at another post-secondary institution is transferred to Keyano College.

Challenge Exam:

Grade of CR is assigned when credit is granted for a course after successful completion of a challenge exam. See Examination Policy for further information.

Deferred Examination:

Grade of DE is recorded in exceptional circumstances when the student is permitted to reschedule the final exam for a later date. See Examination Policy for further information.

Incomplete:

Grade of IN is assigned in exceptional circumstances when course work has not been completed by the course end-date. Failure to complete the outstanding work within 30 calendar days from the course end-date will result in a permanent grade of “F” in Academic programs and a permanent grade of “0” in Trades and Heavy Industrial programs.

### Course In Progress:

Grade of IP is assigned in courses or programs which do not end within the established semester dates for the academic year. If the grade has not been converted to an Alpha or Percentage grade by the expected completion date, as provided by the instructor or Program Chair, a grade of "F" will be assigned.

### Prior Learning:

Grade of PL is assigned when a Prior Learning Assessment Request is approved and student is awarded credit based on knowledge gained outside of a post-secondary institution.

### Withdrawal:

Assigned to courses dropped after the two-week drop period but before the withdrawal deadline\* as indicated in the Academic Schedule (75%of the course length).

*\*Exemptions to the withdrawal deadline will be indicated in course outlines. Unsuccessful performance in a clinical course, as part of Nursing & Allied Health Studies, will result in a failing grade regardless of the withdrawal date. Courses offerings in collaborative programs will follow withdrawal deadlines of the collaborative institution.*

### **Calculation of Grade Point Average (GPA):**

Grades are assigned according to the scale outlined for each program classification. A GPA is calculated according to a formula using the credits assigned to each course and the grade points received.

**Grade Points** *displayed on transcript as Quality Points (Qpnts)* =  
Credits x Grade Received

**GPA =**

Total Grade Points (Qpnts) Earned  
Total GPA Credits Attempted

The calculated GPA is used to determine students' academic standing at Keyano College. Refer to Academic Standing Policy for further information.

### **Grade Appeals**

Any Keyano student has the right to appeal a grade. The appeal process must be speedy and fair. For term evaluation results (assignments, tests, exams etc.) students must initiate a grade appeal 10 working days from the time the course instructor releases the results. For final grades, students must initiate a final grade appeal within 15 working days from the course end date.

The student shall present their case for appeal orally or in writing to the course instructor. The instructor shall respond within two working days. Both parties are expected to make every reasonable attempt to resolve the matter at this stage.

If the student is dissatisfied with the outcome, a written appeal may be submitted to the Program Chair within two working days of receipt of the instructor's decision. After hearing both parties, the Chair shall provide a response to both the student and the instructor within two working days.

If the student is dissatisfied with the outcome, a written appeal may be submitted to the Dean within two working days of receipt of the Chair's decision. After review, the Dean will provide a final decision to all parties, within three working days.

## **List of Dates**

- 1) Approved: February 5, 2015 (effective as of July 1, 2015) by Academic Council
- 2) Revised: May 20, 2015 by Deans' Council
- 3) Reviewed: Month, day, year by

## **Impact**

- 1) Related Policies:
  - a. Examination Policy (policy pending)
  - b. Academic Standing (policy pending)