

Policy Title:	Grades Scale, Calculations and Evaluation Policy
Policy Number:	1206

1. Purpose

This policy outlines the framework for official transcripts, grading and grade scales used for undergraduate and graduate courses at the University.

2. Scope

This policy applies to undergraduate and graduate student records at the University.

3. Policy Statement

Academic grades are a measure of the performance of a student in individual courses or graded components of a program of study. The transcript of a student's academic record must be historically accurate.

Transcripts

The University will follow national and provincial industry standard practices for recording and transcribing grades and other elements and notations of the student's academic record as specified in the current transcript guide from the Association of Registrars of the Universities and Colleges of Canada (ARUCC). In addition, the University will adhere to the Transcript Maintenance Agreement stipulated by the Ministry of Colleges and Universities.

The University's official transcripts will include the:

- Credit value of each course in which the student was registered;
- Number of credits earned for each course in which the student was registered;
- Final letter grade or notation for each course in which the student was registered;
- Term grade point average (GPA) earned;
- Total number of credits earned in each term;
- Cumulative grade point average (CGPA) earned for all courses in which the student has registered;
- Cumulative credits earned for all courses in which the student has registered.

Only grades for courses completed at the University are calculated into the term and cumulative GPA:

- Grades for transfer credits from other institutions will not be calculated into the University's GPAs.
- Grades for Prior Learning Assessment (PLAR) credits granted will not be calculated into the University's GPAs.

When a course is taken more than once, the credits, grades, and corresponding grade point values will show on the student's record in each instance but will count only once towards the degree. The

GPA is calculated using only the highest grade achieved for the course.

Credit for a course may be applied only once in a student’s program. Courses with Withdrawal notations are not included in the GPA calculations. The Associate Dean or academic program head must approve any faculty grade submissions and requests to change a final grade.

Grades are not deemed official until released by the Registrar’s Office. Official transcripts are only released by the Registrar’s Office.

Final grades are not expunged from the transcript.

Official transcripts include all courses attempted by the student including courses in progress (‘CIP’).

Students’ records are confidential, and a transcript will only be issued at the student’s request and after receipt of the required fee and all financial obligations to the University are met.

Grading Scale

All final grades and GPAs are assigned and calculated according to the undergraduate and graduate grading scales. Each letter grade used at the University has a corresponding numeric value which is used to calculate grade point averages.

The Undergraduate Grading Scale is:

Definition	Standard of Evidence	Percentage	Letter Grade	Numeric Value
A – Excellent Considerable evidence of: original thinking; analysis and synthesis; extensive knowledge base; initiative; and fluency of expression	Exceptional. Expertise in all learning outcomes.	90% - 100%	A+	4.33
	Outstanding. Expertise in some learning outcomes and mastery of most.	85% - 89%	A	4.00
	Excellent. Mastery of most learning outcomes, expertise in some.	80% - 84%	A-	3.67
B – Good Clearly above average performance with knowledge of principles and facts generally complete.	Very Good. Mastery of all learning outcomes.	76% - 79%	B+	3.33
	Good. Mastery of most learning outcomes, competent in some.	72% - 75%	B	3.00
	Competent. Competent in most learning outcomes, mastery of some.	68% - 71%	B-	2.67
C – Satisfactory Evidence of some understanding of the subject matter and	Satisfactory. Competent in all learning outcomes.	64% - 67%	C+	2.33
	Adequate. Competent in most learning outcomes.	60% - 63%	C	2.00

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Definition	Standard of Evidence	Percentage	Letter Grade	Numeric Value
ability to develop solutions to basic problems.	Pass. Competent in some learning outcomes.	55% - 59%	C-	1.67
D – Minimal Evidence of minimally acceptable familiarity with the subject matter. Student not likely to succeed in subsequent courses in this area.	Minimal. Basic ability in some learning outcomes	50% - 54%	D	1.00
F – Fail Knowledge of principles and facts is fragmentary.	Fail. No basic ability in most learning outcomes.	0 - 49%	F	0.00

The Graduate Grading Scale is:

Definition	Standard of Evidence	Percentage	Letter Grade	Numeric Value
A – Excellent Considerable evidence of: original thinking; analysis and synthesis; extensive knowledge base; initiative; and, fluency of expression	Exceptional. Expertise in all learning outcomes.	90% - 100%	A+	4.33
	Outstanding. Expertise in some learning outcomes and mastery of most.	85% - 89%	A	4.00
	Excellent. Mastery of most learning outcomes, expertise in some.	80% - 84%	A-	3.67
B – Good Clearly above average performance with knowledge of principles and facts generally complete	Very Good. Mastery of all learning outcomes.	76% - 79%	B+	3.33
	Good. Mastery of most learning outcomes, competent in some.	72% - 75%	B	3.00
	Competent. Competent in most learning outcomes, mastery of some.	68% - 71%	B-	2.67
C – Satisfactory Evidence of some understanding of the subject matter and ability to develop solutions to basic problems.	Adequate. Competent in all learning outcomes.	60% - 67%	C	2.00

Definition	Standard of Evidence	Percentage	Letter Grade	Numeric Value
F – Fail Knowledge of principles and facts is fragmentary.	Fail. No basic ability in most learning outcomes.	0 - 59%	F	0.00

Other Transcript Notations

This chart describes other notations that may be used on a student transcript.

Notation	Title	Numeric Value	Explanation
ADV	Advanced Standing	No credit	Advanced standing or course credit – no grade
AEG	Aegrotat	As %	Satisfactory completion – not all work completed due to illness or other exceptional circumstances
AUD	Audit of course	No grade	Audit of course. No grades granted
CH	Course challenge	No grade	Challenge course for credit by assessment
CIP	Course in progress	0	Actively registered in current term. No grade yet available
F	Failure	0	Did not meet minimum course requirements
IP	In progress	No grade	Grade not yet available. Automatically becomes 'F' grade after 5 weeks if no grade posted or work remains incomplete
N	Did not complete	0	Did not complete course requirements. Equivalent to 'F' grade
NC	No credit	No grade	No credit
NCC	Not for credit: Complete	No grade	Mandatory course requirements completed for a non-credit course
NCF	Not for credit: Failure	No grade	Mandatory course requirements failed for a non-credit course
NCI	Not for credit: Incomplete	No grade	Mandatory course requirements not completed for a non-credit course
PLAR	Prior learning assessment & recognition	No grade	Credit granted as formal recognition of knowledge and skills gained through work and life experiences
RW	Required to withdraw	0	Required to withdraw for academic or conduct reasons
TC	Transfer credit	No grade	Credit granted for courses completed elsewhere at a recognized institution
W	Voluntary withdrawal	No grade	Student voluntarily drops or withdraws from course

4. Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Credit	The number of units of academic value assigned to a course.
Cumulative GPA (CGPA)	The total sum of the grade points received during the entire period of the student's enrollment divided by the number of credits attempted during that period. If a student repeats a course, the grade from the first attempt remains on the transcript; however, only the highest grade earned will be used in the calculation of the CGPA.
Cumulative credits	The total number of credits earned for all courses successfully completed at the institution.
GPA	Sum total of grades received during the entire period of enrolment divided by the number of credits attempted during that period.
Grade	Final indicator of a student's performance in a course, as submitted by the faculty member and as approved by the Dean, Associate Dean, or academic program head.
Grading Scale	Indicates how grades assigned in percentages and letter grades are converted to a grade point scale that is used to calculate a grade point average.
Received credits	Number of credits that a student earns by satisfying the course requirements during a given term.
Term credits	The total number of credits that a student earns by satisfying the course requirements during a given term.
Term GPA	The sum of grade points earned in all courses taken during a term divided by the total credits attempted.
Transcript	The official, formal document that is a subset of the student academic record and contains a complete and accurate history of the academic path of a given student in a particular educational institution.

5. Responsibility

The Associate Dean or academic program head is responsible for:

- approving and transmitting final grades to the Registrar's Office.

The Registrar's Office is responsible for:

- recording all final grades, releasing final grades, and for producing official transcripts.
- ensuring final grade calculations are complete and accurate on transcripts.