



<b>Grading and Assessment of Student Learning Procedure</b>	
<b>Policy:</b> Grading and Assessment of Student Learning	
<b>Category:</b> Academic	<b>Approval Date:</b> June 2, 2021
<b>Procedure Owner:</b> Academic Policy Committee	<b>Effective Date:</b> July 1, 2021
<b>Procedure Administrator:</b> Office of the Registrar	<b>Review Period:</b> 5 years
<b>Associated Documents:</b> Compassionate Withdrawal Contract for Completion of Incomplete Grades Course Withdrawal Grade Change Late Drop Request Late Withdrawal Request	

## PURPOSE

To outline for students, faculty, and staff, the procedures regarding assessment, grading, and reporting.

## PROCEDURES

### ***School Council / Program***

1. May establish School or Program assessment and grading standards that align with this policy.
2. Monitor consistency in grading over time, between sections, and across the institution using grade distribution data provided annually by The Office of the Registrar.

### ***Course Instructor***

1. Determines the specific assessments, weightings of assessments, and grading practices for each course and communicates these in the course outline, in alignment with any previously set School standards and the approved Curriculum Elements sheets.
2. Articulates to students when criterion-referencing, norm-referencing, or a combination of grading practices is used.
3. Conducts assessments and provides formative feedback to students throughout the term.

4. Provides feedback on assessments completed by the midpoint of the academic term. This feedback is provided by the midterm feedback date as indicated in the Academic Schedule. Midterm feedback is required by students to assess their performance and make decisions regarding their academic standing.
5. Provides a reasonable time frame for the completion of student work.
6. Marks and returns student work in a timely manner.
7. Assigns and submits final grades (A+ through F) and letter codes (IN, CR, NCR) as soon as possible, and not later than the date indicated on the Academic Schedule as the last day for submission of grades, to the Associate Dean of the School for validation. The instructor notifies the Associate Dean as soon as final grades are submitted.
8. Permits students to audit a course, where applicable, by providing a signature on the course registration form.
9. Assigns the letter code IN when a student has expressed an intention to complete the course requirements after the date for submission of final grades. Signs and dates the *Contract for Completion of Incomplete Grades*.
10. Keeps documentation leading to final grades for a minimum of one year after final grades have been assigned. Documentation includes the detailed record of component marks to allow the reconstruction of the student's final grade when necessary. If the Instructor leaves the institution, these records are submitted to the Associate Dean.

### ***Associate Dean***

1. Encourages academic excellence by supporting the *Grading and Assessment of Student Learning Policy* and any established School assessment and grading standards.
2. Reviews and approves course outlines for compliance with any established School assessment and grading standards.
3. Reviews and validates final course grades for compliance with this policy and any approved School assessment and grading standards. After discussion with the Instructor, the Associate Dean may recommend that the Instructor adjust the grades. If the Associate Dean and Instructor disagree on whether grades need to be adjusted, the issue is referred to the Dean for resolution.

### ***Dean***

1. Reviews and decides on final grades when a grade review question is not resolved by discussion between the Associate Dean and Instructor.

### ***Office of the Registrar***

1. Releases validated letter grades and letter codes to students.
2. Determines academic standing of students and enters that standing on the student record.

3. Informs the Associate Dean of any students with academic standing less than “Marginal.”
4. Reports grades and academic standing on the official transcript.
5. One month after the submission of final grades, the Records Office notifies all Instructors who have submitted letter codes of IN requesting that a *Grade Change* form or *Contract for Completion of Incomplete Grades* be submitted to the Records Office.
6. After the contract date on the *Contract for Completion of Incomplete Grades* has expired and a *Grade Change* form has not been received, the Records Offices notifies the Instructor. The Instructor then calculates the student’s final grade and submits it to the Records Office.
7. The Office of the Registrar, in conjunction with the Business Intelligence and Research Department, will provide grade distribution data to Schools annually.

## LETTER GRADES AND LETTER CODES

Valid grades include:

- The Letter Grading System and the approved letter codes AI, AU, CR, CS, DEF, IN, IP, NCR, and WD for all credit programs.
- A percentage grading system may be used where prescribed by an outside agency.

### A. Letter Grading System:

Grade	Grade Point	Grade Description
A+	4.0	Exceptional
A	4.0	Excellent
A-	3.7	
B+	3.3	Good
B	3.0	
B-	2.7	
C+	2.3	Satisfactory
C	2.0	
C-	1.7	
D+	1.3	Poor
D	1.0	
F	0.0	Fail

Grade of A and A+: The grade of A will generally be the top grade in a course, with A+ being reserved for recognition of exceptional achievement.

### B. Letter Code System:

Where a letter code is used, it is not included in grade point average calculation.

The following letter codes may be assigned by the course instructor:

- **IN = Incomplete.** Credit course requirements incomplete, but with special provisions for students to complete the course requirements after the date for submission of final grades. Course requirements must be completed before the end of the next regular academic term, unless prior approval is received from the Associate Dean or Dean. The IN descriptor is replaced by the final letter grade as soon as a grade change is received from the Instructor and submitted to the Office of the Registrar.
- **CR = Credit.** No grade point value assigned, but all credit course requirements completed. CR is not an acceptable letter code for university transfer courses.
- **NCR = No Credit.** Failure to meet credit course requirements, credit denied. NCR is not an acceptable letter code for university transfer courses.
- **S = Successful.** Non-credit course requirements completed.
- **U = Unsuccessful.** Non-credit course requirements not completed.

The following letter codes may be assigned by the Office of the Registrar:

- **AI = Administrative Incomplete.** Grades assigned by the Instructor were not received before grade release by the Office of the Registrar. The AI descriptor is replaced by the final letter grade as soon as it is received from the Instructor.
- **AP = Advanced Placement.** Credit awarded recognizing the completion of equivalent learning allowing a prerequisite to be waived for registration in a higher-level course. AP may be used to transfer courses across programs within the institution.
- **AU = Audit.** Registered as an audit student. In auditing a course, the student is allowed to attend and participate in class activities, but is not evaluated in any way.
- **CS = Continuing Status.** In good standing, but all course requirements not completed. CS is not an acceptable letter code for university transfer courses.
- **CW = Compassionate Withdrawal.** Withdrawal from a credit course where a letter grade has been assigned. New students, with no prior postsecondary academic history, may apply to the Registrar for one (1) Compassionate Withdrawal (CW) to replace a low or failing grade within the first academic term of attendance.
- **DEF = Deferred.** Final examination postponed due to a conflict with another scheduled examination, illness, domestic affliction, religious practices, or other compelling reasons, including the requirement for accommodations. The DEF descriptor is replaced by the final letter grade as soon as a grade change is received from the Instructor.
- **E = Excluded.** Grade is excluded from the calculation of the GPA.
- **I = Included.** Grade is included in the calculation of the GPA.

- **IP = In Progress.** Applies only to courses that have not officially terminated according to the dates of a normal term as defined by the Academic Schedule.
- **PL = Prior Learning.** Credit awarded based on assessment of prior learning.
- **TR = Transfer Credit.** Credit awarded through transfer of equivalent credit courses or programs completed at other postsecondary institutions.
- **WD = Withdrawal.** Withdrawal from an individual course up to the date indicated in the Academic Schedule. Students continuing in classes after the date for withdrawal are expected to complete course requirements, including term assignments and final examinations, where they apply.