



## Policy on Grades - Policy: A08 - 4

Revised/Reviewed: July 1, 2016 – VP Academic Office

### I. Purpose

The purpose of the grading policy is to ensure that grading practices are consistent and reflect appropriate academic standards throughout the College,

### II. Scope

This policy applies to all ACC courses offered for credit.

### III. Grade Scheme

| Letter | Grd.Pt. | Percentage | Description  |
|--------|---------|------------|--------------|
| A+     | 4.5     | 90 -100    | Exceptional  |
| A      | 4.0     | 80 - 89    | Excellent    |
| B+     | 3.5     | 76 - 79    | Very Good    |
| B      | 3.0     | 70 – 75    | Good         |
| C+     | 2.5     | 66 - 69    | Satisfactory |
| C      | 2.0     | 60 - 65    | Adequate     |
| D      | 1.0     | 50 - 59    | Marginal     |
| F      | 0.0     | 0 - 49     | Failure      |

The level of a student's achievement in each course of a program will be denoted on the transcript by a letter grade as follows:

VW - Voluntary withdrawal

AW – Authorized withdrawal (as per Policy A20 – Registration, Adding and Dropping Courses)

MW – Mandatory withdrawal – student required to withdraw by college

INC - Incomplete - student did not complete requirements for course by course end date

P – Pass

F - Failure

NP – No Pass

AU - Course taken for audit

CR - Credit - recorded for credits transferred from another recognized institution

CMP – Complete- For use in Continuing Studies only

NC - Not Complete - student did not complete course. For use in Continuing Studies only

\*\*\* - Mark not yet recorded

The relationship between number and letter grades are consistent across the College. In cases where marking systems are dictated by provincial or federal agencies or organizations, those grading systems will apply subject to Dean's approval, and will be published in course outlines.

#### **IV. Grade Point Averages**

##### **i. Weighted Grade Point Average (WGPA)**

This is an average of grade points that takes into consideration the relative importance of each course grade in relation to other courses. The number of credits assigned to each course is the numerical value for importance/value of a course. The WGPA is calculated by the following method: (a) multiply grade point by credits for each course and divide this number by the total credits taken in the term; (b) add the values for each course as determined above.

Note: When a student receives more than one grade for a course in a term, all grades will be used to calculate the student's WGPA. Note that the WGPA is a calculation using all of a student's marks in a term.

##### **ii. Cumulative Weighted Grade Point Average (CWGPA)**

This differs from WGPA in that it takes all courses taken to date into consideration, rather than courses in one term only. The CWGPA is calculated by the following method: (a) multiply grade point by credits for each course and divide this number by the total credits taken to date (rather than the term); (b) add the values for each course as determined above.

Note: When a student receives more than one grade for a course, the **best** grade achieved will be used to calculate the student's CWGPA. Note that the CWGPA is a calculation using a student's marks for his/her entire academic record, using best grade(s) achieved only.

The following grades are not used in calculating grade point averages: VW, AW, MW, INC, P, NP, AU, CR, CMP, NC, \*\*\*.

#### **V. Use of incomplete grades**

- i. An incomplete will only be awarded where extraordinary circumstances have impeded a student's capacity to complete course requirements by course end date. A grade of INC should only be awarded when a student can reasonably be expected to complete all course requirements within a 30 day extension after the official course end date.**
- ii. In cases where an INC course grade is warranted, it is the student's responsibility to petition the Registrar's Office for the extension, with the signed approval of the instructor and the program chair/director. Once the student has satisfactorily met the course requirements within the approved extension time period, the instructor will use the Mark Adjustment Form to submit the revised final grade to the Registrar's Office. If the Registrar's Office has not received an adjusted mark by the deadline, an F or NP will be automatically recorded.**

- iii. Students who have an INC in a course that is a prerequisite for course(s) in the next term will be allowed to proceed on a probationary basis with course(s) or practical work until the results of the Incomplete(s) are known. If the Incomplete results in a failure, students will be required to withdraw from the subsequent course(s) and will receive a full refund of all course fees.

**VI. Grade submission deadline**

All instructors will submit their final grades to the Registrar’s office within three business days of last day of scheduled classes. Grade submission dates will be published annually in the Calendar. When the end date of the fall term and the December closure occurs on the same date, grade submission may need to occur earlier in order to provide students with timely final term grades.

Distance education students will be allowed up to six months to complete courses. Instructors may be allowed additional time for marking in cases where assignments are submitted by mail.

**VII. Policy Authority**

The Vice President Academic is responsible for this policy.

The Registrar is responsible for the overall management and implementation of this policy, including maintenance of the transcript key.

Only the Registrar’s Office has the authority to issue or release official grade information.

Questions regarding interpretation of this policy should be directed to:

Office of the Vice-President Academic  
 1430 Victoria Ave. East  
 Brandon, MB R7A 2A9  
 Phone: 204.725.8700 / 800.862.6307  
 Email: [VPAcademic@assiniboine.net](mailto:VPAcademic@assiniboine.net)

**VIII. Appeals**

Students may appeal a decision made using this policy by following the steps outlined in Policy A01 - Academic and Disciplinary Appeals.

**IX. Policy History**

| Policy Change Date      | Details   |
|-------------------------|---|
| Approved: June 27, 2016 | Replaces Policy A08 Student Evaluation and Progression, effective July 1, 2016. |

**X. Related Policies**

- Academic and Disciplinary Appeals (A01)
- Academic Responsibilities (A08-1)
- Academic Standards (A08-2)
- Evaluation of Student Learning (A08-3)
- Student Academic Standing and Progression (A08-5)
- Graduation (A08-6)

**XI. Appendices**

Forms and supporting procedures supporting this policy will be published on the Registrar's Office website.

Date  
5/15/16

President  
