

Grades

See policy C.20 that can be viewed at the Library or online at kpu.ca/policies for further details.

The following grading system will apply to courses in which a letter grade is assigned;

GRADING SYSTEM

Grade	Grade Points	CNVR. Scale	Definition
A+	4.33	90-100	Exceptional achievement
A	4.00	85-89	Outstanding achievement
A-	3.67	80-84	Excellent achievement
B+	3.33	76-79	Very good achievement
B	3.00	72-75	Good achievement
B-	2.67	68-71	Good achievement
C+	2.33	64-67	Satisfactory achievement
C	2.00	60-63	Satisfactory achievement
C-	1.67	56-59	Minimal achievement. This grade does not permit student to pursue another course for which the graded course was a prerequisite.
D	1.00	50-55	Minimal achievement. This grade does not permit student to pursue another course for which the graded course was a prerequisite.
F	0.00	0-49	Unsatisfactory achievement. Student did not meet minimum course requirements.

GRADE POINT AVERAGE (GPA) DEFINITIONS

Quality points:

A value determined for each course by multiplying the course credit hours by the grade points for the assigned grade

Grade Point Average (GPA):

A value determined by dividing the total quality points by the total semester credit hours. Term and cumulative grade point averages will be reported on all transcripts and statements of grades.

Term GPA (TGPA):

The grade point average for all KPU coursework completed in one term only. The TGPA is the sum of the quality points earned in a term divided by the total number of semester credits hours earned in that term.

Cumulative GPA (CGPA):

The grade point average for all coursework completed at KPU in which a letter grade was assigned. For repeated courses, only the higher grade is used in this calculation. The CGPA is the sum of the quality points earned in all terms of enrolment divided by the total number of semester credit hours earned in all terms. The

CGPA is presented on the official transcript as Total Institutional GPA.

Program GPA (PGPA):

The grade point average for all coursework applicable to a specific program. This calculation is used when determining eligibility for graduation and whether a student has graduated With Distinction. The PGPA is the sum of the quality points earned for all required and elective courses in a student's program divided by the total number of semester credit hours earned for that program.

The following grades are not used in Grade Point Average (GPA) calculations.

Grade	Definition
I	Incomplete. Course requirements to be completed within specific time.
W	Withdrawal. Student initiated withdrawal from course of program prior to the published deadline.
WE	Withdrawal due to extenuating circumstances. Approved withdrawal from course or program past published deadline.
AUD	Audit. Student attended classes but was not evaluated.
CIP	Course in progress.
DEF	Deferred. The course duration does not correspond to the usual semester or term duration, hence no grade assigned.
MAS	Mastery. Student has met and mastered a clearly defined body of skills & performances to required standard.
NCG	No Credit Granted. Student has not met the required standard for the course and/or not participated to the required level in course activities.
EXP	Experience. Student has participated at the required level in course activities.
AEG	Aegrotat. A pass standing based on satisfactory term marks where the student has been unable to complete all course requirements due to disabling illness or other circumstances.
TRF	Transfer Credit. Student granted transfer credit based on successful completion of equivalent course at another institution.
SA	Statement of Attendance. Indicates student was issued an in-class Statement of Attendance. Does not imply mastery of content
Apprenticeship Grades	Recorded on the transcript as numeric (percentage) values (effective 2014/15).

INCOMPLETE (I) GRADE

An Incomplete (I) grade is intended to assist responsible students to carry out their commitments and is not intended to encourage students to procrastinate. It is reasonable, therefore, to expect that it will be infrequently used. The withdrawal procedure may be more realistic for many students. Once an "I" contract is

signed, a student will normally not be permitted to apply for a compassionate withdrawal.

Student applications for I grades should be received by the instructor no later than the last day of classes for the term. The following criteria are to be used by instructors in deciding whether to agree to an "I" contract:

1. Previous work in the course should have been at a satisfactory level
2. The student must have been prevented from completing the course requirements by some abnormal circumstance or juxtaposition of other responsibilities such as:
 - Embarking on a project whose completion turns out to be more time-consuming than originally contemplated
 - An emergency situation such as illness or accident which has prevented the student from completing one or more of the course requirements (supporting documentation may be required by the instructor)

The student should be able to complete an I contract within two (2) to four (4) weeks after it is entered into.

Any I grade is subject to review by the Dean, whose signature is required on the contract.

There is no limit to the number of I grades that a student may carry. However, a student receiving one or more I grades will be allowed to re-register in a subsequent semester only after review of her or his course load by a counsellor, educational advisor or the Registrar or Director prior to registration.

EXPERIENCE GRADING SYSTEM

Certain courses offered by KPU provide an appropriate learning environment, but only the student can assess and decide how much value the course has been. Such courses demand student participation and, provided the student participates, credit will be granted. Because of the nature of this grading system, credits earned in this type of course will not be used in calculating the grade point average.

Grade Definition

EXP	Experience. Student has participated at the required level in course activities.
NCG	No Credit Granted. Student has not participated to the required level in course activities.

MASTERY GRADING SYSTEM

KPU has designated certain courses as Mastery courses. These courses demand a clearly defined high standard of performance, in which the student must demonstrate complete mastery of all knowledge and/or performance requirements. Because of the nature of this grading system, credits earned in this type of course will not be used in calculating the grade point average.

Grade Definition

MAS	Mastery. Student has mastered a clearly defined body of skills and performances to required standards.
NCG	No Credit Granted. Student has not met the required standard for the course and/or has not participated to the required level in course activities.

PASSING GRADE IN A COURSE

Unless otherwise specified by the official course outline, the minimum passing grade for a course in which letter grades are assigned is a D grade. Courses in which a grade of D or better has been achieved may be used to satisfy program requirements for graduation.

The minimum passing grade for a course or module in which letter grades are not used is a grade of Mastery (MAS). Courses or modules in which a grade of MAS has been achieved may be used to satisfy program requirements for graduation.

Minimum Grade Required in Prerequisite Course. In order to enrol in a course or module for which there is a prerequisite course or module, a student must have been assigned a grade of C (or higher) or MAS or AEG or TRF in the prerequisite course or module. Some programs require a higher grade than C for prerequisites to their courses.

REPEATED COURSES

All grades are recorded on the student's transcript. If a course is repeated to replace a failed or other grade, the higher grade will always be used to compute cumulative and program grade point averages or to determine standing. Normally a course may not be repeated more than once.

GRADE CHANGE / ERROR

A student who believes that an error has been made in recording a final grade should first contact the instructor to verify the grade. If an incorrect grade has been submitted, the instructor will submit a Grade Reporting Form to correct the error. Upon receipt of the signed form, a correction will be made to the student's academic record.

GRADE CHANGE / APPEAL

See policy L.6 that can be viewed at the Library or online at kpu.ca/policies for further details.

Only the instructor who assigned the grade may normally change a final grade. If a student feels that she or he has received an inaccurate and/or unfair grade, the student must first contact the instructor (or the Dean responsible for the course if the instructor is unavailable). If the student is not satisfied with the response of the instructor, she or he may appeal the grade through the normal Appeals procedure.

Note: A grade appeal must be filed within 20 working days of the issuance of the grade.

AVAILABILITY OF FINAL GRADES FOR SEMESTER-BASED COURSES

Final grades for semester-based programs may be obtained online through a student's myKwantlen account usually within 5–7 days following a final examination or following the end of the semester if there is no final examination. Previous grades and transfer credits may also be viewed online at myKwantlen.ca.