

# Grades

See **Policy AC4, Student Evaluation and Grading**, for further information. All KPU Policies can be viewed at [kpu.ca/policies](http://kpu.ca/policies)

## GRADING SYSTEM

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

Grade	Grade Points	Percent Equivalent	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	Marginal achievement. This grade does not permit a student to pursue another course for which the graded course is a prerequisite.
D	1.00	50-55	Minimal achievement. This grade does not permit a student to pursue another course for which the graded course is a prerequisite.
F	0.00	0-49	Unsatisfactory achievement. Student did not meet minimum course requirements.

## GRADE POINT AVERAGE

### Definitions

**Credits / Credit Hours / Semester Credit Hours:** A specific numerical value assigned to a course, generally corresponding to either the number of contact hours per week throughout the semester or to some other metric of student engagement. Most courses at KPU are 3 credits. Credit values for courses are used in the calculation of GPA and fees, as well as in the evaluation of credits required for a credential.

**Grade Points:** A specific numerical value associated with the letter grade assigned to a course. Provides a basis for calculating grade point averages.

**Grade Point Average (GPA):** A weighted average calculated by multiplying the grade points for a course by the number of semester credit hours assigned to that course, adding those values for a set of courses, and dividing the result by the total number of semester credit hours for those courses. Separate GPA calculations are made for each academic level.

**Institutional Cumulative Grade Point Average (Institutional CGPA):** The GPA calculated for all courses taken at KPU.

**Program Grade Point Average (Program GPA):** The GPA calculated for all courses applicable towards graduation with a specific credential.

**Term Grade Point Average (Term GPA):** The GPA calculated for all courses taken at KPU in a specific term.

**Transfer Grade Point Average (Transfer GPA):** The GPA calculated for all transfer and PLA courses.

**Overall Grade Point Average (Overall GPA):** The GPA calculated for all courses.

## Sample GPA Calculations

### Term 1

Course	Grade	Grade Points	Credits	Total Grade Points
ANTH 1100	B+	3.33	3	9.99
CHEM 1100	B	3.00	5	15.00
CPSC 1100	B-	2.67	3	8.01
ENGL 1110	A	4.00	3	12.00
<b>Totals</b>			<b>14</b>	<b>45.00</b>

**Term GPA = 45.00 / 14.0 = 3.21**

### Term 2

Course	Grade	Grade Points	Credits	Total Grade Points
ANTH 1300	B	3.00	3	9.00
CHEM 1100	C+	2.33	5	11.65
ENGL 1101	A-	3.67	3	11.01
SOCI 1250	B+	3.33	3	9.99
<b>Totals</b>			<b>14</b>	<b>41.65</b>

**Term GPA = 41.65 / 14 = 2.98**

**Institutional CGPA = (45.00 + 41.65) / (14 + 14) = 86.65 / 28.0 = 3.09**

## Grades not used in 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 withdrawal due to extenuating circumstances.

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, academic advisor or the Registrar.

## 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 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 FOR 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 A 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 minimum grade of C, MAS, 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 be used to compute Institutional CGPA and Program GPA, as well as to determine academic 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

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 cannot reach a satisfactory resolution with the instructor, she or he may formally appeal the grade. **Note:** A grade appeal must be filed within 20 working days of the issuance of the grade. See **Policy ST3, Grade Appeals**. All KPU policies can be viewed at [kpu.ca/policies](http://kpu.ca/policies)

## AVAILABILITY OF FINAL GRADES FOR SEMESTER-BASED COURSES

Final grades for semester-based programs may be obtained in **Online Self-Service**, 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 in the Records section of **Online Self-Service**.