

| Policy History   |
|--|
| <b>Policy No.</b><br>AC4   |
| <b>Approving Jurisdiction:</b><br>Senate                                   |
| <b>Administrative Responsibility:</b><br>Provost & Vice President Academic |
| <b>Effective Date:</b><br>January 2007                                     |

---

## Student Evaluation and Grading Policy

---

### A. PURPOSE

To establish meaningful University grading categories.

### B. SCOPE AND LIMITS

All Kwantlen Polytechnic University faculty and students.

### C. PRINCIPLES

1. The University process of formal evaluation will enable students to determine their current performance status in a given course and program. It will also enable the University to make consistent decisions regarding students' progress in relation to established program standards. The translation of evaluation measures into University-defined grades formalizes the students' status in both course and program
2. Because courses vary widely in purpose, content, approach, and delivery, the method of evaluating component parts of courses should be related to the objectives of all relevant parts. It is in translating the overall achievement of course objectives into a University-wide grading system that consistency is assured.
3. It is thus essential that University grading categories be described in terms meaningful to both faculty and students.

### D. IMPLEMENTATION

1. Evaluation
  - a. Normally a final grade in any given course is based on continuous evaluation of the achievement of course objectives.
  - b. The manner in which achievement is to be evaluated will be stated in writing in the course presentation given to students at the beginning of each course.
  - c. Students' final marks should normally be based on no fewer than four separate evaluations.

- d. Normally no single evaluation shall be worth more than 30% of the final mark, but a final exam may be worth up to 50% if it is appropriate to the course objectives.
- e. The number of evaluations required will be pro-rated for courses of less than a semester in length.
- f. Normally two evaluations should be given, graded and returned prior to the last day for withdrawal from a course.
- g. The following evaluation information must be given to students:
  - i. the minimum level required to pass the course, as defined under “Passing Grade in a Course”, later in this document.
  - ii. the elements that contribute to the grade and the proportion each represents (e.g. tests, assignments, lab/studio work, performance, attendance, etc.)
  - iii. an appropriate schedule of tests and/or due dates
- h. Not all of the above necessarily apply to students in performance-based courses or in courses using a mastery grading system.
- i. Refer to the related Procedures document for definitions which will enhance the reader’s interpretation of this Policy.

## 2. Grading System

### a. Letter Grades

- i. Letter grades are used to describe the achievement level attained within a particular course.

| <b>Grade</b> | <b>Grade Points</b> | <b>Definition</b>   | <b>Percent Equivalent</b> |
|--------------|---------------------|---|---------------------------|
| A+           | 4.33                | Exceptional Achievement   | 90 - 100                  |
| A            | 4.00                | Outstanding Achievement   | 85 - 89                   |
| A-           | 3.67                | Excellent Achievement   | 80 - 84                   |
| B+           | 3.33                | Very Good Achievement   | 76 - 79                   |
| B            | 3.00                | Good Achievement  | 72 - 75                   |
| B-           | 2.67                | Good Achievement  | 68 - 71                   |
| C+           | 2.33                | Satisfactory Achievement  | 64 - 67                   |
| C            | 2.00                | Satisfactory Achievement  | 60 - 63                   |
| C-           | 1.67                | Marginal Achievement - This grade does not permit students to pursue another course for which the graded course was a prerequisite. | 56 - 59                   |
| D            | 1.00                | Minimal Achievement - This grade does not permit students to pursue another course for which the graded course was a prerequisite.  | 50-55                     |
| F            | 0.00                | Unsatisfactory Achievement - Student did not meet minimum course requirements.  | <50                       |
| INC          | GPA Neutral         | Incomplete - Course requirements to be completed within specific time   |                           |

|     |             |   |  |
|-----|-------------|---|--|
| W   | GPA Neutral | Approved withdrawal from course or program  |  |
| CIP | GPA Neutral | Course in progress  |  |
| DEF | GPA Neutral | Deferred - The course duration does not correspond to the usual semester or term duration, hence no grade assigned.   |  |
| AUD | GPA Neutral | Student attended classes but was not evaluated.   |  |
| AE  | GPA Neutral | Aegrotat - A pass standing based on satisfactory term marks but student has been unable to complete all course requirements due to a disabling illness or other circumstance. |  |
| TRF | GPA Neutral | Transfer credit - Student granted transfer credit based on successful completion of equivalent course at another institution.   |  |

ii. **Note:** All credits are semester credits. NC means Not Calculated

b. Incomplete (I) Grade Information

i. The 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 well be far more realistic for many students. The guidelines used are:

- 1) Any I grade is subject to review by the dean or designate, whose signature is required on the contract. Student applications for I grades should be received by the instructor no later than the last day of classes for the semester or term.
- 2) The following criteria are to be used by instructors in deciding whether to agree to a contract:
  - a) Previous work in the course should have been at a satisfactory level;
  - b) The student must have been prevented from completing requirements by some abnormal circumstance or juxtaposition of other responsibilities, such as:
    - i) embarking on a project whose completion turns out to be more time-consuming than contemplated
    - ii) an emergency situation such as illness or accident has prevented the student from completing one or more of the course requirements.
  - c) The student should normally be able to complete an I contract within two to four weeks after it is made;

ii. A student receiving an I grade will be allowed to reregister in the subsequent semester only after review of her/his course load and her/his I contract by a counsellor or educational adviser or the Registrar at registration. Students must bring their I contracts to Registrar Services along with their statements of marks.

iii. There is no limit to the number of I grades that a student may carry.

c. Other Grades (Without Numeric Value)

i. The following grade designations form part of the overall University grading system but do not carry numeric value.

ii. *Mastery Grading System*

1) Certain courses have been designated by the institution 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 their nature these courses are not included in calculating the grade point average.

- a) *MAS Mastery* Student has met and mastered a clearly defined body of skills and performances to required standard.
- b) *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.

2) *Experience Grading System*

- a) Certain courses offered by the University provide an appropriate learning environment, but only the students can assess and decide how much value the course has been. Such courses demand student participation and, provided students participate, credit will be granted.
- b) Because of the nature of this marking system, credits earned in this type of course will not be used in calculating the grade point average.
- c) *EXP Experience* Student has participated at the required level in course activities.

3. Grade Point Average

a. The grade point average is a weighted average. It is calculated as follows:

- i. *Grade Point Average (GPA)* is calculated by multiplying the grade points associated with the letter grade assigned for a course by the number of semester credit hours assigned to that course, adding those values for all courses taken, and dividing the result by the total number of semester credit hours taken. Withdrawals are not included in the calculations. For repeated courses, only the highest grade achieved is used in the calculations.
- ii. *Term Grade Point Average (TGPA)* is the GPA calculated for all courses taken in a specific term.
- iii. *Cumulative Grade Point Average (CGPA)* is the GPA calculated over all the terms in which the student has been enrolled. In calculating CGPA, only the highest achieved grade is used for repeated courses.
- iv. *Program Grade Point Average (PGPA)* is the grade point average calculated over the courses required for the completion of a program.

4. Passing grade in a course

- a. Unless otherwise specified by the official course outline, the minimum passing grade in a semester-based or term-based course is a D grade.
- b. Courses in which a grade of D or better has been achieved may be used to satisfy program requirements for graduation.
- c. The minimum passing grade in most fixed-intake and continuous-intake vocational programs is a grade of Mastery (MAS).
- d. Courses or modules in which a grade of MAS has been achieved may be used to satisfy program requirements for graduation.
- e. In vocational programs which use letter grades, a minimum grade of D is required to pass.

5. Repeated Courses

- a. 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.
- 6. Minimum grade required in prerequisite course
  - a. In order to enroll in a course for which there is a prerequisite course (or courses), a student must have been assigned a grade of C or higher or an AE or TRF in the prerequisite course (or courses).
- 7. Grade Changes
  - a. Any changes in grades, either upwards or downwards, must be approved by the instructor and the appropriate dean or designate, and submitted on a change of grade form to the Enrolment and Registrar Services no later than four weeks after the end of the semester (incompletes excepted).
- 8. Grading Appeals
  - a. If a student wishes a formal reassessment of a final grade, he/she must make the request in writing to the Registrar within 20 days of the posting of grades. Please refer to Policy ST3 *Grade Appeals*.

## **E. RELATED POLICIES & LEGISLATION**

*Policy ST3 Grade Appeals.*