

Policy History
Policy No. AC4
Approving Jurisdiction: Senate
Administrative Responsibility: Provost and Vice President Academic
Effective Date: September 1, 2022

Student Evaluation and Grading Procedure

A. DEFINITIONS

1. Academic Level:

KPU has four academic levels:

- a. *Graduate*: post-secondary education beyond the baccalaureate or post-baccalaureate level. Graduate studies require more specialized knowledge and intellectual autonomy than undergraduate studies.
- b. *Undergraduate*: post-secondary education at the university or college level that includes either baccalaureate or post-baccalaureate course work.
- c. *Vocational*: applied education, usually in a program of study of less than two years, that leads to a credential specific to a trade or profession.
- d. *Preparatory*: pre-undergraduate education designed to upgrade or enhance academic skills in preparation for undergraduate studies.

2. Course Outline:

The official description of a course taught at KPU. Each active course must have an up-to-date, Senate-approved course outline. Course outlines serve four purposes:

- a. They contain the learning outcomes, content, learning activities, assessment methods, and other curricular information that ensures consistency among instructors.
- b. They are used for establishing transfer credit articulation agreements with other institutions.
- c. They represent an agreement that the instructor, as a representative of the University, will provide students with a particular learning experience.
- d. They outline the conditions for enrolment and academic credit.

3. **Course Syllabus:** A document provided to each student by the instructor specifying elements of the course such as, but not limited to: course requirements, dates, assignments, assessment methods, deadlines, textbook(s), grading policy, office hours and contact information.
4. **Current Status Evaluation:** Evaluation provided in a timely manner, enabling periodic in-term determination of current course standing and the potential for improvement in student learning outcome attainment.
5. **Evaluation:** The determination of student learning outcome achievement based on the sum of all assessment activity.
6. **Fair Evaluation:** Evaluation derived from assessment activity supported by pre-activity communication of assessment expectations and post-activity provision of assessment feedback.
7. **Grading:** The translation of evaluation into a concise signal of achievement [a grade] using a specified grading scale or system.
8. **Instructional Terms:** The periods during which instructional activities occur. There are two types of instructional terms at KPU:
 - a. *Standard Term:* Standard terms are defined at KPU as Fall (September-December), Spring (January-April) and Summer (May- August). Standard terms also include intersessions. Each intersession is half the length of the full standard term.
 - b. *Fixed Term:* Fixed term instructional activities have a fixed start date and end date that are typically different from standard term-based dates.
9. **Prerequisite Grade:** A prerequisite course must be completed with a minimum grade of C unless otherwise stated. Pre-requisite requirements can be found in the Course Description within the University Calendar.
10. **Reliable Evaluation:** Evaluation that accurately reflects student performance.
11. **Valid Evaluation:** Evaluation that reflects the curriculum and learning experiences presented to students during the course of instruction.
12. **Verifiable Evaluation:** Evaluation based on assessment evidence that can be confirmed.

B. PROCEDURES

1. ASSESSMENT AND EVALUATION

- a. Normally a final grade in any given course is based on continuous evaluation of the achievement of course objectives and learning outcomes.
- b. The way achievement is to be evaluated will be stated in the course syllabus provided to all students registered in the course.
- c. The following evaluation information must be provided to students within the course syllabus:
 - i. the grading system used to provide the course evaluation.

- 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 assessments and/or due dates.
- d. Students' final grades should normally be based on at least four separate evaluations.
 - e. The number of evaluations required will be pro-rated for courses less than a standard term in length.
 - f. Normally no single evaluation shall be worth more than 30% of the final grade, but an evaluation or final exam may be worth up to 50% if it is appropriate to the course objectives.
 - g. Final examinations shall normally be conducted during the formal final exam period of the instructional term.
 - h. In-term student assessment feedback must be provided in a timely manner so as to support student achievement of learning outcomes.
 - i. All student assessments and assessment feedback must normally be available for student review by the final grade submission deadline.
 - j. Student assessments associated with group work should determine achievement of outcomes based on individual and group contributions.
 - k. Not all of the above necessarily apply to students in courses using a competency grading system.

2. GRADING SYSTEMS

KPU has a *standard grading system* and a *two competency-based grading systems*.

a. Standard Grading System

The following standard grading system is used to describe the achievement level attained within a particular course.

Grade	Grade Points	Definition	Percent Equivalent
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	56 - 59
D	1.00	Minimal Achievement	50-55

F	0.00	Unsatisfactory Achievement - Student did not meet minimum course requirements.	<50
W	GPA Neutral	Voluntary course withdrawal.	
WE	GPA Neutral	Course withdrawal based on extenuating circumstances.	
AEG	GPA Neutral	Aegrotat - A pass standing based on satisfactory demonstration of course learning outcomes, assigned where disabling illness or other extenuating circumstances prevented completion of all course assessments.	
AUD	GPA Neutral	Audit - Student attended class but was not evaluated.	
TRF	GPA Neutral	Transfer credit - Student granted transfer credit based on successful completion of equivalent course at another institution.	
PLA	GPA Neutral	Credit - Student granted credit based on successful Prior Learning Assessment and Recognition (PLAR) assessment.	
NA	GPA Neutral	Student registered but did not attend and did not officially withdraw.	

b. Competency Based Grading Systems

The following grading systems are used to describe whether a standard level of proficiency has been reached for a particular course.

i. Mastery

A competency-based grading system given to courses that demand a clearly defined high standard of performance, in which the student must demonstrate mastery of all knowledge and/or performance requirements.

MAS	GPA Neutral	Mastery – Student has met and mastered a clearly defined body of skills and performances to required standard.	
NCG	GPA Neutral	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.	<50
W	GPA Neutral	Voluntary course withdrawal.	
WE	GPA Neutral	Course withdrawal based on extenuating circumstances.	

AEG	GPA Neutral	Aegrotat - A pass standing based on satisfactory demonstration of course learning outcomes, assigned where disabling illness or other extenuating circumstances prevented completion of all course assessments.	
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NA	GPA Neutral	Student registered but did not attend and did not officially withdraw.	

ii. Experience

A competency-based grading system given to courses in which an appropriate learning environment has been provided, but only the students can assess and decide the particular value(s) the course has yielded. Such courses demand student participation and, provided students participate, credit will be granted.

EXP	GPA Neutral	Experience - Student has participated at the required level in course activities.	
NCG	GPA Neutral	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.	<50
W	GPA Neutral	Voluntary course withdrawal.	
WE	GPA Neutral	Course withdrawal based on extenuating circumstances.	
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3. GRADES

a. Passing Grade in a Course

- i. The minimum passing grade in a course using KPU's standard grading system is a D grade.
- ii. The minimum passing grades in a course using KPU's competency-based grading systems are MAS or EXP.
- iii. Courses in which a passing grade has been achieved may be used to satisfy program requirements for graduation, unless otherwise specified by the program requirements in the University Calendar.

b. Temporary Grades

The following are used as temporary grades applicable to all grading systems at KPU:

I	N/A	Incomplete – Course requirements incomplete at the grade submission deadline and to be completed and a grade submitted before a specific deadline date.
CIP	N/A	Course In Progress
DEF	N/A	Deferred – the course duration does not correspond to the usual term duration. A final grade will be assigned within a year.

c. Incomplete Grade (I Grade) Contracts

The temporary I Grade is intended to assist a student in completing course requirements when circumstances prevent them from doing so during and by the end of the term. Temporary I Grade assignment is normally initiated by the instructor after consultation with a student. Students assigned a temporary I Grade must enter into an I Grade Contract, normally after consultation with the instructor. Once an I Grade Contract has been entered into a student will not normally be permitted to request a withdrawal under extenuating circumstances (WE). The following criteria are to be used by instructors in deciding whether to agree to an I Grade Contract:

- i. Previous work in the course should have been at a satisfactory or passing level.
- ii. The student must have been prevented from completing requirements by some abnormal circumstance or juxtaposition of other responsibilities, such as

- 1) embarking on a project whose completion, as later affirmed by the instructor, turns out to be more time-consuming than contemplated.
 - 2) an emergency situation such as illness or accident has prevented the student from completing one or more of the course requirements.
- iii. Satisfying the conditions of an I Grade Contract should be achievable within a maximum of eight weeks after the grade submission deadline. Therefore, I Grade Contract deadlines should typically not be more than eight weeks in length and should never extend beyond the subsequent term for which they are applicable.
 - iv. An I Grade and accompanying I Grade Contract may also be issued when an active academic integrity investigation has not concluded before the grade submission deadline for the term.
 - v. There is no limit to the number of I Grade Contracts that a student may carry or enter into.
 - vi. The final grade for a student who has been assigned an I Grade must be submitted on a Grade Reporting Form.

d. Aegrotat

An Aegrotat grade (AEG) may be awarded by the Registrar in extenuating circumstances for an incomplete course, acting on the recommendation of the instructor and supported by the Dean or designate. AEG grades are awarded as a pass standing based on satisfactory demonstration of course learning outcomes. AEG grades will be substantiated by written evidence submitted to the Registrar by the grade submission deadline for the term. Courses for which an AEG grade is awarded serve as a pass for prerequisite and graduation purposes and are not included in the GPA calculation.

e. Minimum Prerequisite Grade(s) required

To register in a course for which there is a prerequisite course (or courses), a student must have achieved a minimum grade of C (or AEG, TRF or PLA) in the prerequisite course(s).

f. Grades for Repeated Courses

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

g. Grade changes

A non-temporary grade change must be approved by the course instructor and the appropriate Dean or designate. The grade change must be submitted to the Office of the Registrar no later than four weeks after the end of the term.

h. Grade Appeals

Students wishing to file a grade appeal should refer to KPU's Grade Appeals Policy (ST 3) and follow the associated grade appeal procedures.

4. GRADE REPORTING

- a. Final grades for each section must be submitted by the final grade submission deadline for the instructional term.

- b. Grades are submitted through Faculty Online Self-Service. Instructors are expected to verify the student's final grades in all sections by logging into Faculty Online Self-Service the day following the original entry.
- c. If the instructor has made an error in entering final grades or needs to change a final grade subsequent to the original online submission, Faculty Online Self-Service will allow a grade change on the same day, otherwise a Grade Reporting form must be submitted to the Office of the Registrar.
- d. Final grades should not normally be entered before the voluntary withdrawal deadline.
- e. For confidentiality reasons instructors are not to post final grade lists.

5. GRADE POINT AVERAGES

The grade point average (GPA) is a method of expressing the academic performance of a student in a set of courses as a numerical weighted average.

- a. GPA is 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.
- b. Grades designated as GPA-neutral are not included in GPA calculations.
- c. For repeated courses, only the higher grade achieved is used in the GPA calculations.
- d. KPU recognizes the following GPAs:
 - i. *Institutional Cumulative Grade Point Average (Institutional CGPA)*: the GPA calculated for all courses taken at KPU.
 - ii. *Program Grade Point Average (Program GPA)*: the GPA calculated for all courses applicable towards graduation with a specific credential.
 - iii. *Term Grade Point Average (Term GPA)*: the GPA calculated for all courses taken at KPU in a specific term.
 - iv. *Transfer Grade Point Average (Transfer GPA)*: the GPA calculated for all transfer and PLAR courses.
 - v. *Overall Grade Point Average (Overall GPA)*: the GPA calculated for all courses.
- e. A GPA is calculated for each academic level that includes only courses designated at that academic level. The transcript will reflect each level separately if appropriate.

C. RELATED POLICY

Policy AC4 *Student Evaluation and Grading*

Policy ST3 *Grade Appeals*