



SUBJECT	Evaluation and Tracking of Student Progress
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BACKGROUND

To honour our commitment to being open and accountable, students will be informed how they will be evaluated in each course and how that information will be relayed to them at the end of each course. Students will be assigned letter grades as well as percentage grades which are calculated as Grade Point Averages (GPA) and are then recorded on transcripts the students will be provided at the end of each semester, or course if the course is taken outside the regular semester timeframe, or at the end of their program in the case of students in College and Career Preparatory Studies.

POLICY

Students will be informed of:

- How they will be evaluated in each course in writing (any changes to the grading system after a course has started must be done in collaboration with the students)
- The requirements to proceed from one academic achievement level to another or, in the case of students in the College and Career Preparatory Studies how to proceed through each level
- The grades received in all courses for a semester on a transcript that will be made available at the conclusion of the course and promotion meetings
- The semester and program Grade Point Average.

Departmental policies may allow for differing evaluation plans among various courses and programs.

PROCEDURE - GENERAL

A. During the Course

1. At the beginning of each course, the faculty member will stipulate clearly and in writing, in course outlines, course outline addendum, placement or practicum manuals, program policies and procedures documents, etc. the criteria to be used in assessing the students' work for the course.
2. In determining final standing in any course, the assessment of the work of the entire academic semester or level is taken into consideration: exams, tests, essays, reports,

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<p>placement, etc.</p> <p>3. Where a course or program demands special attendance regulations such as labs, clinical practice, practicum, fieldwork placement, etc. the attendance details will be specified in writing and provided to all students at the beginning of the program or course. In the case of sponsored students, attendance details and reporting of progress will be relayed by the sponsoring agency directly to the student and to the College where applicable. Students in the College and Career Preparatory Studies Program should refer to the attendance requirements outlined in the Policy and Procedures Handbook.</p> <p>B. Proceeding to the Next Academic Achievement Level</p> <p>Promotion meetings are held at the end of each semester.</p> <p>To move from one academic achievement level (AAL/semester) to another, the minimum grade point average (GPA) of 1.7 (for most programs) must be attained. Students who attain a GPA of less than 1.7 must meet with their Coordinator to discuss continuation in the program.</p> <p>Students should consult departmental policies and manuals to determine the minimum GPA requirements for their program.</p> <p>Students in College and Career Preparatory Studies should refer to the Program Policies and Procedures Handbook to determine the GPA and time limits required to move from one level to the next.</p> <p>C. Requirements to Graduate</p> <p>For most programs, in order to graduate, a cumulative grade point average (GPA) of 2.0 is required, and all required courses must be passed.</p> <p>Students should consult departmental policies and manuals to determine the specific GPA requirements for their program.</p>	

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D. Grading System			
The following grades will be used:			
<u>Grade</u>	<u>Grade Points</u>	<u>Meaning</u>	
A	(80-100%) 4		EXCELLENT: outstanding performance
B	(70-79%) 3		GOOD: better than average achievement
C	(60-69%) 2		SATISFACTORY: achievement sufficient to enable the student to progress with confidence in that course
D	(50-59%) 1		MARGINAL: minimum acceptable level of achievement
<i>In some departments a “C” or “D” may not be considered a passing grade. Students should consult departmental policies and manuals to determine the minimum passing grade for each course.</i>			
F	(0-49%) 0		UNSATISFACTORY: insufficient achievement; must repeat or substitute.
TC	Neutral		(Transfer Credit) Transfer credit has been granted on the basis of previous work covered in another educational institution.
S	Neutral		(Supplemental) This course is incomplete. (Students should refer to the policy on Supplementals to determine when a Supplemental may be given.)
CR/F	Neutral/0		(Credit/Unsatisfactory) This course is of such a nature that a differential grade A, B, C, D) cannot be assigned. This grade is not included in grade-point average calculation unless the student receives an “F” in which case a grade-point of 0 will be assigned.
CO	Neutral		(Continued) Course continued in the following semester and grade assigned at that time – not included in grade-point average calculation.
AU	Neutral		(Audit) The student has enrolled in this course for information only. No grade is assigned.

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<u>Grade</u>	<u>Grade Points Meaning</u>	
NG*	Neutral	(No Grade) For some valid reason (such as illness) a grade is not assigned but credit is given for course. Not included in grade point average calculation.
SC	Neutral	Satisfactory Completion.
W	Neutral	(Withdrawn) Student has withdrawn from course(s) between the "Final Date for Course Withdrawal – no academic penalties" and the "Final Date for Course Withdrawal – without failure."
<p>The Student Record System will understand only the above codes and no other code is to be used.</p>		
<p>* A compassionate grade (displayed on transcript as NG) may be offered when a student whose performance over the majority of the course is fully satisfactory but is prevented from writing the final examination for reasons beyond his/her control.</p>		
<p>If a student is in this category, the following should occur:</p>		
<ol style="list-style-type: none"> 1. The student informs the appropriate faculty member or coordinator as soon as possible. 2. For each course involved, the professor consults with the Executive Regional Director/Associate Regional Director/Director to determine if a compassionate grade will be offered. 		
<p>The student has the right to deny the compassionate grade and complete the course requirements at a time mutually agreed upon with the professor.</p>		
<p>E. Statement of Academic Achievement – Transcript</p>		
<p>The College record of a student's academic achievement is maintained by the Registrar's Office.</p>		
<p>At the end of each semester, or course, or level, students will be provided a transcript. This transcript records the standing achieved in each course, the term Grade Point Average, and the Program GPA.</p>		
<p>On the basis of this standing the students are advised whether or not they may proceed.</p>		

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<p>F. Calculating Grade Point Average</p> <p>1. The grade point average (GPA) per semester (Term Grade Point Average) is based on the letter grade (A-B-C-D-F) and calculated as follows:</p> <p style="padding-left: 40px;">course credit weight x course grade numerical value = course grade points</p> <p style="padding-left: 40px;">total term course grade points ÷ total term course credit weights = term grade point average</p> <p>2. The cumulative <u>program</u> grade point average is calculated as follows:</p> <p style="padding-left: 40px;">total of all course grade points ÷ total of all course credit weights</p> <p>where: course credit weight is the credit weight assigned to a course, 4, 3, 2, 1, 0. course grade is the numerical value given to a letter grade:</p> <p style="padding-left: 40px;">A (80-100%) = 4 B (70-79%) = 3 C (60-69%) = 2 D (50-59%) = 1 F (0-49%) = 0</p> <p style="padding-left: 40px;">Neutral grades (TC, S, CR, CO, AU, NG, SC, and W) are not included in the GPA calculation.</p> <p>G. General Notes</p> <p>Reference to this policy will be made in all course outlines.</p> <p>Individual results of any type of student evaluation will not be publicly displayed in any way that would identify the particular student by name. It is permissible to post results by student ID number as long as the ID numbers are not identifiable.</p> <p>Students in the College and Career Preparatory Studies Program should refer to the Program Policies and Procedures Handbook for specific details regarding the evaluation and tracking of student progress.</p>	

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