



Policy:	E-1.5
Approved By:	Education Council
Effective Date:	September 2007
Amendment Date:	November 21, 2005; December 19, 2005; January 16, 2006 May 15, 2006
Policy Holder:	VP Education

GRADING

Purpose / Rationale

The purpose of this policy is to ensure that grading and promotion are consistent and fair.

Scope / Limits

This policy applies to all Camosun students enrolled in courses for which they will be granted credit.

Principles

1. Camosun College has two recognized grading systems: a standard grading system used for most academic, technical and career based programming; and a competency based grading system used for courses in which satisfactory acquisition of defined skills or successful completion of the course learning outcomes is the basis of evaluation and grading. (See Section A, Grading Systems.)
2. Students' work is evaluated according to one of the two College recognized grading systems. Students must meet the grading and promotion standards for the course or program in order to progress. (See Section A, Grading Systems.)
3. The College will assign temporary grades for a number of special circumstances; however, all temporary grades will convert to a final grade in one of the two grading systems. (See Section A, Grading Systems and Section F, Grade Changes.)
4. Instructors are expected to manage and report students who do not attend the first class meeting and who do not contact the instructor within two (2) working days following the class with a satisfactory explanation. These students are considered "no shows"; their seats will be forfeited and they will receive a "no show" (NS) notation on their student record.
5. As established in the *Course Withdrawal Policy*, students who have attended one or more classes, who do not officially withdraw prior to the published deadlines, and who fail to successfully complete required course work will be assigned a final grade of "F" or a "NC" depending on the grading system being used in the course.
6. To enable students to pursue subsequent educational and professional goals, submission and processing timelines for final grades shall be established. (See Section E, Submission of Final Grades.)

A. GRADING SYSTEMS

The following two grading systems are used at Camosun College:

1. Standard Grading System

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

2. Competency Based Grading System

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes.

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

B. TEMPORARY GRADES

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. (See Section E below for conversion to final grades.)

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. (For these courses a final grade will be assigned to either the 3 rd course attempt or at the point of course completion.)

CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.
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C. STUDENT RECORD AND TRANSCRIPT NOTATIONS

Notations are placed on a student's record to indicate a status or standing and provide additional information to the student and the College. The notations do not impact a student's GPA.

Notation	Description
AUD	<i>Audit</i>
NS	<i>No Show:</i> Students who do not attend the first class meeting of a course and who do not contact the instructor within two working days following the first class with a satisfactory explanation for their absence will be assigned a "NS" grade and their seat will be forfeited.
W	<i>Withdrawal:</i> The student has officially withdrawn. Students who do not withdraw prior to official published deadlines and fail to successfully complete the course will be assigned a failing grade. (See <i>Course Withdrawal Policy</i> link below.)

D. GRADE POINT AVERAGE (GPA)

The grade point average (GPA) is calculated by using the formula in the following example:

Course	Credit	Letter Grade	Grade Points	Grade Points X Credit
1	3	A-	7	7 x 3 = 21
2	3	B+	6	6 x 3 = 18
3	4	C+	3	3 x 4 = 12
4	2	A	8	8 x 2 = 16
5	3	C	2	2 x 3 = 6
	15			73

GPA is 73 divided by 15 = 4.87

Notes:

1. The grading system, based on nine (9) possible grade points, was implemented for the first time in September 1990. Students who accumulated their grades prior to September 1, 1990, will have their former grades recalculated on this nine (9) point system when transcripts are processed.
2. Courses that have not been assigned a credit value will not be used in GPA calculations.

E. SUBMISSION OF FINAL GRADES

To enable confirmation of pre-requisites prior to enrollment in subsequent programs or courses, and to enable students to receive transcripts for subsequent educational and professional purposes, it is essential that final grades be submitted and processed within a short period of time. To support the above goal, timelines for submission of final grades are established as follows:

1. Grades for semester and quarter based courses are to be submitted to the Registrar's Office no later than three (3) working days after each final exam has been written.
2. Grades for technology courses are to be submitted to the Registrar's Office no later than three (3) working days after the end of the final examination period.
3. For courses where there are no final exams, grades are to be submitted, when possible, no later than three (3) working days after the last day of the semester or quarter.
4. Grades are processed immediately upon receipt.

Deans and Directors will be advised by the Registrar's Office when final grades have not been submitted by the deadlines.

F. GRADE CHANGES

There are two circumstances for which grades can be changed: first, through the conversion of a temporary grade to a final grade; and second, through a final grade appeal.

1. Conversion of Temporary Grades to Final Grades

a) Incomplete (I) Grades

- i) When an "I" grade is assigned, the instructor will complete an *Incomplete Grade Report for Student Form* (see link below) which describes the outstanding requirements for course completion. The instructor will provide a copy of this form to the student and the School Office.
- ii) Students must complete the course requirements, and the instructor must submit a *Grade Change Form* (available through the Registrar's Office or the School Office) within six (6) weeks of the "I" grade being assigned.
- iii) At the end of six (6) weeks, if a final grade has not been assigned by an instructor, the "I" grade will be converted to a final grade of "F." Extensions to this six (6) week period will only be considered for exceptional reasons and will require written approval of the Dean.

b) In Progress (IP) Grades

- i) The "IP" grade will convert to a final grade of "NC" if an alternative grade is not assigned within the specified time limitation for a specific course.
- ii) If an "IP" grade is registered for a third consecutive term, an "NC" will be issued.

c) Compulsory Withdrawal (CW) Grades

The Dean must notify the Vice President Education in writing immediately upon the issuance of a CW grade. A CW grade is appealable through the *Student Appeal Policy*

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(see link below) immediately upon issuance as it will automatically convert to a final grade of "F" or "NC" at the end of the academic term in which it was assigned.

2. Final Grade Appeal

A final grade appeal process has been established for students who have reason to believe they have been graded unfairly. Students who wish to appeal decisions regarding final grades must refer to the *Student Appeals Policy* (see link below).

G. LEGISLATED REFERENCES

College and Institute Act Sections: 24(2)(c), 2(1)(a)

H. LINKS

Supporting Form

[E-1.5.1 Incomplete Grade Report for Student Form](#)

Related Policies

[E-1.1 Academic Progress](#)

[E-1.3 Field Placement](#)

[E-2.2 Course Withdrawals](#)

[E-2.4 Student Appeals](#)

[E-2.5 Student Conduct](#)