

**TITLE:** **GRADING**  
(Relates to EL-7: Treatment of Students)  
(Relates to EL-8: Curriculum and Instruction)

**EFFECTIVE DATE:** July 1, 1993  
**REVISED DATE:** June 16, 1999  
**REVISED DATE:** July 1, 2003  
**REVISED DATE:** July 1, 2004

**PURPOSE:**

The process of student evaluation at Red Deer College must address the joint activities of marking and grading. Marking can be defined as an activity of evaluating a student's performance in a discrete sense (i.e. against specific evaluative criteria such as those listed below). Grading, on the other hand, can be defined as an overall assessment - the synthesizing of the "marks" obtained on discrete criteria to arrive at an overall assessment of student performance. The process by which academic performance is converted to grades must be outlined to students in all programs.

The grading system should provide valid and clearly understood grades.

**POLICY STATEMENT:**

Red Deer College will use the following:

- The Letter Grading System as well as the approved letter codes AI, AU, CR, CS, NCR, DEF, IN, IP, and WD for all credit programs.
- The grade of CR (Credit) or NCR (No Credit) or percentage for Apprenticeship programs.
- The grade of S (satisfactory) or U (unsatisfactory) for credit-free career development programs. A percentage grading system may be used where prescribed by an outside agency.
- A percentage system in Apprenticeship courses.

The Letter Grading System will be:

<u>Grade</u>	<u>Grade Point</u>	<u>Description</u>
A+	4.0	
A	4.0	Excellent Performance
A-	3.7	
B+	3.3	
B	3.0	Good Performance
B-	2.7	
C+	2.3	

C	2.0	Satisfactory Performance
C-	1.7	
D+	1.3	
D	1.0	Pass
F	0.0	Fail

## **GUIDELINES:**

### 1. GRADING SYSTEM

The grading system must:

- be clearly communicated to students in the course outline
- be applied in a fair and consistent fashion from student to student in a section, from section to section within a course.
- indicate levels of student performance, consistent with the philosophy and substance of student evaluation in the various programs in the College.
- provide a reliable indication of student performance to instructors of subsequent courses, employers, transfer institutions, etc.
- provide information to aid in decision making on such matters as eligibility for financial aid, participating in honors or special programs, acceptance into professional or graduate schools, awarding of scholarships, dismissal, etc.

#### 1.1 The Letter Grading System

Tests, assignments, etc. are given marks which are combined and then converted into a letter grade at the end of the course. The weights given to the tests, assignments, etc. and how they will be converted to a letter grade must be specified in the course outline.

#### 1.2 Grade of A and A+

The grade of A will generally be the top grade in a course, with A+ being reserved for recognition of exceptional achievement.

#### 1.3 Letter Codes

Where a letter code is used, it shall not be included in grade point average calculation.

##### 1.3.1 "AI" - Administrative Incomplete

An administrative descriptor of AI may be assigned when grades assigned by the instructor have not been received at the time the grades are released by the Registrar. The "AI" is replaced by the final letter grade as soon as it is received.

##### 1.3.2 "AU" - Audit

Students may audit courses and will be charged an audit fee as indicated in the calendar. In auditing a course the student is allowed to attend and participate in class activities, but is not evaluated in any way.

1.3.3 "CR" - Credit

The course requirements have been completed. For an instructor to utilize "CR" for courses in a program, prior approval of the program chairperson and dean and Academic Council is required. "CR" is not an acceptable letter code for university transfer courses.

1.3.4 "CS" - Continuing Status

In good standing but all course requirements have not been met. For an instructor to utilize "CS" for courses of a program, prior approval of the program chairperson and dean and Academic Council is required. "CS" is not an acceptable letter code for university transfer courses.

1.3.5 "NCR" - No Credit

Requirements of the course have not been met and credit for the course is denied. For an instructor to utilize "NCR" for courses or a program, prior approval of the program chairperson and dean and Academic Council is required. "NCR" is not an acceptable grade for university transfer courses.

1.3.6 "DEF" - Deferred

A student who will miss or has missed a final examination because of illness, domestic affliction, or other compelling reasons may be granted a deferred final examination.

1.3.7 "IN" - Incomplete

The grade of "IN" is assigned in lieu of a final grade from a course if the instructor wishes to make special provisions for students to complete the course requirements after the final date for submission of the final grades for that course.

The code of "IN" may be assigned only when it is known that the student has expressed an intention to complete the course requirements. In cases where the student has not overtly expressed a commitment to the College with regard to completing the course requirements, a grade based on course work completed at the end of the term shall be assigned.

A code of "IN" does not indicate the provision of an indeterminate time frame for completion of the course requirements. The latest completion date is the end of the next regular (sixteen week) academic term.

There shall be no extension of time beyond one academic term for the "IN" code without prior approval of the Vice President Education.

1.3.8 "IP - In Progress

This letter code shall only apply to courses that have not officially terminated according to the dates of a normal term as defined by the academic schedule.

- 1.39 S” – Satisfactory  
Used for credit-free courses that are part of career development programs where course requirements have been met.
- 1.3.9 “U” – Unsatisfactory  
Used for credit-free courses that are part of career development programs where course requirements have not been met.
- 1.3.11 "WD" - Withdrawal  
A student will be allowed to withdraw from an individual course up to the date indicated in the Academic Schedule and receive a letter code of "WD" in the course.

Students continuing in classes after the date for withdrawal indicated in the Academic Schedule will be expected to complete course requirements, including term assignments and final examinations where they apply.

In cases where a student does not officially withdraw by the specified time but stops attending without arranging to complete the course requirements, an instructor will assign a grade based on actual work completed.

## 2. REVIEW OF GRADES AND STUDENT PERFORMANCE

Final grades and student progress must undergo a review before transmission of grades to the student from the Registrar's Office.

<b>ACCOUNTABILITY:</b>	Vice President Education
<b>RESPONSIBILITY:</b>	
Responsibility for Implementation & Review:	Dean of Student Services
Consultation for Review:	FARDC, Faculty, Vice President Education, Students, Deans, Registrar, Student Services staff
Policy Review Date:	July 2007
Associated Standard Practice:	Grading Academic Standing Final Examinations Incomplete Grades Recognition of Credit-Free Programming