

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: March 4, 2002
REVISED DATE: July 1, 2004
REVISED DATE: January 1, 2005

PRACTICE:

All credit programs at Red Deer College will use the Letter Grading System.

The criteria for assigning grades will be clearly communicated to students in the course outline.

PROCEDURE:

1. Review/Revisions Process

Instructors will submit to their Chairperson their final grades from their classes as soon as possible and, in no case, later than the date indicated in the Academic Schedule as the last day for submission of grades. The last day for submission of grades indicated in the Academic Schedule will be five days following the last scheduled examination except in the case where it must be reduced to four days in order to enable the Fall Term academic schedule to begin after Labour Day, in accordance with the Academic Schedule Standard Practice.

The Chairperson will review and validate grades. If the Chairperson recommends a change in assigned grades, the instructor will be asked to review the grades assigned. If the grade review question is not resolved at this point, the Chairperson may apply to the Dean for a recommendation.

Validated grades will be submitted to the Registrar's Office for processing.

The Chairperson will be informed of the progress of students who have been identified as performing unsatisfactorily by the computerized review process.

2. Letter Codes

2.1 "AU" – Audit

2.1.1 To enrol on an audit basis, a student must:

- (a) Be admitted to the College.
- (b) Obtain a registration form.
- (c) Indicate "audit" in the appropriate column on the form.
- (d) Obtain the signature of the instructor responsible for the course.
- (e) Return the form to the Registrar's Office on the last two days to register in the course.

2.1.2 Change of registration from "Credit" to "Audit" is permitted only on the last two days to register in the course.

2.2 "IN" - Incomplete

2.2.1 Instructor assigns an interim grade of "IN" on the final grade roster sheet and includes the final grade the student will receive if outstanding requirements are not met.

2.2.2 One month after the submission of final grades, the Records Office will notify all instructors who have grades of "IN". The instructor will submit, to the Student Records department, a grade change form or the Contract for Completion of Incomplete Grades, signed and dated by the instructor and student, indicating the expected completion date.

2.2.3 The latest completion date is the end of the next regular (sixteen week) academic term.

2.2.4 A copy of Instructor/Student contract is submitted to the Records Office.

2.2.5 If a contract or grade change is not completed, the default letter grade indicated on the original final grade roster will be assigned to the student.

2.2.6 Notice will be sent to the instructor after the contract date has expired. If no documentation is received, the default grade indicated on the final grade roster will be assigned to the student.

2.3 "IP" - In Progress

The Registrar shall assign the letter grade of "IP" if a course is not officially over when the student's transcript is prepared.

2.4 "WD" - Withdrawal

To withdraw from a course, a student must have a withdrawal form signed by an appropriate advisor.

2.5 "DEF" - Deferred

The student must apply to the Registrar's Office for a deferred final examination. If granted, the Registrar will make arrangements for the examination to be written and will inform the student.

ACCOUNTABILITY:

Vice President Education

RESPONSIBILITY:

Responsibility for Implementation & Review:
Consultation for Review:

Dean of Student Services
FARDC, Faculty, Vice President
Education, Students, Deans, Registrar,
Student Services staff

Policy Review Date:
Associated Standard Policy:

January 2008
Grading
Academic Standing
Final Examinations
Incomplete Grades
Recognition of Credit-Free Programming