



## **GRADING SYSTEM**

**#4-14**

Approved: April 11, 2003 by: Education Council  
Effective: September, 2004  
Dated to be Reviewed: 2006

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### **POLICY**

**The Grading Policy establishes how North Island College will clearly and precisely communicate a student's level of achievement in courses and programs.**

### **PURPOSE**

The Policy will define the North Island College grading system, ensure its consistency and integrity, and inform the North Island College community and other post-secondary institutions of North Island College grading systems.

### **GUIDELINES**

1. Course instructors evaluate student achievement according to established educational principles. Grades are used to consistently summarize and communicate achievement.

Grading Systems 1 or 2 may be used regardless of the Instructional Division under which the course is assigned.

In Grading System 1, the primary grades that are assigned and appear on transcripts will be expressed as a percentage and a letter grade, or as pass/fail. Secondary grades may be assigned as defined under "Definitions." A table correlating percentages with letter grades will be printed on the back of the transcript. Course work will be quantified in terms of credits.

In Grading System 2, the primary grades that are assigned and appear on transcripts will be expressed as a percentage and/or pass/fail. The table correlating percentage grades with letter grades will not apply to this set of courses. Secondary grades may be assigned as defined under "Definitions." Course work may be quantified in terms of credits.

2. Other representations that do not communicate student achievement but that do represent student standing in a course may appear on the transcript, as defined under “Definitions”.
3. Grade Point Average (GPA) will be reported as part of the grade notification process and will be calculated using a 4.33 point scale. A cumulative grade point average (i.e. a grade point average calculated over more than one semester) will not be reported.

## **GUIDELINES**

In accordance with this policy, Departments will determine the grading system that is to be applied for each course administered in the Department.

1. The instructor will apply appropriate grades and/or standings and submit them in a timely manner according to North Island College Exam Policy for the Development, Distribution, Invigilation and Storage of Credit Course Exams Policy #3-09. Instructional Deans are responsible for ensuring that grades are submitted in accordance with the Exam Policy.
2. All “Aegrotat” grades must be approved by the responsible Instructional Dean.
3. “Incomplete” standing will only be assigned for a course in documented, exceptional circumstances after the regularly scheduled completion date for the course. The instructor must consult with the responsible Instructional Dean prior to assigning the “Incomplete” standing. “Incomplete” is a temporary standing applied for a specified period with an extended course end-date specified. The extended end date will be no more than three (3) months past the regularly scheduled course end date. By the extended end date, a grade is entered on the transcript. If the student does not satisfy course requirements by the extended end date, a grade of “Did Not Complete” (DNC) is entered on the transcript.
4. “Course in Progress” standing will only be used for a course prior to the regularly scheduled completion date for the course.
5. “Continuing Status” standing will be assigned for designated courses that permit a student to register repeatedly prior to completing all course requirements and prior to final grading of the course. Departments shall designate those courses for which the continuing status standing may be assigned.
6. “Did Not Complete” will be assigned for a course when a student does not complete required course work and does not formally withdraw from the course by the official withdrawal date.
7. “Withdrawal” will be assigned for a course when a student withdraws from a course by the official withdrawal date indicated in the North Island College calendar.

8. The Registrar will provide a list of missing grades and standings to the responsible Instructional Dean at the end of each semester.
9. The following “Grade Table” correlating percentages with letter grades will appear on the back of the transcript form. Where letter grades are assigned to courses, they will be assigned according to this grade table.

Letter Grade	Percent
A+	95-100
A	90-94
A-	85-89
B+	80-84
B	75-79
B-	70-74
C+	65-69
C	60-64
C-	55-59
D	50-54
F	0-49
DNC	0

**Definitions:**

Course Credit: In general, one (1) course credit is the equivalent of one (1) hour a week of classroom instruction (labs, seminars, etc. are not included).

Grade: Grade is the measure of a student’s achievement in a course and is indicated on the transcript upon course completion.

*Primary grades* are assigned based on the assessment of completed course work by North Island College instructors and include Percentage (%), Letter Grades, Did Not Complete (DNC), and Pass/Fail (P/F).

*Did Not Complete (DNC)* – The student does not complete required course work and does not formally withdraw from the course by the official withdrawal date. “Did not Complete” constitutes a failing grade.

*Pass/Fail (P/F)* – A grade of “P” indicates course outcomes have been met and credit has been awarded. A grade of “F” indicates course outcomes have not been met and credit is not awarded.

*Secondary Grades* provide for the assessment of achievement through other processes and include Aegrotat (AEG), Prior Learning Assessment (PLA), Transfer (TRF), and Transfer with “D” (TRD). The secondary grades that may appear on a student transcript are listed and described below.

*Aegrotat (AEG)* – The student receives course credit based on satisfactory term marks but has been unable to complete all course requirements due to demonstrated exceptional circumstances. All “Aegrotat” grades must be approved by an Instructional Dean.

*Prior Learning Assessment (PLA)* – Prior learning is assessed, and North Island College course credit is awarded. “Prior Learning Assessment” is indicated on the North Island College transcript with a grade awarded for the equivalent North Island College course. Grades awarded for Prior Learning Assessment will be the same as grades awarded for students who register in and complete course requirements.

*Transfer (TRF)* – Course credit is transferred from another accredited institution to North Island College. The course can be used as a prerequisite.

*Transfer with a grade of “D” (TRD)* – Course credit is transferred from another accredited institution to North Island College. The course cannot be used as a prerequisite course.

Standing: Standing is an indication of a student’s status in a course. Standings do not carry course credit.

*Audit (AUD)* – The student satisfies course prerequisites, attends course classes, and completes course readings. “Audit” cannot be used as a prerequisite.

*Course in Progress (CIP)* – The student is currently enrolled in a course with a future end date. The final grade is to follow.

*Continuing Status (CS)* – The student is continuing studies in a course for an indefinite period beyond the registered end date of the course section. Final grading for the course has not occurred.

*Exempt (EXM)* – An exemption is based on documentation of successfully completed course work. Exempted courses allow a student to register in a course for which the exempted course is a prerequisite. Exempted courses do not carry course credit.

*Incomplete (INC)* – The student is unable to complete a course or program in the scheduled time due to demonstrated, exceptional circumstances. “Incomplete” is a temporary standing applied to a course for a specified period with an extended end-date specified.

*No Grade Reported (NGR)* – The student has completed the course but the grade is not yet submitted.

*Withdrawal (W)* – The student formally withdraws from the course by the designated withdrawal date.

**Cross Reference:**

See also Exam Policy for the Development, Distribution, Invigilation and Storage of Credit  
Course Exams Policy #3-09

See also Repeating a Course Policy #3-14

See also Student Final Grade Resolution Policy #4-03

See also Audit Student Policy #4-06

See also Admissions and Registration Policy #4-09

See also Recognition and Assessment of Prior Learning Policy #4-10