

CREDIT PROGRAM GRADING PROCEDURE

Procedure Section:	Academic & Student Experience	Effective Date:	July 1, 2024
Policy Owner:	Vice President Academic & Student Experience	Last Revised:	October 18, 2023
Policy Administrator:	Associate Vice President Student Experience & Registrar	Review Scheduled:	Every 4 years
Approver:	Executive Committee		
<i>The official controlled version of this document is held with the Legislative Compliance / Policy And Procedure Coordinator.</i>			

A. PROCEDURES

All programs are categorized into three classifications: Academic Upgrading; Certificate, Diploma and University Studies; and Trades and Occupation related Certificate and Diploma programs. The grading scale provided in this policy is used for grade reporting and GPA calculation. Calculation of GPA is used to determine academic standing, which defines a student's status and eligibility to continue to the next semester or year of study. Academic Upgrading and Trades and Technology related Certificate and Diploma programs report grades in a Percentage Grade format, all other program report grades in an Alpha Grade.

1. Grading Scales

Keyano College uses both letter grades and percentage grades for the reporting of final grades in credit courses. The minimum passing grade for an individual course is 50 % or D, unless otherwise identified by an individual program. A minimum GPA of 1.7 or higher is required for students to remain in good academic standing and progress to the next semester, unless otherwise indicated for a specific program.

4.0 Grade Scale	Alpha Grade	Percentage Grade
4.0	A+	93-100
4.0	A	85-92.9
3.7	A-	80-84.9
3.3	B+	77-79.9
3.0	B	74-76.9
2.7	B-	70-73.9
2.3	C+	67-69.9
2.0	C	64-66.9
1.7	C-	60-63.9
1.3	D+	55-59.9
1.0	*D	50-54.9
0.0	F	0-49.9

Individual programs which are exempt from the standard minimum grade for passing, will be determined through the program approval process, and noted in the Keyano College Credit Calendar.

Apprenticeship and Power Engineering related programs are exempt from the minimum grade for passing, these programs will align their minimum grade requirements with AIT and ABSA.

2. Other Grading Notations

2.1 Summary Chart:

Notation	Description	Notes
[]	Repeated Course.	When a course is repeated “[]” will appear around the grade of the most recent attempt, which is the grade used in calculation of GPA.
AU	Audited Course.	Not used in calculation of GPA.
CR	Advanced Credit/Challenge Exam	Not used in calculation of GPA.
DE	Deferred Examination.	Temporary Grade.
IN	Incomplete.	Temporary Grade.
IP	Course In Progress.	Temporary Grade.
P/F	Pass/Fail Grade.	Grades assigned for Pass/Fail courses are not used in calculation of GPA.
PL	Prior Learning.	Not used in calculation of GPA.
W	Withdrawal.	Not used in calculation of GPA.
X	LINC Level Complete	Not used in calculation of GPA.

2.2 Explanation of Other Grading Notations:

a. Advanced Credit

Grade of “CR” is assigned when credit completed at another post-secondary institution is transferred to Keyano College.

b. Challenge Exam

Grade of “CR” is assigned when credit is granted for a course after successful completion of a challenge exam. See Examination Policy for further information.

c. Deferred Examination

Grade of “DE” is recorded in exceptional circumstances when the student is permitted to reschedule the final exam for a later date. See Examination Policy for further information.

d. Incomplete

Grade of “IN” is assigned in exceptional circumstances when course work has not been completed by the course end-date. Failure to complete the outstanding work within 30 calendar days from the course end-date will result in a permanent

grade of “F” in Academic programs and a permanent grade of “0” in Trades and Heavy Industrial programs.

e. Course in Progress

Grade of IP is assigned in courses or programs which do not end within the established semester dates for the academic year. If the grade has not been converted to an Alpha or Percentage grade by the expected completion date, as provided by the instructor or Program Chair, a grade of “F” will be assigned.

f. Prior Learning

Grade of PL is assigned when a Prior Learning Assessment Request is approved, and student is awarded credit based on knowledge gained outside of a post-secondary institution.

g. Withdrawal

Assigned to courses dropped after the two-week drop period but before the withdrawal deadline* as indicated in the Academic Schedule (75% of the course length). Courses that have received a failing grade due to academic misconduct are not eligible for a grade of W regardless of the withdrawal date.

*Exemptions to the withdrawal deadline will be indicated in course outlines. Unsuccessful performance in a clinical course, as part of Nursing & Allied Health Studies, will result in a failing grade regardless of the withdrawal date. Course offerings in collaborative programs will follow withdrawal deadlines of the collaborative institution.

h. Language Instruction for Newcomers to Canada (LINC) Level Complete

Grade of X is assigned when a level of the LINC program is completed in full.

3. Grade Point Average (GPA) Calculation

Grades are assigned according to the scale outlined for each program classification. A GPA is calculated according to a formula using the credits assigned to each course and the grade points received.

Grade Points displayed on transcript as Quality Points (Qpnts) = Credits x Grade Received

$$\text{GPA} = \frac{\text{Total Grade Points (Qpnts) Earned}}{\text{Total GPA Credits Attempted}}$$

The calculated GPA is used to determine students' academic standing at Keyano College. Refer to Academic Standing Policy for further information.

4. Student Assessment

A minimum of 40% of the assessment used for final grades will be provided to students prior to the withdraw deadline. Final grades for assessment of various measurements including assignments, tests, mid-term exams, final exams, etc. will be made available directly to students using the Keyano College Learning Management System [LMS] excluding Apprenticeship students.

Students will be provided a mid-term Pass/Warning grade (P/W) as an identifier of how they are progressing in their course at the mid-point of the semester. This mid-term grade will not

be part of the student's final grade, it will only be used to identify the student's mid-term standing. This grade will be available to students to review on their student account using Self-Service.

Standardized course outlines will be utilized by the department for courses with multiple sections of the same course.

B. DEFINITIONS

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| (1) | Academic Dismissal: | Students are required to withdraw for one calendar year, whether full-time or part-time, and may enroll in non-credit courses or seek admission to a different program of study after the 12-month period |
| (2) | Academic Probation: | May proceed to next semester. Student should seek academic advice on how to improve chances for academic success |
| (3) | Good Academic Standing: | May proceed to next semester |
| (4) | Academic Suspension: | Required to withdraw for two full-time semesters after consecutive term GPAs of below 1.0 |
| (5) | Academic Warning: | May proceed to next semester. Students must seek academic advice on how to improve their chances for academic success |
| (6) | College: | means Keyano College |
| (7) | Credit Programs: | means a group of related courses that exist within a formally approved credit program by Alberta's Minister of Advanced Education |
| (8) | Cumulative Grade Point Average: | means the weighted grade point average of a student for all credit courses completed while enrolled at Keyano College. The overall GPA is calculated by adding the grade points received during the entire period of the student's enrollment and dividing by the number of credits for those courses. Only grades from credit courses completed at the College are included in the calculation of a GPA; transfer credit courses are not included and will not cause a previously failed course to be excluded from GPA |
| (9) | Grade Point Average (GPA): | means a calculation indicating a student's academic achievement at the college, calculated as the total number of grade points received over a given period divided by the total number of credits awarded. |
| (10) | Grade Appeal: | means a student's request to have a term evaluation result (assignments, test, exams, etc.) or final grade reviewed by the course instructor and/or program chair and/or program dean. |
| (11) | Policy: | means the Credit Program Grading Policy |

(12) **Term Grade Point Average:** means a term GPA is a weighted grade point average for a term or semester of study. This term weighted average is calculated by taking the sum of the grade points received during the term and dividing by the number of credits completed in the term

(13) **Transcript:** means a certified document that provides official evidence of courses and programs that a Keyano College student has taken, and the results obtained. The transcript contains the complete academic history of a student while attending Keyano College

C. RELATED LEGISLATION

- *Post-Secondary Learning Act*

D. RELATED DOCUMENTS

- Academic Standing Policy & Procedure
- Credit Program Grading Policy
- Examination Policy: Deferred, Supplemental and Challenge Exams

E. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
02/15/2023	Revision – Replacing Policy 103.1 Grading Procedure for Credit Programs (will be rescinded).	All	Associate Vice President Student Experience & Registrar	Vice President Academic & Student Experience