

CREDIT PROGRAM GRADING POLICY

Policy 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. POLICY STATEMENT

This policy is to provide a clear outline of the system of grading for credit programs at Keyano College. The Keyano College grading system assesses achievement in learning the required knowledge and skills that graduates must acquire to achieve programming requirements, as well as the needs of industry. The grading system recognizes student achievement formally and enables communication with external institutions or relevant groups in a consistent and transparent way.

1. Guiding Principles

- 1.1 Student achievement will be evaluated and scored using the applicable grading scale, provided within the referenced procedures, for the program which the student is enrolled. All grades will be recorded on student transcript of marks.
- 1.2 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 %, unless otherwise identified by an individual program. The grade signifies that a student has met the minimum criteria for learning outcomes as provided in the course outline.
- 1.3 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.
- 1.4 Alberta Apprenticeship and Training (AIT) is responsible for the standards and requirements of apprenticeship programs and the training of apprentices.
- 1.5 Students should receive regular feedback through assessment of various measurements including assignments, tests, mid-term exams, final exams, etc. This feedback should be provided to the student in a timely manner through out the semester to ensure students understand how they are progressing in the 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) | Policy: | means the Credit Program Grading Policy. |
| (11) | 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. |
| (12) | 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 POLICIES

- Academic Standing Policy
- Examination Policy: Deferred, Supplemental and Challenge Exams
- Grading Procedures for Credit Programs.

D. RELATED LEGISLATION

- *Post-Secondary Learning Act*

E. RELATED DOCUMENTS

- Academic Standing Procedure

F. 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 103 Grading Policy for Credit Programs (will be rescinded)	All	Associate Vice President Student Experience & Registrar	Vice President Academic & Student Experience