

Procedure Information	
Related to Policy No:	E-1.22
Approved by:	Education Council
Approval Date:	April 11, 2023
Date of Next Review:	April 2028

## GRADING SYSTEM PROCEDURES

### Definitions

#### **Cumulative Grade Point Average (CGPA)**

The grade point average of the final grades for all credit courses taken since first admission to the College.

#### **Grade Point Average (GPA)**

The grade point average is calculated by multiplying the grade points earned by the number of credits, and then dividing the result by the number of credit hours taken.

#### **Term Grade Point Average (TGPA)**

The grade point average of final grades for all credit courses taken within a defined period.

#### **Transcript**

The official version of a student's academic history at CNC. The transcript shows the course code, title, grade or notation for each course in a defined period which a student was registered past the add/drop deadline. It can also record such information as transfer credits, academic awards, and credentials awarded. Printed transcripts bearing the seal of CNC and the signature of the Registrar, or transcripts transferred through a sanctioned transcript exchange system are considered official.

### Procedures

#### 1. Grading Scales

- 1.1. The Standard Grading Scale will be used for all courses and programs where another grading scale has not been approved by EDCO. This grading scale applies to the majority of programs.

#### *Standard Grading Scale*

A+	90-100%	C+	64-67.9%
A	85-89.9%	C	60-63.9%
A-	80-84.9%	C-	55-59.9%
B+	76-79.9%	D	50-54.9%
B	72-75.9%	F	0-49.9%
B-	68-71.9%		

1.2. Where there is a required grading scale in place from an external accrediting body, Alternative Grading Scales will be used. Alternative Grading Scales apply to specific programs.

1.2.1. Existing alternative grading scales may continue to be used until the Program's next comprehensive review.

1.2.2. See the CNC Academic calendar for program specific alternate grading scales.

## 2. Grading System

2.1. The following grading system is used at the College of New Caledonia:

Grades		Grade Points
A+	Excellent Achievement	4.33
A		4.00
A-		3.67
B+	Good Achievement	3.33
B		3.00
B-		2.67
C+	Satisfactory Achievement	2.33
C	The lowest standing permitted for a course to serve as an acceptable prerequisite unless specifically noted following a course description or within the program requirements.	2.00
C-		1.67
D	Marginal Achievement	1.00
F	Unsatisfactory Achievement (fail)	0.00
N	Never Attended. Student registered but did not attend and did not officially withdraw.	0.00
AG	Annotated Grade - Students who have completed a modified program. An annotated report is available.	NC*
AEG	Aegrotat Standing - A compassionate pass, approved by the Dean and Registrar, based on satisfactory term marks when a student is unable to complete the course due to serious, documented extenuating circumstances.	NC*
S	Successful achievement of determined learning requirements in a competency-based course.	NC*
U	Unsuccessful achievement of determined learning requirements in a competency-based course.	NC*

<b>Non-credit Courses</b>		<b>Grade Points</b>
CS	Continuing Status. Student may repeat at the same level. Applicable to Adult Basic Education (ABE) students in all Fundamental and Intermediate level courses. This grade may be used twice per Fundamental level course and once per Intermediate level course. The relevant Educational Administrator must sign off on all CS grades.	NC*
<b>Temporary Grades</b>		<b>Grade Points</b>
SD	Standing Deferred - Grade and credit withheld until requirements outlined in the Standing Deferred Grade Agreement have been met or the student will receive the grade they earned up to that point.	NC*
CIP	Course in Progress.	NC*
<b>Prior Learning and Transfer Credits</b>		<b>Grade Points</b>
PL	Prior Learning - assigned to students who have successfully received credit for that course through the Prior Learning Assessment and Recognition (PLAR) process.	NC*
E	Exemption granted - The waiving of a program or course requirement. A student granted an exemption may be required to take another course to replace the credits associated with the exempted course.	NC*
TRF	Transfer Credit Granted – grade given on a student’s record for transferable courses that have achieved a grade of a ‘C’ or greater.	NC*
TRD	Transfer Credit Granted - grade given on a student’s record for transferable courses that have achieved a passing grade up to a ‘C-’.	NC*
<b>Enrolment Status and Transcript Notations</b>		<b>Grade Points</b>
AUD	Audit status - No credit granted.	NC*
WD	Withdrawal - assigned to students who officially withdrew within the time limits specified in the calendar.	NC*
WE	Withdrawal for Extenuating Circumstances – assigned to students who withdrew from a course due to unexpected, uncontrollable and/or unforeseen circumstances that significantly impacted the student’s ability to complete the semester or course.	NC*
TER	Terminated – a transcript notation that signifies the student was terminated from the applicable course(s) and requires the permission of the appropriate Dean to re-enrol.	NC*
*NC – not calculated in grade point calculation		

### 3. Grade Point Average Calculation

- 3.1. A student's Grade Point Average (GPA) is calculated by multiplying the grade points earned by the number of credits earned for each course, adding those numbers together and then dividing that number (grade point credit hours in the chart below) by the total number of credits earned.

**Example:**

	Letter Grade	Grade Points	Course Credits	Grade Point Credit Hours
Course #1	A	4.0	3	12
Course #2	B	3.0	3	9
Course #3	C	2.0	4	8
Course #4	D	1.0	2	2
Course #5	F	0.0	3	0
<b>Total</b>			<b>15</b>	<b>31</b>

$$\text{GPA} = 31 \div 15 = 2.07$$

- 3.2. Any student in a program where GPAs are calculated and who has a cumulative GPA of 3.5 or higher at the time of graduation will be considered to have graduated with honors. "Graduation Honors" will be noted on the transcript by the Office of the Registrar.
- 3.3. Grades for all course attempts are recorded on transcripts. Only the highest grade is used in the calculation of the GPA.

### Links to Other Related Policies, Documents, and Websites

Academic Conduct E-1.29

Academic Standing E-1.03

Evaluation of Student Learning E-1.50

Change of Enrollment Status E-1.14

Grade Appeal Policy E-1.20

Prior Learning Assessment and Recognition E-1.07

Student (Non-Academic) Conduct E-1.45

Transfer Credit and Advanced Standing E-1.44

Withdrawal due to Extenuating Circumstances E-1.36

### Procedure Amendment Log

Amendment Number:	Date:
0	April 11, 2023
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