

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

## GRADING SYSTEM

### Policy Statement

This policy defines the grading systems used to record and report final grades, defines standard and alternative grading scales, and describes how the College of New Caledonia calculates grade point averages.

### Purpose / Rationale

The purpose of this policy is to provide clear and consistent guidance to students, faculty and other institutions looking to understand grades and notations commonly found on CNC transcripts.

### Scope / Limits

This policy applies to all Education Council (EDCO) approved courses where final grades are to be submitted.

### Principles / Guidelines

1. At the beginning of each course, students will be given a syllabus outlining the course's EDCO approved grading system and grading scale.
2. The majority of EDCO approved courses and programs follow the standard grading scale. In cases where external bodies require an alternative grading scale, this scale will be provided in the course outline.
3. Changes to the course or program's grading scale must be discussed with the relevant educational administrator and brought to EDCO for review and approval.
4. Interim or midterm grades and final grades will be given in the form of a letter grade. Each letter grade corresponds with a numerical range as laid out in the *Grading System Procedures*.
5. At the end of the course, the instructor is responsible for the assignment, recording, and reporting of a final grade.
6. Final grades are used to calculate grade point average (GPA) and determine academic status and formal achievement, such as qualification for academic awards or in instances of academic probation.

7. Final grades are not official until they are recorded by the Office of the Registrar in CNC's student information system. Grades in learning platforms, such as Moodle, are not considered official. In case of a discrepancy between platforms, the grade entered in CNC's student information system will stand as the official grade.
8. Student grades are personal information and must not be posted publicly, with or without identifying details. Student grades will be protected in accordance with the Freedom of Information and Protection of Privacy Act.
9. Grades for all course attempts are recorded on transcripts. Only the highest grade is used in the calculation of the GPA.

### Legislative References

College and Institute Act  
 Freedom of Information and Protection of Privacy Act

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

Academic Conduct E-1.29  
 Academic Standing E-1.03  
 Change of Enrolment Status E-1.14  
 Evaluation of Student Learning E-1.50  
 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

### Policy Amendment Log

Amendment Number:	Date:
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