

## GRADING POLICY

### Policy Statement

Bow Valley College employs a standardized grading scale to assess learner outcomes and provide information about their learning, certify their achievement and establish appropriate, consistent, and fair academic grading standards.

### Purpose

This policy provides guidance to learners, faculty and staff on the systems and expectations regarding assessments, grading and reporting to ensure that it is applied consistently to reflect the academic achievement of learners. Grades provide information to learners about their academic achievement and are used in the determination of learners' admission, graduation and academic standing within the College.

### Scope

This policy applies to all learners enrolled in either credit or non-credit courses and all faculty and staff involved in assessing, awarding and reporting grades.

### Principal Objectives

1. To provide the basis for assessing a learner's academic performance to promote consistency of College wide academic standards across courses, programs and time.
2. To inform learners about the assessment and grading practices of the College and to understand learning outcomes and objectives as stated in individual course outlines.
3. To provide information to external organizations about Bow Valley College's grading practices and standards in order to evaluate a learner's academic achievement.

### Compliance

Employees, contractors, and learners are responsible for knowing, understanding, and complying with Bow Valley College policies, procedures, and any other attached documentation that relate to their position, employment, or enrolment at the College.

### Definitions

**Grade:** A defined outcome/value assigned to a learner based on academic achievement in a course or course element.

**Grading Scale:** The scale used to define grades and ranges for different levels of academic outcomes.

**Credit and Non-Credit courses:** As defined in the Non-Credit Programming Policy #500-2-9.

**DATA SHEET**

**Accountable Officer**

VP, Learner Services & Chief Student Services Officer

**Responsible Officer**

Director/Registrar, Office of the Registrar & Enrolment Services

**Approval**

Board of Governors

**Contact Area**

Office of the Registrar and Enrolment Services

**Relevant Dates**

<b>Approved</b>	December 9, 2016
<b>Effective</b>	August 30, 2017
<b>Next Review</b>	December 2021
<b>Modification History</b>	Approved : Board of Governors - June 25, 2002 Approved: Reviewed by Acting President - December 17, 2003 Approved: President - June 29, 2006 Approved: Academic Council - October 12, 2006 Approved: Board of Governors - November 28, 2006 Reviewed: Academic Council – November 10, 2016 Approved: Board of Governors – December 9, 2016

**Associated Policies**

- Academic Continuance and Graduation Policy #500-1-5
- Academic Honesty Policy #500-1-7
- Admissions Policy #500-1-2
- Attendance Policy #500-1-10
- Code of Conduct Policy (Learners) #500-1-1
- Program and Course Evaluation Policy #500-2-6
- Integrity in Research and Scholarship Policy #500-3-3
- Appeals Policy #500-1-12
- Learner Credit and Registration #500-1-17
- Learner Records and Information - Collection, Access and Waivers Policy #500-1-16
- Prior Learning Assessment and Recognition Policy #500-1-8
- Program Retention, Addition and Deletion Policy #500-2-2
- Transfer Credit Request Policy #500-1-9

**Related Procedures**

- Grading Procedure #500-1-6

**Related Legislation**

- Post-secondary Learning Act