

# GRADING POLICY PLAIN LANGUAGE SUMMARY

## Policy Statement

### *What is the policy?*

Bow Valley College uses a grading system for final grades. This system is based on the Alberta Common Grading Scale.

The grading system will be used for learners' assignments. It records learners' **performance** in courses and their **grade point average**.

**Performance** means how well you do in a course, or what kind of grades you get.

## Purpose

### *What is the policy for?*

1. The purpose of this policy is to make sure that grading practices are the same at the College. It also makes sure grading practices follow academic standards.
2. This policy follows the College's core values: excellence, focusing on learners, responsibility, concern for people, honesty, respect for diversity, teamwork, and trust.

## Scope and Compliance

### *Who does the policy affect?*

This policy applies to all College employees who:

- measure academic **performance**
- review grades
- enter grades on academic records

These employees include deans, directors, instructors, and staff on contract.

## Main Objectives

### *What are the goals of the policy?*

- 1. Academic freedom:** The College believes that academic freedom is very important to teaching and research. Faculty and staff should use this freedom in the responsible and honest development of knowledge.
- 2. Minimum scores:** There are programs and courses that require learners to get a minimum score in order to meet requirements for other courses or for graduation.
- 3. Protection from liability:** The College will protect its employees from legal action while they are working **in good faith** for the College.
- 4. Responsibilities of the College:** Bow Valley College is responsible for making sure employees know, understand, and follow the Grading Policy. The College will make sure there are penalties for anyone who does not follow the Grading Policy.
- 5. Following the policy:** All employees, contractors, and learners are responsible for knowing, understanding, and following College policies.

**Liability** is when you are legally responsible for something.

**In good faith** means you are acting honestly and fairly.

## Definitions

**Academic standing grade point average:** This is an average of the grades for your courses in a period of time.

**Alberta common grading scale:** This is a grading system used in Alberta. In this system, final grades are represented by letters. Each letter grade has a number from zero to four.

**Cumulative grade point average:** This is an average of all your grades for all your courses.

**Grade point:** This is the grade you get for a course multiplied by the number of credits for the course.

**Grade point average (GPA):** This is the average of your grades. It is all your grade points divided by the number of credits you have attempted. If you repeat a course, the GPA is calculated using the highest grade.



**Graduation grade point average:** This is your grade point average for the courses you need to graduate from a program.

**Practicum/work placement:** This is any placement that is part of your academic program. In a practicum you work with the public. Placements include hospital rotations, other clinical placements, or other placements in a work setting.

**Learner:** A learner is a person who is currently registered at the College. In this document, learner means applicants, future learners, and learners.