
Policy Title:	Grade Scales, Calculations and Evaluation	
Policy No:	9012	Approval date: July 2, 2015
Approval Body:	Academic Council	
Effective Date:	April 2016	Review date: April 2017

Purpose

This policy outlines the framework for official transcripts, grading and grade scales used for undergraduate and graduate courses at the University.

Scope

This policy applies to undergraduate and graduate student records at the University.

Policy Statement

Academic grades are a measure of the performance of a student in individual courses or graded components of a program of study. The transcript of a student's academic record must be and historically accurate.

1. Transcripts

1.1. UCW will follow national and provincial industry standard practices for recording and transcribing grades and other elements and notations of the student's academic record as specified in the current transcript guide from the Association of Registrars of the Universities and Colleges of Canada (ARUCC). In addition, UCW will adhere to the Transcript Maintenance Agreement stipulated by the British Columbia Ministry of Advanced Education.

1.2. The UCW official transcripts will include the:

- Credit value of each course in which the student was registered;
- Number of credits earned for each course in which the student was registered;
- Final letter grade or notation for each course in which the student was registered;
- Term grade point average (GPA) earned;
- Total number of credits earned in each term;
- Cumulative grade point average (CGPA) earned for all courses in which the student has registered; and
- Cumulative credits earned for all courses in which the student has registered.

1.3. Only grades for courses completed at UCW are calculated into the term and cumulative GPA.

1.3.1. Grades for transfer credits from other institutions will not be calculated into the UCW GPAs.

1.3.2. No grades will be recorded or calculated into the GPAs for credits earned through Prior Learning Assessment (PLAR).

1.4. When a course is taken more than once, the credits, grades, and corresponding grade point values will show on the student's record in each instance but will count only once towards the degree. The GPA is calculated using only the highest grade achieved for the course.

- 1.5. Credit for a course may be applied only once in a student's program.
- 1.6. Courses with Withdrawal notations are not included in the GPA calculations.
- 1.7. The Program Chair or academic program head must approve any faculty grade submissions and requests to change a final grade.
- 1.8. Grades are not deemed official until released by the Registrar's Office. Official transcripts are only released by the Registrar's Office.
- 1.9. Final grades are not expunged from the transcript.
- 1.10. Official transcripts include all courses attempted by the student including courses in progress ('CIP').
- 1.11. Students' records are confidential and a transcript will only be issued at the student's request and after receipt of the required fee and all financial obligations to UCW are met.

2. Grading Scale

All final grades and GPAs are assigned and calculated according to the undergraduate and graduate grading scales. Each letter grade used at UCW has a corresponding numeric value which is used to calculate grade point averages.

2.1. The Undergraduate Grading Scale is:

Descriptor	Percentage	Letter Grade	Numeric Value
Exceptional	90% - 100%	A+	4.33
Outstanding	85% - 89%	A	4.00
Excellent	80% - 84%	A-	3.67
Very Good	76% - 79%	B+	3.33
Good	72% - 75%	B	3.00
Good	68% - 71%	B-	2.67
Satisfactory	64% - 67%	C+	2.33
Satisfactory	60% - 63%	C	2.00
Pass	55% - 59%	C-	1.67
Marginal Pass	50% - 54%	D	1.00
Fail	0 - 49%	F	0.00

The Graduate Grading Scale is:

Descriptor	Percentage	Letter Grade	Numeric Value
Exceptional	90% - 100%	A+	4.33
Excellent	85% - 89%	A	4.00
Very Good	80% - 84%	A-	3.67
Good	76% - 79%	B+	3.33
Good	72% - 75%	B	3.00
Satisfactory	68% - 71%	B-	2.67
Pass	60% - 67%	C	2.00
Fail	0 - 59%	F	0.00

2.2. Other Transcript Notations

This chart describes other notations that may be used on a student transcript.

Notation	Title	Numeric Value	Explanation
ADV	Advanced Standing	No credit	Advanced standing or course credit - no grade
AEG	Aegrotat	As %	Satisfactory completion - not all work completed due to illness or other exceptional circumstances
AUD	Audit of course	No grade	Audit of course. No grades granted
CH	Course challenge	No grade	Challenge course for credit by assessment
CIP	Course in progress	0	Actively registered in current term. No grade yet available
F	Failure	0	Did not meet minimum course requirements
IP	In progress	No grade	Grade not yet available. Automatically becomes 'F' grade after 5 weeks if no grade posted or work remains incomplete
N	Did not complete	0	Did not complete course requirements. Equivalent to 'F' grade
NC	No credit	No grade	No credit
NCC	Not for credit: Complete	No grade	Mandatory course requirements completed for a non-credit course
NCF	Not for credit: Failure	No grade	Mandatory course requirements failed for a non-credit course
NCI	Not for credit: Incomplete	No grade	Mandatory course requirements not completed for a non-credit course
PLAR	Prior learning assessment & recognition	No grade	Credit granted as formal recognition of knowledge and skills gained through work and life experiences

RW	Required to withdraw	0	Required to withdraw for academic or conduct reasons
TC	Transfer credit	No grade	Credit granted for courses completed elsewhere at a recognized institution
W	Voluntary withdrawal	No grade	Student voluntarily drops or withdraws from course

Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Credit	The number of units of academic value assigned to a course.
Cumulative GPA (CGPA)	The total sum of the grade points received during the entire period of the student's enrollment divided by the number of credits attempted during that period. If a student repeats a course, the grade from the first attempt remains on the transcript. However, only the higher grade will be used in the calculation of the CGPA.
Cumulative credits	The total number of credits earned for all courses successfully completed at the institution.
GPA	Sum total of grades received during the entire period of enrolment divided by the number of credits attempted during that period
Grade	Final indicator of a student's performance in a course, as submitted by the faculty member and as approved by the Dean, Chair, or academic program head
Grading Scale	Indicates how grades assigned in percentages and letter grades are converted to a grade point scale that is used to calculate a grade point average
Received credits	number of credits that a student earns by satisfying the course requirements during a given term
Term credits	The total number of credits that a student earns by satisfying the course requirements during a given term
Term GPA	The sum of grade points earned in all courses taken during a term divided by the total credits attempted.
Transcript	The official, formal document that is a subset of the student academic record, and contains a complete and accurate history of the academic path of a given student in a particular educational institution.

Related legislation

None

Related policies

Policy Number	Policy Title
9015	Student Records
9023	Academic Standing and Continuance

Responsibility

The Chair or academic program head is responsible for:

- approving and transmitting final grades to the Registrar's Office.

The Registrar's Office is responsible for:

- recording all final grades, releasing final grades, and for producing official transcripts.
- ensuring final grade calculations are complete and accurate on transcripts.