

GRADING POLICY			
<b>Effective Date</b>	June 1, 2023	<b>Policy Type</b>	Academic
<b>Responsibility</b>	Provost and Vice-President Academic	<b>Cross-Reference</b>	<ul style="list-style-type: none"> <li>• Examination Policy</li> <li>• Student Rights and Responsibilities Policy</li> <li>• Course Outline Policy</li> <li>• Advanced Standing and Progression Policy (pending review and approval)</li> <li>• Guidelines for Academic Schedule</li> <li>• Records Management Policy</li> </ul>
<b>Approver</b>	Board of Governors	<b>Appendices</b>	Appendix 1 – Alternate Grade Codes Appendix 2 – Qualifying Grade Remarks
<b>Review Schedule</b>	Every 5 years		

## 1. Policy Statement

- 1.1. Northwestern Polytechnic (“NWP”) affirms that its academic grading policy is based on competency and proficiency, and that students’ academic performance, not character or attitude, determine the grade assigned.

## 2. Background

- 2.1. A student’s grade may determine eligibility for financial aid, scholarships, honours, Transfer Credit to another institution and/or continued study at NWP. As such, grading must be consistent throughout NWP.

## 3. Policy Objective

- 3.1. The objective of this policy is to provide guidelines for the grading system to ensure it is applied fairly and consistently between courses, sections and programs at NWP.

## 4. Scope

- 4.1. This policy applies to credit courses offered at NWP.

## 5. Definitions

- 5.1. “Academic Year” includes the Fall, Winter and Spring semesters, normally beginning in September and ending in August.
- 5.2. “Course Outline” is a formal document that provides key details about an academic course regarding, but not limited to, course content, Learning Outcomes and grading for the purpose of providing course expectations to instructors, students, and other academic institutions.

- 5.3. "Evaluation Methods" may include but are not limited to the number, weighting and type of examinations, assignments, etc., and does include the methods used to convert course work into final grades and the grade value system (alpha, percentage to alpha, pass/fail, credit/no credit, etc.) applied to the course.
- 5.4. "Repeat Final Examination" is a supplementary examination given to a student in an approved circumstance. Refer to the Final Examination Policy for additional information on Repeat Final Examinations.
- 5.5. "Transfer Credit" is the recognition of formal learning completed at another institution as it appears on an official transcript.

## 6. Guiding Principles

- 6.1. NWP records and reports final grades for the purposes of students' transcripts in accordance with the grading systems listed and the following approved letter codes.

6.1.1. Alpha Grading (preferred method) – Alpha grades will be converted to four-point equivalence for the calculation of Grade Point Averages.

Alpha Grade	4-Point Equivalence	Percentage Conversion	Descriptor
A+	4.0	95-100	Excellent
A	4.0	85- 94	
A-	3.7	80-84	First Class Standing
B+	3.3	77-79	
B	3.0	73-76	Good
B-	2.7	70-72	
C+	2.3	67-69	Satisfactory
C	2.0	63-66	
C-	1.7	60-62	
D+	1.3	55-59	Poor
D	1.0	50-54	Minimal Pass
F	0.0	0-49	Failure

6.1.2. Pass/Fail

P	N/A	50-100	Pass
F	N/A	0-49	Fail

## 6.1.3. Credit/No Credit

CR	N/A	50-100	Credit
NC	N/A	0-49	No Credit

6.1.4. Percentage grade is an acceptable method of grading only when required by an accrediting/regulatory agency.

6.1.5. Alternate Grade Codes can be found in Appendix 1.

6.1.6. Qualifying Grade Remarks can be found in Appendix 2.

## 6.2. Minimal Pass

6.2.1. A grade of D+/D in the alpha system will be considered a minimal passing grade for students to meet the prerequisite requirements for the next level of study. Exceptions to this will be clearly stated in prerequisite requirements in the course description or in program progression criteria.

## 6.3. Evaluations

6.3.1. Evaluation methods must be consistent with the Final Examination Policy and the Grading Policy.

6.3.2. An instructor bears full responsibility for evaluating the academic performance of students.

6.3.3. An instructor must communicate to students at the beginning of each course the detailed manner by which academic performance will be evaluated and final grades derived. This communication will be in the form of a Course Outline and the details of such must comply with the Course Outline Policy, Final Examination Policy and the Academic Schedule Policy and Procedures.

6.3.4. All course procedures must be explicitly stated in the Course Outline and must be consistent with the basic principles detailed in the Student Rights and Responsibilities Policy.

## 6.4. Records Retention

6.4.1. Written Final Examinations will be retained, by the Registrar's Office, in accordance with the Alberta Freedom of Information and Protection of Privacy (FOIP) Act, for at least one year from the end of the month in which the exam period falls.

6.4.2. Computer-based Final Examinations using the NWP learning management system will be retained within the system, in accordance with the Alberta Freedom of Information and Protection of Privacy (FOIP) Act, for at least one year from the end of the month in which the exam period falls.

Any other student assessment records that cannot be returned to students will be retained by the Department for the current year as per the Records Management Policy. After the appropriate retention period, these documents will be destroyed in a secure manner.

## 7. Roles and Responsibilities

Stakeholder	Responsibilities
Academic Council	<ul style="list-style-type: none"><li>• Approve and formally support this policy.</li></ul>
Provost and Vice-President Academic	<ul style="list-style-type: none"><li>• Review and formally support this policy.</li></ul>
Registrar	<ul style="list-style-type: none"><li>• Ensure that staff follow all guidelines related to the Grading Policy</li><li>• Address issues/concerns</li></ul>
Faculty	<ul style="list-style-type: none"><li>• Implement policy</li></ul>

## 8. Exceptions to the Policy

8.1. Any exceptions to this policy will be at the discretion of the Provost and Vice-President Academic.

## 9. Inquiries

9.1. Inquiries regarding this policy can be directed to the Registrar.

## 10. Amendments (Revision History)

10.1. Amendments to this policy will be published from time to time and circulated to the NWP community.

Approved by Academic Council: November 14, 2002  
Revised and approved by Academic Council: October 9, 2003  
Revised and approved by Academic Council: November 16, 2006  
Revised and approved by Academic Council: September 11, 2008  
Revised and approved by Academic Council: January 8, 2009  
Revised and recommended by Academic Council: May 11, 2023  
Approved by Board of Governors: June 1, 2023

## Appendix 1 – Alternate Grade Codes

Grade Code	Alternate Grade	Descriptor
AU	Audit	Instructor's permission must be granted before the dates outlined in the Academic Schedule. Normally, an auditor will not be expected to complete assignments or write exams but attendance and all other expectations should be made clear on an audit agreement form. No grade point equivalent.
CR	Course credit awarded	Indicates successful completion, no grade point assigned to this grade.
IN	Incomplete	May be assigned at the discretion of the instructor or Program Chair to grant a student a limited time extension to complete specified course work. Normally, extensions are fifteen (15) Business Days from the last day of the Final Examination. Students who fail to submit/complete requirements by the extension date will receive an "F" in the course.
NC	No credit	This grade indicates failure in courses with Credit/No Credit grade values. Students receive 0 for credits earned. No grade point equivalent.
P	Pass	Indicates fully satisfactory performance. No grade points assigned to this grade.
W	Withdrew with permission	Withdrew with permission before the date outlined in the Academic Schedule. This grade is assigned by the Registrar's Office when withdrawal documents have been completed. No grade points assigned to this grade.
WF	Withdrew after the deadline for withdrawing with permission	Carried the weight of a grade of "F". This grade is assigned by the Registrar's Office when withdrawal documents have been completed after the deadline for withdrawing with permission and before the final examination.
TR	Transfer Credit	Transfer credit awarded as per Advanced Standing & Progression Policy.
AUF	Audit Fail	Failed to meet requirements of audit agreement.
IP	In Progress	Normally assigned to the first term of a two-term course.
IPW	In Progress Withdraw	Normally assigned to the first term of a two-term course if the student withdrew in the second semester.
IPF	In Progress Fail	Normally assigned to the first term of a two-term course if the student failed the course after the completion of the second term.

## Appendix 2 – Qualifying Grade Remarks

Grade Code	Qualifying Grade Remark
E	Credit by special assessment
M	Granted deferred final exam*
S	Granted repeat final exam*
G	Grade based upon repeat final exam

\*Deferred and repeat final examinations must be completed as per the Final Examination Policy.