Policy Title: Academic Grading Policy

Approved by: Campus Director

Executive(s) Responsible: Academic Director; Director, Student Services/Registrar

Administrator(s) Responsible: Academic Manager, and Academic Assistant

Revision Date: November 27, 2024

Effective Date: November 27, 2024

Next Review Date: November 27, 2025

Institution Number: 4119

Background & Scope

The Canadian College of Technology and Business (CCTB) is committed to providing high quality education and a learning environment fostering excellence. CCTB is committed to assisting students in successfully completing their programs of study and has fair, transparent, and effective processes to monitor and evaluate student progression.

This policy applies to all courses (credit and non-credit) and records at CCTB.

Purpose of the Policy

This Academic Grading Policy (the Policy) outlines the framework for official transcripts, grading, and grade scales used for programs and courses at CCTB.

Policy Statement

1. Grading

1.1. <u>Passing Grade:</u> A minimum passing grade of 50% is required for all courses offered by CCTB. Some courses, to meet external requirements, may require a higher passing mark. Students must refer to the course outline to verify the passing mark for individual courses.

1.2. <u>Grading Scale:</u>

Descriptor	Percentage Scale
Outstanding	80-100%
Good	70-79%
Satisfactory	60-69%
Marginal Pass	50-59%
Fail	0-49%

1.3. <u>Transcripts</u>:

CCTB follows federal and provincial industry practices for recording and transcribing grades and other elements and notations of the student's academic record as specified by the Private Training Institutions Branch (PTIB) under the *Private Training Act*.

- Only grades for courses completed at CCTB are calculated into the term and cumulative Percentage Scale;
- 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 diploma. The Percentage Scale is calculated using only the highest grade achieved for the course; and
- The Academic Department, in conjunction with the Director, Student Services/Registrar, is responsible for recording all final grades, releasing all final grades, and producing official transcripts.

1.4. <u>Other Transcript Notations</u>:

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

Related Legislation

- Private Training Act

Related Policies

Policy Name	Policy Number
PLAR and Transfer Credit Policy	

Document History

Date	Approval/Review/Key Change(s)
27 Nov 2024	Adapted policy to term-based academic delivery