

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: January 30, 2025

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. Passing Grade: 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. Grading Scale:

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

1.3. Transcripts:

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. Other Transcript Notations:

| 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 |
| W | Withdrawn | No grade | Course withdrawal after registration deadline. |
| 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 |
| 30 Jan 2025 | Included clarification on W transcript notation |
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