OLDS COLLEGE
OF AGRICULTURE & TECHNOLOGY

GRADING & ACADEMIC STANDING

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	A. Academic
Parent Policy:	A09
Approval Date:	April 12, 2024
Effective Date:	July 1, 2024
Procedure Owner:	Vice President, Student Experience Registrar & Director, Student Services

Overview:	The purpose of this procedure is to provide clarity to all stakeholders regarding the Olds College of Agriculture & Technology (the "College") grading and academic standing process.

Procedures:	**Grading for Credit Courses**
	Course Grading Systems
	1. Each course at the College must adhere to one of the three approved final grade types. The grade type for each course is provided on the approved course outline.
	  a. Letter Grades (A+ to F)
	  b. Credit/Non-Credit (CR/NCR)
	  c. Pass/Fail (P/F)
	
	2. Mid-term Grade Conditions
	  a. The mid-term grade type within the student information system or designated system will be utilized to provide students with an appropriate mid-term grade as per policy A05 Assessment.
	  b. Grades are to be entered by the course instructor into the student information system or designated system approved by the Office of the Registrar at the midpoint of a course.
	  c. Mid-term grades do not appear on the student transcript. Mid-term grades are utilized to foster student success and retention efforts which may include targeted supports and communication.
	
	3. Final Grade Conditions
	  a. The final grade type within the student information system will be utilized to provide students with a final grade on the student academic record (transcript). Grades are to be entered by the course instructor into the Student Information System by the deadline as per policy A05 Assessment.
	4. Change of Final Grade
	  a. Within two (2) months of the grade submission deadline, a grade

change may be made on the recommendation of an instructor, with Dean approval. Evidence must be provided that substantiates a calculation error or new information is provided that was unavailable at the time the grade was submitted.

   b. A Change of Grade Form must be submitted.

5. Letter Grades (A+ to F) - Grade Conversion Chart

   a. The following grade symbols and corresponding grade points (Table 1) can be assigned by an instructor.

Table 1: Grade Conversion Chart - Letter Grade, Percentage Range and Grade Point Value.

Letter Grade	Percentage Range	Grade Point Value
A+	96-100	4.00
A	92 -95	4.00
A-	87 - 91	3.70
B+	82 - 86	3.30
B	77 - 81	3.00
B-	72 - 76	2.70
C+	67 - 71	2.30
C	62 - 66	2.00
C-	58 - 61	1.70
D+	54 - 57	1.30
D	50 - 53	1.00
F	Below 50	0.00

   b. Letter Grade Conditions

      i. Passing Grade

         1. A letter grade of 'D' or higher is required to pass a course. A passing grade will result in credit being granted for the course. Grades of D or higher will be included in the calculations of grade point averages.

      ii. Fail (F)

         1. A grade of 'F' is awarded if a final percentage of below 50% is achieved in a course or for course withdrawal after the withdrawal deadline. A fail will result in credit not being granted for the course, but it will be included in the calculation of grade point averages.

   c. Repeat Courses

      i. The original grade and the repeat grade will be recorded within the terms the course was originally taken and

then repeated.

    ii.   Calculation for the purpose of graduation includes only the higher grade (indicated by Include 'I' on the student transcript) and does not include the lower grade (indicated by Exclude 'E' on the student transcript).

6. Credit/No Credit, Pass/Fail indicators - Credit(CR) / No-Credit (NCR), Pass (P)/Fail (F) Chart

    a.   The following grade symbols and corresponding grade points (Table 2) can be assigned by an instructor for courses utilizing this final grade type.

Table 2: Credit/No-Credit, Pass/Fail Chart with Definitions.

Grade Symbol	Grade Point Value	Definition
CR	N/A	Course requirements satisfied
NCR	N/A	Course requirements not satisfied
P	N/A	Course requirements satisfied
F	0.00	Failure

    b.   Credit/No-Credit, Pass/Fail Conditions

        i.   Credit Received-No Credit Received (CR/NCR)

            1.   Students that have met course requirements receive a grade of 'CR', which will result in credit being awarded.

            2.   Students that have not met course requirements receive a grade of 'NCR' and no credit is awarded.

            3.   This final grade type is not included in the grade point calculations.

        ii.   Pass/Fail

            1.   Students that have met course requirements receive a grade of 'P', which will result in credit being awarded.

            2.   Students that have not met course requirements receive a grade of 'F', and no credit is awarded.

            3.   Grades of 'P" will not be included in grade point average calculations. Grades of 'F' will be included in grade point average calculations.

7. Alternate Grade Symbols and Grade Point Value(GPV) - Other Grade Symbols and GPV Chart

    a.   The College may choose to use alternative symbols to identify a student's progression, success or other factors related to a course completion as described.

Table 3: Other Grade Symbols, Grade Point, and Definitions.

Grade Symbol	Grade Point Value	Definition
0%-100%	N/A	Percentage

AF	0.0	Administrative Fail	
AU	N/A	Audit	
I	N/A	Incomplete (Interim Grade)	
PLA	N/A	Prior Learning Assessment Credit	
TR	N/A	Transfer Credit	
WN	0.00	Required Withdrawal	
W	N/A	Withdrawal (Student Initiated)	
WC	N/A	Withdrawal with Cause (Student Initiated)	
MT	N/A	Multi Term	
ae	N/A	Aegrotat	

b. Conditions/Criteria for Other Grade Symbols
    i. Administrative Fail (AF)
        1. Administrative Fail may be assigned under the following circumstances as determined in consultation between the Office of the Registrar and the respective School where an AF is deemed more appropriate than an "F" based on the review. A grade of AF is not based on the assessment of course learning competencies. Examples may include:
            a. There is a violation of published attendance requirements, and/or
            b. the student has not attended any scheduled classes and has not submitted an assignment for evaluation within the term, and/or
            c. the student has not logged into the learning management system.

    ii. Audit (AU)
        1. No credit is awarded.
        2. No course assessments are completed, and no instructional feedback is provided.
        3. Application for audit grades must be made by the drop date for the course.
        4. Students must register in each course and pay all applicable course fees (full tuition and mandatory fees).
        5. Credit for the course is not included in calculating course load for full-time student status or GPA calculations.

    iii. Incomplete (I)
        1. All students accept the responsibility to

complete the course(s) in which they enrol in a specified term. The "I" grade is an interim grade symbol (not final) issued by an instructor in cases where the student has demonstrated appropriate effort within the course, and has requested time beyond the end of the term to complete the course due to extenuating circumstances.

2. It is the student's responsibility to discuss their situation with their instructor and identify the extenuating circumstances (critical personal or family illness, religious observance, or other serious circumstances outside of the student's control). The instructor will notify the student of their decision to proceed with an "I" grade.

3. If approved, the instructor will develop a plan to satisfy the remaining course requirements no later than two months after the last day of the course. The instructor must notify the Dean of this plan and provide an "I" grade on the student's academic record through the student information system.

4. The instructor may enter the current alternative final grade into the student information system if the student does not fulfill the requirements in the plan.

5. If the conditions of the plan are not met within two months, a grade of "F" will automatically be assigned to the student. In extraordinary circumstances, the Dean of the respective program may grant an extension with notification to the Office of the Registrar for up to twelve (12) months following the last formal day of the course.

iv. Transfer Credit (TR)
1. A grade of TR is awarded upon receipt of Transfer Credit. Transfer Credit will result in credit being granted for the course but will not be included in the calculation of grade point averages.

v. Prior Learning Assessment and Recognition (PLA)
1. A grade of PLA is awarded upon a successful application for prior learning assessment and recognition (PLAR). PLA will result in credit being granted for the course, but will not be included in the calculation of grade point averages.

vi. Withdrawal (W)
1. A grade of W is awarded when a student withdraws from a course by the withdrawal deadline. Withdrawal will result in credit not being granted for the course, and will not be included in the grade point averages.

      vii.   Required Withdrawal (WN)

1. A grade of WN is awarded when a student is required to withdraw from a course and is therefore unable to complete the required outcomes prior to the end of the term. Examples may include but are not limited to:
    a. Health and safety concern in a course or field placement,
    b. disciplinary action, and/or
    c. academic or non-academic misconduct.
2. A grade of WN cannot be replaced with a grade of W.
3. A grade of WN will result in a GPA of 0.0 for that course.

      viii.   Withdrawal with Cause (WC)

1. Student-initiated withdrawal resulting in a grade of WC. The assignment of this grade is based on presentation of official documentation and a petition for withdrawal with cause to the Office of the Registrar.
2. Students may request a Withdrawal with Cause at any point in their term of studies.
3. Examples may include:
    a. Withdrawal due to extraordinary reasons including medical issues, jury duty or reservist called to duty.
4. A grade of WC is not included in the calculation of grade point averages.

      ix.   Multi Term (MT)

1. A grade of MT will be used when a course continues over more than one term and awarded for each term that the course is not yet complete.
2. MT grades will not be used in the calculation of GPA.

      x.   Aegrotat (ae)

1. Under special circumstances an aegrotat (ae) grade may be awarded. This grade is awarded when a student, in the opinion of the instructor with approval of the Dean, would have successfully passed the course but was prevented from completing all required assessments by a serious protracted illness/injury.
2. This grade will only be awarded in the most serious circumstances where no other alternative is available.
3. A grade of 'ae' will result in credit being granted but not included in the grade point average calculations.

Academic Standing

The College is committed to maintaining high academic standards, promoting student success, and supporting students to achieve academic success.

1. Academic Standing Principles
    a. The College commits to a fair and transparent process in determining academic standing for all students who have attempted nine (9) or more credits. Cumulative and Term Grade Point Average (GPA) will be calculated each term to represent a student's achievement.
    b. Graduation requirements include a minimum Program GPA of 2.00 or higher to graduate from a Certificate, Diploma, or Post-Diploma Certificate. A Program GPA of 2.50 or higher is required to graduate from an Applied Degree or Degree program.
    c. It is the responsibility of each student to be aware of their academic standing.
    d. It is the student's responsibility to seek the assistance of College staff or other supports when they become aware that they are unable to meet academic requirements.
    e. In the event a student is unable to meet academic requirements, the College will take all reasonable attempts to ensure they are aware of potential consequences as well as support services available through tools such as the Academic Success Plan.

2. Credit Categories
    a. A Grade Point Average (GPA), based on a 4.00 scale, is the standard average measure of performance used to determine (but not limited to) academic standing. The following Academic Standings are used at the College for Credit programs:

Academic Standing	Criteria (Term GPA)	Description
President's List	GPA of 3.70 or greater with a minimum 15 credit load in a term.	Credit students meeting the GPA and program load requirements have the President's List standing as a notation on the transcript and receive a letter of congratulations from the President.
Dean's List	GPA of 3.50 or greater with a minimum of nine (9) credits in a term.	Credit students meeting the GPA and program load requirements have the Dean's list standing as a notation on the transcript and receive a letter of congratulations from the Dean of their program.
Good Standing	GPA of 2.00 or greater in a term.	Good standing is included as a notation on the transcript.
Academic Warning	GPA of 1.00 to 1.99, except when the student was	Academic Warning is included on the transcript and is advised by letter to meet with an Academic

	on an Academic Warning the previous term.	Advisor and Student Support Services.
Academic Probation	GPA 0.00 to 0.99 in any term. GPA of 1.00 to 1.99 and was previously provided an Academic Warning.	Probation is included as a notation on the transcript and the student is advised by letter they must meet with an Associate Dean, Academic Advisor and Student Support Services to complete an academic success plan to continue with their studies.
Academic Suspension	Student with a term GPA of 0.00 to 0.99 and was on an Academic Warning in the previous active term. Student with GPA of 0.00 to 1.99 who was on Academic Probation in the previous active term. Inappropriate or dangerous behaviour or performance in an academic course/ program.	Academic Suspension is included as a notation on the transcript. The student will be withdrawn from the institution for a period of eight (8) months. The student will need to reapply to the institution and may be readmitted on a probationary status and may have to meet academic conditions that support improved performance or behaviour.

3. Apprenticeship Categories

Academic Standing	Criteria	Description
President's List	A grade of 87% or greater within College marked assessments.	Eligibility for the President's list is decided by the Dean and/or Associate Dean responsible for Apprenticeship. A Certificate of Achievement will be awarded following completion of all required

		classroom instruction periods.
Dean's List	A grade of 85% or greater within College marked assessments.	Eligibility for Dean's List decided by the Dean and/or Associate Dean responsible for Apprenticeship & Trades. A Certificate of Achievement will be awarded following completion of all required classroom instruction periods.
Academic Suspension	Inappropriate or dangerous behaviour or performance in a course or program.	The student is withdrawn from their classroom instruction at the College for a minimum of one training cycle.

Definitions:	**Academic Success Plan:** An individualized plan created between a student on probation, an Academic Advisor, the Associate Dean, and campus student academic support services. The plan outlines available College supports and services and the steps required for program completion and academic success.

Grade Point Value (GPV): A numerical equivalent to a final letter grade for a single course based on a standardized 4.00 scale.

Grade Point Average (GPA): The sum of grade points earned divided by the total number of credit hours earned over a specified period of time, reported to the hundredth decimal place.

Credit Hours: A unit of measurement used to indicate the amount of instructional and learning time required to achieve the student learning outcomes of a credit course. |
| **Related Information:** | I10 Tuition & Fees
A10 Graduation & Convocation
A05 Assessment
A17 Recognition of Prior Learning
Grade Change Form |
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