1.0 POLICY STATEMENT

1.1 MacEwan University (the "University") utilizes one letter grade system based on the Alberta Common Grading Scheme for the reporting of final grades in credit courses. The system used is a 4.0-grade point value system consisting of 12 letter grades and 11-grade points. All final grades shall be recorded in the student information system using letter grades. Letter grades shall be converted to the four-point grading scale for the calculation of a Grade Point, where applicable.

2.0 PURPOSE

The purpose of the MacEwan University grading policy is to ensure that throughout the University:

2.1 grading practices are consistent and reflect appropriate academic standards;

2.2 evaluation of student performance is made in a fair and objective manner;

2.3 evaluation practices include regular and timely feedback to students, while allowing Instructors adequate time for grading;

2.4 grades and related information are recorded in the student system and on the transcript in a consistent manner.

3.0 APPLICABILITY

3.1 This policy applies to the evaluation of student performance in all courses at the University.

3.2 Grade Point Values may not apply to all courses. Examples include English as an Additional Language, University Preparation, Centre for Professional Nursing Education, and other non-credit courses.

4.0 DEFINITIONS

Academic Standing GPA (ASGPA)
Calculated by dividing the sum of total Grade Points achieved at the University during the period of review by the sum of all credits with Grade Point Values attempted at the University during the same period. The ASGPA value is not included on the transcript.

Assessment
Assessments outlined in the course syllabus that include, but are not limited to, written, practical and oral examinations (including take-home examinations), final projects (including portfolios), theses, presentations, practicum/workplace learning requirements, and performances.

Cumulative GPA (CGPA)
Calculated by dividing the sum of total Grade Points achieved at the University by the sum of all credits with Grade Point Values attempted at the University. The CGPA is included on the transcript.

Grade
The official final grade assigned to a course by combining all marked assessments. The course grade is included on a transcript.

Grade Points
Calculated by multiplying the Grade Point Value by course credits.

Grade Point Average (GPA)
A weighted average calculated by dividing the sum of all Grade Points achieved by the sum of all credits with Grade Point Values attempted. GPA is calculated to three decimal points of precision.

Grade Point Value
A number between 0.0 and 4.0 that is assigned to a letter grade, see 5.1.

Graduation GPA (GGPA)
Calculated by dividing the sum of total Grade Points achieved at the University and counted towards a program credential by the sum of all those credits with Grade Point Values. The GGPA value is not included on the transcript.

Mark
A mark assigned to a single assessment within a course.

Passing Grade
The minimal grade required to earn credit for a course is D (1.0); however, a higher grade may be required in some courses to fulfill program requirements, proceed in a program, meet prerequisites, or transfer a course to another program or institution.

Student Information System
The University's relational database used to manage and maintain the official student record, including but not limited to admission, registration, grades, and transcripts.

Term GPA
Calculated by dividing the sum of Grade Points achieved in a term at the University by the sum of all credits with Grade Point Values attempted at the University in that term. A term GPA is included on the transcript.

Transcript
The official and certified statement of a student's academic record. The University has two official transcripts: Undergraduate and Continuing Education.

5.0 POLICY ELEMENTS

5.1 **Grading Scale**
The following letter grades are assigned as final course grades and are published on an official transcript.

5.1.1

Letter GRADE	GRADE POINT Value[1]	Grade Descriptors
A+	4.0	Outstanding
A	4.0	
A-	3.7	Excellent
B+	3.3	Good
B	3.0	
B-	2.7	

C+	2.3	Satisfactory
C	2.0	
C-	1.7	
D+	1.3	Poor
D	1.0	
F	0.0	Fail
WF[2]	0.0	Withdraw Failure

1 Not applicable for English as an Additional Language, University Preparation, Center for the Professional Nursing Education, and non-credit courses.
2 discontinued, effective the 2015-16 academic year.

Outstanding: exemplary achievement.

Excellent: superior performance showing sustained excellence in meeting course expectations.

Good: exceeds adequate performance with good knowledge of subject material.

Satisfactory: adequate performance, demonstrating a basic understanding of the subject matter, and meeting course requirements.

Poor: minimally competent performance showing significant weakness in many areas; performance may be insufficient to satisfy prerequisite requirements.

Fail: unsatisfactory performance; course requirements have not been met.

Withdraw Failure: A University Registrar assigned grade that signifies a student has withdrawn from a course after the published deadline to withdraw without academic penalty. Discontinued, effective the 2015-16 academic year.

5.1.2 In addition, the following notations or grades may appear on a transcript but do not have associated grade point values, therefore do not contribute to the GPA:

AU	Audit
IN	Incomplete
W	Withdrawal Without Academic Penalty
DEF	Deferred
CR	Completed Requirements
NCR	Not Completed Requirements
S[3]	Supplemental Privilege
TR	Transfer Credit
IP	In Progress (continued next term)
CE[4]	Course Ended
NC[4]	Not Completed
SC[4]	Successfully Complete

3 discontinued, effective the 2021-22 academic year.

4 not applicable to credit courses.

5.1.2.1 **AU (Audit)**
A grade of AU will be assigned when a student has enrolled and received permission to audit a class in accordance with the Auditors of Courses Policy.

5.1.2.2   **IN (Incomplete)**
A temporary grade of IN indicates that a portion of required course work has not been completed and evaluated in the prescribed time period due to extenuating circumstances. Refer to Grading Procedure for more information.

5.1.2.3   **W (Withdrawal Without Academic Penalty)**
Students shall be assigned a grade of W if they withdraw from an individual course by the date specified in the student information system as the last day to withdraw without academic penalty.

5.1.2.4   **DEF (Deferred)**
A temporary grade of DEF may be assigned for students who have applied for, and been granted access to, a deferred final examination in accordance with the Student Assessments Policy and Student Deferrals Procedure.

5.1.2.5   **CR (Completed Requirements)**
CR indicates that course learning requirements have been achieved in courses using credit/no credit criteria, or through the recognition of prior learning in accordance with the Prior Learning Assessment and Recognition (PLAR) Policy.

5.1.2.6   **NCR (Not Completed Requirements)**
NCR indicates failure in courses using credit/no credit criteria.

5.1.2.7   **S (Supplemental Privilege)**
A notation of S identifies a supplemental examination was written. The S is noted on the original course grade and listed under the replacement grade. Discontinued, effective the 2020-21 academic year.

5.1.2.8   **TR (Transfer Credit)**
TR shall be assigned for coursework approved for Transfer Credit in accordance with the External Course Taking and Inter-Institutional Transferability policies. TR grades are recorded on the student information system but may not appear on the transcript.

5.1.2.9   **IP (In Progress)**
A temporary grade of IP may be assigned for the first portion of a course, which is scheduled to continue into a subsequent term.

5.1.2.10   **OW (Other Withdrawal)**
On the recommendation of a Faculty or School, and in consultation with the Office of the University Registrar, a grade of OW may be assigned where the University is not able to fully deliver a course, and the use of a W would not accurately reflect the student record. The OW grade retains the enrolment record but does not appear on the transcript and does not contribute to GPA.

5.1.3   Term GPA and Cumulative GPA shall be reflected on a transcript, where applicable.

5.1.4   Term notations related to academic standing may appear on a transcript. Refer to Academic Standing Policy for more information.

5.1.5   Grade or Term notations related to student discipline for academic or non-academic misconduct may appear on a transcript. Refer to the Grading Procedure and other associated policies and procedures for more information (e.g., Student Academic Integrity Policy, Student Academic Misconduct Procedure, Student Non-Academic Misconduct Policy and Procedure).

5.2   **Assessment of Grades**
The grading system used at MacEwan University is based on Criterion-referenced testing and assessment. In this system, student performance is assessed according to pre-determined performance levels to ascertain how well each student has learned specific knowledge or skills.

5.2.1   The grading system shall provide for an adequate number of differentiation points to allow for the appropriate distinction between levels of student performance and determination of those students to be recommended for academic merit and scholarship, where applicable.

5.2.2   Students will be assessed in accordance with the Grading Procedure.

5.3   **Submission of Grades**
Instructors are responsible for the submission of grades, as outlined in the Grading Procedure.

5.4   **Reassessment of Marks**
Students may apply for a reassessment of submitted assessments, as outlined in the Grading Procedure.

5.4.1   Decisions with respect to reassessment of marks are not subject to appeal.

5.5   **Change of Grades**
Grade changes require approval of the applicable Department Chair (or delegate) and must be submitted via the institutional process managed by the Office of the University Registrar.

6.0 ASSOCIATED PROCEDURES

- Grading Procedure

7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- Course Outline Standard
- Repeating Credit Courses
- Student Assessments
- Prior Learning Assessment and Recognition
- Inter-Institutional Transferability
- Work Integrated Learning
- Co-operative Education
- Academic Standing
- Graduation Procedure
- Auditors of Courses

- Withdrawal from University Programs
- Student Academic Integrity Policy
- Student Non-Academic Misconduct Policy
- Student Deferrals Procedure
- Student Academic Misconduct Procedure
- Student Non-Academic Misconduct Procedure

REFERENCES:

- As a member of ARUCC (Association of Registrars of the Universities and Colleges of Canada) MacEwan ensures that its grading practices conform with the *National Transcript Guide for use in Canadian Postsecondary Institutions*, published by ARUCC. The Common Grading scale has been adopted by Alberta Universities and Colleges, based on recommendations from the Minister's Working Group on Admissions and Transfers. Adoption of the common grading scale eliminates the need for receiving institutions to convert grade point averages for admission purposes. Implementation Date: July 1, 2010

8.0 ACCOUNTABILITY

Policy Sponsor
Provost & Vice-President, Academic

Responsible Office
Office of the University Registrar

9.0 HISTORY

Relevant Dates

Approved: **21.06.14**

Effective: **21.09.01**

Next Review: **26.09**

Modification History

79.08.17:   Approved by Board motion: 8-17-79/80. Replaces Board policy 9.12 approved 78.11.01 by motion 3-1-78/79.

81.04.07:   motion to add Grade G defeated by Academic Council 81.04.07.

82.06.23:   Amendments to regulations recommended by Academic council 82.06.08 and approved 82.06.23 by Board motion 13-16-81/82.

85.05.16:   Changes made to policy and regulations (addition of CR grade) as recommended by Academic Council 85.05.07 and approved 85.05.16 by Board motion 12-15-84/85.

86.01:   Page 3, third paragraph amended to include Grade "D".

87.10.15:   Procedural changes to regulation 1.13 as approved by Academic Council motion 87-10-08-15 approved by Board motion 87/88, October 15, 1987.

90.04.19:   Recommended by Academic Council 90.04.03 and approved 90.04.19 by Board motion 7-12-89/90 for implementation 90.09.01.

96.21.11:   Approved the addition of clauses 2.11 and 2.12 as recommended by Academic Council 96.11.01.05 and approved by Board motion 3-11-21-96/97.

99.04.15:   Revised as recommended by Academic Council motion 98-10-13-05 and approved by Board motion 1-4-15-98/99.

01.03.15:   Addition to regulations to include the grade of WF as approved by Academic Council motion 00.11.21.05 and approved by Board motion 02-3-15-2001/01 for implementation 01.09.01.

03.09.09:   Addition of the grade point of A+ at a grade point of 4.0 effective September 2004, as approved by Academic Council motion 03-09-09-07.

03.12.19:	Policy updated for clarity approved by Board motion 01-12-18-2003/03 as recommended by Academic Council motion 03-11-18-06 and was endorsed by Executive Committee.
2004.02.24:	Implementation date of September 1, 2004 approved by Board motion 01-2-24-2003/04.
2005.04.26:	Executive Committee approved the addition of 4.6 and 4.6.1.
2005.12.01:	Executive Committee approved the addition of 3.3, 3.4, 4.3, 4.3.6, 4.3.7
2007.06.05:	Revised GPA, GGPA, Term and CGPA for clarification, approved by Academic Council 07.05.008 and by Executive Committee 07.06.05.
2009.05.26:	Revised 5.1.1 to read business days, 5.4.1 to read December vacation, approved by Academic Governance Council motion 06-05-26-2009.
2010.03.09:	Revised as recommended by Academic Policies Committee, and approved by Academic Governance Council motion AGC-10-03-09-2010.
2014.10.28:	Terminology updated to reflect housekeeping and textual changes and approved by Academic Governance Council motion AGC-04-10-28-2014.
2014.12.22:	Updated to reflect current policy names and numbers, references to retired policies, and Related Policy listings.
2021.06.14	Comprehensively revised to ensure up to date and accurate information. Procedural elements moved to new Grading Procedure. Approved by General Faculties Council Motion #GFC-08-14-06-2021 and effective September 1, 2021.
24.04.15:	Minor revisions made for clarification and to ensure alignment with Academic Standing policy. Approved by Policy Sponsor.