

Policy Name	<b>Grading System and Student Promotion</b>		
Policy #	<b>1208</b>	Category	<b>Student Services</b>
Policy Sponsor(s)	<b>Associate Vice-President, Student Services</b>	Previous Revision Date	<b>July 1, 2017</b>
Policy Approved by	<b>President &amp; CEO</b>	Revision Date	<b>February 14, 2018</b>
Procedures Approved by	<b>Provost and Vice-President, Academic</b>	Review Date	<b>See Policy Review Date or as Required</b>

See the related [POLICY](#).

### DEFINITIONS

**Grade Point Average (GPA):** An expression of the general quality of academic achievement. It is calculated by multiplying the numeric percentage grade earned in each course by the credit units for the course, resulting in grade points. The total grade points for all courses is then divided by the total credit units attempted, resulting in the grade point average (also called weighted average).

Only grades from credit courses completed at Saskatchewan Polytechnic are used to calculate a GPA.

**Term Grade Point Average:** A term GPA is a weighted grade point average for a given term of study. This term weighted average is calculated by taking the sum of the grade points received during the term and dividing by the number of credits completed in the term.

**Transcript:** A transcript is a certified document that provides official evidence of courses and programs that a Saskatchewan Polytechnic student has taken and the results obtained. The transcript contains a complete and accurate history of the academic path of a student while enrolled at Saskatchewan Polytechnic.

**Overall or Cumulative Grade Point Average:** A cumulative or overall GPA is the weighted grade point average a student earns for all credit courses completed while enrolled at Saskatchewan Polytechnic. The overall GPA is calculated by adding the grade points received during the entire period of the student's enrollment and dividing by the number of credits for those courses. Only grades from credit courses completed at Saskatchewan Polytechnic are used to calculate a GPA; transfer credit courses are not included and will not cause a previously failed course to be excluded from GPA.

### PROCEDURES

#### 1.0 Grading System

- 1.1 Students are evaluated based on objective criteria as identified by measurable learning outcomes provided in the course outline for each course. Course outlines include

evaluation/assessment methods including the types, numbers, and weighting for each assessment.

- 1.2 A pass mark signifies a student has been assessed and has demonstrated his/her ability to meet the criteria for course learning outcomes.
- 1.3 Saskatchewan Polytechnic's grading system uses a percentage scale and alternative grades.

### Saskatchewan Polytechnic Percentage Scale

90-100	Excellent
80-89	Very good
70-79	Good
60-69	Average
50-59	Acceptable
%F	Failure

### Saskatchewan Polytechnic Alternative Grades

AEG	Aegrotat	Pass based on exceptional circumstances
AT	Attendance	Attendance required for successful completion (no assessment)
AU	Audit	No active participation or formal assessment
CO	Complete	Work placement successfully completed
CN	Continuing	Course continuing to the next term
CR	Credit	Course requirements met
EX	Exemption	Exempt from course requirement
F	Failure	Failed course requirements, no % provided
IN	Incomplete	Course requirements not complete (grade converts to failure after six months from the course end date if requirements are not completed)
NC	Not complete	Work placement not successfully completed
NT	Not taken	Used for Co-operative Education only to indicate the Co-operative Education component was not taken
P	Pass	Course requirements successfully completed
TC	Transfer credit/ Equivalent credit	Transfer credit or equivalent credit granted for a course

W	Withdrawal	Withdrawal without academic penalty (generally assigned if withdrawal occurs prior to 75% course completion)
WF	Withdrawal failure	Withdrawal with academic penalty (0% in cumulative average calculation) (generally assigned if withdrawal occurs after 75% course completion)

## 2.0 Grade Point Averages

- 2.1** Courses with a percentage value are used to calculate the weighted grade point average, overall grade point average and term average. A grade point average is a grade between 0 and 100.
- 2.2** If a student attempts a Saskatchewan Polytechnic course more than once, only the highest grade received for the course is used in the GPA calculation. However, all grades are reported on the student transcript.
- 2.3** If a student fails a course and then subsequently takes an equivalent course at another institution for transfer credit, the original %F grade remains 'included' in GPA (should not be 'excluded').

## 3.0 Incomplete Grades

- 3.1** Incomplete grades may be applied to enrolled students who do not complete a course by the course end date due to a missed exam or assignment resulting from exceptional circumstances beyond the student's control (e.g. family tragedy or serious illness). The student does not require additional instruction and/or program resources to complete the course(s). The faculty member must give the student a due date, e.g. two weeks after course end date, by which to complete.

## 4.0 Aegrotat Grades

- 4.1** An Aegrotat grade (AEG) is a discretionary pass used under exceptional circumstances and for compassionate reasons. Aegrotat standing is granted at the discretion of the program dean and may be granted to a student in a situation where completion of missed course work is not possible (e.g. or other assessment is not possible). Aegrotat standing may be assigned for a student who:

- has not completed all evaluations but has completed and passed at least 75% of course work,
- has an average of 10% higher than the course pass mark on completed course work,
- in the opinion of the instructor, would have passed the course had all course work been completed, **and**
- has documentation (e.g. a medical certificate) to substantiate the emergency situation necessitating the request.

A student has 15 days from the last day of classes to apply in writing to the program dean for Aegrotat standing. Not all courses are eligible for Aegrotat standing based on external accreditation requirements or other constraints. Course eligibility will be determined by the program dean. Aegrotat standing is not included in the calculation of the GPA.

## **5.0 Changes to Grades**

- 5.1** Once a final grade has been entered into Saskatchewan Polytechnic's student information system it is considered official. An amendment to a grade can only be made by an instructor as approved by a program head and submitted to Registration Services on the appropriate Grade Adjustment Form.

## **6.0 Grade Appeals**

- 6.1** A registered student may appeal a final grade or grades for work that contributes to a final grade through policy 1207 *Grade Appeal*.

## **7.0 Promotion**

- 7.1** Course outlines provide the criteria that must be met to progress through a course in the form of learning outcomes and assessment methodologies.

- 7.2** Progression through a program of study is dependent upon successful completion of credit courses including course pre-requisites and co-requisites. Progress from course to course, term to term and the ability to remain enrolled in a program is dependent upon meeting progression criteria as outlined in course outlines and in Saskatchewan Polytechnic policy 1202 *Academic Progress*.

- 7.3** Weighted averages are used to determine student progression, promotion, and achievement as follows:

**7.3.1** High student achievement is calculated using a weighted grade point average. See policy #1216 (Student Excellence in Academic Achievement and Dean's Honour List) for further information on the criteria and designation of high achievement.

**7.3.2** Academic probation decisions are based on the weighted term grade point average. See policy 1202 *Academic Progress* for more information on this and other criteria leading to a student being placed on academic probation.

**7.3.3** The requirement to discontinue is determined by calculating a term grade point average or a grade point average for two consecutive terms or a non-semester year. For more information on the weighted calculations leading to a requirement to discontinue and other reasons for the requirement to discontinue see policy 1202 *Academic Progress*.

- 7.4** Graduation from a program of study is dependent upon successful completion of all course requirements with a required program GPA of 60%. In addition, transfer credit shall not exceed 50 percent of total credits required for graduation and, as such, a graduate must complete 25 percent of course credits through Saskatchewan Polytechnic and also have good standing at Saskatchewan Polytechnic.

## **8.0 Transcripts**

- 8.1** All Saskatchewan Polytechnic transcripts will document the student academic record that provides a complete and historically accurate image of a student's progression. Saskatchewan Polytechnic will fully disclose all grades earned at the institution.
  
- 8.2** Students may request transcripts from Saskatchewan Polytechnic to be issued to the student or to external agencies directly such as other educational institutions or an employer. Official transcripts are issued by registration services. Unofficial transcripts are available to the student through self-serve on mySaskPolytech.