

 University College of the North Policies & Procedures Manual	# Pages: 3	Policy Number: AC-03-02
	Approved by: Learning Council	
Section: Academic - Students	Effective Date: February 21, 2023	
Title: Grading	Replaces: December 11, 2018	

POLICY STATEMENT

University College of the North (UCN) recognizes the need for a system of recording and reporting student grades that is commonly used and respected among institutions.

PURPOSE OF POLICY

Sets out expectations for faculty for determination and reporting of final grades.

TERMS

Grade Point Average (GPA) – a calculation representing the average value of the accumulated final grades earned in courses within a term, as well as over a period of time.

Weighted Grade Point Average (WGP) - a weighted GPA is a GPA that takes the difficulty of the classes into account along with your grades.

Term Grade Point Average (TGPA) - (Term Totals) - a calculation representing the average value of the accumulated final grades within a particular term. Repeated coursework will be calculated with each term in which it has been taken; however, only the highest grade will be factored into the CGPA.

Career Grade Point Average (CGPA) - (Career Totals) - a calculation representing the average value of the accumulated final grades earned within all program courses. For repeated courses, the highest grade is used in the calculation for the CGPA. Transfer Credit (CR) are not included in the GPA calculation at UCN. Consult the transcript legend to determine which grades are eligible to be calculated in the GPA.

PROCEDURES

1. The grading system utilized in a course is approved through Learning Council processes and cannot be altered.

2. Courses are expected to use a standard approved grading scale (letter grades (A+ to F) or approved grading symbols (see below)). However, in exceptional circumstances and with approval through the Learning Council the percentile ranges equivalencies for letter grades may vary.
3. The grading system and percentile range will be included in the course outline for each course.
4. Students registered in courses offered through university partners will be graded according to the grading policy of the host institution.
5. All course attempts, regardless of grade, will appear on the transcript.
6. For repeated courses, the highest grade achieved will be used in calculating the CGPA for courses that are repeated. The term TGPA in which the lower grade was achieved will not be affected.
7. A WGP is calculated by multiplying the grade points obtained in each course by the course credit hours. The total product thus obtained is divided by the total credit hours taken to determine the CGPA.
8. Submission of Final Grades: Each term, instructors must submit final grades in accordance with deadlines set by the Registrar's Office in consultation with Learning Council. Deadline dates will be calculated according to the following criteria:
 - a. Courses that do not have a final exam: instructors must submit their final grades for the Dean's approval within five (5) business days on last day of scheduled classes. Dean's approval must be completed within two (2) business days after the final submission date for instructors.
 - b. Courses that have a final exam: instructors must submit their final grades for Dean's approval within five (5) business days of last day of the exam period. Dean's approval must be completed within two (2) business days after the final submission date for instructors.

GRADING

Grade Scale:

Letter Grade	Percentile Range	Grade Points	Description
A+	≥ 90	4.5	Exceptional
A	80 – 89	4.0	Excellent
B+	76 – 79	3.5	Very Good
B	70 – 75	3.0	Good
C+	66 – 69	2.5	Satisfactory
C	60 – 65	2.0	Adequate
D	50 – 59	1.0	Marginal
F	0 – 49	0	Fail

Grading Symbols:

AU	Audit: Performance unevaluated. No credit earned. Not calculated in GPA.
CR	Credit: Credit given for coursework transferred from another postsecondary institution, and internal transfer of credit or through the RPL Process. Not calculated in GPA.
FIW	Fail Involuntary Withdrawal: UCN-initiated withdrawal. No credit earned. Academic penalty assigned and calculated in GPA.
FL	Fail: Unsuccessful completion of a credit course which does not utilize the regular grading scale. Not calculated in GPA.
FNS	Fail No Show: The student may apply to the Registrar to have the grade deleted if s/he subsequently enrolls at UCN. Calculated in GPA.
GNR	Grade Not Reported: Grade not submitted. No credit earned. Not calculated in GPA.
INC	Incomplete: Coursework is incomplete and extension has been given. Not calculated in GPA.
P	Pass: Successful completion of a credit course which does not utilize the regular grading scale. Not calculated in GPA.
RW	Retroactive Withdrawal: Withdrawal granted in exceptional circumstances. Not calculated in GPA.
S	Satisfactory: Successful completion of a non-credit course. Not calculated in GPA.
U	Unsatisfactory: Unsuccessful completion of a non-credit course. Not calculated in GPA.
VW	Voluntary Withdrawal: Student-initiated withdrawal. No credit earned and not calculated in GPA.
W	Withdrawal: Faculty-initiated withdrawal for a student who has registered but has not been in attendance up to the last date for voluntary withdrawal without academic penalty. May be used only for adult education and UCN Adult Learning Centre courses.
WIP	Work in Progress: Term work in progress. A final grade will be awarded.