



Policy No.
Responsibility: Vice-President, Academic

Grading Policy

Approved by: Board of Governors

Effective: January 27, 2011

Revisions:

Context/Purpose:

JIBC is accountable for using established standards for the evaluation and grading of student learning in order to facilitate meaningful communications regarding student achievement to each student and to external institutions, agencies and organizations. Standard grading systems facilitate consistency and comparability across JIBC and provide clear and equitable information for recognition of student achievement, facilitation of progression within and across JIBC programs, and management of academic probation.

This policy sets out the grading practices at JIBC and is intended to ensure the maintenance of high academic standards. This policy is not intended to stipulate how a faculty member evaluates student learning or provides feedback to students during a course, nor how the faculty member determines a final course grade. The policy does make clear that students should be informed of how evaluation procedures within a course are used to determine the final grade for the course.

Policy Statement:

The formal grading systems of JIBC reflect academic standards commonly used in post-secondary education and provide consistency of practice across the Institute. Standard grades clearly communicate the academic achievements of students within a course and/or program. All course grades shall reflect demonstrated achievement in meeting the specific learning outcomes for that course.

Scope:

This policy will apply to all Certificate, Diploma and Degree Programs normally comprised of 30 – 120 credits, as well as Graduate Certificates and to courses that are intended to ladder into these Programs.

Definitions

Credits

A credit is the academic value assigned to a course or practicum. At JIBC, one-half credit is awarded for each 7 hours of evaluated face-to-face instruction or equivalent instruction delivered through other methods. Smaller units of credit are not awarded. Learning must be evaluated and graded for a course to be granted credit value.

JIBC credit courses vary in length and carry values of 0.50 to 6.5 credits. JIBC attempts to match the credit value it awards for courses to the values awarded at other British Columbia public post-secondary institutions for courses with similar learning outcomes.

Grades

Grades are indicators of the level of achievement of students in meeting specific course learning outcomes. Assignment of grades is the responsibility of course faculty who must communicate clearly the process for determining course grades.

Program Grade Point Average (PGPA)

The PGPA is the average grade point for all the credit courses taken toward a specific certificate, diploma or degree, in which the student has enrolled and has been assigned a final course grade.

Cumulative Grade Point Average (CGPA)

The CGPA is the average grade point calculated for all JIBC credit courses in which the student has enrolled and has been assigned a final course grade, including individual courses and those taken as part of a certificate, diploma and/or degree programs.

JIBC Grading System

1. Letter Grades, Percentage Grades and Grade Point Average (GPA) Equivalence

Letter Grade	Grade Points	% Range	Letter Grade	Grade Points	% Range
A+	4.33	90-100	C+	2.33	64-67
A	4.00	85-89	C	2.00	60-63
A-	3.67	80-84	C-	1.67	56-59
B+	3.33	76-79	D	1.00	50-55
B	3.00	72-75	F	0.00	0-49
B-	2.67	68-71			

2. Additional JIBC Grades – Transcript Notations

a. Aegrotat:

A pass based on satisfactory marks where the student has satisfactorily met the majority of course learning objectives, but has been unable to complete all course requirements due to disabling illness or other circumstances.

- b. Audit
Student participated in this course but learning was not evaluated for that student. Students must formally apply to audit a credit course and all changes from credit to audit or from audit to credit must fall within the timelines for course change/withdrawals. Audit students must have faculty permission to register must pay full course fees and admission is subject to seat availability.
- c. Completed :
Student completed this course but no evaluative component was included. Student has participated in course activities at the required level.
- d. Exempt:
By completing another JIBC course, student has achieved the learning outcomes for this course required for current program of study.
- e. Fail:
Student did not meet the standards set for the evaluative components or other requirements of the course. A student who ceases to attend a course or does not meet the attendance requirements, as stated in course outline, will receive a Fail for that course.
- f. Extend:
Student has not completed the course requirements, for reasons beyond his/her control, and has not withdrawn. A grade of "Extend" must be accompanied by a learning plan that specifies work completed and work required to complete the course/program and timelines for completion – normally less than four months. If work is not completed within the time frame stipulated in the learning plan the Extend grade will be converted to a Fail grade.
- g. Pass:
Student has successfully completed the course evaluative components and has achieved the learning outcomes for the course.
- h. Transfer Credit:
Student receives credit for a course based on successful completion of a like course at another institution based on an established articulation agreement, as outlined in JIBC Policy "Credit Transfer, Residency and Prior Learning Assessment and Qualification Recognition"
- i. Withdrawn
Student has officially withdrawn from a course within the timelines for course withdrawals or has received official approval from the appropriate Dean/Director to withdraw after the deadline, for documented illness or compassionate reasons. A Withdrawn grade is not utilized in the calculation of PGPA or CGPA.

3. Program Enrolment Status – Transcript Notations

- a. Academic Probation
A student is placed on Academic Probation when s/he has a PGPA below 2.0 after the completion of fifteen credits. The student must develop an educational plan in collaboration with the division advisor and student counsellor

- b. **Disciplinary Probation**
Disciplinary Probation is part of a formal disciplinary action following a finding of Misconduct or Academic Dishonesty and becomes part of the student's official record. It may include specific sanctions and/or restrictions for student access to JIBC facilities and services and may include other requirements such as a formal written apology, additional academic work and/or counselling.
- c. **Complete**
The student has successfully completed all the requirements for the program.
- d. **Inactive**
A student is considered inactive if there is no course completion in a program during a period of one year (12 months) from the date of enrolment or from completion of his/her last course.
- e. **In Good Standing**
A student is in Good Standing when s/he is enrolled in JIBC courses/programs and has maintained the minimum 2.0 PGPA/CGPA, has met all program requirements including, where applicable, higher passing grades for individual courses within the program, has not been placed on Academic Probation, has not been required to withdraw and has not been suspended from JIBC for academic or disciplinary reasons.
- f. **Required to Withdraw**
A student formally placed on Academic Probation, and who's PGPA/CGPA remains less than 2.0 after an additional six credits , is required to withdraw for a minimum of six months.
- g. **Academic Suspension**
A student who has been readmitted to the JIBC after being Required to Withdraw and who does not achieve the required PGPA/CGPA, as specified for re-admission, will be suspended for a minimum of one year.
- h. **Disciplinary Suspension**
Disciplinary Suspension is a formal disciplinary action by JIBC following a finding of Misconduct or Academic Dishonesty that becomes part of the student's official record. The student is suspended from all academic and extracurricular activities at JIBC and may also be restricted from access to JIBC facilities - normally for a period of not less than one year.
- i. **Unsuccessful**
The student was unsuccessful in meeting the requirements of this program.
- j. **Withdrew**
The student officially withdrew from this program.

Procedures in support of this Policy

- [Procedures for Grading](#)

Related Policies

- [Academic Progression Policy](#)
- [Academic Appeals Policy](#)

- Credit Transfer, Residency and PLA and Qualification Recognition Policy (under development)
- [Evaluation of Learning Policy](#)
- [Student Records Policy](#)