



GRADING SYSTEM POLICY

1.0 GUIDING PRINCIPLE

The New Brunswick College of Craft and Design (College) has an established grading system that indicates the level of achievement in the assessment and evaluation of students' learning.

2.0 POLICY STATEMENT

The College achieves this by:

- Having a variety of assessment tools for the evaluation of students' learning. For more information, refer to the Assessment of Learning Policy;
- Using an established grading system that is applied to all credit courses;
- Providing an appropriate indication of a student's performance. For more information, refer to the Course Delivery and Academic Advising Policies;
- Ensuring that students have an opportunity for appealing grades. For more information, refer to the Student Academic Code of Conduct policy; and
- Recording student grades in the Student Information System (SIS).

3.0 DEFINITIONS

Assessment Tools

Measure student achievement through tools such as observation, rubrics, answer keys, and checkmark sheets.

Evaluation

Making judgments based on the assessment information gathered.

Student Information System (SIS)

An electronic system that manages all student-related information.

Audit (AD)

To register in a course and attend classes but receive no assessment, evaluation, or academic credit.

Credit Covid-19 (CRC)

Effective during the 2020 winter and spring semesters, a grade to replace a passing grade. It may be requested by a student to replace the traditional grade.

Credit Transfer (CR)

Recognition of credits obtained at another approved post-secondary institution. When a course is recognized as having been completed successfully, the CR notation is included on the student's transcript of marks, but not included in the GPA.

Cumulative Grade Point Average (CGPA)

This is the sum of accumulated Grade Point Averages (GPA) over all semesters and programs.

Equivalency (EQ)

Knowledge, skills, or relevant experience acquired outside of educational institutions may be recognized through the prior learning assessment and recognition (PLAR). When this learning is recognized in this way, the EQ notation is included on the student's transcript of marks, but not included in the GPA.

Grade Point Average (GPA)

This is a standard form of measuring academic achievement, ranging from 0.0 – 4.30. Calculated by semester, it represents the average value of the accumulated final grades earned, considering final grade and attempted credits. Several grades are not used in the calculation of GPA, including EQ, AD, CR, IC, NG, SU, US, WI, CRC, and NCC as they do not have a numerical value attached.

Grades

A standardized measurement of performance within a subject area in the form of a letter or a numerical value.

Incomplete (IC)

This notation indicates that a student did not complete the requirements of a course. Following approval, the student is given a specified period to meet the course requirements, at which time the IC grade is replaced by the final grade.

No Credit Covid-19 (NCC)

Effective during the 2020 winter and spring semesters, a grade to replace any failing grades.

No Grade (NG)

Indicates that a course does not have a grade or credit(s) to apply to a certification. However, the course is part of the student's academic record and included on the Transcript of Marks but not included in the GPA.

Numerical Mark

Most of the results on the transcript of marks are expressed through a numerical value in whole numbers.

Student Information System (SIS)

An electronic system that manages all student-related information.

Successful (SU)

This notation indicates that the student has met the requirements of the course for which a grade point is not given.

Unsuccessful (US)

Notation indicating that a student has not met the requirements of the course for which a grade point is not given.

Withdrawal (WI)

When a student officially removes themselves from a course prior to the midpoint of a term.

4.0 PURPOSE

The purpose of this procedure is to ensure uniformity in the grading system at the New Brunswick College of Craft and Design (College).

5.0 SCOPE

This procedure begins with the selection of appropriate **grade**/notation and ends with the entering of the grade/notation into the **student information system (SIS)**.

6.0 WORKFLOW**6.1. Grades**

- i. Numerical grades are used by Instructors to express the achieved learning in assignments, except in the case of Pass/Fail courses.
- ii. A final course grade is calculated by the instructor and entered into the SIS.
- iii. The numerical grade is converted by the Registrar into an alpha grade.
- iv. For more information refer to the control document entitled [College Grading Scale](#).

6.2. Notations

The following notations will be used for the purposes of representing student achievement on the Transcript of Marks:

- Audited (AD);
- Credit (CR);
- Credit Covid-19 (CRC);
- Equivalency (EQ);
- Incomplete (IC);
- No Credit Covid-19 (NCC);
- No Grade (NG);
- Successful (SU);
- Unsuccessful (US); and
- Withdrawal (WI).

6.3. Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).

The Registrar calculates the **GPA** and **CGPA** using the formula that is attached to this procedure.

RELATED POLICIES OR DOCUMENTS: [Academic Code of Conduct](#), [Transcript of Marks](#), [GPA Calculation](#), [College Grading Scale](#), Assessment of Learning (available at nbccd.ca/policies.)

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