



# GRADING SYSTEM POLICY

---

## NEW BRUNSWICK COLLEGE OF CRAFT AND DESIGN

### 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

- 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 Outlines and Academic Advising Policies](#);
- Ensuring that students have an opportunity for appealing grades. For more information, refer to the Academic Code of Conduct and Assessment of Learning policies; 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.

#### **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.

#### **Evaluation**

Making judgments based on the assessment information gathered.

#### **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, 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 percentage grade 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.

## **Withdrawn with Penalty (WF)**

When a student removes themselves or is removed from a course after the withdrawal deadline has passed.

### **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 using whole numbers.
- iii. The Registrar finalizes grades in the SIS, which in turn assigns alpha grades, calculates GPA, and updates student enrolment records.
- 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).
- Withdrawn with Penalty (WF)

### **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.

## **7.0 RELATED POLICIES**

[Academic Code of Conduct Policy](#)

[Transcript of Marks](#)

[GPA Calculation](#)

[College Grading Scale](#)

[Assessment of Learning](#)

## **8.0 POLICY CUSTODIAN**

Anna Mathis, Academic Dean

[anna.mathis@gnb.ca](mailto:anna.mathis@gnb.ca)