

Policy Name:	GRADING AND PROGRESSION	
Approved By:	Education Council	
Approval Date:	May 20, 2022	
Next Scheduled Renewal Date:	April 2027	
Policy Holder:	Education Council	
Operational Lead:	Registrar and Director of Institutional Research	
Policy Number:	EDU-021	

## GRADING AND PROGRESSION POLICY

### 1.00 PURPOSE

- 1.1 The purpose of this policy is to document the grading and progression of courses and programs at Coast Mountain College (CMTN).

### 2.00 DEFINITIONS

- 2.1 For a list of all definitions related to Educational Policies see: Education Council Policy and Procedures [Definitions](#).

### 3.00 THE GRADING AND PROGRESSION PROCESS

- 3.1 CMTN supports student success through a fair and transparent process of assessment, evaluation, grading, and reporting of student learning. Student learning is assessed based on the approved grading and evaluation profile of each course syllabus in alignment with provincial articulation agreements, accreditation standards, and the Education Council (EdCo)-approved course outline.
- 3.2 Assessment and evaluation provides a formal measure of student achievement through the assignment of a letter grade, percentage grade, or letter code to recognize excellence, progression, promotion, academic standing, and withdrawal.
- 3.3 Grading is used to assess student achievement of course learning outcomes, progression into higher level courses, academic standing, awards and scholarships, and determining eligibility for graduation.

### 4.00 POLICY APPLICABILITY

- 4.1 This policy applies to students, faculty, and staff responsible for assessment, evaluation, grading, and reporting of courses and programs under the authority of EdCo.
- 4.2 Evaluation of student learning in non-credit programs offered through Workforce Training and Continuing Studies are excluded from this policy.

5.00 EVALUATION PROFILES

- 5.1 Each course will have an approved evaluation profile as part of the course syllabus or course outline.
- 5.2 The evaluation profile is provided to students at the beginning of each course and includes the framework of evaluation to be used, including a clear definition of what constitutes success in a course.
- 5.3 Evaluation profiles will align with provincial articulation, accrediting standards, and the EdCo-approved course outline.

6.00 ASSESSMENT AND EVALUATION

- 6.1 Assessment and evaluation standards are used to measure student achievement and progression in courses and programs.
  - a) These standards are communicated to students in the course syllabus.
- 6.2 Students are provided with ongoing feedback throughout the course.
  - a) Feedback will be timely and sufficient to allow students to assess their progress and determine whether they should continue or withdraw from a course.
- 6.3 Evaluation is ongoing throughout the duration of a course and no single evaluation will account for more than 40% of the total grade assigned for a course.
  - a) Where a single evaluation needs to constitute more than 40% of the course the evaluation will be credit/no-credit.
- 6.4 Evaluation methods and weighting changes will not occur once a course or program has commenced unless presented by the instructor to the students for revision to the syllabus.
  - a) The overall evaluation profile must continue to align with the EdCo-approved course outline.

7.00 GRADING

- 7.1 The minimum passing grade for a course is 50%. Certain programs and courses may require higher percentages for a passing grade.
- 7.2 Student marks, accumulated from assessment and evaluation, are converted to a final grade or percentage grade and assigned in accordance with the grading system.
- 7.3 The College uses two grading systems:
  - a) letter grade and grade point assigned to Academic credit courses and programs
  - b) percentage grade assigned to Vocational and Developmental courses and programs.
- 7.4 Courses with a pedagogical requirement to deviate from the grading systems must have it noted in the EdCo-approved course outline.
- 7.5 CMTN reserves the right to suppress grades and withhold transcripts for students with outstanding fees.

8.00 STUDENT SUPPORT

- 8.1 CMTN is responsible for ensuring that instructors are able to inform students of campus services available to support academic success.

EDU-021, Grading and Progression Policy

9.00 WITHDRAWAL

9.1 Students can withdraw from programs and courses.

10.00 RELATED POLICIES AND PROCEDURES

10.1 EDU-002, [Prior Learning Assessment Policy](#)

10.2 EDU-004, [Academic Integrity and Appeals Policy](#)

10.3 EDU-006, [Transfer Credit Policy](#)

10.4 EDU-008, [Program and Course Development Policy](#)

10.5 EDU-008P, [Program and Course Development Procedure](#)

10.6 EDU-009, [Admission and Registration Policy](#)

10.7 EDU-021P, [Grading and Progression Procedure](#)

11.00 OTHER SUPPORTING DOCUMENTS

11.1 [BC Council on Admissions and Transfer](#)

11.2 [College and Institute Act](#)

12.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created			