



<b>GRADING AND PROGRESSION PROCEDURE</b>
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<b>Procedure Type:</b>	Academic	<b>Initially Approved:</b>	December 15, 1988
<b>Procedure Sponsor:</b>	President and CEO	<b>Last Revised:</b>	April 6, 2020
<b>Administrative Responsibility:</b>	Registrar's Office	<b>Review Scheduled:</b>	2025
<b>Approver:</b>	General Faculties Council		

**A. PROCEDURES**

**1. GRADINGPROCEDURE**

**1.1 Evaluation**

- a. Evaluation and assignment of grades will be based upon the quality of work produced relative to the objectives of the course. Instructors and students have the following responsibilities in the evaluation process:
  - i. Instructors are responsible for distributing to their students their Course Syllabus that includes course objectives, methodology, evaluation and specific grading criteria, normally by the end of the first week of instruction. Instructors are expected to discuss the course expectations and grading criteria with their students.
  - ii. Students are responsible for ensuring that they obtain a copy of the Course Syllabus and that they understand the course expectations and grading criteria.
  - iii. Instructors are responsible for providing students with feedback on their progress in the course at or before the mid-term of the semester so that students may, on the basis of instructor feedback, make an informed decision to continue or to withdraw from the course without failure. Where the nature of the course does not lend itself to a formal mid-term evaluation, instructors are required to notify those students whose progression to that date is not satisfactory by way of a "Warning Letter" issued through the Registrar's Office.
  - iv. Instructors are responsible for advising any student not fulfilling course expectations, at any time during the semester in writing of his/ her progress in the course. Instructors are encouraged to issue "Warning Letters" to students through the Registrar's Office.
  - v. Students encountering difficulties in fulfilling course expectations should seek assistance from their instructor during class time or office hours.
  - vi. In final assigning grades, instructors are responsible for applying the evaluation and specific grading criteria distributed. Instructors shall assign grades according to the University grading system that follows.

- vii. Where a student does not agree with an assigned final grade, both the student and the instructor are responsible for following the Grade Appeal Procedures (Procedure 500.08.01).

## 1.2 Grading System and Submission of Grades

- a. Each faculty member must record and report students' grades, according to official class lists, to the Registrar's Office, within two working days following the last day of classes in each semester. Grades must be submitted by each faculty member for the courses they are teaching using the AUArts Web service facility.
- b. Faculty will assign letter grades according to the following grading system to evaluate student course work for all credit courses whether in regular day or Continuing Education programs:

Letter Grade	Grade Point	Percentage	Description
A+	4.00	95-100%	Outstanding - achievement of learning outcomes to an exceptional level
A	4.00	90-94%	Excellent - achievement of learning outcomes to a very high level
A-	3.67	85 - 89%	
B+	3.33	80 - 84%	Commendable - achievement of learning outcomes to a high level
B	3.00	75-79%	
B-	2.67	70-74%	
C+	2.33	65 -69%	Satisfactory - achievement of learning outcomes to an acceptable level
C	2.00	60- 64%	
C-	1.67	55 - 59%	
D	1.00	50-54%	Minimal Pass - achievement of learning outcomes to a minimal level
F	0	0-49%	Fail - minimal level of learning outcomes not achieved

- c. In addition to the letter grades described above, the following special codes may be assigned as follows:

## **I – Incomplete**

A temporary grade assigned to a student in extenuating circumstances on compassionate grounds as approved in writing by the instructor of the course. The 'I' grade is NOT to be used as a substitute for an F grade and will revert to an F grade if it is not cleared prior to the end of the eighth week of classes of the following semester. This grade is not included in the calculation of grade point average, however when the Incomplete grade is changed to any of the above grades, the grade point average will be recalculated.

## **W - Withdrawal Without Failure**

Assigned to a student who officially withdraws from a course after the first ten days of instruction and prior to the end of the ninth week of classes. W grades are not used in the calculation of grade point average. Instructors are required to provide students with feedback on their progress in their courses by this date.

A student who officially withdraws from the University, as evidenced by a Withdrawal from the University form, at any time during the semester will be assigned a grade of W for each course in which he or she was registered.

## **WF - Withdrawal/ Failure**

A failing grade assigned to a student who officially withdraws from a course after the end of the ninth week of classes. This grade is included in the calculation of grade point average.

## **CR – Credit**

Completed requirements, no grade point value assigned.

## **NC – No Credit**

Failure, no grade point value assigned

## **AUD - Audit (available only for Liberal Studies courses)**

A non-credit grade assigned to a student who has the permission of the instructor to register in a course for which the student will receive no formal evaluation. Audit status is only permitted in Liberal Studies course offerings.

## **P-Pass**

A passing grade assigned to special courses as approved by General Faculties Council. Courses so specified will be identified in course outlines and descriptions. This grade is not included in the calculation of grade point average.

## **NP – No Pass**

A failing grade assigned to special courses as approved by General Faculties Council. Courses so specified will be identified in course outlines and descriptions. This grade is not included in the calculation of grade point average.

### **1.3 Calculation of Grade Point Average**

- a. A grade point average (GPA) for a semester shall be calculated by:
  - i. Multiplying the grade point achieved by the credit weight assigned for each course,
  - ii. Totaling the weighted grade points from (a) above, and
  - iii. Dividing the total from (b) by the total of the course credits.
- b. A cumulative grade point average (CGPA) represents the same calculation as above for all courses completed.

### **1.4 President's Honour Roll**

- a. A diploma or degree student who successfully completes a minimum of 12 credits in a semester and obtains a minimum grade point average of 3.67 in that semester shall be placed on the President's Honour Roll. A "President's Honour Roll" notation will appear on the student's academic transcript.

### **1.5 Release of Grades**

- a. The Registrar's Office will release a statement of final grades after the end of each semester. Students with outstanding financial obligations to the University will not be entitled to receive their grades until the outstanding account is cleared. Outstanding financial obligations may take the form of, but are not limited to, outstanding tuition, library loans or fines (including loans or fines owing to institutions with which the University has reciprocal borrowing agreements), emergency student loans, jewelry kits or tools, audio / visual equipment, woodshop and tool bank loans.

## **2. ACADEMIC PROGRESSION STANDARDS**

### **2.1 College Progression Requirements - Probation and Academic Withdrawal**

- a. Students are evaluated for Satisfactory Academic Progress at the end of each semester.
- b. Withdrawals and Incompletes are not included in the grade point average. Students must complete all required courses by the end of the degree. Students who achieve a passing grade may not repeat a course for credit. Students who fail a required course must repeat the course and obtain a passing grade before completion of their degree. When a student repeats a course and achieves a passing grade, the original grade will still be counted in the grade point average.
- c. All students, both full-time and part-time, must obtain a grade point average of at least 1.67 in each semester of their program.
- d. Students who fail to obtain a semester grade point average of 1.67 will be placed on academic probation for the next semester for which they register. In order to clear their standing, probationary students must obtain a semester grade point average of at least 1.67 for the probationary semester. Probationary students who fail to obtain a semester grade point average of at least 1.67 for the probationary semester will be academically withdrawn from the College and will not be eligible for

- e. readmission to the University for a minimum period of 12 months from the date of their Academic withdrawal.
- f. Students who have been academically withdrawn from the University must apply for readmission in accordance with normal admission deadlines and procedures. Students readmitted after a period of academic withdrawal will be placed on academic probation and be subject to the conditions specified above. Students who fail to obtain an average of at least 1.67 during this probationary semester will be academically withdrawn from the University and not be eligible for future readmission.

## **2.2 Progression Requirements for Majors**

- a. In order to progress within a major, students must comply with all progression requirements for their major as outlined under Academic Requirements and Regulations.

## **2.3 Academic Progression-Financial Aid**

- a. In order to maintain eligibility for financial aid a student must maintain the academic standing necessary to remain at Alberta University of the Arts. The Registrar's Office will conduct a review at the end of each semester to determine the students successful progress toward obtaining a degree by comparing cumulative grade average to hours earned. All students, both full-time and part-time, must obtain a grade point average of at least 1.67 in each semester of their program to remain in good standing and to continue receiving aid.

## **2.4 Appeals**

- a. The University recognizes that a student experiencing extenuating circumstances may not meet the level of achievement expected from its students. Students experiencing extenuating circumstances who wish to appeal against the academic progression regulations may appeal through the Registrar to the Vice-President, Provost and Academic. Academic Progression appeals should be submitted in writing to the Registrar's Office.
- b. Students who have been required to withdraw from the University who wish to be considered for early readmission may appeal to the Admissions Committee. Readmission appeals should be submitted in writing to the Admissions Office.

# **3. AWARDING OF DIPLOMAS & DEGREES**

## **3.1 Graduation**

- a. Students who are expecting to graduate within the current academic year must apply by the deadline specified in the AUArts Calendar and must pay the required graduation application fee, regardless of whether or not they plan to attend convocation. The University is not responsible for ensuring that all eligible candidates apply to graduate.

- b. Students should ensure they are eligible to graduate by confirming they have met all academic program requirements with their Head of Program Major and/or the Registrar’s Office. Students must also ensure they have cleared all financial obligations to the University in order to be eligible to graduate. Outstanding financial obligations may take the form of but are not limited to outstanding tuition, library loans or fines (including loans or fines owing to institutions with which the University has reciprocal borrowing agreements) emergency student loans, jewelry kits, woodshop and tool bank loans.
- c. Students with outstanding financial obligations to the University will be allowed to attend Convocation but will not receive their degrees or credentials until the financial obligation has been cleared. Credential will be held for 90 days. At the end of the 90-day period, the matter will be forwarded to the Vice President, Provost and Academic for resolution.

**3.2 Degrees and Diplomas with Distinction**

- a. An AUArts “Degree with Distinction” will automatically be awarded to students who, besides meeting all Academic Program Requirements have also attained a 3.50 grade point average calculated on their final 60 credits completed at AUArts. A “with Distinction” notation will appear with the award of the degree or diploma on students’ academic transcripts.

**B. REVISION HISTORY**

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)