

Approval Authority: Education Council**Last Approved:** October 26, 2022**Administrative Responsibility:** Office of the Registrar**Next Review:** 2024-2025

POLICY

A grading system is used to evaluate and report on a student's achievement in a course or program and is recorded on a student's permanent record.

Further, NVIT acknowledges that there are circumstances that impact a student's ability to participate and complete coursework. This policy aims to evaluate a student's completion of a course or program as well as account for situations where a registered student does not, or is unable to, complete the course or program as scheduled.

Programs accredited by an external body may have specific policies related to grading practices as required to meet licensing standards. As such, program policy supersedes institutional policy where applicable.

Standard Grade Scale

The Standard Grade Scale is applied to courses in academic, applied, and developmental programs unless otherwise noted:

Letter Grade	Grade Point Average Range	Percentage
A+	4.33	90-100
A	4.00	85-89.9
A-	3.67	80-84.9
B+	3.33	76-79.9
B	3.00	72-75.9
B-	2.67	68-71.9
C+	2.33	64-67.9
C	2.00	60-63.9
C-	1.67	55-59.9
D	1.00	50-54.9
F	0	0-49.9

SATISFACTORY/ UNSATISFACTORY

Some courses include a practicum component and are not graded using the standard grade scale. Most practicum courses are graded using a Satisfactory/Unsatisfactory evaluation and are graded as follows:

SATISFACTORY (S): The S grade is used when a percentage grade is not appropriate and indicates the student has attended the course and met the course requirements. The S grade is not reflected in the grade point average.

UNSATISFACTORY (U): The U grade is used when the letter grade scale does not apply.

OTHER GRADE DEFINITIONS

AUDIT (AUD): The student has registered as an audit or completed change forms to audit status. Audit status is not defined as a credit and is not included in a grade point average. The student is not required to submit class assignments, term papers or write exams.

DEFERRAL (DEF): A Deferred (DEF) grade will be assigned when extenuating circumstances have resulted in a student being unable to complete the requirements of the course by its end date. This grade will be assigned at the discretion of the instructor and in consultation with the student.

Course requirements must be completed and a grade change submitted within 9 weeks of the end of the course (as agreed in writing between the student and the instructor) or the “DEF” grade will convert to an “F” grade.

COURSE IN PROGRESS (CIP): When a course has not been finalized by the end of the semester deadlines, the CIP status is granted. This status is temporary and will be automatically updated at the completion of the course.

NO GRADE REPORTED (NGR): NGR is a notation used by the Registrar to indicate that the instructor did not submit a grade when there is an absence of a grade from more than three (3) years. NGR indicates neither pass nor fail and is not used to calculate GPA. When this circumstance presents, students are asked to follow-up with the relevant Dean or the VP, Academic to discuss options.

NO SHOW (NS): Registered but have not attended any scheduled classes and did not officially withdraw from the course.

TRANSFER CREDIT (TR): A student can be granted credit for course work completed at another institution based on an established transfer credit agreements or based on individual assessment by the appropriate department.

WITHDRAWAL (W): A student can officially withdraw within the time frame specified in the calendar. Withdrawal from an entire program is acceptable until the last day of regular classes.

AUD, CIP, and NS are not awarded a grade point value. A DEF grade requires additional work by the student. “W” indicates voluntary withdrawal from a course. “NS” is used when a student did not attend any scheduled classes and did not formally withdraw.

For information related to tuition refunds, please refer to Policy C.3.12. Refund of Fees.

Grade point average (GPA) is derived from the sum of the grade points earned multiplied by the number of credits and divided by the number of credits taken.

Prior Learning Assessment and Recognition (PLAR):

When credit is assigned based on the assessment of prior learning, a grade will normally be assigned using the regular standard for assigning grades in the course or program and included in the calculation of GPA.

Trades Training Grade Scale

The Trades Training Grade Scale applies to NVIT Foundation and Apprenticeship programs as outlined by the Industry Training Authority (ITA), including but not limited to:

- Automotive Service Technician
- Residential Construction
- Construction Craft Worker
- Culinary Arts
- Plumbing and Pipefitting
- Electrical
- Heavy Equipment Operator
- Welding

Letter Grade	Grade Point Average Range	Percentage
A+	4.33	98-100
A	4.00	94-97
A-	3.67	90-93
B+	3.33	86-89
B	3.00	82-85
B-	2.67	78-81
C+	2.33	74-77
C	2.0	70-73
F	0.00	0-69

Dean's List: Academic, Applied or Developmental Studies

The Dean's List letters are awarded to all students enrolled in a minimum of three courses per term who earn a cumulative grade point average of 3.67 or higher. A congratulatory letter signed by the appropriate Dean will be sent to the address on file that recognizes the accomplishment.

Dean's List: Trades Training

To be eligible for the Dean's list while enrolled as an apprentice in an ITA trades training program, students must be within the top 10% of the class and be recommended by their instructor to the Dean.

Instructor Grade Changes

A grade change form can be submitted to the Registrar's Office if a grade change is warranted. The form must include a reasonable explanation for the grade change and be signed by the Faculty member and appropriate Dean within 6 months of the conclusion of the course. Once the grade change form is signed, it is submitted to the Registrar's Office to update the student's file.

A grade change beyond 6 months will only be considered if it is the result of an academic appeal as per policy **C.1.1. Academic Appeals**.

Please note that a grade change form is necessary for any student who received a DEF (Deferral) grade by the instructor by the end of the 9-week DEF timeline. If a grade change form is not submitted, the student's mark converts to a F mark and will be noted as such on the student's record.

Related Policies

- **C.1.1 Academic Appeals**
- **C.1.5 Satisfactory Academic Progress**
- **C.3.6 Course Withdrawal**
- **C.3.8 Prior Learning Assessment**
- **C.3.12 Refund of Fees**

End of document