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## 4.16B ASSESSMENT AND ACADEMIC STANDING POLICY FOR GRADUATE STUDENTS

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### ENABLING LEGISLATION + LINKED POLICIES

#### University Act

35.2 (5) The senate of a special purpose, teaching university has the power and duty to do all of the following:

- (b) *set criteria for awarding certificates, diplomas and degrees, including honorary degrees;*
- (e) *set policies concerning examinations and evaluation of student performance;*
- (g) *set policies concerning student withdrawal from courses, programs or the special purpose, teaching university;*
- (h) *set criteria for academic standing, academic standards and the grading system;*
- (j) *set policies and procedures for appeals by students on academic matters and establish a final appeal tribunal for these appeals;*
- (k) *set policies on curriculum evaluation for determining whether courses or programs, or course credit, from another university or body are equivalent to courses or programs, or course credit, at the special purpose, teaching university, or*
- (ii) *courses or programs, or course credit, from one part of the special purpose, teaching university are equivalent to courses or programs, or course credit, in another part of the special purpose, teaching university.*

#### **All Relevant Emily Carr University of Art + Design Policies**

### OBJECTIVE

The objective of this policy is to establish university wide standards for the process of Grading, Assessment, and Academic Standing for graduate students. Grading is a means of assessment of student performance in a course. Faculty members determine the grades that each student will receive for the work done under their instruction. Assessment shall be determined on the basis of how well a student demonstrates the stated learning outcomes of the course outline.

### SCOPE

This policy applies to University Standards of Grading and Assessment for the use and understanding of faculty, students and University administration.

**ASSESSMENT  
GRADUATE STUDIES GRADING MATRIX**

Letter Grade	Grade Point Value Per Credit	Percentage	Description
A+	4.33	95 - 100	Distinguished Achievement
A	4.00	90 - 94	Strong Achievement
A-	3.67	85 - 89	Very Good Achievement
B+	3.33	80 - 84	Good Achievement
B	3.00	75 - 79	Satisfactory Achievement
B-	2.67	70 - 74	Pass
C+	2.33	65 - 69	Unsatisfactory
C	2.00	0 - 64	Fail
P	0	(grade neutral)	Pass
W	0	(grade neutral)	Withdrawal

**DEFINITIONS – GRADING**

**Grade Point Average:** A Grade Point Average (GPA) is an average of the grade point values earned for credit courses.

### **Semester Grade Point Average**

The average of the grade point values that you have earned for all courses attempted in a semester.

### **Cumulative Grade Point Average**

The average of the grade point values for all of the credit courses attempted while at ECU, including repeated courses.

**Grade Point Average Calculation:** Grade point values range from 0.00 (F grade) to 4.33 (A+ grade). Each letter grade has a corresponding value. GPA is calculated by taking the total amount of the grade point values assigned for grades and dividing that total by the number of credits earned.

**Aegrotat grade (AEG):** Aegrotat (AEG) standing may be used where a student is unable to complete their course work due to significant medical or other extenuating circumstances beyond their control. AEG may be used where a student has successfully completed a minimum of 60 percent of a course. A grade assignment of AEG will carry credit, and satisfy pre-requisite and degree requirements, but will be GPA neutral

**Incomplete grade:** Incomplete grades may be granted by the instructor, for cases where the student has been unable to complete the course work because of extenuating circumstances beyond their own control. Such circumstances may be medical or of a personal nature and the student may be required to provide documentary evidence.

**Pass/Fail/Credit Grades** - Grades of 'Pass' (P), 'Fail' (F) or 'Credit' (CR) may be assigned to select courses that identify P/F/CR as the grading method approved at Senate. Grades of P/F/CR are GPA neutral and will not impact grade point average positively or negatively.

**Withdrawal from a course** - Grades of 'W' will be assigned where a student officially de-registers from a course in advance of the withdrawal deadline each semester. Grades of W bear no academic penalty and will not be calculated as part of a student's GPA, but will appear on a student's academic transcript.

## **GRADING POLICY**

1. All grades are determined by and are the responsibility of the instructor of record listed for any University course.
2. Faculty/instructors are expected to provide in the course outline specific grading criteria or rubrics that are unique and/or applicable to the course section or assigned university course in keeping with the established University grading matrix.
3. Faculty/Instructors are expected to provide students with meaningful feedback and assessment regarding progress prior to the withdrawal deadline. This may vary depending on program and year level (e.g. midterm grading for 100 level courses).
4. All final grades assigned by faculty will be recorded on the student record (transcript) as a letter grade with corresponding grade points for each grade. The student record will report a student's semester grade point average and cumulative grade point average.
5. Grades of Incomplete - Incomplete grades may be granted by the instructor in cases where the student has been unable to complete the course work because of extenuating circumstances beyond their own control. Such circumstances may be medical or of a personal nature and the student may be required to provide documentary evidence. Incomplete grades must be assigned with a backup grade and the backup grade will be used in the GPA calculation until the backup grade reverts to the final letter grade or until the final letter grade is assigned.
6. A student may repeat a course in which they have previously attempted and failed. In this case, the letter grade of F from any previous attempt will remain on the student's transcript. Both the existing letter grade of F and any additional letter grade earned will be used in the calculation of the student's cumulative Grade Point Average. F letter grades will not be removed from the student's record under any circumstances.
7. Transfer credit accepted from other post-secondary experience is not included in the calculation of a student's GPA. In the case where a student transfers and is applying to a major, or to participate in the exchange program, a GPA will be calculated on previously completed course work and used in the

calculation of a GPA for the basis of admission to that major, or for the purposes of determining eligibility for the exchange program.

8. Once grades have been populated to the student's record, faculty/instructors are permitted to change grades with the approval of the appropriate Dean. Changes to grades will be permitted only if the grade is improving. Grade changes that are less than the assigned final grade will only be permitted in the event that a data entry error was made. In the case of a faculty-initiated request, grade changes for courses will not be accepted beyond one semester after the completion of the course.

## GRADING PROCEDURES

1. Faculty must assign grades via inside EC within deadlines prescribed by the Academic Schedule.
2. Before grades are released to students, the Dean will first vet them for approval. Once approved they will be populated to the student's record.
3. Student Services will review all grades and determine the academic standing for all students.
4. All incomplete grades must include a backup letter grade. Final grades for incompletes must be submitted by the end of the 15th of the month following the end of classes (ie Jan 15th for Fall classes, May 15th for Spring classes, July 15th for Summer Term 1 classes and September 15th for Summer Term 2 classes). Faculty should set a deadline for students to deliver outstanding work, which is prior to these dates and will give adequate time for reevaluation. Failure to submit a reevaluated grade before the deadlines stated above will result in the backup grade being assigned. The final assigned grade cannot be lower than the backup letter grade, which was initially issued with the incomplete.
5. A further extension of an incomplete grade beyond the deadlines outlined above may only be granted by the appropriate Dean.
6. Instructors may change a grade within one semester of the end of the course by completing and submitting a Grade Change Form to their Dean for signature. The form will include the reason the change is being submitted.

## DEFINITIONS – ACADEMIC STANDING

**Graduate Student Academic Progress (GSAP):** Graduate students are expected to maintain an acceptable scholastic standard and must maintain a cumulative grade point average (GPA) of 3.00 (B). Graduate Students must also successfully pass all progress reviews within their respective programs of study. Graduate students who do not shall be considered to be performing unsatisfactorily in their studies and such performance will be recorded on the student's transcript as follows:

- **Graduate Student On Academic Probation (GSOAP):** Graduate Student On Academic Probation is a designation assigned to a graduate student whose cumulative Grade Point Average first falls below 3.00, or who fails a progress review. A graduate student designated GSOAP must raise their cumulative GPA to 3.00 by the end of the following semester and must pass any required supplementary progress reviews in order to continue in the program.
- **Graduate Student Required to Withdraw (GSRTW):** Graduate Student Required to Withdraw is assigned to a student who has been designated Graduate Student On Academic Probation in a prior semester and has maintained a cumulative Grade Point Average below 3.00 in the semester following a designation assignment of GSOAP, or who has failed a supplementary progress review, or who receives a recommendation to withdraw from their program on a progress review.

## ACADEMIC STANDING POLICY

1. Students are expected to maintain an acceptable scholastic standard and pass all progress reviews in their respective programs. Specifically, students must maintain a cumulative grade point average (GPA) of 3.00 and receive a pass or pass with conditions for all progress reviews in their respective programs. Students

who do not shall be considered to be performing unsatisfactorily in their studies and such performance will be recorded on the student's transcript as follows:

**Graduate Student On Academic Probation** when cumulative GPA first falls below 3.00 or a student fails a progress review.

- Students placed on academic probation will have their GPA evaluated at the end of each semester and be provided the opportunity to participate in a supplementary progress review and will either return to Good Academic Standing or be Required to Withdraw as follows:

**Graduate Student Required to Withdraw** from the University when a student has been previously placed on Academic Probation and cumulative GPA falls or remains below 3.00, or who fails their progress review and a supplementary progress review, or who receives a recommendation to withdraw from their program on a progress review.

2. Program Suitability: The University reserves the right to require a graduate student to withdraw from their program of study if the Dean considers the student to be unsuited to the practice of the program for reasons unrelated to academic performance. Appeals of this decision will be considered by the Senate Appeals Tribunal.
3. Graduate students who are required to withdraw are permitted to reapply for admission after a one-year period of absence/suspension. Readmission after a second designation of Graduate Student Required to Withdraw is prohibited.

## **ACADEMIC STANDING PROCEDURES**

1. After the grading deadline each term, the Dean of Graduate Studies or their designate will review grades for all graduate students to determine their academic standing and communicate academic standing decisions to students in a timely manner at the end of each semester (where possible).

Students on academic probation will be subject to the following:

- Probationary status permanently recorded on academic transcript;
- Registration in course overloads or audits will not be permitted;
- Letter of permission for studies at another institution will not be permitted;
- Mandatory Academic Advising by the Dean or their designate.

Students who are required to withdraw will be subject to the following:

- Required to Withdraw status will be permanently recorded on academic transcript;
- All course registrations will be prohibited. When a student has pre-registered for courses before the Required to Withdraw status was assigned, registration will be canceled.

2. Students who were previously required to withdraw and are readmitted are placed on academic probation and shall again be subject to the conditions described above.