

**Academic Council Policy**

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**Grade Distribution Policy**

# 1007

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**Description:**

In principle and in practice, grades should be the result of a transparent evaluation process and fairly reflect a student's effort and performance in a given course. The following distribution of grades is intended to standardize grading policies across the College.

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**Approvals:**

Approved by Academic Standards Committee: March 16 2005

Approved by Academic Council: April 4, 2004

Date Effective: September 2005

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**Approval Authority:** Academic Council

**Signature:** Keith Rushton

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**Policy:**

Percentages above the line refer to percent of students in the course. In courses where the results fall outside the following limits, the instructor must submit a letter of explanation to the Dean outlining why the course or the students in that course are sufficiently unusual to warrant a different distribution.

<b>Grade</b>	<b>100 &amp; 200-Level Courses</b>	<b>300 &amp; 400-Level Courses</b>
A+	Not more than 5%	Not more than 5%
A	5% – 20%	5% - 25%
A & B Combined	Not more than 65%	Not more than 70%
F	Not more than 15%	Not more than 15%

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Target Average Grade/Mark	C (65 – 69%)	low B (70 – 74%)
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**Grading Scheme**

90-100% A+ = Exceptional

Exceeded expectations in demonstrating knowledge of concepts and/or techniques, and exceptional skill in their application in satisfying the requirements of the course.

80-89% A = Excellent

Demonstrated a thorough knowledge of concepts and/or techniques, and with a very high degree of skill in their application in satisfying the requirements of the course.

## **Grade Distribution Policy cont.**

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70-79% B = Good

Demonstrated a good knowledge of concepts and/or techniques, and considerable skill in their application in satisfying the requirements of the course.

65-69% C = Satisfactory

Demonstrated a satisfactory level of knowledge of concepts and/or techniques and competence in their application in satisfying the requirements of the course.

60-64% C- = Low Satisfactory

Demonstrated a level of knowledge of concepts and/or techniques and their application to the requirements of the course that was minimally satisfactory in an elective or non-major subject, but unsatisfactory in a core course of the student's major subject.

50-59% D = Poor

Demonstrated minimal knowledge and ability to apply concepts and/or techniques in satisfying the requirements of a course.

0-49% F = Fail

Failure to meet minimum course requirements.

### Implementation of New Policy

The Academic Standards Committee recommends the following:

1) That the new grade distribution policy be widely published and discussed among all faculty

- Faculty Handbook
- Faculty Meetings
- Faculty Web
- Orientation of new faculty

2) That the Academic Support Services Committee develop a plan for communicating this policy to faculty, before September 2005.

3) That the following grade submission protocols be implemented:

a) The grade submission forms supplied by Registrarial Services will include the following at the bottom of the form, which must be filled out by the course instructor, dated, and signed:

<b>Grade</b>	<b>100 &amp; 200-Level Courses</b>	<b>300 &amp; 400-Level Courses</b>
A+	Not more than 5%	Not more than 5%
A	5% – 20%	5% - 25%
A & B Combined	Not more than 65%	Not more than 70%
F	Not more than 15%	Not more than 15%
<hr/>		
Target Average Grade/Mark	C (65 – 69%)	low B (70 – 74%)

Grade distribution: To be completed by the course instructor.

**Grade Distribution Policy cont.**

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Total number of results reported: \_\_\_\_\_

A+ = 90-100%	# of students _____	% _____	A+/A and B combined: # of students _____ % _____
A = 80-89%	# of students _____	% _____	
B = 70-79%	# of students _____	% _____	
C = 65-69%	# of students _____	% _____	
C- = 60-64%	# of students _____	% _____	
D = 50-59%	# of students _____	% _____	
F = 1-49%	# of students _____	% _____	Class Average _____ %
Other	# of students _____	% _____	

Date: \_\_\_\_\_ Submitted by: \_\_\_\_\_ Instructor

Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Dean/Asst. Dean

b) Grade submission forms are submitted to the Faculty Office for approval by the Dean or Assistant Dean and once reviewed and countersigned, submitted to Registrarial Services.

c) Grade submission forms with grade distributions falling outside the recommended normal distribution and that are not accompanied by a letter of explanation from the instructor will be returned to the instructor for correction or explanation.

d) Grade submission forms with distributions outside the norm but that are accompanied by a letter of explanation will be reviewed by a Faculty Academic Standards Committee before the grades become final.

e) Grades are unofficial until they are approved by Academic Council.