# Grading

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## Objectives

This procedure applies directly to Policy 5103, Student Evaluation. This procedure provides definitions of grades, and describes the processes and practices used for grading and evaluating student work and student performance.

## Table of Contents

## Who Does This Procedure Apply To?

This Procedure applies to instructors and other BCIT employees who evaluate student work and student performance.

## Procedures

# 1. Formal Invigilation

### 1.1. Process

The teaching department assigns and monitors exam invigilators. It determines the number of invigilators required, considering the number of students, the activity involved in the examination, and the responsibilities of the invigilators.

Invigilators conduct the examination in an atmosphere that is conducive to student performance while minimizing the possibility of cheating.

**Preparation by invigilators and instructors**

1. Assigned invigilators pick up examination material one-half hour before the commencement of the exam.

2. Invigilators are to be in their examination room fifteen (15) minutes before exam time.

3. Attached to the examination package is a covering sheet which provides details of the exam subject, the course number, the date and time of examination, the set or sets involved, the examination room number, and specific instructions concerning the examination, including the location for the return of the exam papers.

4. The instructor responsible for the examination ensures that extra exam booklets and writing materials are available in the examination room.

5. A class list is issued indicating the names of those students eligible to write examinations. Invigilators take attendance. The suggested method is to check completed exams against the class list as they are handed in.

**Students entering and leaving the examination room**

1. The invigilator admits the students. No books or other study materials, cell phones, pagers or other electronic devices are allowed unless specified by the examiner in his/her written instructions. The invigilator designates a place where any materials or personal belongings not required or not allowed may be left during the examination.

2. During the first hour after the examination commences, no student will be permitted to leave the exam area, unless all students eligible to write the exam(s) are present.

   Late-arriving students are to be admitted to examinations until the first student is permitted to leave.

3. Students who are refused admission to an examination should report to the office of their chief instructor, program head, or program associate dean immediately.

4. Students who must temporarily leave the examination room for any reason must be accompanied by an invigilator or a designate for the duration of their absence; otherwise they will not be allowed to return to the examination room.

5. Students who leave the examination room must leave their examinations in the room.

6. Students who are absent due to illness or other extenuating circumstances must report to the office of their chief instructor, program head or program associate dean as soon as possible.

**During the examination**

1. When two students are writing examinations at the same table, it is imperative to ensure that they are writing different examination papers. Alternative seating or multiple versions of examination papers can be used to meet this requirement.

2. Students writing final examinations are required to place on their desk/table one piece of photo identification such as their BCIT identification card.

3. The examiner/invigilator prominently displays any corrections to the examination.

4. The invigilator displays the time remaining to complete an exam in minutes, at half-hour intervals.

5. Invigilators should move around the examination room throughout the duration of the exam, as much as possible. A proven technique to ensure honesty is to invigilate from the rear of the examination room.

6. Invigilators must remain in the room until the examination is completed. An invigilator must not leave the examination room for any reason during the exam unless relieved by another invigilator.

7. If the invigilator believes that cheating is taking place during an examination, then he or she should follow the guidelines in the section below, "Dealing with Cheating."

**Emergency situations**

1. In the event of an emergency, the safety of students and employees comes first.  In the case of an event affecting the group, the exam will be considered to be compromised. The invigilator will instruct the students to:

   • Stop writing the exam.

   • Leave the exam materials on their desks/tables.

   • Clear the area at once.

2. In the case of an event such as a medical emergency affecting one or more students, but not involving the entire group, the invigilator will summon assistance immediately. If the invigilator requires the assistance of other students, the examinations of all individuals involved in the provision of assistance will be considered to be compromised.

3. Where a student's exam is compromised as a result of an emergency, BCIT will be responsible for the development and administration of an alternative and equivalent means of assessment. This responsibility will be borne by the teaching associate dean.

## 1.2. Dealing with Cheating

If an invigilator/examiner suspects that cheating is taking place, he/she discreetly informs the suspected student of his/her suspicions and has the student surrender unauthorized equipment or materials. The invigilator/examiner does not confiscate the examination paper nor prevent the student from completing the exam, but immediately makes written notes which include the student's name, student's ID, the date and time of the suspected incident and information about how much of the exam had been completed at that stage.

If a second invigilator is present, he/she should attempt to corroborate the occurrence. If the student refuses to surrender unauthorized materials, this is also recorded. The invigilator informs the examiner, who conveys the information to the student's teaching associate dean, who immediately informs the student's program associate dean (if different). The program associate dean investigates as per Policy 5104, Academic Integrity and Appeals.

## 2. Grading Elements

### 2.1. Grade Standing Table

The grade formats shown in this table are the codes given on the marks sheet and also shown on the student's transcript. Grade codes marked with an asterisk are further described in the section following this table.

| Grade | Description | Calculates Into GPA | Link to additional description |
|---|---|---|---|
| **Percentage Grades** | | | |
| 0 – 100% | Minimum passing grade for each course within a program could range from 50% to 80%. Courses within a program could have the same or different minimum passing grades. | Yes | N/A |
| %A * | Aegrotat pass standing granted to a student who has a good term record, but has an incomplete evaluation due to medically substantiated illness, or other reviewed and approved extenuating circumstances. | Yes | Refer to accompanying text, and glossary in Guideline 5100 – G1. |
| %F | Failed. Minimum passing grade requirements for course were not satisfied. | Yes | N/A |
| %J | Adjudicated pass standing granted when a student's mark(s) have been raised to pass level based upon the overall program performance. This grade standing will allow the student to continue in the program or graduate. Minimum pass standing for the course will be awarded. Usually granted for non-medical reasons, reviewed and approved for extenuating circumstances. | Yes | N/A |
| %L *, SL * | Credit achieved through Prior Learning Assessment Recognition (PLAR). Grading for a successful assessment will reflect the grading method for the course; either a passing percentage grade or an S (satisfactory). Unsuccessful assessments will not appear on the student's transcript. | No | Glossary in Guideline 5100 – G1 |
| %P, P | Pass standing granted when conditions of a provisional pass have been satisfied. The minimum pass standing for the course is awarded. | Yes | N/A |
| %T, T | Provisional Pass standing. This is a temporary grade standing which will permit a student to be registered into the continuing course. The %T or T will be changed to a %P (pass) or an S (Satisfactory) if the outcome of the course is successful, or a %F (fail) or a U (Unsatisfactory) if unsuccessful. | Yes | N/A |
| **Courses with no percentage mark assigned** | | | |
| S | Satisfactory standing; course requirement fulfilled, no % mark assigned. The S grade is usually assigned to courses that do not lend themselves to a percentage-based method of evaluation. | No | Policy 5103 – section 6.3 |
| SL * | See note on %L, SL, above, for description. | | |
| U | Unsatisfactory standing; course requirements not fulfilled, no % mark assigned. The U grade is usually assigned to courses and situations that do not lend themselves to a percentage-based method of evaluation. | No | Policy 5103 – section 6.3 |
| **Credit for prior learning, transfer credits, etc.** | | | |
| CCR | Credit granted by successful completion of a challenge exam. Replaced in 2005 with PLAR grades. | No | N/A |
| ECR * | Credit exemption granted to a student who has taken a similar course at BCIT that is reviewed and approved as equivalent credit. | No | Glossary in Guideline 5100 – G1. |

| Grade | Description | Calculates Into GPA | Link to additional description |
|---|---|---|---|
| TCR * | Transfer credit for recognition of approved equivalent studies taken outside of BCIT. | No | Glossary in Guideline 5100 – G1. |
| **Non-credit courses** | | | |
| ATT | Attended. For courses that are non-credit, where only attendance is required, and where there is no evaluation process. | No | N/A |
| AUD * | Course audited, no credit granted. | No | |
| **Course in progress or being continued** | | | |
| CFT | Course is continued in the following term. | No | N/A |
| CIP | Course in progress. Final grade not yet calculated. | No | N/A |
| **Student withdrew, vanished, or has not completed required work** | | | |
| F | Approved late withdrawal after the withdrawal deadline has passed. This grade was replaced by the LW grade in August 1996. | No | N/A |
| INC * | Course requirement not complete and must be satisfied by a specific, pre-approved date. | Yes. Grade standing value is 0 (zero). | Refer to accompanying text. |
| LW * | Approved late withdrawal after the withdrawal deadline has passed. | No | Refer to accompanying text. |
| 0F | Course discontinuance. This grade was replaced by the V grade in August 1996. | Yes | N/A |
| RTD * | Required to discontinue | No | Refer to accompanying text. |
| V * | Course discontinuance (vanished). Student discontinued attending course without formal notification. | Yes. Grade standing value is 0 (zero). | Refer to accompanying text. |
| W * | Approved withdrawal prior to the withdrawal deadline. | No | Refer to www.bcit.ca for withdrawal deadline dates. |
| **Other** | | | |
| EXT | Refer to outside source for grade (e.g., apprenticeship programs). | No | N/A |
| NGR | No Grade Reported. | No | N/A |

## 2.2. Grade Standing Descriptions and Procedures

### Aegrotat (%A)

The Aegrotat grade is a passing grade used under exceptional circumstances and for compassionate reasons. The decision to recommend an Aegrotat grade is at the discretion of the program associate dean, is based on recommendations from the course(s) instructor(s), and is used in circumstances where a student has demonstrated sufficient mastery of the subject(s). An Aegrotat grade may be used when:

- Less than 100% of the coursework has been completed by the student.
- The student has an average that is at least 10% higher than the required course "pass" grade, for completed course work.

- In the opinion of the instructor, the student would have passed the course(s) if all course work and/or the final examination(s) had been completed.

A medical certificate from a "medical practitioner," as defined by the BC *Medical Practitioner's Act*, must substantiate the grounds on which Aegrotat standing is based. (See Policy 5101, Student Regulations.)

The Aegrotat grade is intended to address circumstances where completion of missed course work or an examination(s) is not possible. Wherever possible, opportunities to complete or "make up" the missing work or examination should be offered to the student.

### Audit (Aud)

Upon department approval, a student may audit courses that are offered in either full-time or part-time studies.  If auditing, the student does not write examinations, and does not receive credit for the course. The expected level of audit student participation in the course must be clearly identified. A student auditing a course is required to:

- Register for the course and pay the full course fee.

- Meet expected levels of participation for audit status as defined by the course and/or program.

#### *Procedure to audit a course:*

- The student submits a written request to the course instructor requesting permission to audit the course. The course instructor will forward the request to the appropriate program head or chief instructor.

- The program head or chief instructor, in consultation with the course instructor, must approve the request in writing, and forwards a copy of the approval to Student Records.

- The deadlines for requests are:

  - no later than the second class for PTS courses.

  - no later than 14 calendar days following the start of full time or on-line courses.

### Exempt Credit (ECR)

Exempt (or earned) credit may be awarded to students for coursework completed at BCIT.  Courses completed individually or within another BCIT credential may be used as credit toward a new or additional program of studies.

Exempt (or earned) credit is not given automatically; students must apply to Student Records to have their request for exempt credit reviewed.  Approval of exempt credit will depend upon several considerations, including:

- Time elapsed since  completing the course at BCIT

- Whether the course previously completed at BCIT meets equivalency standards for the new program

There is a deadline for student submission and faculty approval of exempt credit within each term at BCIT.  Please contact Student Records for specific information.

Previously earned BCIT credit being considered for application towards an additional BCIT credential is subject to the limits described in Admission Procedure 5003-PR1, Section 3.3 Multiple Credentials.

### Incomplete (INC)

The INC grade should be used in unusual or extenuating circumstances where a student has been unable to complete a portion of coursework such as a report, lab submission, assignment, etc., and where the instructor believes that it is reasonable to provide a short grace period for the student to complete and submit outstanding material. Once submitted, the marks earned for the outstanding work are used in the calculation for the final grade in the course.

For students who are enrolled in full-time studies programs, the grace period granted is should be no longer than 30 days following the date of the department's marks-review process.  At the marks review meeting, the department must provide the following information:

- Description of the coursework that is outstanding.
- The date by which the completed piece must be submitted.
- The faculty member to whom the piece must be delivered.

For students enrolled in part-time studies programs, the grace period granted is usually no longer than 30 days following the course end-date.

In the interim (grace) period, an INC grade is assigned to the course. Once the outstanding coursework has been submitted and the final grade is calculated, the program submits a marks change to the Student Records department providing the student's final grade for the course.  If the outstanding work has not been submitted by the date required, the final grade is calculated with the outstanding work graded as 0 (zero).

### Prior Learning Assessment and Recognition (%L or SL)

**Procedure:**

***The Student:***
1. Assess the curriculum of the course(s) for which they wish to receive credit.
2. Considers the impact of PLAR credit on all aspects of their student status, e.g. tuition fees and the eligibility for student assistance and awards.
3. Contacts the program contact person and requests PLAR credit, if PLAR is available for the requested courses(s).
4. Pays PLAR fee.
5. Produces documentation, completes assessment, etc. as required.

 Students who have received a failing grade in a course will not be permitted to challenge the failed course through PLAR for a one year period following the conclusion of the term in which the failure was recorded.

***The Program:***
1. Determines the course(s) eligible for PLAR credit.
2. Determines the appropriate technique(s) to assess competence in the subject area of the courses for which PLAR credit is available.
3. Sets appropriate fees to cover costs of the assessment and administrative process of PLAR.
4. Maintains paper record of materials supporting the PLAR assessment of the student.
5. Processes the online PLAR form in accordance with school and institute policy.
6. Assesses competence based on the required outcomes of the course(s) as published.
7. Assigns grade on the same basis by which course-work is assessed for students attending classes (% or S/U).
8. Completes PLAR form and sends for approvals.
9. Inserts documentation supporting the outcome of the assessment in the students file.

***Program Head/Chief Instructor/Associate Dean:***
1. Approves PLAR credit.
2. School determines appropriate assessment mechanism to be used for each course available through PLAR.
3. Determines availability of various courses through PLAR.
4. Issues letter to student indicating results of assessment.

***Student Records:***
1. Inserts PLAR form in student file.

2. Makes notation (SL or %L) to student's transcript record if credit granted. (Note: Unsuccessful PLAR assessment is not recorded on student transcript).

## Transfer Credit (TCR):

Transfer credit may be awarded to students for coursework completed at an educational institution outside of BCIT.  Transfer credit is not given automatically; students must apply to Student Records to have their request for transfer credit reviewed.  Approval of transfer credit depends upon several considerations, including:

- Time elapsed since the student completed the course at the outside institution.

- Whether the course meets equivalency standards for the BCIT course.

- Whether the student can meet program residency requirements without taking the course at BCIT.

### Restrictions and Exceptions

There is a deadline for student submission and faculty approval of transfer credit within each term at BCIT.  Please contact Student Records for specific information.

In order to satisfy academic residency requirements for a BCIT credential, students must satisfactorily earn a minimum of 50% of the total credits within a program of study at BCIT. For apprenticeship programs, the residency policy will be satisfied by completion of the final level at BCIT (in accordance with policy 5003 section 3.1).

Programs wishing authorization for residency requirements other than the institutional standard must have their request approved by BCIT's Education Council.

## Required To Discontinue (RTD)

This grade should only be used to address extraordinary situations, and only with approval of the student's dean and in consultation with the Registrar.

The RTD grade can be assigned if a student has been required to leave a course and/or program because of inappropriate behaviour, a serious breach of institutional policy, unsafe practice, and/or other serious reasons, and if the required approvals have been granted.

Conditions under which the RTD grade may be considered, include, but are not limited to, the following:

- Cheating and/or plagiarism has been confirmed and the outcome resulted in removal of the student from the course or program.

- The student displayed threatening and/or abusive behaviour, as defined by Policy 5102, Student Code of Conduct, and the student was removed from the course or program.

- The student was involved in a breach of computer ethics as identified in Policy 3501, Acceptable Use of Information Technology**,** and the student was removed from the course or program.

- The student submitted official documents that were found to have been altered.

- The student breached a contract that had been previously established between the student and his/her program.

- The student exhibited unsafe practice that could or did endanger others, and as a result has been denied the opportunity to perform workplace assignments, work in labs or shops, practicum, involvement in work experience or co-op placements.

- Other violations of Policy 5102, Student Code of Conduct.

## Withdrawal (W) and Late Withdrawal (LW)

When a student, who is enrolled in a full-time studies program, initiates a request to withdraw prior to the withdrawal deadline, and the program area approves the request, the grade standing assigned is W.

A student may not withdraw after the withdrawal deadline date unless the circumstances are unusual and/or warranted.  Late withdrawal requests designed to avoid failing or low grades are not acceptable.

When a student, who is enrolled in a full-time studies program, initiates a request to withdraw after the official withdrawal deadline has passed, the program head/chief instructor and/or program associate dean must approve the request.  In the case of courses in Part Time Studies, the course's program coordinator or program head/chief instructor (or their delegate) must approve the request.  Approval by these authorities is required for the request to be processed.  If approved, the grade standing assigned is LW.

When reviewing requests for a late withdrawal, consideration should be given to the amount of course work already completed by the student, to the extenuating circumstances, and to the reasons that the student has identified to substantiate their request to withdraw late.

If the late withdrawal request is denied, the student remains registered in the course and will receive a final grade, calculated in the normal fashion (percentage or S/U, depending on the course's grading method).

Neither the W nor the LW calculates in the GPA (grade point average).

**Vanished (V)**

The V grade is assigned when a student ceases to attend a course(s) without explanation.

The V grade is assigned when a student's attendance has ceased before the withdrawal deadline. It is not used for students who stop attending after the withdrawal deadline.  If a student ceases to attend a course after the withdrawal deadline, then the student is deemed to be registered in the course and should be graded on course work completed. Any missed coursework or examinations should be marked as 0 (zero) and calculated into the final grade for the course

The V grade is calculated into the GPA as a 0.

## 3.  Grade Calculations

### 3.1.  Formal Examination Weighting

The weighting of mid-term and final examination questions is to be indicated on the course outline.

The use of a negative marking scheme—where the number of wrong responses is deducted from the number of correct responses—must be clearly indicated on any exam where this system is employed.

### 3.2.  Weighted and Cumulative Average

**Weighted Average**

Weighted Average is the number resulting from multiplying the final grade for each course by the credit value for that course then adding the resulting product with the results of similar calculations for all courses to be included. That sum is then divided by the total number of credits for all of the courses to be included in the weighted average.

Example:

If there are 5 courses to be considered and the final grades and credit values are:

     Course A    65%  3 credits

     Course B    70%  3 credits

     Course C    80%  5 credits

     Course D    80%  4 credits

     Course E    85%  5 credits

The weighted average would be calculated as: (65 * 3) + (70 * 3) + (80 * 5) + (80 * 4) + (85 * 5) all divided by 20 (total credit value).

195 + 210 + 400 + 320 + 425 = 1,550

1,550 / 20 = 77.5 is the weighted average.

### 3.3.  Grade Point Average (GPA)

The GPA is a percentage value from 0-100. Courses with percentage values are calculated into the GPA using the following formula:

- Multiply the grade for each of the student's courses by its credit value to achieve a course grade point.
- Total the grade points for all of the student's credit courses.
- Total all the credit values of the student's credit courses.
- Divide the total grade points by the total credits to determine GPA.

The GPA values are rounded up or down to the nearest whole percentage value.

All attempts at a course are calculated into the GPA as separate courses.

#### Term Grade Point Average (TGPA)

The TGPA is calculated from courses taken in the term.

#### Credential Grade Point Average (CGPA)

CGPA is calculated for those students who graduated in or after 1994. Only those courses required for attaining a particular credential are used in the calculation. Courses not required for a program will not be calculated in the CGPA.

#### Overall Grade Point Average (OGPA)

The OGPA is an overall grade point average calculated from all courses attempted.

Courses not included in the calculation are those categorized as S, U, W, LW, F, ECR, TCR, CCR, ATT, CIP, CFT, EXT, %L, SL, NGR, RTD, and AUD.

Only grades awarded in credit courses taken through BCIT will be used in the calculation of grade point averages. Credits awarded via PLAR will be excluded from GPA calculations. Credits awarded via PLAR will not be considered for qualification for: financial aid, scholarships, bursaries and awards.

### 3.4.  Grading for Two-Component Courses

Certain courses require successful completion of each of two separate components taught within that single course.  For example, a course might have separate theory and lab components, both of which must be completed and passed, to receive a passing final grade in the course.

The marking structure for these types of courses is as follows:

#### A    For courses using a percentage (%) -based grading model:

- When both components are successfully completed – a percentage grade is awarded.
- When both components have not been successfully completed, a percentage grade is awarded.
- When one component is successfully completed, and the other is not, and where the average marks of the two components is a failing grade – a percentage grade is awarded.
- When one component is successfully completed and the other is not, but the average mark of the two components is a passing grade – a "U" (unsatisfactory) grade is awarded.

#### B    For courses using the S/U based grading model:

- When both components are successfully completed – a grade of "S" (satisfactory) is awarded.
- If either or both components are unsuccessfully completed – a "U" grade (Unsatisfactory) is applied.

## 4. Grade Approval and Submission to Registrar's Office

### 4.1. Communication of Final Grades to Students

The Registrar is the sole authority for official communication with students concerning their academic record.

### 4.2. Trades and Technical Programs

For Trades and Technical programs, the chief instructor reviews the marks to ensure compliance with the grading policy stipulated in policy 5103.

The chief instructor then submits the grades directly to the Registrar's Office.

The Registrar reviews the students' marks to ascertain whether program completion requirements have been met.

A marks review process of any program can be undertaken if requested.

### 4.3. Technology Programs

For purposes of technology program marks review, a "semester" is defined as a principal academic period of the BCIT academic year. The semester may contain one or more terms within the semester.

In technology programs, students' final grades are reviewed before submission to the Registrar.

Both the Program Marks Review Committee and the School Marks Review Committee must review the academic results of all technology students who require approval to progress to the next level of a program.

These Committees provide:

- An orderly process for finalizing and recording students' marks.
- An opportunity to correct errors before marks are finalized and provided to students.
- Fair and consistent grading throughout the program and the school, and adherence to Institute policies.

#### 4.3.1. Program Marks Review Committee

The Program Marks Review Committee reviews students' academic results and ensures that marking is consistent at a given program level. It also recommends student continuation within a program, or it may decide upon an alternative outcome.

At a term's conclusion, or at any additional time during the academic year, the appropriate program associate dean (or designate) initiates and chairs a Program Marks Review Committee meeting. Program head/s and all instructors teaching courses in the program are members of the Program Marks Review Committee. This committee aims to make decisions through consensus. When not possible, decisions are reached by a vote, all committee members have equal voting privileges. In the case of a tie, the program associate dean casts the deciding vote. The committee forwards its recommendations to the School Marks Review Committee.

#### 4.3.2. School Marks Review Committee

The School Marks Review Committee reviews and finalizes the recommended student academic results of the Program Marks Review committee. The School Marks Review Committee also ensures marking consistency; it approves student continuation in a program, or decides on alternative outcomes.

The school dean initiates and chairs the School Marks Review Committee meeting. This meeting is normally held immediately following the conclusion of the Program Marks Review Committee meeting.  In some cases the program dean may decide to combine the meeting of the Program Marks Review Committee with the meeting of the School Marks Review Committee.

The membership of the School Marks Review Committee consists of:

- School dean or designate (Chair) – voting member
- School associate dean/s – voting member/s
- School Program Head/s – non-voting member/s
- Registrar's office representative – voting member
- External observer from another BCIT School – voting member
- Student Services representative (normally a counsellor) – non-voting member
- Instructor/s – as required – non-voting member
- Marks Recorder provided by the school – non-voting member

Instructors must be available to attend the appropriate School Marks Review committee.

Written guidelines to assist with the adjudication of student academic results and progress must be established by each school. Members of the School Marks Review Committee should receive and review these guidelines before their committee meeting.

The School Marks Review Committee has final approval of academic results and status of individual students within a program, unless its determination is appealed and overturned. The School Marks Review Committee seeks to make decisions through consensus. When not possible, decisions are reached by vote. The school dean casts the deciding vote in case of a tie.

After the committee's review, the appropriate program head, associate dean and school dean sign the original Master Marks sheets to finalize the grades. The Registrar's Office receives these signed documents and the dean retains a copy.

### 4.3.3. Extraordinary Marks Approval Committee

The timing or length of some courses may require an Extraordinary Marks Approval Process to facilitate the timely communication of marks to students after the conclusion of courses.

The dean may decide to receive the course marks from the program with or without Marks Review Committee review.  The dean is authorized to call and chair an Extraordinary School Marks Review Committee meeting to finalize the course marks.  As a minimum, this includes three voting members: the dean or designate, the associate dean, and the program head responsible for the course.  The dean may also invite other members of the School Marks Review Committee.  The dean will also state whether or not each of these invitees may vote.

After the committee's review and approval of the marks, the appropriate program head, the associate dean and the school dean sign the original Master Marks Sheets to finalize the grades. The registrar receives these signed documents and the dean retains a copy.

### 4.4. Part-time, Distance Education and On-line Programs

These programs use the procedures and guidelines set out by the associated program. The program co-ordinator, or equivalent, reviews and approves grades submitted by instructors, and submits the grades and failure reports to the Registrar's office. Where appropriate, a separate approval process for failing grades may be implemented.

## 5. Marks Change Process

The marks change process is used to amend academic results requiring modification following conclusion of the Marks Review Committee Meetings.  Recommendations for changes must be made to the program associate dean by the appropriate program head/chief instructor. The program associate dean is responsible for authorizing any changes.

## 6.  Student Failure Report

The full-time studies course instructor submits to the Program Marks Review Committee and chief instructor a student failure report when a student has not successfully completed a course.

The part-time studies instructor submits, to the program coordinator, or equivalent, a student failure report when a student has not completed a part-time studies course successfully.

The report contains all information used for the calculation of the student's final course grade and may also include notes regarding the student's progress, attendance or other issues. The program administration retains the Student Failure Report for a period of one year.

## 7.  Recognition of Excellence–Process

### Eligibility

The Registrar awards standing designated as "With Distinction" to a graduating student whose weighted grade point average (GPA) is 80% or greater in an approved Technology program or 90% or greater in an approved Trades program of study that leads to a BCIT credential. (See the section on Recognition of Excellence, in the policy, for further details.)

This standing is based on the marks attained in the required courses of a student's entire program.  Not included in the calculation are transfer credits or non-required credit courses, or credit courses that are <u>not</u> assigned a percentage grade.

The awarding of "With Distinction" status based on the calculation of GPA is determined separately for each credential earned. When earning more than one credential, the GPA is calculated on a cumulative basis; i.e., the GPA from Certificate Level 1 is included in the GPA calculation for Certificate Level 2 and so on, up to and including the Diploma.

Calculations of GPAs for advanced credentials (Advanced Certificate, Advanced Diploma, and Degrees) do not include any GPAs earned prior to the advanced level; i.e., only those courses required to attain an advanced credential are included in the GPA for that credential.

To be eligible for recognition, the student must:

1.  Take at least 50% of the total credit value of their courses (of the prescribed courses that are in an approved program of study) from BCIT.

2.  Obtain an 80% or greater average for their prescribed courses within Technology programs, or a 90% or greater average for their prescribed courses within a Trades program.

Part-time Studies students who graduate prior to the effective date of this policy are reviewed for "With Distinction" eligibility upon written request to the registrar's office. (Please refer to page 1 of this policy for the effective date.)

### Exceptions

All exceptions to this procedure for recognition of excellence must be approved by the program dean and Registrar.

### Procedure

Upon each student's graduation, the Registrar's office assesses the student's eligibility for "With Distinction" standing and awards this recognition in accordance with policy 5103.

## Forms Associated With This Procedure

None

**Amendment History**

Policy 5002 was retired in January 2009, and this procedure 5103-PR1 is one of a series of policies and procedures created to replace it.

1. Created        2009 Jan 27
2. Amended     2013 Jun 05
3. Amended     2014 Jun 04
4. Amended     2016 Feb 03