NBCC

Grading and Academic Recognition

Policy Number:	**1108**
Key Process Area:	**Academic Planning & Evaluation**
Owner:	**VP AISA**
Current Approved Date:	**June 20, 2024**

POLICY STATEMENT

New Brunswick Community College (NBCC) is responsible for issuing a transcript that accurately reflects the history of the student's academic progression and performance. A reliable transcript is based on standardized processes and systems that give validity and authenticity to the document. NBCC also supports and recognizes student academic achievement through the granting of Honours distinction and the Highest Academic Standing in a Program award.

PURPOSE

The purpose of this policy is to standardize the content of the NBCC transcript for accurate representation of the student's academic progression and performance and to describe the criteria used to recognize academic achievement. The grading system and its translation to the transcript is also defined.

SCOPE AND LIMITATIONS

This policy applies to all transcripts issued by NBCC and to students who have successfully completed a certificate or diploma program who meet the criteria for Honours and/or Highest Academic Standing in a Program. This policy may not apply to college-approved contract training courses or programs that have their own set of rules or regulations.

1.0   DEFINITIONS

Aegrotat (AG)
-indicates the student, with the approval of the Dean, has received credit for an uncompleted course due to extraordinary circumstances. (*See Policy 1109 Course Delivery and Evaluation of Learning) The* student must have completed a significant portion of the course and be in a passing position. Aegrotat is not applicable when program accreditation requirements dictate otherwise.

Audited (AD)
- indicates the student, with the approval of the Academic Chair or designate, has taken a course but did not complete course assessments and will not receive academic credit.

Course Outline
- a document that presents the outcomes and competencies of a course. It includes but is not limited to course performance requirements, availability of instructors, course methodology, assessment and weighting criteria, and evaluation methods. The published Course Outline is an official agreement between student and faculty.

Credit
- a unit of measure that indicates the total learning time allocated to address the course competencies, regardless of delivery mode. (*See Policy 1213 Credit System*)

Credit Equivalency (EQ)

-formal recognition for Experiential/Informal or Non-formal Learning. Credit Equivalency may also be granted for Formal Learning when combined with Experiential/Informal or Non-formal Learning. The prior learning must be comparable in level and content to the curricular outcomes of a specific NBCC course. (*See Policy 1310 Recognition of Prior Learning*)

Credit Transfer (CR)

- formal recognition for Formal Learning achieved at a Recognized Training Institution. The learning must be comparable in level and content to the curricular outcomes of a specific NBCC course. (*See Policy 1310 Recognition of Prior Learning*)

Cumulative Grade Point Average (CGPA)

- the grade point average assigned to a student based on the course grades for all terms and all graded courses.

Fail Non-Graded (FNG)

- indicates the student has not met at least the minimum requirements of the course which is required for certification.

Grade Point Average (GPA)

- an indication of the student's academic achievement at a college, calculated as the total number of grade points received over a given period divided by the total number of credits awarded.

Honours

- an academic designation recognizing the student who achieves a cumulative GPA of 3.5 and above upon certification.

Incomplete (IC)

- indicates the course requirements have not been completed within the time allotted. Following approval of the Academic Chair or designate, the student has four weeks to meet course requirements. In some instances, a longer period for completion may be granted. If course requirements are not completed, the (IC) notation will be replaced with a grade or aegrotat (AG).

Modified (MO)

- indicates the learning outcomes for the student were changed significantly and a skills profile for the course was developed. Typically, this notation is for students who have been accepted through the special admissions process.

Non-Graded (NG)

- indicates the course does not have a grade or credit(s) to be applied to a certification.

Numerical Marks

- the final course result represented as a whole number on the transcript, using the grading scheme as published on the Course Outline.

Pass Non-Graded (PNG)

- indicates the student has met at least the minimum requirements of the course required for certification.

Program

- encompasses all students who are graduating in the same academic year from the same program, regardless of the delivery method (e.g. in-class, hybrid, online delivery).

Successful (SU)

- indicates the student has met the requirements of the course for which a grade point is not given.

Term Grade Point Average (GPA)

-the grade point average assigned to the student based on the course grades upon completion of a term.

Unsuccessful Completion (US)

-indicates the student has not met the requirements of the course for which a grade point is not given.

Withdrawn (WI)

-indicates the student has withdrawn from a course between 21-50% of its duration and before the withdrawal deadline. A course dropped up to 20% of its duration is not noted on the transcript.

Withdrawn-Fail (WF)

-indicates the student has withdrawn from or not attended a course after 51% of its duration and, after the withdrawal deadline, and has not completed all assessments and has failed the course.

2.0   IMPLEMENTATION

All student obligations to NBCC including financial, library, equipment return or other must be met for the student to be issued an official transcript or an NBCC credential.

2.1   Transcript

2.1.1   Certification

Unless otherwise indicated in the Course Outline, a GPA of 1.0 (60%) is required to successfully complete a course and progress in a program. A cumulative GPA of 1.0 (60%) is required for certification.

Certification is granted and the parchment is issued by the Registrar's Office upon verification that the student has met all certification requirements in accordance with the applicable Curriculum Standard, including timely completion and residency requirements (*See Policy 1312 Certification*).

2.1.2   Format

The official transcript bears the NBCC seal, as it applies, and is signed by the Registrar. It may be sent to another training institution, to potential employers at the student's request, or given directly to the student in a sealed envelope. The transcript remains official only when sealed or sent electronically from the Registrar's Office to the third party.

The unofficial transcript is not signed and does not include a seal. "Unofficial copy" shall appear on each page of the student's unofficial transcript.

The format, content and grading system are standardized for all transcripts issued by NBCC. (*See 1108.5213 Transcript Content*).

2.1.3   Fees

A student who has met all obligations to NBCC is entitled to receive one copy of their final transcript and one copy of their certification parchment. Subsequent requests can be obtained from the Registrar's Office for a fee.

2.2   Grading System

Transcript marks are recorded as final and converted to grade points. Term averages are reported as a Grade Point Average (GPA), calculated based upon total course grade points divided by attempted credit total. The GPA is calculated on a 4.3 scale and reported to one decimal place. (*See 1108.4655 GPA Calculation*).

2.2.1   Grading Notations not included in the GPA Calculation
The following transcript notations are not included in the GPA calculation:
- Aegrotat (AG)
- Audited (AD)
- Credit Transfer (CR)
- Credit Equivalency (EQ)
- Fail - Non-Graded (FNG)
- Incomplete (IC)
- Modified (MO)
- Non-Graded (NG)
- Pass - Non-Graded (PNG)
- Successful Completion (SU)
- Unsuccessful Completion (US)
- Withdrawn (WI)
- Withdrawn-Fail (WF)

2.3   Academic Recognition

The Registrar's Office verifies that the student meets all requirements for earning academic recognition awards. In awarding honours or Highest Academic Standing (HAS), should more than one student have the same GPA, the GPA (and grade average if necessary) will be extended to three decimal points to determine the highest GPA.

The Registrar's Office ensures that the student transcript indicates the official designation as awarded and is responsible for the retention of student records.

2.3.1   Honours
NBCC may recognize a student's overall academic achievement upon successful completion of a certificate or diploma with an Honours designation.

Honours designation may be granted to students who achieve an overall GPA of 3.5 or higher if they have met the program residency requirement (*See Policy 1312 Certification*) and completed at least 25% of the numerically graded courses in the program. Programs with less than 25% numerically graded courses may not be eligible for Honours designation.

Students must have successfully completed all requirements of the certificate or diploma including all term courses and practicums/clinicals (i.e. work integrated learning) and be eligible for graduation.

2.3.2   Highest Academic Standing in a Program (HAS)
NBCC may annually recognize a student who has achieved the highest GPA (with a minimum cumulative GPA of 3.0) in each program on each campus with the Highest Academic Standing in a Program award. Where multiple deliveries of the same program are offered at a campus, only one award will be granted annually.

3.0   OTHER RELATED DOCUMENTS

Certification (1312)
Course Delivery and Evaluation of Learning (1109)
Credit System (1213)

GPA Calculation (1108.4655)
Recognition of Prior Learning (1310)
Student Standing (1113)
Transcript Content (1108.5213)