
Transcript of Marks and Grading System

Policy Number:	1108
Key Process Area:	Academic Planning & Evaluation
Owner:	VP AR
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POLICY STATEMENT

The New Brunswick Community College (NBCC) uses a grading/credit system to indicate the performance of students and how that relates to a passing grade in courses, and how course grades translate to a transcript of marks that reflects the history of the student's academic progress. The College uses a grade point scale (credits) for courses, and is responsible for issuing a transcript of marks, the reliability of which is based on the integrity and authenticity of the document.

PURPOSE

The purpose of this policy is to ensure uniformity of the format and content of the transcript of marks issued by the New Brunswick Community College. This policy also defines the grading system method and the College's standards relating to course pass marks.

SCOPE AND LIMITATIONS

This policy applies to all transcripts of marks issued by the New Brunswick Community College, regardless of the training delivery method. This policy does not apply to contract training, academic studies, or other programs which have their own set of rules or regulations.

1.0 DEFINITIONS

Audited (AD)

- indicates that a student, with the approval of the Academic Chair, has taken a course without doing the evaluations.

Credit (CR)

- knowledge acquired through training at a registered educational institution may be recognized through prior learning assessment and recognition (PLR) service. When a course is recognized as having been completed successfully, the CR notation is included on the student's transcript of marks but is not included in the GPA.

Equivalency (EQ)

- knowledge, skills, or relevant experience acquired outside of school may be recognized through the prior learning assessment and recognition (PLR) service. When this learning is recognized in this way the EQ notation is included on the student's transcript of marks but not included in the GPA.

Fail Non-Graded (FNG)

- indicates that the student has not met at least the minimum requirements of the course which is required for certification. The course is part of the student's academic record and included on the transcript of marks but not included in the GPA.

Incomplete (IC)

- a student did not complete the requirements of a course. Following approval of the Academic Chair,

the student normally has four weeks to meet the course requirements, at which time the IC grade is replaced by the final grade.

Modified (MO)

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

Non-Graded (NG)

- indicates that a course does not have a grade or credit(s) which can be applied to a certification. However, the course is part of the student's academic record and included on the transcript of marks but not included in the GPA.

Numerical Marks

- the results on the transcript of marks expressed through a numerical value in whole numbers.

Pass Non-Graded (PNG)

- indicates that the student has met at least the minimum requirements of the course which is required for certification. The course is part of the student's academic record and included on the transcript of marks but not included in the GPA.

Successful (SU)

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

2.0 IMPLEMENTATION

All student obligations to NBCC including financial obligations, library books, and equipment must be met before a statement of grades, an official transcript, or an NBCC credential will be issued.

2.1 Transcript of Marks

For the majority of courses, a student shall have a GPA of 1.0 (60%) to successfully complete the course. Some courses may require a student to achieve a mark other than a 60% pass in order to succeed in the course and to proceed in their program. For those courses, the course outline will specify the progression requirements, as well as the supplemental regulations (if applicable). To pass a program that is graded, a student must have a cumulative GPA of 1.0 or as indicated in the respective curriculum standard and meet all program requirements as outlined in the curriculum standard.

2.1.1 Format

The official transcript of marks bears the New Brunswick Community College seal, as it applies, and is signed by the Registrar. This is an official document that 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 unofficial transcript of marks is not signed, and it does not include any seal. It shall be available to an active student at any time upon request. "Unofficial copy" shall appear on each page of a student's unofficial transcript.

The format, content and grading systems are uniform and apply to all transcripts of marks issued by NBCC. (See controlled document Content to be included on Transcript 1108.5213).

2.1.2 Fees

Each student gets one copy of their final transcript of marks. There is a fee for any subsequent requests.

An active student requiring paper copies of their transcript of marks must make requests to the Campus Student Success Centre. One transcript of marks will be provided for free; all other transcripts will require a payment of a fee.

An inactive student requiring a transcript (either official or unofficial) should make a request to the Campus Student Success Center. A fee will apply.

2.2 Grading System

- a) The results that appear on the transcript of marks are recorded as grade points.
- b) Term Averages are reported as a Grade Point Average (GPA), calculated based upon total course grade points divided by attempted credit total. Not included in GPA calculations are:
 - Incomplete (IC)
 - Successful completion (SU)
 - Unsuccessful completion (US)
 - Withdrawn (WI)
 - Credit (CR)
 - Equivalent (EQ)
 - Audited (AD)
 - Modified (MO)
 - Non-Graded (NG)
 - Pass - Non-Graded (PNG)
 - Fail - Non-Graded (FNG)
- c) Withdrawal from a Course:
 - The “withdrawal” notation (WI) indicates that a student withdrew from a course.

3.0 OTHER RELATED DOCUMENTS

GPA Calculation (1108.4655)

Course Delivery and Evaluation of Learning (1109)