
Standard Number:	4001	Effective Date:	Sep 1, 2022
Standard Title:	Grade Scales and Evaluation	Last Updated:	Sep 11, 2024
Standard Category:	Registrar's Office	Next Review Date:	Jul, 2026

Purpose

This standard provides framework for grading and grade scales at the college as well as for official transcripts.

Definitions

Course: one course of the program which is required to achieve a regulated certification, or consideration for completion of a college defined program.

Credit: the number of units of academic value assigned to a course.

Cumulative GPA (CGPA): the total sum of grade points received during the period of a student's enrollment divided by the number of credits attempted during that period.

Cumulative Credits: The total number of credits earned for all courses completed at the college.

GPA: Grade Point Average. The total sum of grade points received during a semester of a student's enrollment divided by the number of credits attempted during that period.

Grading Scale: Describes how grades are assigned according to different categories including percentage grade and letter grades. These descriptors are used to calculate a student's GPA.

Program: the complete set of all courses required to achieve a regulated certification, or the collection of courses defined as a program by the college.

Statement

Ridge Meadows College follows national and provincial industry best practices for recording and transcribing grades and other elements of a student's academic record as per recommendations by the Association of Registrars of the Universities and Colleges of Canada (ARUCC) and the BC Transcript Maintenance Plan, facilitated by the Ministry of Advanced Education.

RMC transcripts include the following:

- Credit value of each course in which the student was registered;
- Number of credits earned for each course in which the student was registered;

- Final letter grade or notation for each course in which the student was registered;
- Term grade point average (GPA) earned;
- Total number of credits earned in each term;
- Cumulative grade point average (CGPA) earned for all courses in which the student has registered; and
- Cumulative credits earned for all courses in which the student has registered.

Only grades for courses undertaken at RMC will be calculated into the term and cumulative GPA. Grades for transfer credits from other institutions will not be applied to GPA calculations. No grades will be recorded or calculated towards GPAs for credits earned through Prior Learning Assessment (PLAR).

If a course is taken more than once, only the highest grade from the two attempts will be attributed towards the GPA. However, all grades including the credits and corresponding grade point values will appear on the student's record.

Credit for a course may only be applied once in the student's program.

Courses with Withdrawal notations do not count towards GPA calculations.

The Program Chair must approve any faculty grade submissions and requests to change a final grade after they have been submitted.

Official transcripts include all courses attempted by the student including those that are in progress.

Students' records are confidential, and a transcript will only be printed or released upon the request of the student and after any requirement for fees have been met.

Grading Scale:

All final grades and GPAs on for-credit classes (except for the ECE program) are calculated using the following scale. Different programs may require different CGPAs for successful completion of the program. Non-credit courses do not receive grade point values.

Letter Grade	Percentage	Numerical Value	Descriptor
A+	95% - 100%	4.33	Exceptional Achievement
A	90% - 94%	4.00	Outstanding Achievement
A-	85% - 89%	3.67	
B+	80% - 84%	3.33	Very Good Achievement
B	75% - 79%	3.00	Good Achievement
B-	70% - 74%	2.67	
C+	65% - 69%	2.33	Satisfactory Achievement
C	60% - 64%	2.00	
C-	55% - 59%	1.67	Marginal Achievement
D	50% - 54%	1.00	
F	0% - 49%	0.00	Fail

ECE Grade Scale

Letter Grade	Percentage	Numerical Value	Descriptor
A+	95% - 100%	4.33	Exceptional Achievement
A	90% - 94%	4.00	Outstanding Achievement
A-	85% - 89%	3.67	
B+	80% - 84%	3.33	Very Good Achievement
B	75% - 79%	3.00	Good Achievement
B-	70% - 74%	2.67	
C+	65% - 69%	2.33	Satisfactory Achievement
C	60% - 64%	2.00	
F	0% - 59%	0.00	Fail

Other Grades:

The following grade notations may also be used as required.

Grade / Notation	Numerical Value	Descriptor
ADV	Not Calculated in GPA	Advanced Standing Student has completed a different but equivalent course at another recognized institution and is granted credit.
AEG	Not Calculated in GPA	Aegrotat A compassionate pass, approved by the Program Chair and College Manager, based on satisfactory term marks when a student is unable to complete the course due to serious, documented extenuating circumstances.
FD	0.00	Failure due to academic dishonesty Student has breached the standards of academic integrity as per standard 2001 – Academic Integrity and failure of the course has been determined as a disciplinary sanction.
I	Not Calculated in GPA	Incomplete Student is continuing to do coursework beyond the deadline for grade submission in a semester. This is a temporary grade assigned in circumstances which are student driven. If work is not completed as outlined in an Incomplete Course Contract, then this grade will convert to whatever grade has been earned in the class to date.
IP	Not Calculated in GPA	In Progress This applies when a student is currently undergoing coursework during a regularly scheduled offering. This is a temporary grade assigned in circumstances which are institutionally driven.
NCC	Not Calculated in GPA	Non-Credit Complete Mandatory requirements for a non-credit course are complete.
NCF	Not Calculated in GPA	Non-Credit Fail

		Mandatory requirements for a non-credit course were not completed satisfactorily.
NR	Not Calculated in GPA	No Record A no record grade is applied when assignments or grades were not handed in or presented to the college administration office. NR grades do not count against maximum number of allowed W grades and the course may be repeated.
PLAR	Not Calculated in GPA	PLAR Credit granted as formal recognition of knowledge and skills gained through work and/or life experience. As per Standard 4003 – Prior Learning Assessment and Recognition (PLAR)
TRF	Not Calculated in GPA	Transfer Credit Student has successfully completed a post-secondary course, the content of which is similar to a course offered by Ridge Meadows College and is granted credit for the RMC course on that basis. Criteria for granting transfer credit rests with Standard 4002 – Transfer Credit.
W	Not Calculated in GPA	Withdrawal Only applied when a withdrawal application has been submitted before the official deadline.

Historical Notations:

The following grade notations were used at RMC in the past but are no longer in use:

Grade / Notation	Numerical Value	Descriptor
P	Not Calculated in GPA	Pass Student received a pass in a pass/fail course.
SG	Not Calculated in GPA	Standing Granted Student received standing granted for a course. Historically this was used for transfer credit, advanced standing and/or PLAR

Related Standards

- 2001 – Academic Integrity
- 2005 – Grade Appeals
- 4002 – Transfer Credit
- 4003 – Prior Learning Assessment and Recognition (PLAR)
- 4005 – Academic Standing