

### Grading Policy

The college's Grading Policy helps faculty maintain standards for assigning grades to recognize student achievement in a course or program. Please review this document carefully before your course start date.

**On occasion**, students may be issued the following designations:

<b>Grade Roster display</b>	<b>Description</b>	<b>Scenario</b>	<b>Departmental approval required?</b>
<b>DNA</b>	<b>Did Not Attend</b>	If there is a student whose name appears on your grade roster at the end of the term but has not attended classes or participated in <b>any</b> formal assessment, you may assign a Did Not Attend designation. Please note: The Grade Centre calculation <b>must</b> total "0" in order for a Did Not Attend designation to be applied.	No
<b>INC</b>	<b>Incomplete</b>	If there is a student who is unable to complete one or more of course assessments due to extenuating circumstances (e.g. death in the family, illness, circumstances beyond their control), an Incomplete grade may be granted after consultation with the department. The Coordinator/APM will communicate the required date of submission for outstanding course requirements. Faculty are responsible for grading any required work. Should the required work not be completed by the designated date, the student will be assigned a grade of "F".	<b>Yes</b>
<b>DEF</b>	<b>Deferred Examination Privilege Granted</b>	If a student is unable to attend the final examination due to extenuating circumstances (e.g. death in the family, illness, circumstances beyond the student's control), a Deferred Examination Privilege may be granted by the department. Supporting documentation of the extenuating circumstances must be submitted by the	<b>Yes</b>

		<p>student to the Coordinator/APM before a DEF exam is granted</p> <p>Please note: Deferred examination dates are arranged by the academic areas. Faculty will be responsible for grading the completed examination and submitting the revised grade to their Coordinator/APM.</p>	
<b>SUP</b>	<b>Supplemental Privilege Granted</b>	<p>A student who has failed to meet the minimum requirements for a course may be granted supplemental privilege, which entitles the student, on payment of a fee, to write an examination in that course or to complete other prescribed work as directed by the program area. A student granted supplemental privilege will only be assigned a grade for their supplemental work up to the minimum grade required for promotion in, and graduation from, their program.</p>	<b>Yes</b>
<b>DNC</b>	<b>Did Not Complete</b>	<p>Students who officially withdraw from a course before the 10th class are assigned a grade of DNC by the Office of the Registrar. This final result does not affect the student's GPA. Faculty cannot assign or change a DNC in the Grade Roster.</p> <p>Please ensure you are familiar with the DNC date for your course so that you can properly advise any students not meeting the learning outcomes of the course by the midterm.</p>	<b>N/A</b>