

Approval Date: May 28, 2012

Parent Policy: [Assessment and Grading](#)

## Grading Procedure

<b>Office of Administrative Responsibility:</b>	Provost and Vice-President (Academic)
<b>Approver:</b>	General Faculties Council
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Purpose

- To explain acceptable methods of grading.
- To define the roles and responsibilities of instructors, Chairs, and Faculty Councils in matters concerning the assignment and approval of grades in courses.

### PROCEDURE

#### 1. GRADING

There will be no pre-determined quota of letter grades in a course. A student's level of achievement of the goals/outcomes of a course, their grade, and the descriptor of that grade (i.e., A and "excellent", B and "good", C and "satisfactory", etc., as defined in the University Calendar section on Academic Regulations) must be aligned. Faculties may recommend grade distributions as approved by the Faculty Council. Such (i.e., Faculty or department-specific) guidelines must be brought to the Academic Standards Committee for information and communicated to students through the University Calendar.

#### 2. COMMUNICATION WITH STUDENTS

Course expectations regarding assignments, grading, and other course-related matters must be communicated clearly in the course syllabus. Regulations concerning matters related to the conduct of courses are contained in the University Calendar section on Academic Regulations.

#### 3. AUTHORITY TO ASSIGN GRADES

The assignment of final grades in a course will be the initial responsibility of the instructor(s). Under the *Post-Secondary Learning Act* of Alberta, the Faculty Council under whose auspices a course is offered has the ultimate authority to determine the examination grades and final grades in a course, "subject to any conditions or restrictions imposed by GFC" (section 29(1)). Faculty Councils may delegate this final authority over grades to Deans or Chairs of Departments. Final grades must be approved by Faculty Council or delegate before they are submitted to the Office of the Registrar.

#### 4. GRADING DISAGREEMENTS

Where a disagreement arises between an instructor of the course and the Faculty Council or delegate who approves the grades, the disagreement will be resolved by a process defined by the Faculty Council.

#### 5. DATA DISSEMINATION

The historical, University-wide mean grades by course level are included in Appendix A. The Office of the Registrar will provide grade distribution data to Faculties and Departments annually. These data allow monitoring of consistency in grading over time and between sections of multiple-section courses, and provide insight into comparative grading across the institution.

## 6. RECORDS RETENTION

Each instructor will keep a record of either the raw scores or numerical grades achieved by students in each test, examination, or other assignment that will count towards the final grade and of the percentage weight assigned to each. The details contained in this documentation must enable the instructor (or the Department on the instructor's behalf) to reconstruct the student's final grade where the necessity arises.

Departments shall keep this documentation with the detailed record of the component marks for at least one year after the final examination.

Students' final examinations, and any unreturned term work, shall be retained and then shredded six months after the deadline for reappraisal and grade appeals (see §[23.5.4\(2\)](#)).

### **DEFINITIONS**

There are no definitions for this procedure. [[▲Top](#)]

### **FORMS**

There are no forms for this procedure. [[▲Top](#)]

### **RELATED LINKS**

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There are no related links for this Procedure.