



STUDENT GRADE SYSTEM POLICY

1. Policy Statement

- a. Guru Nanak Institute of Global Studies (GNI) recognizes that accurate and transparent grading is essential to ensure academic credibility, fairness, and transferability across post-secondary institutions.
- b. GNI uses standardized grading systems—percentage, letter grade, and grade-point equivalents—to evaluate student achievement in academic credit courses and competency-based assessments.
- c. Grades constitute the official record of performance and are documented in the Student Information System (SIS) and on the student’s transcript.
- d. This policy ensures that all final grades accurately represent achievement of course learning outcomes and comply with institutional and provincial quality-assurance expectations.

2. Purpose

- a. Define the institutional grading systems used across all programs and modes of delivery.
- b. Ensure that grading and reporting are fair, consistent, and timely.
- c. Provide students, faculty, and regulatory bodies with a transparent understanding of grade meaning, conversion, and applicability to credentials.
- d. Establish responsibilities, record-keeping requirements, and appeal mechanisms in alignment with PTIRU and DQAB standards.

3. Scope and Application

- a. Applies to all courses and programs offered by GNI—including certificates, diplomas, degrees, and micro-credentials—delivered on-campus, online, or in hybrid modes.
- b. Covers all academic and competency-based assessments used to evaluate student learning.
- c. Applies equally to faculty, instructional staff, and administrative offices responsible for grading, record maintenance, and transcript production.

4. Principles

- a. **Equity and Fairness:** All students are graded according to uniform and clearly communicated criteria.
- b. **Transparency:** Grading scales, weighting, and expectations are shared through course outlines at the beginning of each course.
- c. **Accountability:** Instructors must maintain accurate documentation supporting assigned grades.
- d. **Academic Integrity:** Grades reflect the student’s authentic, individual achievement in relation to course learning outcomes.
- e. **Quality Assurance:** Grade distributions are periodically reviewed for consistency and accuracy across programs.

5. Grading Systems

a. Standard Percentage / Letter Grade Scale

Grades reflect cumulative achievement across assessments aligned with learning outcomes.

Percentage	Letter Grade	Grade Point	Performance Level
90 – 100	A+	4.33	Exceptional
85 – 89	A	4.00	Excellent
80 – 84	A-	3.67	Excellent
76 – 79	B+	3.33	Very Good
72 – 75	B	3.00	Good
68 – 71	B-	2.67	Good
64 – 67	C+	2.33	Satisfactory
60 – 63	C	2.00	Adequate
55 – 59	C-	1.67	Marginal
50 – 54	D	1.00	Minimal Pass
0 – 49	F	0.00	Fail
—	DNC	0.00	Did Not Complete
—	AEG	—	Aegrotat Credit

Explanation of Grades:

A range = Excellent; B range = Good; C range = Satisfactory; D range = Marginal; F = Fail/Unsatisfactory.

b. Competency-Based and Practicum Grades

Letter Grade	Equivalent	Definition
P	—	Satisfactory performance / pass
F	0.00	Fail – did not meet required outcomes
FD	0.00	Fail – academic discipline or misconduct
W	—	Withdrawn before completion

Competency grades reflect a student's mastery of required learning outcomes rather than relative performance.

c. Grades Assigned Following Academic Misconduct

If academic misconduct under **SP-012 Academic Integrity and Misconduct Policy** is confirmed, sanctions may include a grade reduction or an **FD (Fail – Disciplinary)** notation. The SEA authorizes and records the final grade, and documentation is retained in the student's permanent file.

6. Secondary Grades and Academic Standing

Secondary grades indicate course status or administrative outcomes rather than achievement:

- **AEG:** Aegrotat (credit granted under exceptional circumstances)
- **TRF/TRD:** Transfer credit (with or without prerequisite value)
- **DNC:** Did not complete
- **AUD:** Audit
- **CIP:** Course in progress
- **CS:** Continuing status
- **EXM:** Exempt from course
- **INC:** Incomplete (requires SEA approval)
- **NGR:** No grade reported
- **W:** Withdrawn

7. Program Credential Definitions

- a. A **credential** (certificate, diploma, or degree) is awarded upon successful completion of a Board-approved program meeting all academic requirements.
- b. A **course-completion credential** or micro-credential acknowledges verified achievement of specific learning outcomes.
- c. Only grades of **D (1.0)** or higher, or **P**, count toward program completion unless otherwise specified by the program.

8. Grade Reporting Timelines

- a. Instructors must enter final grades in the Student Information System within **seven (7) days** of the final examination or last class.
- b. Where extenuating circumstances exist, the SEA may authorize an extension of up to **four (4) days** with notice to the Registrar.
- c. The Registrar reviews submissions for completeness and accuracy before release to students.
- d. Final grades are deemed official only after approval by the Program Chair and entry into the student's academic record.

9. Incomplete (“INC”) Grades

- a. An “INC” may be granted when a student is unable to complete course requirements due to verified circumstances beyond their control.
- b. The student must request the incomplete **in writing** before the final exam or assignment deadline.
- c. The instructor recommends the incomplete to the SEA, specifying remaining requirements and a completion date (normally within 30 days).
- d. If the student fails to complete by the deadline, the “INC” converts to the grade earned based on completed work or an “F.”

10. Grade Changes

- a. After grades are submitted, any correction must be supported by documentation and approved by the SEA via the **Grade Change Form (GR-02)**.
- b. Grade changes resulting from a grade appeal follow the procedures in **SP-018 Student Grading Policy and Procedures**.
- c. All grade changes are logged and audited by the Registrar for regulatory reporting.

11. Grade Review and Appeals

- a. Students may request an informal review of a final grade with their instructor within **ten (10) business days** of posting.
- b. Unresolved matters may be escalated in writing to the SEA.
- c. Formal appeals follow **SP-020 Student Grade Appeal Policy** and **SP-024 Student Dispute Resolution and Appeals Policy**, ensuring procedural fairness, documentation, and timely resolution.

12. Record Retention and Confidentiality

- a. Instructors must retain marked work, gradebooks, and electronic records for **one (1) year** after course completion.
- b. If a grade appeal is active, records are retained for **one (1) year after final resolution**.
- c. The Registrar stores all official grade records securely in compliance with **ADM-009 Student Record Retention and Disposal Policy** and **FIPPA** privacy requirements.
- d. Access to grading information is restricted to authorized academic personnel.

13. Roles and Responsibilities

Role	Key Responsibilities
Instructor	Apply grading criteria, maintain accurate records, and report grades within deadlines.
Program Chair (PC)	Verify grading consistency across courses; approve secondary grades and incomplete requests.

SEA	Oversee compliance, authorize grade changes, and ensure fairness in evaluation.
Registrar	Manage official grade entry, recordkeeping, and transcript production.
VPA	Monitor grade distributions and report on assessment quality within the Institutional Quality Assurance Report (IQAR).

14. Quality Assurance and Monitoring

- a. Grade distributions are reviewed each semester by the SEA and VPAQA to ensure consistency across sections and programs.
- b. Outliers or anomalies trigger a moderation review and faculty consultation.
- c. Aggregated results inform curriculum improvement and faculty professional-development planning.
- d. All findings are documented in the **Semester Academic Quality Report** and included in the annual **IQAR** for submission to the Academic Council and Board.

15. Review and Amendment

- a. This policy will be reviewed every **three (3) years**, or earlier if changes occur in PTIRU or DQAB standards, assessment practices, or institutional governance.
- b. Revisions require Academic Council approval and Board ratification.

16. Related Policies and Documents

- SP-010 Student Rights and Responsibilities Policy
- SP-012 Academic Integrity and Misconduct Policy
- SP-017 Accessibility and Accommodation Policy
- SP-018 Student Grading Policy and Procedures
- SP-020 Student Grade Appeal Policy
- ADM-004 Institutional Quality Assurance Policy
- ADM-029 Student Record Retention and Disposal Policy