



Grading Profile Policy

Category:	A	Number:	012
Last Review Date:	NEW – July 2023	Next Review Date:	July 2025
Last Approval Date:	August 23, 2023	Related Policies, Reference	N/A

For more information about PTIB and how to be an informed learner, go to:

<http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.

Purpose

The purpose of this grading policy is to establish guidelines for assessing and assigning grades to learners at the Centre for Indigenous Health Leadership (CIHL). The policy ensures consistency and transparency in evaluating the learner's academic progress. The policy defines the grading scale with corresponding letter grades, grade points, percentages, and descriptions.

Scope

This policy applies to all students enrolled in courses at the CIHL. It encompasses grading practices for all graded courses offered by the CIHL.

Definitions

Grading Profile: refers to a structured and standardized system to assign and interpret grades to evaluate learners' academic performance in courses or programs. The grading profile outlines the criteria for each letter grade, the corresponding numerical range or percentage, and any additional descriptors that define the level of achievement or proficiency.

Letter Grade: refers to a symbol or letter used to represent the level of achievement or performance a learner has attained in a specific course. Letter grades are typically assigned based on a predetermined grading scale, and they indicate the level of mastery or proficiency demonstrated by the learner.

Grade Point Average (GPA): is a standardized numerical representation of a learner's overall academic standing. It is calculated by converting letter grades earned in each course into numerical grade points and then averaging them based on the number of credits or units assigned to each course.

Policy

The grading profile appears on all course outlines provided to learners. Learners are encouraged to seek clarification from instructors if they have any questions about the grading policy or specific course assessments. The following grading profile shall be used for assessing learners' performance in graded courses at the CIHL:

Letter Grade	Percentage	Grade Point	Description
A+	95-100	4.33	Exceptional Achievement
A	90-94	4.0	Outstanding Achievement
A-	85-89	3.67	Excellent Achievement
B+	79-84	3.33	Very Good
B	75-78	3.0	Good
B-	71-74	2.67	Good
C+	67-70	2.33	Satisfactory
C	64-66	2.0	Satisfactory
C-	60-63	1.67	Minimal pass. All CIHL courses require 60% to satisfy coursework for program completion requirements or to progress to subsequent course(s) where the graded course was a prerequisite.
D	50-59	1.0	Minimal Achievement. This grade does not permit learners to pursue another course for which this graded course was a prerequisite or toward minimum program completion requirements.
F	0-49	0	Unsatisfactory Achievement. Learner did not meet minimum course requirements.
PA	N/A	N/A	Pass. Indicates that the learner has achieved a passing grade. The "PA" grade is typically used for courses where a pass/fail option is applicable, and the course does not contribute to the learner's grade point average.
FA	N/A	N/A	Fail. Indicates an unsatisfactory achievement, and the learner has not achieved the minimum course requirements. The "FA" grade is typically used for courses where a pass/fail option is applicable, and the course does not contribute to the learner's grade point average.
I	Incomplete	Not calculated	The learner requests additional time to complete the required coursework due to exceptional circumstances. Learners receiving an "I" grade must determine outstanding requirements and submit them to the instructor for assessment within the timeline agreed upon and approved between the instructor and the learner. If the learner does not complete the outstanding requirements after this period, the "I" grade will revert to the grade based on the assessment up to the time the "I" was assigned unless an extension has been granted by the instructor or a CIHL representative. Once the learner completes all requirements

			within the specified timeframe, the learner will be assigned a new grade to replace the "I" grade, including the associated calculated grade point average.
W	Approved Withdrawal	Not calculated	The learner has voluntarily and officially withdrawn from the course within the designated withdrawal period.
AW	Automatic Withdrawal	Not calculated	The CIHL has automatically withdrawn the learner from the course.
IP	In Progress		The course is ongoing, and the student's final evaluation has not been completed or the instructor has not submitted the learner's final grade.