



# The College of The Bahamas

## POLICY WITH RESPECT TO GRADING FOR CONTINUING EDUCATION COURSES

**POLICY NUMBER**

**TITLE OF THE POLICY:** Policy on Grading for Continuing Education Courses

**DATE OF ADOPTION:**

**COUNCIL RESOLUTION NUMBER:**

**SUPERCEEDS:** Portions of the grading policy Academic Board paper # 06-142

**DATE OF IMPLEMENTATION:** Spring 2010

**PROJECTED DATE OF REVISION:** Spring 2015

**PURPOSE OF THE POLICY:** This policy covers grading for programmes offered through the Office of Outreach, The Centre for Continuing Education and Extension Services (Career Institute, Professional & Personal Development Departments), The International Languages and Cultures Institute and Industry Training.

**REVISION NUMBER:**

**ACCOUNTABILITY:** Vice President, Outreach

**ASSOCIATED PROCEDURES:**

**HISTORY:** New

## 1. Authority

This policy covers grading for programmes offered through the Office of Outreach, The Centre for Continuing Education and Extension Services (Career Institute, Professional & Personal Development Departments), The International Languages and Cultures Institute and Industry Training.

## 2. General

- 2.1 The College of The Bahamas, Office of Outreach, The Centre for Continuing Education and Extension Services (Career Institute, Professional & Personal Development Departments), The International Languages and Cultures Institute, and Industry Training courses require the assessment of all students. Assessment is determined by any one or any combination of assignments, tests, papers, laboratory exercises, class participation, projects, portfolios or examinations.
- 2.2 Prior to the end of the first week of class, all students will be provided with a copy of the course outline specifying the assessment criteria and weighting approved by the relevant Vice President.
- 2.3 The final grade awarded for each course will be recorded for each student on the student permanent record (academic transcript).

## 3. Grade Reporting

- 3.1 Instructors are required to keep records of all grades.
- 3.2 Final grades must be submitted at the end of the semester to the coordinator.
- 3.3 In those instances where there is no final examination and where students are assessed by means of a final portfolio, paper or other major assignment submitted during the last week of class, the Chair/Academic Head of the Unit will report course grades to the Records Department within 2 business days (48 hours inclusive of week-ends) of the end of the final examination period.

- 3.4 All grade sheets/broad sheets will be signed by the course instructor and Academic Head (or other officially designated person) of the Unit in which the course is offered and forwarded to the Records Department.

#### 4. Grading System

- 4.1 Grade A is the highest possible grade and grades below D are considered failing. Plus (+) or minus (-) symbols indicate grades that fall above or below the letter grades. Grades of A+ and D- are not used.
- 4.2 Cumulative Grade Point Averages are not calculated for Continuing Education courses. Cumulative Quality Points are not calculated for Continuing Education courses. Semester Quality Points are not calculated for Continuing Education courses.

| GRADE | INTERPRETATION   | NUMBER RANGE |
|-------|--|--------------|
| A     | Mastery of subject matter, principles, techniques and application. Superior ability to organise, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.                                  | 90-100       |
| A-    | Superior knowledge of subject matter, principles, techniques and application. Superior ability to organise, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.                       | 85-89        |
| B+    | Outstanding competence in subject matter, principles, techniques and application. Outstanding ability to organise, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.                | 80-84        |
| B     | High level of competence in subject matter, principles, techniques and application. Ability to organise, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.                          | 75-79        |
| B-    | Above average competence in subject matter, principles, techniques and application. Above average competence in organising, analysing, synthesizing and integrating ideas. Reliability in attendance and attention to assignments. | 70-74        |
| C+    | More than satisfactory competence in subject matter, principles, techniques and application. More than   | 65-69        |

|    |   |       |
|----|---|-------|
|    | satisfactory ability to organise, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.  |       |
| C  | Satisfactory competence in subject matter, principles, techniques and application. Satisfactory ability to organise, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.                   | 60-64 |
| C- | Moderate competence in subject matter, principles, techniques and application. Moderate ability to organise, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.                           | 55-59 |
| D  | Minimal knowledge of subject matter, principles, techniques and application. Barely passing performance overall. Reliability in attendance and attention to assignments.  | 50-54 |
| F  | Inadequate knowledge of subject matter, principles, techniques and application. Inadequate ability to organise, analyse, synthesize and integrate ideas. Unfulfilled requirements.  | 0-49  |
| I  | Incomplete. A temporary notation awarded to a student receiving a passing grade for coursework but for whom extenuating circumstances prevent completion of the remainder of the coursework prior to the submission of the final grade. | ----- |
| W  | Withdrawal. A notation reflecting a student's withdrawal from a course.   | ----- |
| XE | Extraordinary Examination. A temporary notation awarded following approval of a request for an extraordinary sitting of a final examination.  | ----- |
| S  | Satisfactory. Awarded for successful completion of a course.  | ----- |
| U  | Unsatisfactory. Awarded for failure in a course.  | ----- |

## 5. Incomplete

- 5.1 An "I" grade is a temporary notation awarded by an instructor to a student who is receiving a passing grade for coursework and for whom extenuating circumstances prevent him or her from completing the remainder of the coursework prior to the submission of final grades.

- 5.2 An Incomplete Contract Form detailing the work to be submitted for completion as well as the deadline for such work must be signed by the student, instructor and Academic Head of the examining Unit and submitted to the Records Department with the grade sheet for the course.
- 5.3 An "I" grade that is not changed by the instructor by the end of the next regular semester automatically converts to an F.

## 6. Withdrawal

- 6.1 A "W" is a notation assigned by the Records Department reflecting an administrative action initiated by the student in accordance with regulations governing withdrawal from a course. "W" may not be assigned by the instructor.
- 6.2 The student must submit a completed Course Withdrawal Form along with proof of payment of the requisite fee to the Records Department.

## 7. Extraordinary Examination

- 7.1 The "XE" is a temporary notation assigned by the Records Department following approval of a request for an extraordinary sitting of a final examination and payment of the requisite fee.
- 7.2 A student may request an Extraordinary Sitting of a Final Examination if he or she
  - 7.2.1 was hospitalised on the day of the original examination;
  - 7.2.2 can produce medical certification that he or she was ill and confined to bed on the day of or at least two days prior to the day of the original examination; or
  - 7.2.3 suffered a death in his or her immediate family (that is, parents, legal guardian, spouse, children or siblings) on the day of or the day immediately prior to the original examination.
- 7.3 Students must submit a Request for Extraordinary Sitting of Final Examination form to the relevant Director/Department Head through the Academic Head of the examining Unit and forward the completed form along with proof of payment of the requisite fee to the Records Department.

## **8. Correction of Grade Errors**

- 8.1 A course instructor may not change a grade after it has been entered into the Student Information System, except in the case of clerical error.
- 8.2 Grade corrections must be indicated on a Grade Change Form that is signed by the instructor, Academic Head of the Unit in which the course was offered and the relevant Director/Department Head.
- 8.3 Grade corrections must be processed within one year of the end of the semester/session in which the original grade was awarded. In extenuating circumstances, exceptions to the one-year limit for correction of grade errors may be considered by petition to the Director/Department Head.

## **9. Academic Complaints**

- 9.1 Students with complaints about instruction or in-semester grading should refer them first to the course instructor.
- 9.2 If the student and the course instructor are unable to resolve the complaint, the student may meet with the Academic Head of the Unit responsible for the course and may submit a completed Academic Complaint Form to the Academic Head prior to the end of the last day of classes or the submission of final grades. The Academic Head's written decision will be rendered within 5 working days.
- 9.3 The student and/or the course instructor may appeal the Academic Head's decision by forwarding a copy of the Academic Complaint Form, the Academic Head's decision and the resolution being sought to the relevant Director/Department Head within 5 working days of the decision. The Director's/Department Head's written decision will be rendered within 10 working days. The decision of the Director/Department Head is final.

## **10. Final Grade Appeals**

- 10.1 Once final grades have been assigned and transcripts issued, a student with evidence that an incorrect or inappropriate grade has been assigned should make every attempt to resolve the matter with the course instructor. A student may seek a grade appeal on the following basis
  - 10.1.1 clerical error made in calculating the final grade;

- 10.1.2 standards or criteria used to determine the grade were inconsistent with the Course Outline or the course syllabus distributed at the beginning of the semester/session;
  - 10.1.3 standards or criteria used to determine the grade were inconsistent with those applied to other students in the course; and
  - 10.1.4 assignment of the grade was based on factors other than the student's academic performance.
- 10.2 If the student and the instructor are unable to resolve the matter, the student should submit a completed Final Grade Appeal Form along with proof of payment for the Grade Appeal to the Academic Head of the Unit responsible for the course within one regular semester of the posting of the final grade. The Academic Head's written decision will be rendered within 10 working days of receipt of the Appeal.
- 10.3 The student may appeal the Academic Head's decision by forwarding a copy of the Final Grade Appeal Form and the Academic Head's decision to the relevant Director/Department Head within 5 working days of the decision. The Director's/Department Head's written decision will be rendered within 10 working days. The appeal to the Director/Department Head is the final step. At the branch campuses, the procedure is identical except that the academic area coordinator shall substitute for the Academic Head.

## **11. Grade Records**

Course grade records (the forms on which final grades are recorded for a specific class) are College/University records which must be maintained for at least five years after the end of the semester/session. Academic Heads of Units responsible for the course are responsible for identifying an appropriate storage location. The Academic Head (or other officially designated person) and the course instructor will have ready access to these records.

## **12. Course Repeats**

- 12.1 Students may repeat any course, including courses from which they have withdrawn. The series of repeats and grades is retained on the student's academic record (transcript).
- 12.2 Students may repeat courses they have failed.
  - 12.2.1 A student who fails a course three times must seek permission to repeat the course by submitting a Request to Repeat a Failed Course form to the relevant Director/Department Head through the Unit Head.

- 12.2.2 A student who is given permission to repeat a failed course may be required to take and pass the course prerequisite before attempting the course for the fourth time or may be required to complete remedial work or engage in peer tutoring or supplemental instruction.
- 12.2.3 The series of repeats and grades is retained on the student's academic record (transcript).

### **13. Implementation**

The Vice President – Outreach will determine what administrative procedures will be used to implement the policy and announce the policy to The College Community, post both the policy and procedures on the College's website and publish both the policy and related procedures in The College catalogue and in the Student Handbook.