



<p>POLICY:</p> <p style="text-align: center;"><b>Final Grades Policy and Procedure</b></p>		<p>POLICY NUMBER:</p> <p style="text-align: center;"><b>AC-2-13</b></p>
		<p>PREVIOUS/REPLACES:</p> <p style="text-align: center;"><b>New</b></p>
<p>APPROVED BY:</p> <p style="text-align: center;"><b>Executive Council</b></p>	<p>EFFECTIVE DATE AS OF:</p> <p style="text-align: center;"><b>September 5, 2024</b></p>	<p>PRIOR VERSIONS:</p> <p style="text-align: center;"><b>New</b></p>

**Policy Statement:**

The Manitoba Institute of Trades and Technology (MITT) establishes final grade standards for use on official student records.

**Scope:**

This policy applies to all courses offered by MITT.

**Policy:**

1. Final grades and notations from all individual course attempts are displayed on a student’s academic record and official transcript.
2. A final letter grade for a course is:
  - a. entered into the system of official student record, within five business days of a course end date.
  - b. assigned according to the MITT Grade Scale.
3. Grade scale and notations:
  - a. MITT Grade Scale (after July 1, 2016):

<b>Grade</b>	<b>Percentage</b>	<b>Grade Points</b>
A+	90-100%	4.5
A	80-89%	4.0
B+	75-79%	3.5
B	70-74%	3.0
C+	65-69%	2.5
C	60-64%	2.0
D	50-59%	1.0
F	0-49%	0.0



- b. Alternate Grade Scale: Between July 2016 and August 2024, select courses/programs made use of custom alternate grade scales. If the percentage and grade listed on an official transcript do not match the MITT Grade Scale, refer to the course outline for the course-specific grade scale.
- c. When applicable, the following notations are found in place of a final grade. These notations are excluded from GPA calculations:

<b>Transcript Notation</b>	<b>Definition</b>
P	Pass
NP	No Pass
CC	Credit Challenge
CT	Credit Transfer
W	Withdrawal
*	Extraordinary Circumstances Grade
--	Refer to transcript note

**Pass (P) /No Pass (NP):** Recorded for courses graded on a Pass/No Pass basis.

**Credit Challenge (CC):** Recorded when a student has successfully challenged a course for credit.

**Withdrawal (W):** Recorded when a student withdraws from course, voluntarily or involuntarily, and no final grade is awarded.

**Extraordinary Circumstances Grade:** An Extraordinary Circumstances Grade is used on specific course sections where, due to extraordinary circumstances, learning outcomes and assessments were modified more than 20%, and/or if accreditation outcomes were not able to be met. The letter grade received in affected courses: will be recorded in a corresponding transcript note, is excluded from GPA calculations, and is not eligible for accreditation designation.

**Refer to transcript note:** Used only in exceptional cases (e.g. COVID-19); a corresponding transcript note provides a clear explanation of the exceptional circumstance and the grade being awarded (if applicable).

4. Grade Point Averages:

- a. Grade Point Averages (GPAs) are included on post-secondary, post-graduate, continuing education and English for Academic Purposes transcripts; these are not applicable to High School programs.
- b. When a course has been repeated, all course grades are used in GPA calculations.



- c. Term GPA (TGPA): Represented on transcript and official student record. Calculated based on courses taken within a specific 12-month, July to June, timeframe.
- d. Cumulative GPA (CGPA): Represented on transcript and official student record. Calculated based on all courses taken.
- e. Programs may use alternate methods to monitor student academic progress. When used, these are clearly defined in Program Guidebooks.

**Procedure:**

- 1. Final grades:
  - a. Final grade entry is the responsibility of course instructors.
  - b. In instances where a final grade is not available for every student by the final grade deadline, grades for all other students will be submitted. Every effort will be made to submit missing grades in a reasonable timeframe if the deadline is missed.
  - c. Additional instructions related to final grade entry may be provided by the Registrar's Office.

**Administration:**

The Vice-President, Academic, is responsible for the administration of this policy.

**Review:**

This policy is reviewed by Academic Council every five years.

**Reference:**

Course Audit (AC-2-14) policy