



# Excellence Imperial Career College (EICC) Grading Policy

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<b>Policy Approval</b>	Director of Academics and Director of Administration

## 1. Policy Statement

Excellence Imperial Career College (EICC) is committed to maintaining academic integrity, consistency, and fairness in the evaluation of student performance. This policy outlines the grading standards and procedures applied to all vocational programs offered at the College. It outlines the official grading scale and provides descriptions for each letter grade used in approved programs.

## 2. Scope

This policy applies to all students, instructors, academic staff, and administrators involved in the assessment of students enrolled in approved programs at Excellence Imperial Career College.



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## 3. Grading Scale

Letter	Percent (%)	Grade Point Average (GPA)
A+	94-100	4.00
A	87-93	3.70
A-	80-86	3.40
B+	77-79	3.20
B	73-76	3.00
B-	70-72	2.70
C+	67-69	2.40
C	63-66	2.00
C-	60-62	1.70
D+	57-59	1.40
D	50-56	1.00
F	Below 50	0.00
I	00.00	N/A

## 4. Grade Point Average (GPA) Calculation

Each letter grade is assigned a numerical value on a **4.0 GPA scale**. To calculate a student's Grade Point Average (GPA):

1. Multiply the credit hours of each course by the GPA value of the grade received.
2. Add all the resulting values to obtain the total grade points earned.
3. Divide the total grade points earned by the total number of credit hours attempted.

This cumulative GPA is used to assess academic standing and determine eligibility for progression and graduation.

## 5. Additional Guidelines

1. A minimum grade of 70% is typically required to pass most theory-based courses. Some courses or program components (e.g., clinical or practicum) may require a higher pass mark (e.g., 70%) as specified in course outlines.
2. The grade of "I" (Incomplete) may be assigned when a student has not completed a required component of the course due to documented and approved reasons. The student



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must complete outstanding work by a deadline set by the instructor, not exceeding four weeks beyond the course end date, unless otherwise approved.

3. Rewrites, supplemental evaluations, or remediation may be offered at the discretion of the instructor in accordance with EICC's Academic Policy and MTCU/NACC standards.
4. Final grades are reviewed and approved by the Academic Director and Administration Director before being released to students.
5. A grade of Withdrawal (W) is assigned to a student who formally withdraws from a course or program before the end of the course.
  - a. Withdrawals are counted as attempted courses for the purposes of course completion calculations.
  - b. A "W" does not affect the student's grade point average (GPA).
  - c. Only a grade of "F" is included in the GPA calculation.
  - d. If a student withdraws within the first two weeks of the program, the withdrawal will not affect the student's academic standing or appear on the transcript.
6. When a student repeats a course, the most recent grade earned will be used in the calculation of the cumulative GPA.
  - a. However, each attempt (including withdrawals and failures) will be recorded and counted as an attempted course.
  - b. Students who receive a grade of "F" or less than the minimum required grade in a course must contact the Director Academics to arrange for retaking the course or pursuing alternative remediation.
7. In programs that include a work term or internship, the following grades apply:
  - a. **Pass Work Term (PW):** Indicates successful completion of the work term or internship. This is required for graduation.
  - b. **Fail Work Term (FW):** Indicates the student did not successfully complete the required work term or internship.
    - i. The student will be required to repeat the full work term or complete the missing or unsatisfactory portions.
    - ii. Grades of "PW" or "FW" are not included in GPA calculations.
8. All courses listed within a certificate or a diploma program's curriculum are mandatory (except where otherwise stated). Students must successfully complete each course with the required minimum grade to graduate.



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9. A course is considered completed the day after the final exam. To receive marks for any assignments, labs, or other coursework, students must submit all required work before the course is completed.
  - Any work submitted after this date will not be marked, and no grades will be given for it.
  - In other words, once the course ends, no late submissions will be accepted.

At the end of each term, final grades are calculated, and a Cumulative Grade Point Average (CGPA) is determined for each student. To stay in good academic standing, students must maintain a CGPA of at least 2.0.

- If a student's CGPA falls below 2.0, they will be placed on academic probation for not meeting the "Standards of Satisfactory Progress."
- The college will make every effort to support students and help prevent this from happening.

For more details on academic probation and how it may affect your progress, please see the Academic Standards policy.