

**Policy Title:** Academic Grading Policy

**Approved by:** Campus Director

**Executive(s) Responsible:** Senior Educational Administrator; Director, Student Services/Registrar

**Administrator(s) Responsible:** Academic Manager, and Academic Assistant

**Revision Date:** January 02, 2026

**Effective Date:** January 05, 2026

**Next Review Date:** December 31, 2026

**Institution Number:** 4119

### **Background & Scope**

The Canadian College of Technology and Business (CCTB) is committed to providing high quality education and a learning environment fostering excellence. CCTB is committed to assisting students in successfully completing their programs of study and has fair, transparent, and effective processes to monitor and evaluate student progression.

This policy applies to all courses (credit and non-credit) and records at CCTB.

### **Purpose of the Policy**

This Academic Grading Policy (the Policy) outlines the framework for official transcripts, grading, and grade scales used for programs and courses at CCTB.

### **Policy Statement**

#### **1. Grading**

1.1. Passing Grade: A minimum passing grade of 50% is required for all courses offered by CCTB. Some courses, to meet external requirements, may require a higher passing mark. Students must refer to the course outline to verify the passing mark for individual courses.

1.2. Grading Scale:

Descriptor	Percentage Scale
Outstanding	80-100%
Good	70-79%
Satisfactory	60-69%
Marginal Pass	50-59%
Fail	0-49%

### 1.3. Transcripts:

CCTB follows federal and provincial industry practices for recording and transcribing grades and other elements and notations of the student's academic record as specified by the Private Training Institutions Regulatory Unit (PTIRU) under the *Private Training Act*.

- Only grades for courses completed at CCTB are calculated into the term and cumulative Percentage Scale;
- When a course is taken more than once, the credits, grades, and corresponding grade point values will show on the student's record in each instance but will count only once towards the diploma. The Percentage Scale is calculated using only the highest grade achieved for the course; and
- The Academic Department, in conjunction with the Director, Student Services/Registrar, is responsible for recording all final grades, releasing all final grades, and producing official transcripts.

### 1.4. Other Transcript Notations:

Notation	Title	Numeric Value	Explanation
ADV	Advanced Standing	No credit	Advanced Standing or course credit – no grade
AEG	Aegrotat	As %	Satisfactory completion – not all work completed due to illness or other exceptional circumstances
AUD	Audit of course	No grade	Audit of course. No grades granted
CH	Course challenge	No grade	Challenge course for credit by assessment
CIP	Course in progress	0	Actively registered in current term. No grade yet available
F	Failure	0	Did not meet minimum course requirements. Course attempt failed on pass/fail basis.
IP	In progress	No grade	Grade not yet available. Automatically becomes “F” grade after 5 weeks if no grade posted or work remains incomplete
W	Withdrawn	No grade	Course withdrawal after registration deadline.
N	Did not complete	0	Did not complete course requirements. Equivalent to “F” grade
NC	No credit	No grade	No credit
P	Passed	No grade	Course passed on pass/fail basis.
PLAR	Prior learning assessment & recognition	No grade	Credit granted as formal recognition of knowledge and skills gained through work and life experiences

## Related Legislation

- Private Training Act

## Related Policies

Policy Name	Policy Number
PLAR and Transfer Credit Policy	

## Document History

Date	Approval/Review/Key Change(s)
27 Nov 2024	Adapted policy to term-based academic delivery
30 Jan 2025	Included clarification on W transcript notation
02 Jan 2026	Removed non-credit transcript notations to streamline pass/fail notations