

Grading Policy

NorthBridge College (NBBT College)

Website: NBBTCollege.ca

Location: Moncton, New Brunswick

Compliance: Private Occupational Training Act (P-16.1) and Regulation 84-207, New Brunswick laws

Policy Title: Grading Policy

Approved by: Executive Director / College Administration

Last policy Review: Aug.2026

Next Review Date: On or Before 31.Dec.2029

1. Background & Purpose

NorthBridge College (NBBT College) is committed to ensuring fair, transparent, and consistent evaluation of student learning outcomes across all occupational training programs. This policy outlines the evaluation metrics, passing scores, and how final marks are calculated for all programs offered at NorthBridge College.

This policy is submitted as part of the College's registration application under **Regulation 84-207, Section 3.1(1)(a)(vii)** of the Private Occupational Training Act, which requires training organizations to submit "the policies on **grading**, academic dishonesty, attendance, appeals, student dismissal, records, withdrawals and refunds and any other policies established."

2. Scope

This policy applies to all students enrolled in occupational training programs at NorthBridge College (NBBT College), including:

- Full-time students
- Part-time students
- International students on study permits
- Students in hybrid or online learning components

3. Grading System

3.1 Letter Grade Scale

NorthBridge College uses the following letter grade scale to evaluate student performance:

Letter Grade	Percentage Range	Grade Points	Performance Level
A+	90% - 100%	4.0	Exceptional
A	85% - 89%	4.0	Excellent
A-	80% - 84%	3.7	Very Good
B+	77% - 79%	3.3	Good
B	74% - 76%	3.0	Satisfactory
B-	70% - 73%	2.7	Adequate
C+	67% - 69%	2.3	Marginal Pass
C	64% - 66%	2.0	Minimum Pass
D	60% - 63%	1.0	Conditional Pass
F	0% - 59%	0.0	Fail

3.2 Pass/Fail Designation

Some courses or program components may be designated as **Pass/Fail (P/F)** rather than letter graded. In such cases:

Designation	Percentage Requirement	Grade Points
	60% or higher	
P (Pass)		Not included in GPA calculation
F (Fail)	Below 60%	0.0 (included in GPA calculation)

3.3 Minimum Passing Grade

The minimum passing grade for all courses at NorthBridge College is **60% (Grade D)**.

- Students who achieve less than 60% in a course will receive a failing grade (F)
- Failing grades must be remediated according to the Academic Standing and Progression Policy
- Some programs may have higher minimum passing requirements (e.g., 70% or higher) due to accreditation or professional licensing standards

4. Evaluation Methods

4.1 Types of Assessments

Student performance may be evaluated through a variety of methods, including but not limited to:

- **Written Examinations:** Midterm, final, and module examinations
- **Practical Demonstrations:** Hands-on skills assessments in labs, workshops, or simulated environments
- **Assignments:** Written assignments, case studies, research projects, and reports
- **Presentations:** Individual or group presentations, demonstrations, or oral examinations
- **Participation:** Class participation, discussion contributions, and engagement in learning activities
- **Portfolios:** Collections of student work demonstrating competency achievement
- **Work Placement Evaluations:** Performance assessments during practicum, internship, or co-op placements
- **Quizzes and Tests:** Short-form assessments to measure understanding of specific topics

4.2 Weighting of Assessments

Each course will have a specified weighting of assessments that contribute to the final grade. The weighting must be clearly communicated to students in:

- The course outline or syllabus provided at the start of the course
- The Learning Management System (LMS) or course portal where applicable

Written notification of any changes to assessment weighting (with reasonable notice)**Example Weighting Structure:**

Assessment Type	Weighting
Quizzes (best 3 of 4)	15%
Assignments (4 total)	25%
Midterm Examination	20%
Practical/Lab Work	15%
Final Examination	25%
Total	100%

4.3 Competency-Based Assessment

For programs with competency-based learning outcomes, students must demonstrate mastery of specific competencies to pass. Competency achievement is assessed as:

Designation	Description
C (Competent)	Student has demonstrated all required competencies at the required level
NYC (Not Yet Competent)	Student has not yet demonstrated all required competencies; remediation required

5. Final Grade Calculation

5.1 Calculation Method

Final grades are calculated using the following method:

$$\text{Final Grade} = \Sigma (\text{Assessment Score} \times \text{Assessment Weight})$$

Where:

- **Assessment Score** = Percentage achieved on each assessment (e.g., 85% on midterm)
- **Assessment Weight** = Proportion of final grade assigned to each assessment (e.g., 20% for midterm)

Example Calculation:

Assessment	Score	Weight	Weighted Score
Quizzes	78%	15%	11.7
Assignments	82%	25%	20.5
Midterm	75%	20%	15.0
Lab Work	88%	15%	13.2
Final Exam	80%	25%	20.0
Final Grade		100%	80.4% (A-)

5.2 Rounding Policy

Final grades will be rounded to the nearest whole percentage:

- Grades ending in .5 or higher will be rounded up (e.g., 79.5% → 80%)
- Grades ending in .4 or lower will be rounded down (e.g., 79.4% → 79%)

5.3 Incomplete (INC) Designation

In exceptional circumstances, a student may be assigned an **Incomplete (INC)** designation when:

- The student has completed most coursework but has one or more outstanding assessments due to documented extenuating circumstances (e.g., medical issue, family emergency)
- The student has a passing grade on completed work but cannot complete all requirements by the end of the term

INC Conversion:

- Students with an INC designation must complete outstanding work within **30 calendar days** of the term end date (or as otherwise specified by the instructor)
- If outstanding work is not completed within the specified timeframe, the INC will automatically convert to an **F (Fail)**
- Extensions may be granted in exceptional circumstances at the discretion of the Executive Director or designated administrator

6. Academic Standing and Grade Point Average (GPA)

6.1 GPA Calculation

Grade Point Average (GPA) is calculated as follows:

$$\text{GPA} = \Sigma (\text{Grade Points} \times \text{Credit Hours}) \div \Sigma (\text{Credit Hours})$$

Example Calculation:

Course	Grade	Percentage	Grade Points	Credit Hours	Quality Points
Course A	A-	82%	3.7	3	11.1
Course B	B	75%	3.0	3	9.0
Course C	B+	78%	3.3	3	9.9
Course D	A	87%	4.0	3	12.0
Total				12	42.0

$$\text{GPA} = 42.0 \div 12 = 3.50$$

6.2 Academic Standing Categories

Students are classified into the following academic standing categories based on their cumulative GPA:

Standing	Cumulative GPA	Status
Excellent Standing	3.70 - 4.00	Recognition; eligible for academic awards
Good Standing	2.70 - 3.69	Satisfactory progress; eligible for graduation
Academic Probation	2.00 - 2.69	At risk; must improve to avoid dismissal
Academic Dismissal	Below 2.00	May be subject to dismissal under the Student Dismissal Policy

6.3 Minimum GPA for Graduation

To be eligible for graduation from NorthBridge College, students must:

- Achieve a minimum cumulative GPA of **2.00 (C average)**
- Pass all required courses with a minimum grade of 60% (D)
- Complete all program requirements (including practicum/work placement, if applicable)

7. Reassessment and Grade Improvement

7.1 Reassessment Opportunities

Students who receive a failing grade (F) or marginal pass (C or below) may be eligible for reassessment under the following conditions:

- **Failed Course (F):** Students must repeat the entire course
- **Marginal Pass (C, C+, D):** Students may continue to the next course but may be required to complete additional remediation
- **Failed Final Examination:** Students may be permitted to write a supplemental examination (if permitted by the instructor and program)

7.2 Supplemental Examinations

Supplemental examinations may be granted at the discretion of the instructor and/or program coordinator when:

- The student has a final course grade between 50%-59% (near passing)
- The student has a strong record of attendance and participation
- The failure was due to extenuating circumstances (e.g., illness on exam day)
- The student has not previously failed the same course

Supplemental Exam Conditions:

- Only one supplemental examination is permitted per course
- The supplemental exam must be completed within **14 calendar days** of the original exam date
- The highest possible grade for a supplemental exam is **60% (D)** (passing grade only)
- Supplemental exam fees may apply (refer to the Tuition and Fees Policy)

7.3 Course Repeats

Students who fail a course must repeat the entire course:

- The original failing grade remains on the student's transcript
- The new grade replaces the old grade for GPA calculation purposes
- Students are responsible for paying applicable tuition and fees for repeated courses
- A maximum of **two attempts** is permitted for any course (original attempt + one repeat)
- A third attempt requires special approval from the Executive Director

8. Academic Integrity and Grading

8.1 Academic Dishonesty

Academic dishonesty (e.g., cheating, plagiarism, fabrication, unauthorized collaboration) will result in grade penalties as outlined in the **Academic Integrity Policy**:

Offence	Grade Penalty	Additional Consequences
First Offence	Zero on the assessment; may fail the course	Written warning; mandatory academic integrity workshop
Second Offence	Fail the course	Academic probation; notation on transcript

Offence	Grade Penalty	Additional Consequences
Third Offence	Academic dismissal	Permanent notation on transcript; ineligibility for re-admission

8.2 Grade Appeals Related to Academic Integrity

Students who believe they have been incorrectly penalized for academic dishonesty may appeal under the **Student Complaint and Appeal Policy**.

9. Grade Appeals Process

9.1 Grounds for Appeal

Students may appeal a final grade under the following circumstances:

- **Procedural Error:** The instructor did not follow the grading policy or course outline
- **Calculation Error:** Mathematical errors in grade calculation
- **Bias or Discrimination:** The grade was influenced by bias, discrimination, or personal animosity
- **New Evidence:** New information has come to light that was not available during the original assessment

Note: Appeals cannot be based solely on disagreement with the instructor's professional judgment or academic standards.

9.2 Appeal Timeline

- Appeals must be submitted within **10 business days** of receiving the final grade
- Appeals must be submitted in writing to the **Executive Director** or designated **Appeals Officer**
- Appeals must follow the College's **Student Complaint and Appeal Policy** (submitted under Regulation 84-207, Section 3.1(1)(a)(vii))

9.3 Appeal Requirements

The appeal must include:

- A clear statement of the grounds for appeal
- Supporting documentation (e.g., course outline, assignments, examinations, correspondence with instructor)
- Any relevant witness statements or additional evidence
- The desired outcome (e.g., grade change, reassessment, etc.)

9.4 Appeal Review Process

1. The Executive Director or designated Appeals Officer will review the appeal within **5 business days** of receipt
2. The student and instructor may be requested to attend an appeal meeting (in person or via video conference)
3. A written decision will be provided to the student within **10 business days** of the appeal submission
4. The decision of the Appeals Officer may include:
 - Upholding the original grade
 - Ordering a reassessment or re-evaluation
 - Adjusting the grade based on identified errors

9.5 Unsuccessful Appeals

- Students who file an appeal and are unsuccessful are subject to the original grade
- Further appeals beyond the College's internal process may be filed through the complaints mechanism established under the **Private Occupational Training Act, Section 6.8**
- Students may contact the **Private Occupational Training Branch** at:
 - Email : LFPSP-POTA@gnb.ca
 - Phone: (506) 4532597

10. Student Records and Transcripts

10.1 Record-Keeping Requirements

Under **Regulation 84-207, Section 15.1(1)(b) and (c)**, NorthBridge College is required to maintain a student record on each student that includes:

- **Copies of examination papers and results**
- **Copies of assignments and results**
- **Credentials awarded**
- **Transcripts**

10.2 Transcript Content

Official transcripts issued by NorthBridge College will include:

- Student name and student ID number
- Program name and duration
- All courses taken with final grades (letter grade and percentage)
- Credit hours for each course
- Cumulative GPA
- Date of graduation (if applicable)
- Credential awarded (diploma, certificate, etc.)
- Date of transcript issuance

10.3 Transcript Requests

- Current students may request unofficial transcripts at no cost through the student portal
- Official transcripts may be requested for a fee (refer to the Tuition and Fees Policy)
- Transcripts will be issued within **10 business days** of request
- Transcripts will not be released for students with outstanding tuition fees or other College charges

10.4 Record Retention

Under **Regulation 84-207, Section 15.1(4)**, NorthBridge College shall retain records of credentials awarded and student transcripts for a minimum period of **50 years** after the date of registration.

11. Special Considerations

11.1 Students with Disabilities

Students with documented disabilities may be eligible for grading accommodations under:

- The College's **Accessibility and Accommodations Policy**
- Provincial and federal human rights legislation
- Individualized accommodation plans developed in consultation with the student

Accommodations may include:

- Extended time for examinations
- Alternative assessment formats
- Use of assistive technology
- Modified grading criteria (where competency can be demonstrated through alternative means)

11.2 English as an Additional Language (EAL) Students

EAL students may receive additional support and consideration during the initial terms of study, including:

- Extended time for written assignments and examinations
- Access to language support services -college will recommend some paths but students needs to do to explore by themselves.
- Clarification of assignment instructions and expectations

Note: All students must still meet the same minimum passing standards regardless of language background.

11.3 Prior Learning Assessment and Recognition (PLAR)

Students with relevant prior learning or work experience may apply for PLAR credit:

- PLAR applications must be submitted before the start of the term
- PLAR assessments may include portfolios, challenge exams, or skills demonstrations
- Successful PLAR assessments will result in credit for the course without affecting GPA
- PLAR fees may apply (refer to the Tuition and Fees Policy)

12. Related Policies

This policy should be read in conjunction with the following NorthBridge College (NBBT College) policies:

Policy Name	Purpose
Academic Integrity Policy	Honesty and ethical standards in academic work
Academic Standing and Progression Policy	Minimum academic requirements for continuation

Policy Name	Purpose
Attendance Policy	Minimum attendance requirements and consequences
Student Dismissal Policy	Grounds and procedures for dismissal from the College
Tuition Refund Policy	Refund calculations and procedures upon withdrawal/dismissal
Student Complaint and Appeal Policy	Formal process for raising concerns and appeals
Accessibility and Accommodations Policy	Support for students with disabilities
Prior Learning Assessment and Recognition (PLAR) Policy	Credit for prior learning and experience

13. Policy Distribution and Acknowledgment

- This policy will be provided to all students **before signing the student contract** as required under **Regulation 84-207, Section 9.1**.
- Students will be required to acknowledge receipt and understanding of this policy during orientation.
- The policy will be made available in the Student Handbook and will be distributed to students upon enrollment.
- Staff and faculty will receive training on the implementation of this policy.

14. Legislative Compliance

This policy is developed in compliance with:

- **Private Occupational Training Act (P-16.1)**, New Brunswick
- **Regulation 84-207 (General)**, New Brunswick, particularly:
 - Section 3.1(1)(a)(vii): Requirement to submit grading policy
 - Section 15.1(1)(b) and (c): Requirement to maintain examination papers, assignments, and results in student records
 - Section 15.1(4): Requirement to retain transcripts for 50 years
 - Section 9.1: Student contract requirements
- **2024 Legislative Amendments to POTA (Student Protections)**

15. Definitions

Term	Definition
Final Grade	The overall percentage and letter grade assigned to a student at the end of a course, calculated from all weighted assessments
GPA (Grade Point Average)	A numerical representation of a student's academic performance, calculated by averaging grade points across all courses
Academic Probation	A conditional status imposed on students whose cumulative GPA falls below 2.70
Academic Dismissal	Expulsion from the College due to failure to meet minimum academic standards (GPA below 2.00)
Supplemental Examination	An additional examination offered to students who narrowly failed a course to allow them to achieve a passing grade
Incomplete (INC)	A temporary designation assigned when a student has not completed all course requirements due to extenuating circumstances
Competency-Based Assessment	Evaluation method that measures whether a student has achieved specific competencies rather than assigning percentage grades
PLAR (Prior Learning Assessment and Recognition)	Process for awarding credit for knowledge and skills acquired outside formal education

Contact Information

For questions regarding this policy, contact:

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