Procedure

Procedure Name	***Grades***		
Procedure #	AD 2.2	Parent Policy	AD 2.0 Academic Progression
Policy Owner	Vice President Academic	Effective Date	September 1, 2026
Procedure Owner	AVP Student Progression & Registrar	Next Review Date	April 1, 2031
Approved by	AVP Student Progression & Registrar	Approval Date	April 1, 2026

1.0 Purpose/ Background

This procedure establishes NAIT's framework for how grades are assigned and reported, reflecting our commitment to student success, enabling proactive support for students who may be experiencing academic challenges, and upholding the integrity of academic programs. This procedure promotes transparency for students and supports timely, reliable information about academic performance by defining NAIT's grading scale, outlining how grades are determined and reported, and clarifying roles and accountabilities.

Grades are the primary indicator of student achievement against course learning outcomes and form the basis for progression decisions, grade point average calculations, recognition of academic achievement, and graduation eligibility.

This procedure applies to courses in degree, diploma, certificate, and continuing education programs at NAIT. This procedure does not apply to apprenticeship courses (apprentices should refer to the Apprenticeship and Industry Training Policy Manual).

2.0 Definitions

Term	Definition
Common Courses	A course that is approved for delivery within two or more academic programs due to shared or substantially similar learning outcomes. Common courses provide foundational, transferable, or discipline-specific knowledge and skills required across multiple credentials.
Completion requirements	Fulfillment of course requirements as outlined in the course syllabi.
Cumulative Grade Point Average (CGPA)	The CGPA is calculated by dividing the sum of total-grade-points achieved since the student started their latest program at NAIT by the sum of all credits attempted since the student started their latest program at NAIT. Courses taken outside the program will be included in this calculation. All CGPA calculations are truncated to two decimal places. See Calculate your Grades or GPA on nait.ca
Dean's Honour Roll	A status assigned to a student who has achieved a Term GPA of 3.70 or higher.

Term	Definition
Grading Scheme	Type of grading system used (graded or pass/fail) to capture a student's performance in a course.
Graduation Grade Point Average (GGPA)	The GGPA is calculated using only the courses required to satisfy the program requirements. If the student repeats a course, only the highest grade will be included in the GGPA calculation. Courses that are not required to satisfy the program requirements will not be included in the calculation. All GGPA calculations are truncated to two decimal places. The GGPA is used to determine a student's eligibility for graduation and for honours standing.
Honours Standing	Upon graduation, honours standing is awarded to students who have a GGPA of 3.70 or higher.
Immediate family member	Immediate family may typically include the student's spouse or common-law partner; the student's parents and their spouse or common-law partner; the student's child(ren) and the child(ren) of the student's spouse or common-law partner; student's grandchild(ren); the student's siblings; the student's grandparents; the parents of the student's spouse or common-law partner and their spouse or common- law partner; and any relative of the student who resides permanently with the student or with whom the student permanently resides.
Last scheduled academic activity	The last scheduled date of the class section or the due date of the last assignment for that class, whichever comes later.
Learning Management System (LMS)	A software application used in the administration, reporting, and delivery of educational content and events, for instance, Brightspace.
Program Leader	A position identified by the Procedure Owner as responsible for supporting students in matters of student progression.
Term Grade Point Average (TGPA)	The TGPA for each term is calculated by dividing the sum of total-grade-points achieved in a term by the sum of all credits attempted in that term. All TGPA calculations are truncated to two decimal places. TGPA is used to determine academic standing and Dean's Honour Roll at the end of each term.
Total-Grade-Point	The product of multiplying a student's grade point in a specified course with the credit associated with the course.
Work Integrated Learning (WIL)	A form of experiential learning that integrates academic studies with relevant work-based learning. WIL experiences are directly tied to curriculum and part of an approved program of study and can include co-ops, internships, clinical placements, and field placements.

3.0 Grading Scheme

Percentage	Letter	Grade Point	Notes	Included in GPA calculation	Credits granted
90-100	A+	4.0	Outstanding	Yes	Yes
83-89	A	4.0	Excellent	Yes	Yes
80-82	A-	3.7		Yes	Yes
77-79	B+	3.3	Good	Yes	Yes
73-76	B	3.0		Yes	Yes
70-72	B-	2.7		Yes	Yes
67-69	C+	2.3	Satisfactory	Yes	Yes
63-66	C	2.0		Yes	Yes
60-62	C-	1.7		Yes	Yes
55-59	D+	1.3		Yes	Yes
50-54	D	1.0	Minimal pass	Yes	Yes
0-49	F	0.0	Fail: The student's performance does not meet expectations.	Yes*	No
	W		Withdrawn. The student officially withdrew from the course prior to the term withdrawal deadline.	No	No
0	WF	0.0	Withdraw failure: The student officially withdrew from the course after the term withdrawal deadline.	Yes	No
	P		Pass: The student's performance meets expectations.	No	Yes
	AU		The course was audited.	No	No
	CR		Advanced credit awarded.	No	Yes
	CTN		Continued. This grade is posted at the end of a term if a student is enrolled in a course that has two parts spanning across two terms and the student has completed the first part. For example, the student is enrolled in a course that has part A in the fall and part B in the winter term. CTN will be posted at the end of the fall term when the student completes part A.	No	No
	EXC		This grade is posted at the end of a term if a student participates in education abroad and is enrolled in EXCH2000.	No	No
	IN/IN2		Incomplete. This grade is posted when a student has been granted extended time to complete outstanding coursework or a deferred exam.	No	No
	GP		Grade pending. This grade is posted to indicate that the grade is pending while awaiting the outcome of an academic misconduct investigation.	No	No

*Refers to an F in graded courses. For non-graded courses, an F is not included in GPA calculation.

4.0 Procedures

4.1 General Grades Procedures

4.1.1 Programs will adhere to the NAIT grading scheme.

4.1.2 The Office of the Registrar is the only office with the authority to issue or release official grade information through transcripts.

4.1.3 Decisions on grading scales used for a course need to align with IP 1.3: Assessment Procedure; these decisions are recommended by program leaders and approved by associate deans. For Continuing Education courses, decisions on grading scales are approved by the Program Lead or Program Manager.

4.1.4 Instructors will provide course syllabi to students to support progression and graduation, which must include information on grading schemes and course completion requirements.

4.1.5 Students are kept informed of their progress in a course and receive assessment marks in a timely manner, as outlined in IP 1.3: Assessment Procedure.

4.1.6 Course extensions should only be granted in extenuating circumstances, be supported by relevant documentation, and must be managed in a way that supports the student's success in their subsequent term and courses.

4.2 Audit Procedures

4.2.1 Courses may be audited if students have received permission from the program leader prior to enrolment. Common courses must have approval from both receiving and delivering program leaders.

4.2.2 Auditing students are allowed to attend and participate in class activities but are not awarded a formal grade that shows up on the transcript.

4.2.3 The tuition charged for an audit course will be 75% of the normal cost for the course.

4.2.4 Approval and registration to audit a course must be completed prior to the start of the course. Students who enter the course as an audit student will not be able to change to graded.

4.3 Final Grades Procedures

4.3.1 Final grades are to be submitted to the Office of the Registrar within four (4) business days of the last scheduled academic activity of the class section. In cases where there are less than four (4) business days between the last scheduled academic activity of the fall term and the beginning of the winter break, fall term grades are due before the winter break begins. Requests for extensions may be submitted by the associate dean and approved by the registrar.

4.3.2 Students requesting a review of their final grade must follow the process as identified in the grade reappraisal section of AD 2.5: Academic Progression Appeals Procedure.

4.4 Passing Grade Procedures

4.4.1 NAIT's official pass mark is 50%. This aligns with the letter grade D in the grading scheme.

4.4.2 A higher pass mark may be approved for programs where graduates must be licensed to practice, or a standard benchmark needs to be achieved to maintain accreditation.

4.4.3 A higher pass mark than NAIT's official pass mark must be recommended by the associate dean and approved by the registrar and the director of program quality.

4.4.4 Pass marks will remain in alignment with the grading scheme (see 3.0). A higher pass mark will have a higher corresponding letter grade.

4.4.5 Students who do not achieve the required pass mark will receive a failing grade (F) for the course.

4.5 Deferred Exam Procedures

4.5.1 Students may request a deferred exam for exams weighting 20% or higher if they are not able to complete the scheduled exam due to extenuating circumstances beyond the student's control such as incapacitating illness, death in the immediate family, caring for an immediate family member with a critical illness, conflict with religious observance, or legal obligations such as jury duty or court appearances.

4.5.2 Deferred exam requests due to religious observance:

4.5.2.1 Students must submit a Deferred Exam Request Form and support documentation to Learning Services for each incident at least 10 business days prior to the scheduled exam date.

4.5.2.2 An accommodation recommendation for deferred exam requests due to religious observance will be provided to the program area by Learning Services within ten (10) business days of receiving the deferred exam request.

4.5.3 All other deferred exam requests:

4.5.3.1 Students must submit a Deferred Exam Request Form prior to the scheduled exam date, or as soon as they are able to due to the circumstances underlying the request for a deferral, provided that the submission is received no later than five (5) business days after the original exam date.

4.5.3.2 When submitting the Deferred Exam Request Form, the student must include documentation for each incident underlying the request for exam deferral

4.5.4 All deferred exam requests will be approved or denied by the program leader or designate within four (4) business days of receiving the deferred exam request. In the case of a single exam deferral, approval is required from the course/program lead of the missed exam. In the case of multiple exams being deferred, approval is required from the student's program lead.

4.5.5 Approved deferred exams are subject to a fee for each exam incident of extenuating circumstances.

4.5.6 In cases where the deferred exam impacts the ability to assign a final grade, approved deferred exam requests must be received by the Office of the Registrar within two (2) business days of the program leader or Learning Services approval. The program area will post the IN (incomplete) grade to the student record and submit a grade change to the Office of the Registrar after the deferred exam has been completed.

4.5.7 A grade change must be submitted to the Office of the Registrar within four (4) business days after the rescheduled exam date, or the IN grade will be converted to F.

4.6 Course Extension Procedures

4.6.1 Students may request up to twenty (20) business days of extension if they are not able to complete the required coursework within the normal time frame of the term due to extenuating circumstances that are beyond the student's control such as incapacitating illness, death in the immediate family, caring for an immediate family member with a critical illness. If required, the student may request a second extension of up to twenty (20) business days.

4.6.2 Students must submit a Course Extension Request Form and provide supporting documentation at least four (4) business days before the last scheduled academic activity of the class section.

4.6.3 First extension requests must be approved by the associate dean. Second extension requests must be approved by the dean. For Corporate & Continuing Education courses, first extension requests are approved by the program leader, with second extension requests approved by the executive director, or an equivalent role.

4.6.4 Extension fees may apply for Continuing Education courses.

4.6.5 Approved requests must be received by the Office of the Registrar within four (4) business days after the last scheduled academic activity of the class section.

4.6.6 The program area will post the IN (incomplete) grade to the student record and submit a grade change to the Registrar's Office at the end of the extension.

4.6.7 If a second extension is granted, the Registrar's Office will post the IN2 (incomplete) grade to the student record. The program area will submit a grade change to the Registrar's Office at the end of the extension.

4.6.8 A grade change must be submitted to the Office of the Registrar four (4) business days after the approved extension end date, or the IN/IN2 grade will be converted to F.

4.6.9 If the course is a pre-requisite, the student will be permitted to enroll in the subsequent course(s) during the extension period. If the student fails to complete all required coursework at the end of the extension period, they will no longer be able to continue in the subsequent course(s). The student will be dropped from the subsequent course(s) and the standard refund policies will apply.

4.6.10 If the student fails to complete all outstanding course requirements at the end of the approved extension periods, another extension will not be granted, and the student will be required to repeat the course.

4.7 Repeating Course Procedures

4.7.1 Graduation will only be granted to a student once all program requirements have been successfully met.

4.7.2 A student can repeat a course once without permission, unless it is a work integrated learning (WIL), capstone or clinical placement course.

4.7.3 Students seeking to repeat a course a second time or seeking to repeat a WIL, capstone, or clinical placement course must have permission from the program chair or program advisor.

4.7.4 Students in Degree, Diploma or Certificate programs will not be permitted to attempt a NAIT course more than three times. To fulfill program requirements, they can obtain transfer credit by taking a course at an approved post-secondary institution in accordance with the Transfer Credit Procedure.

4.7.5 All attempts will appear on the student's transcript and be included in the calculation of the term and cumulative GPAs. The highest grade will be included in the calculation of the graduation GPA.

4.8 Grade Correction Procedures

4.8.1 Grade corrections can only be completed after a successful grade reappraisal, an approved deferred exam, an approved course extension, or at the request of the program leader because of an error.

4.8.2 Grade corrections that are the result of a program leader request must be submitted to the Office of the Registrar within ten (10) business days following the last scheduled academic activity of the class section. For Continuing Education, grade corrections that are the result of a Program Leader request must be submitted to the Office of the Registrar within forty (40) business days following the last scheduled academic activity of the class section.

4.8.3 Grade corrections that are the result of a grade reappraisal, deferred exam, or course extension must be submitted to the Office of the Registrar within the timeframe outlined in the Academic Progression Appeals Procedure or the Grades Procedure.

4.8.4 Supporting documentation for grades will be retained for one year following the end of the course, after which it will be securely destroyed in compliance with NAIT's records management standards.

4.8.4.1 Retroactive grade changes are only permitted when there is documented evidence of an error (clerical, administrative, or calculation). This is considered a standard principle of academic integrity and fairness.

4.9 Academic Misconduct Procedures

4.9.1 Students with an academic misconduct investigation in progress will be given a temporary grade of GP (Grade Pending), allowing time for due process without risking inappropriate academic penalties.

4.9.2 Upon completion of the academic misconduct investigation, the GP grade will be replaced with the final grade as determined via the outcome of the academic misconduct concern.

5.0 Exceptions to the Procedure

5.1 In the event of significant campus disruption where course continuation is impacted, at the direction of the school Dean, instructors may re-evaluate:

- The grading scheme for the course.
- Completion requirements for the course.
- Weighting of assignments and assessments.

5.1.1 Changes to grading practices should be approved by the Chair of the program. Changes to grading should not result in a negative impact on student progression. For Corporate and Continuing Education courses, changes to grading practices are approved by the Program Lead.

5.2 In the event of significant campus disruption where course continuation is impacted, at the direction of the Vice President Academic, grades may be assessed on a Pass/Fail (P/F) basis.

5.3 WIL courses are normally assessed and graded as Pass (P) or Fail (F); however, other grading schemes may be approved in specific circumstances.

5.4 Any additional exceptions to this procedure must be documented and formally approved by the Procedure Owner.

5.4.1 All recommendations for an exception should be forwarded by associate deans to the Procedure Owner. An exception form must be completed by the associate dean and forwarded to the Procedure Owner

5.4.2 Associate deans recommending an exception should approach each case with a commitment to fairness, transparency, and the overarching goal of supporting student success. Recommendations should be guided by equity, the student's demonstrated effort to engage with available support, and any extenuating factors.

5.4.3 When making a case for an exception, leaders are encouraged to weigh the potential impact on both the individual student and the integrity of the academic program. Recommendations for an exception should reflect thoughtful consideration of the student's circumstances, the evidence provided, and the likelihood that the exception will enable meaningful progress toward program completion.

5.4.4 Procedure exceptions must include:

- The nature of the exception.
- A reasonable explanation for why the procedure exception is required.

- Confirmation that the exception aligns with the general principles.
- Any risks created by the procedure exception and how they will be managed.

6.0 Related Documentation

6.1 AD 2.1 Academic Standing Procedure
6.2 AD 2.3 Graduation Procedure
6.3 AD 2.5 Academic Progression Appeals Procedure
6.4 IP 1.1 Quality Curriculum Procedure
6.5 IP 1.3 Assessment Procedure
6.6 IP 1.4 Work Integrated Learning Procedure
6.7 SR 2.1 Academic Misconduct Procedure
6.8 Calculate your Grades or GPA
6.9 Deferred Exam Request Form
6.10 Course Extension Request Form

Document History

Date	Action/ Change
July 1, 2026	Major periodic revision from the previous version of AD 2.2