



# STUDENT ACADEMIC RECORD (RECORDS, GRADING & ACADEMIC STANDING)

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

<b>Category:</b>	D. Student & Academic
<b>Policy Number:</b>	D19
<b>Approval Date:</b>	April 18, 2024
<b>Effective Date:</b>	July 1, 2024
<b>Policy Owner:</b>	Vice President, Student Experience

<b>Objective:</b>	Olds College of Agriculture & Technology (the “College”) is committed to maintaining a high academic standard, promoting student success and supporting students to achieve academic success within their courses and their program of study. This policy outlines a framework promoting consistency in grading practices across the College and adherence to appropriate academic standards.
<b>Policy:</b>	<p>The College creates and maintains student academic records necessary to meet administrative and academic needs. The College will collect, retain, use, disclose and dispose of all information collected in accordance with relevant College policies and provincial/federal legislation pertaining to access to information and protection of privacy.</p> <p>All student records, in any format, created, received or maintained by College employees in carrying out, supporting or otherwise related to their duties or work, are the property of the College and are subject to this policy, associated procedures, standards and associated guidelines. The College will manage all student records and information in compliance with relevant legislation, standards and best practices, taking responsible steps to protect the confidentiality and privacy of the information contained in student academic records.</p> <p><b>Official Student File and Records</b> The official student file and official student record are under the custody and control of the Office of the Registrar, which is accountable for the management of these records. Additional student records, such as the co-curricular record, may also exist in academic areas and in personal information banks elsewhere in the College. These records follow the College’s Records Management &amp; Disposition policy as applicable.</p> <p><b>Official Transcripts</b> Official transcripts are produced by the Office of the Registrar. They include appropriate security measures based on the delivery medium and include the</p>

Registrar's signature and/or institutional seal. Transcripts are ordered using the current methods listed on the College website.

**Grading and Academic Standing**

Credit courses will utilize one of the Final Grade types as defined in the procedure and will be included on the student academic credit transcript.

The standard provincial 4.00 grading system is used to indicate performance based on the Final Grade type. The College uses a weighted Grade Point Average (GPA) calculation to measure individual student average performance and overall academic standing.

Academic standing recognizes both high academic achievement and good academic standing, while also serving as an indicator to students and necessary support staff when academic performance falls below what is required to graduate. Academic standing will be assessed for each term of a student's academic progression.

The College may use alternate grading symbols as identified in the procedure to record performance in courses.

**Definitions:**

**Academic Standing:** The scholastic standing of a student based on the earned GPA.

**Co-Curricular Record:** An official document supplemental to the Official Student Transcript and issued by the Office of the Registrar, that records skills and competencies as validated through the completion of approved co-curricular activities.

**Grade Point Average (GPA):** The standard average measure of performance used to determine graduation, academic standing, eligibility for awards, eligibility for athlete participation, honours and distinction, and other related recognition. GPA is based on a 4.00 system (two decimal places). GPA methods include:

1. Cumulative GPA: Combined GPA of all attempted courses.
2. Term GPA: Combined GPA of all courses attempted in a term.
3. Program GPA: Combined GPA of the courses required for graduation and is calculated when the program requirements have been met.

**Record:** A record is any information in any form, including books, documents, maps, drawings, photographs, letters, memos, vouchers, papers, notes, images, audiovisual recordings, x-rays, and any other information that is written, photographed, recorded or stored in any manner, but does not include software (itself) or any mechanism that produces records.

**Unofficial Student Transcript:** Reflects an academic record at the point produced. It does not include the authorized signature or security features. Grades remain unofficial until authorized with the Registrar's signature and institutional seal.

**Related Information:**

**Related Procedures:**

- B12 Tuition & Fees
- D20 Graduation & Convocation
- D33 Assessment
- D13 Recognition of Prior Learning

**Review Period:**

3 years

**Revision History:**

New: October 2001  
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