



**Approved**  
 Bahamas Technical and Vocational  
 Board of Directors  
 Effective Fall 2023

<b>POLICY NUMBER</b>	<b>AA-23-02-004</b>
<b>TITLE OF POLICY</b>	Grading
<b>DATE OF ADOPTION</b>	Spring 2023
<b>SUPERSEDES</b>	Grading Policy, 2018
<b>DATE OF IMPLEMENTATION</b>	Fall 2023
<b>PROJECTED DATE OF REVISION</b>	Fall 2028
<b>PURPOSE OF THE POLICY</b>	To identify procedures and protocols for assigning grades
<b>REVISION NUMBER</b>	Version I
<b>ACCOUNTABILITY</b>	Office of Academic Affairs
<b>RELATED POLICIES/PROCEDURES</b>	Policy on Academic Warning, Probation, Suspension and Dismissal Policy on Auditing a Course Policy on Class Attendance Policy on Course Repeats Policy on Final Grade Appeal Policy on Grade and Class Attendance Records Policy on Graduation Policy on Incomplete Grades
<b>APPENDICES</b>	None

**1.0 Preamble**

Bahamas Technical and Vocational Institute (BTVI) instructors assess student work on the basis of appropriate and approved scoring rubrics and assign grades in accordance with established protocols. Grades represent an unbiased assessment of student performance and reflect a student's understanding and command of course content and acquisition of skills at a given point in time. Evaluative and descriptive tools, grades establish clear expectations for learning and provide feedback to students.

**2.0 Scope**

This policy applies to all academic programmes and identifies the procedures for assigning grades.



### 3.0 Grading System

- 3.1 BTVI shall use an alphabetical grading system and a four-point grading scale.
- 3.2 A letter grade shall be awarded at the end of each period of instruction to indicate the level of student achievement.
  - 3.2.1 Grade A shall be the highest grade possible.
  - 3.2.2 Grade D shall be a passing grade for all General Education courses and a failed grade for all Major Area courses which must be repeated for a grade of C or above.
  - 3.2.3 Grade F shall be a failed grade for which no credits or grade points are earned.
- 3.3 With the exception of F grades, grade points shall be awarded on the basis of the final grade, A through D.
- 3.4 In addition to the grading system identified above, BTVI shall use the following administrative notations for which no credits or grade points are earned and which shall not be included in the calculation of the student's grade point average:
  - 3.4.1 AU (Audit) to indicate the student has registered for a course but is not required to complete course assignments or examinations. Audited courses do not fulfil programme requirements.
  - 3.4.2 I (Incomplete) to indicate the student is receiving a passing grade for the course but due to extenuating circumstances is unable to complete course assignments prior to the submission of final grades. The I grade will be changed to an F grade if the student does not complete the required assignment(s) in the time allocated.
  - 3.4.3 T (Transfer) to indicate the student is not required to take the course on the basis of successful completion at another recognised and/or accredited institution.
  - 3.4.4 V (Exemption) to indicate the student is not required to take the course on the basis of another qualification or experience.
  - 3.4.5 W (Withdrawal) to indicate the student has been withdrawn from the course.

Letter Grade	Number Value	Grade Points	Level of Achievement
A	90 – 100%	4	Excellent
B	80 – 89%	3	Above Average
C	70 – 79%	2	Average
D	60 – 69%	1	Below Average
F	0 – 59%	0	Fail
AU	0	0	Audit
I	0	0	Incomplete
T	0	0	Transfer
V	0	0	Exemption
W	0	0	Withdrawal

### 4.0 Grade Point Average (GPA)

- 4.1 The semester GPA shall be determined by dividing the grade points obtained by the number of credit hours attempted in a given semester.
- 4.2 The cumulative GPA shall be determined by calculating all credit-level work attempted.
- 4.3 Grade point averages shall be used to determine academic standing as well as the awarding of academic honours.



## 5.0 Academic Standing

Students shall be in good academic standing when their semester and cumulative GPA is 2.00 or higher.

## 6.0 Academic Honours

6.1 BTVI shall use the following categories to recognise the academic excellence of students and award academic honours.

6.1.1 **President's List.** Students enrolled in twelve (12) or more credit hours each fall and spring semester and who earn a cumulative GPA of 3.75 to 4.00 shall be named to the President's List which shall be compiled at the end of each academic year.

6.1.2 **Dean's List.** Students enrolled in twelve (12) or more credit hours each fall or spring semester and who earn a semester GPA of 3.00 or above shall be named to the Dean's List which shall be compiled at the end of each fall and spring semester.

6.1.3 **Honours List.** Students enrolled in twelve (12) or more credit hours each fall and spring semester and who earn a cumulative GPA of 3.50 to 3.74 and meet all programme credit hour requirements will be named to the Honours List which shall be compiled at the end of each academic year.

6.1.4 **National Technical Honors Society.** Students graduating from a degree, diploma or certificate programme with a minimum cumulative GPA of 3.75 and who have been nominated by an instructor, approved by BTVI's administration and meet local and national membership standards and requirements shall be named to the National Technical Honors Society. The list of students eligible for this award shall be compiled at the end of each academic year.

6.1.5 **Overall Graduating Student Award in Each Trade.** Students graduating with an associate degree with a minimum cumulative GPA of 3.00 and who have contributed to the Department responsible for their programme of study shall be awarded the Overall Graduating Student Award in Each Trade. The list of students eligible for this award shall be compiled at the end of each academic year.

6.1.6 **Programme Awards.** Students graduating from a degree, diploma or certificate programme with a minimum cumulative GPA of 3.00 and the highest GPA over 3.00 in the major shall be awarded a Programme Award. The list of students eligible for this award shall be compiled at the end of each academic year.

6.1.7 **Special Interest Programme Awards.** Students graduating from a special interest programme with the highest client recognition during the practica and who demonstrate the highest levels of professionalism and promise in the discipline shall be awarded a Special Interest Programme Award. The list of students eligible for this award shall be compiled at the end of each academic year.

6.2 Students must have completed all course and programme requirements to be eligible for honours and awards.

## 7.0 Grade Reporting

7.1 At the start of each semester, instructors shall provide students with a course syllabus that specifies the timeline for the submission of graded assignments and the weighting allocated to each.

7.2 During the semester, instructors shall use the online platform to input student grades on a regular basis.



- 7.3 In those instances in which a course requires a final examination, instructors shall use the online platform to input final grades forty-eight (48) hours after the final examination.
- 7.4 In those instances in which a course does not require a final examination, instructors shall use the online platform to input final grades as stipulated on the Academic Calendar.

## **8.0 Makeup Assignments**

- 8.1 Students shall submit all assignments on the day and time specified by the course instructor.
- 8.2 Students who do not submit assignments as specified may be allowed to complete a makeup assignment at the discretion of the instructor.
- 8.3 To be considered for a makeup assignment, students must provide a valid reason for failing to submit the work on the due date and may be required to provide supporting documentation. The decision to allow or deny a request rests solely with the instructor.
- 8.4 Some of the circumstances under which students may be allowed to complete a makeup assignment include:
  - 8.4.1 Death of an Immediate Family Member/Serious Illness
  - 8.4.2 Accident/Personal Injury
  - 8.4.3 Hospitalisation/Doctor's Appointment
  - 8.4.4 Major Family Obligations
  - 8.4.5 Job Interview
  - 8.4.6 Job Transfer or Job-Related Travel