



Medicine Hat College Policy EVALUATION OF STUDENT LEARNING

Policy #:	AC-08
Policy Authority:	Registrar
Executive Sponsor:	Vice-President, Academic
Approved by:	President
Effective Date:	November 1, 2018
Next Mandatory Review Date:	November 1, 2023
Frequency of Review:	Every 5 years

1. POLICY OBJECTIVE

The purpose of this policy is to provide consistency and accountability for the assessment and evaluation of students' performance through the application of standards that guide assessment and evaluation.

2. POLICY SCOPE

This policy applies to all students in credit programs and courses, and faculty members involved in assessing, grading and reporting student grades.

3. PRINCIPLES

- 3.1 The academic programs and courses at Medicine Hat College (MHC) will have appropriate processes for the evaluation of student performance.
- 3.2 The process and mechanisms for the assessment and evaluation of student performance will appear on all dean approved course outlines. (Refer to MHC Calendar). Course outlines must be provided at the beginning of the course/program.
- 3.3 Evaluation of student performance will be based on criteria that reflect the learning requirements established for the course/program.
- 3.4 Evaluation results will be formally documented and accessible to the student. The overall achievement demonstrated in course evaluations will be translated into a grade in accordance with established college grading systems unless otherwise specified.
- 3.5 Faculty are normally required to return graded work to the student, within 14 calendar days.
- 3.6 Faculty are required to provide the student with an indication of their level of performance in a course prior to the last date to voluntarily withdraw from courses.

- 3.7 Programs and courses may have specific practices related to student learning that are identified in the MHC Calendar, course outlines or program specific student handbooks.
- 3.8 A final grade will be assigned at the end of a course. The grade will be based on assessment of student achievement of the established course learning requirements and will be consistent with the College grading system unless otherwise specified.
- 3.9 A student must be officially registered in a course to receive a final grade.
- 3.10 Faculty will input the final grades into the administrative system within four calendar days after the final exam period.
- 3.11 A final grade is deemed official once it has been submitted by faculty. Dean approval is required for a change of grade after the final grade has been submitted.
- 3.12 MHC's academic regulations and policies are published in the annual calendar as per 1.1: Academic Regulations policy.
- 3.13 Procedures for student appeals are outlined in the MHC Calendar.

4. RESPONSIBILITIES

- 4.1 **Deans** are responsible for
 - (a) approving course outlines;
 - (b) approving changes of final grades after submission; and
 - (c) providing guidance to faculty on student evaluations.
- 4.2 **Faculty** are responsible for
 - (a) providing students with dean approved course outlines;
 - (b) returning graded work to students; and
 - (c) submission of final grades

5. APPLICABLE LEGISLATION/REGULATIONS

Post-secondary Learning Act

6. RELATED POLICIES

AC-06: Academic Schedule
AC-05: Final Exams
1.1: Academic Regulations

7. RELATED INFORMATION

MHC Calendar

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Wayne Resch
Acting President and CEO

Date: November 1, 2018

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Terry Chapman
Interim Vice-President, Academic

Date: November 1, 2018

DOCUMENT HISTORY

November 2018 Revised policy approved