

Vancouver Island School of Art - Grading Request Form for Individual Courses and Workshops

PLEASE READ FIRST:

- This form must be submitted to the office before the start of the second class of a semester. For workshops, submit the first day.
- Complete the form ONCE – the change will be in effect for all courses you take from that point forward. *Once you have requested grading you will not be able to switch back to ungraded for future courses.*

Name _____ Semester _____

Course(s) registered in this semester: _____

Please read the following grading criteria for courses and workshops at the Vancouver Island School of Art.

Grade	Percentage	Description
A+	90-100	Exceptional, outstanding and excellent performance. Normally achieved by a minority of students. These grades indicate a student who is self-initiating, exceeds expectation and has an insightful grasp of the subject matter.
A	85-89	
A-	80-84	
B +	77-79	Very good, good and solid performance. Normally achieved by the largest number of students. These grades indicate a good grasp of the subject matter or excellent grasp in one area balanced with satisfactory grasp in the other area.
B	73-76	
B-	70-72	
C+	65-69	Satisfactory, or minimally satisfactory. These grades indicate a satisfactory performance and knowledge of the subject matter.
C	60-64	
D	50-59	Marginal Performance. A student receiving this grade demonstrated a superficial grasp of the subject matter.
F	0-49	Unsatisfactory performance including: participation, incomplete assignments, failing grades on papers, exams, or assignments; missing more than 3 classes or withdrawal without notice.
W		Withdrawn (Students must formally withdraw by the 6 th week of 12-week courses or 3 rd week six-week courses in order not to have an F on their transcripts)

- Graded students are provided with a letter grade on their transcripts.
- Grading is based on course projects, participation and attendance.

Attendance Policy: A student must attend at least nine out of twelve classes of a 12-week course (four out of six classes of a 6-week course) in order to receive a passing grade and credit for the course. More than three unexcused absences will result in a fail grade.

If a student misses more than two consecutive classes without prior permission from the instructor, credit for the course could be jeopardized. In particular, this applies to students funded by student loans. Students funded by any outside lending agency are advised to be familiar with the attendance requirements outlined in their loan application and acceptance documents; and be aware that VISA will report absences as required.

If a student arrives late on more than two occasions without prior notice to the instructor, each subsequent late arrival will be considered as a one half-day absence.

Full attendance is required for short courses, weeklong and weekend workshops.

I have read and understand the above conditions and criteria. I agree to be graded accordingly for all the courses and workshops I complete at the Vancouver Island School of Art.

Signature _____

Date _____

TO BE COMPLETED BY OFFICE: Date Rec'd _____ Date entered in DB AND ATTENDANCE _____ Initialed _____