



Procedure Name	EVALUATION OF STUDENT LEARNING <i>Revised</i>		
Procedure Number	AP 1.4	Approval Date	January 29, 2025
Parent Policy	AP 1.0 Program Framework		
Procedure Authority	Dean of Student Services/Registrar		
Executive Sponsor	Vice-President, Academic and Provost		
Approved By	Vice-President, Academic and Provost		

1. PURPOSE

Evaluation of student learning is an important contributor to student success, providing students and employees vital information to support decision making. High quality evaluation is conducted regularly, transparently, and consistently.

2. GENERAL PROCEDURES

2.1 Evaluation of student learning is based on criteria that reflects the learning outcomes established for the course and program.

2.2 Evaluation results will be formally documented and accessible to the student. The overall achievement demonstrated in evaluation of learning will be translated into a grade in accordance with established college grading systems unless otherwise specified in the course outline.

2.3 Programs and courses may have specific practices related to the evaluation of student learning and are identified in the Medicine Hat College (MHC) Calendar, course outlines, or program specific student handbooks.

3. FINAL GRADES

3.1 A final grade is assigned at the end of a course. Grades are based on student achievement of the course learning outcomes and will be consistent with the college grading system, unless otherwise specified in the course outline.

3.2 A final grade is deemed official once it has been submitted by an instructor. Dean or designate approval is required for a change of grade after the final grade has been submitted.

3.3 A student must be officially registered in a course to achieve a final grade.

4. FACULTY RESPONSIBILITIES

4.1 Normally, faculty are required to return graded work to the student within 14 calendar days.

4.2 In order to allow students to make informed decisions, faculty must provide the student with feedback of their level of performance in a course, prior to the last date to voluntarily withdraw from courses.

4.3 Faculty will input the final grades into the administrative system within four calendar days after the last day of the final exam period.

ORIGINAL COPY SIGNED

Nancy Brown
Vice-President, Academic and Provost
Date: January 29, 2025

Additional Information	Location
MHC Grading Scale	Academic Calander