

UNDERGRADUATE COUNCIL
Friday, March 27, 2020 at 9:00 a.m.
Videoconference via Zoom

AGENDA

Page

1. WINTER TERM 2020 GRADE PROCEDURE FOR UNDERGRADUATE STUDENTS

Approval

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a. [Winter Term 2020 Grade Procedure for Undergraduate Students](#)

2. OTHER BUSINESS

3. ADJOURNMENT

Proposal for Undergraduate Student Choice of Non-Numeric Grades for 2019-2020 Winter Term courses

Under the *Winter Term 2020 Grade Procedure for Undergraduate Students*, undergraduate students will be able to choose one of the following options for each course completed in Winter 2020.

- Keep a numeric grade. (*Default – no action required*)
- Request a Late Withdrawal (LWD) option in courses for which all academic assessment was not attempted/completed. An LWD would appear on a transcript.
- Request a Pass (P) notation in place of a numeric grade for courses in which a final passing grade is achieved. This P notation would not be calculated into a cumulative average. This could be requested until May 15, 2020
- Request a non-numeric grade of No Credit (NC) for courses in which a final passing grade is not achieved. This NC notation would not be calculated into a cumulative average. This could be requested until May 15, 2020

Notes:

- No action by the undergraduate student results in the numeric grade appearing on their transcript.
 - Numeric grades may still be appealed under existing Appeals Procedures.
 - The Late Withdrawal procedure is unchanged for Winter 2020 except for the extension of the deadline for the request to May 15, 2020.
(https://academiccalendars.romcmaster.ca/content.php?catoid=38&navoid=8043#late_withdrawal)
 - A *Winter 2020 Grade Procedure* online form will be made available for undergraduate students a Pass (P) or No Credit (NC). This form will be submitted to the student's home Faculty Associate Dean's Office.
 - Undergraduate students requesting a Pass (P) will be strongly encouraged to consult with an Academic Advisor in their home Faculty Associate Dean's Office.
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Complete Policy Title

Winter Term 2020 Grade Procedure for Undergraduate Students

Policy Number (if applicable):

Approved by

Senate

Date of Most Recent Approval

TBD

Date of Original Approval(s)

Supersedes/Amends Policy dated

Responsible Executive

Vice-Provost, Faculty

Policy Specific Enquiries

[Vice-Provost, Faculty](#)

General Policy Enquiries

[Policy \(University Secretariat\)](#)

DISCLAIMER:

If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.

INTRODUCTION

1. McMaster takes the academic success, health and emotional well-being of our undergraduate students seriously, and recognizes the stress that many undergraduate students are feeling in these uncertain times due to the COVID-19 pandemic.
2. As part of the University's commitment to support undergraduate students finishing the 2019-2020 academic year in a way that is fair and equitable, the following changes are being recommended for the 2019-2020 Winter Term, hereafter referred to as "2020 Winter Term".
3. At the end of the 2020 Winter Term undergraduate students will receive their course grades as normal. Undergraduate students will have the option to request non-numeric grades for each course, PASS (P), No Credit (NC), or Late Withdrawal (LWD).
4. The Late Withdrawal (LWD) procedure is unchanged however the deadline date is extended, as outlined below.

Submitting the Request

5. These requests will be submitted to the undergraduate student's home Faculty/Program Office.
6. The home Faculty/Program Office may make the requested changes for some or all of the undergraduate student's courses, regardless of which Faculty offers the courses.

Request Deadline

7. The deadline for undergraduate students to request non-numeric grades, PASS (P), No Credit (NC), or Late Withdrawal (LWD) is **Friday May 15, 2020**.
8. If no request is filed by the deadline undergraduate students are deemed to have accepted receiving a numeric grade.

Request Approval – Decision Final

9. Once a request for non-numeric grades, PASS (P), No Credit (NC), or Late Withdrawal (LWD) is approved the decision is **final and may not be appealed or petitioned**.
10. The deemed acceptance of receiving a numeric grade is **final and may not be appealed or petitioned**. Appeals may still be filed under the *Student Appeal Procedures* in those circumstances when an undergraduate student questions their grade or the assessment of their performance on a piece of work or in a course.

OPTION 1: REQUEST NON-NUMERIC GRADES FOR COMPLETED COURSES (PASS)

11. Undergraduate students may request the non-numeric grade of a Pass (P) in place of a numeric grade for one or more completed courses for which a final passing grade is achieved.
12. These grades will be excluded from the calculation of the GPA. This option is available for any type of course.
13. Undergraduate students may request this for any number of courses in which they were enrolled in Winter 2020.
14. If a percentage grade in a course is required for future applications to graduate or professional school, undergraduate students should contact their Faculty/Program Office for advising prior to requesting this option.

OPTION 2: REQUEST GRADE OF NC (NO CREDIT)

15. Students may request the non-numeric grade of No Credit (NC) in place of a numeric grade for one or more courses in which a final passing grade is not achieved.
16. These grades will be excluded from the calculation of the GPA.
17. This option is available for any type of course. Students may choose this for any number of courses in which they were enrolled in Winter 2020.
18. A grade of No Credit will not preclude students from enrolling in the course(s) in a subsequent term