

Complete Policy Title

Winter Term 2020 Grade Procedure for  
Graduate Students

Policy Number (if applicable):

Approved by

Senate

Date of Most Recent Approval

April 8, 2020

Date of Original Approval(s)

Supersedes/Amends Policy dated

Responsible Executive

Vice-Provost and Dean, Graduate Studies

Policy Specific Enquiries

[Vice-Provost and Dean Graduate Studies](#)

General Policy Enquiries

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

**DISCLAIMER:**

*If there is a Discrepancy between this electronic policy and the written copy held  
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## INTRODUCTION

1. McMaster takes the academic success, health and emotional well-being of our graduate students seriously, and recognizes the stress that many are feeling in these uncertain times due to the COVID-19 pandemic.
2. As part of the University's commitment to support graduate students in a way that is fair and equitable, the following options are available for 2019-2020 Multi-Term (Fall/Winter) courses and 2020 Winter Term courses, hereafter referred to as "2020 Winter Term".
3. At the end of the 2020 Winter Term, graduate students will receive their course grades as normal. Graduate students will have the option to request a non-numeric grade for each course, PASS (P), No Credit (NC), or Withdrawal (W). A PASS at the graduate level will mean the student has met the existing B- requirement as outlined in the Graduate Calendar. Students cannot use these options for courses in which they are under investigation or have been found guilty of academic dishonesty.
4. The Withdrawal (W) procedure is unchanged however the deadline date is extended, as outlined below.

### Submitting the Request

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

### Request Deadline

7. The deadline for graduate students to request non-numeric grades, PASS (P), No Credit (NC), or W (Withdrawal) is **Friday May 15, 2020**.
8. If no request is filed by the deadline graduate 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 Withdrawal (W) 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 circumstances where a graduate student might question their grade or the assessment of their performance on a piece of work or in a Winter 2020 course.

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

11. A graduate student 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.
13. This option is available for any type of course. The student may request this for any number of courses in which they were enrolled in the 2020 Winter Term.
14. If a percentage grade in a course is required for future applications to another graduate degree or professional school, the student should contact their Faculty/Program Office for advising prior to requesting this option.

**OPTION 2: REQUEST GRADE OF NC (NO CREDIT)**

15. A graduate student 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. The student may choose this for any number of courses in which they were enrolled in the 2020 Winter Term.
18. A grade of 'NC' will not preclude the student from enrolling in the same course(s) in a subsequent term.

**OPTION 3: REQUEST OF W (WITHDRAWAL)**

19. A graduate student may request a withdrawal from the course.
20. These grades will be excluded from the calculation of the GPA
21. This option is available for any type of course. The student may choose this for any number of courses in which they were enrolled in the 2020 Winter Term.
22. A grade of 'W' will not preclude the student from enrolling in the same course(s) in a subsequent term.