

Complete Policy Title

Winter Term 2020 Grade Procedure for Undergraduate Students

Policy Number (if applicable):

Approved by

Senate Executive Committee

Date of Most Recent Approval

March 30, 2020

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.*

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## 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 in a way that is fair and equitable, the following changes are being recommended 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 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). Students cannot use these options for courses in which they are under investigation or have been found guilty of academic dishonesty.
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 2020 Winter Term.
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 2020 Winter Term.
18. A grade of No Credit will not preclude students from enrolling in the course(s) in a subsequent term