

Policy Title:	Grades		
Category:	<input type="checkbox"/> Institutional - Board	<input checked="" type="checkbox"/> Academic - Administrative	
	<input type="checkbox"/> Institutional - Administrative	<input type="checkbox"/> Employment - Administrative	
Approved by:	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
Date approved:	April 27, 2017	Effective date:	June 1, 2017
Policy Sponsor:	Vice President, Academic	Date last reviewed:	April 27, 2017
Date of Mandatory Review (expiry date)	April 2022	Date of last revision of Procedures	April 27, 2017

1 POLICY

1. The composition of a final grade includes assessments, assignments and other academic requirements in each course as prescribed in the course syllabus.
2. The minimum passing grade for students in the undergraduate program is 60% (C-)
3. The minimum passing grade for students in the Graduate Studies Chiropractic Residency Programs is 73% (B).
4. Grades are recorded as follows:

<i>Undergraduate Program</i>			<i>Graduate Studies Programs</i>		
<i>Letter Grade</i>	<i>Percentage</i>	<i>Grade Point</i>	<i>Letter Grade</i>		
A+	90-100	4.00	A+	90-100	4.00
A	85-89	4.00	A	85-89	4.00
A-	80-84	3.70	A-	80-84	3.70
B+	77-79	3.30	B+	77-79	3.30
B	73-76	3.00	B	73-76	3.00
B-	70-72	2.70	F	0-72	0.00
C+	67-69	2.30			
C	63-66	2.00			
C-	60-62	1.70			
F	0-59	0.00			
WF	Withdrawal with Failure (grade point of 0.00 included in GPA calculations)				
W	Withdrawal (not included in GPA calculations)				
INC	Incomplete may be assigned by the course coordinator if there is any outstanding work. Students must resolve the outstanding work within specified time lines and meet the promotional standards before proceeding in the program.				
TR	Transfer Credit				
PASS	Successful completion of a non-graded course				
FAIL	Unsuccessful completion of a non-graded course				

5. The Grade Point Average (GPA) is calculated per year. The Cumulative Grade Point Average (CGPA) is calculated over the entire academic program at CMCC and is used in determining promotion and awards.
6. Grade Point Averages are weighted calculations based on the grades received and the credit values of the courses.
7. The GPA is determined by multiplying the grade point (related to the final mark) with the course credits for each course and dividing this sum by the total number of credits obtained. Failed courses are included in this calculation.
8. Final course grades must be submitted to the Director of Education/Director of Graduate Studies within two weeks of the latter of the last scheduled class session, or the due date of the last assessment as detailed in the course outline. Final grades must be submitted to the Registrar within one week of the Director receiving the final grades in a course.
9. No grade change may be submitted any later than two weeks after students have been notified by the Registrar that their final grades have been posted, unless the student has submitted an Academic Appeal for the grade in question.

2 PURPOSE

To set out the official grading system for completed course work.

3 SCOPE

All students.

4 INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

- Federation of Canadian Chiropractic Standards for Accreditation of Doctor of Chiropractic Programmes, Section III Criteria for Accreditation: Policies and Procedures Standard C.1., g (Disclosure)
- Postsecondary Education Quality Assessment Board (PEQAB) Handbook for Private Organizations 2017, Degree Program Quality Review Standards: Standard 2, 11.b), d), e) and f) (Admission, Promotion and Graduation)

5 RELATED POLICIES (not a comprehensive list)

- Academic Appeals
- Graduation
- Student Promotion – Graduate Studies Chiropractic Residency Programs
- Student Promotion – Undergraduate
- Transfer Credit
- Withdrawal and Refund

6 DEFINITIONS

N/A

New Policy Approved (date):

Policy Revision History (dates):

Grades - March 22, 2007
May 25, 2011
Grades – Undergraduate - April 25, 2013
February 27, 2014
Grades – April 27, 2017

-----END OF POLICY-----

7 PROCEDURES

1. The Director of Education/Director of Graduate Studies must ensure that all final course grades are submitted by faculty in accordance with the policy.
2. All course final grades will be posted in the Student Information System by the Registrar no later than two weeks after the last day of the study period.

New Procedure Approved (date):

Procedure Revision History (dates):

March 22, 2007
April 25, 2013
February 27, 2014
April 27, 2017

8 ATTACHMENTS

None