

**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:	March 31, 2022	Effective date:	March 31, 2022
Policy Sponsor:	Dean, Undergraduate and Graduate Education	Date last reviewed:	March 2023
Date of Mandatory Review (expiry date):	March 2028	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. Final course grades are rounded up or down to a whole number.
3. The minimum passing grade for students in the undergraduate program is 60% (C-).
4. The minimum passing grade for students in the Graduate Studies Chiropractic Residency Programs is 73% (B).
5. Grades are recorded as follows:

Undergraduate Program			Graduate Studies Programs		
Letter Grade	Percentage	Grade Point	Letter Grade		
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				

6. 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.
7. Grade Point Averages are weighted calculations based on the grades received and the credit values of the courses.
8. Grade Point Averages are truncated to two decimal places.
9. 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.
10. 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)**

- Council on Chiropractic Education Canada (CCEC) Program Standards for the Doctor of Chiropractic Degree Program – Canada
- Council on Chiropractic Education (CCE) Accreditation Standards
- Postsecondary Education Quality Assessment Board (PEQAB) Handbook for Private Organizations

### **5. RELATED POLICIES (not a comprehensive list)**

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

### **6. DEFINITIONS**

N/A

<b>New Policy Approved (date):</b>	
<b>Policy Revision History (dates):</b>	Grades - March 22, 2007 May 25, 2011 Grades – Undergraduate - April 25, 2013 February 27, 2014 Grades – April 27, 2017 March 31, 2022

-----**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 study period.

<b>New Procedure Approved (date):</b>	
<b>Procedure Revision History (dates):</b>	March 22, 2007 April 25, 2013 February 27, 2014 April 27, 2017

## 8. ATTACHMENTS

None.