

Policy Title:	Interim Grades Policy (COVID-19) - Undergraduate		
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 checked="" type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
Date approved:	April 8, 2020	Effective date:	April 8, 2020
Policy Sponsor:	Vice President, Academic	Date last reviewed:	April 8, 2020
Date of Mandatory Review (expiry date)	August 2020	Date of last revision of Procedures	April 8, 2020

1 POLICY

1. Due to the unique and unprecedented challenges associated with the COVID-19 pandemic, CMCC is implementing an interim final grades policy.
2. The composition of a final grade includes assessments, assignments and other academic requirements in each course as prescribed in the course syllabus.
3. The minimum passing grade for students in the undergraduate program is 60% (C-)
4. Students may request to have numeric/letter grades recorded as Pass/Fail. Courses currently designated as Pass/Fail will remain Pass/Fail.
5. Grades will be recorded in one of two methods:
 - a. Letter grades are recorded as follows:

<i>Undergraduate Program</i>		
<i>Letter Grade</i>	<i>Percentage</i>	<i>Grade Point</i>
A+	90-100	4.00
A	85-89	4.00
A-	80-84	3.70
B+	77-79	3.30
B	73-76	3.00
B-	70-72	2.70
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	

- b. Courses with numeric/letter grades may be recorded as PASS or FAIL due to COVID-19 at the request of the student

PASS	Successful completion of a non-graded course
FAIL	Unsuccessful completion of a non-graded course

In the Pass/Fail format:

- a final grade of 60% or higher will be recorded as PASS and will be awarded course credit.
 - a final grade below 60% will be recorded as FAIL and no credit will be awarded.
6. A Pass/Fail grade change form will be provided to all students by the Office of the Registrar.
 7. Final, unofficial course grades will be released on KIRO by June 3, 2020. The deadline for students to submit the Pass/Fail grade request form for eligible courses is 5:00 pm (EST) on Monday, June 8, 2020.
 8. If a format is not selected by the student by Monday, June 8, 2020, the course grade will default to the standard format as stated in the course outline.
 9. The yearly GPA and cumulative GPA will be calculated as outlined in the Academic Calendar. Graded courses will continue to be factored into the GPA. Pass/Fail grades are not factored into GPA.
 10. Supplemental examinations will be administered according to the Supplemental Examination Policy. Supplemental examination marks are not eligible for Pass/Fail grades.
 11. All course grade formats submitted are final as of 5:00 p.m. (EST) on Monday, June 8, 2020.

2 PURPOSE

Due to the unique and unprecedented challenges associated with the COVID-19 pandemic, CMCC is implementing an Interim Grades Policy. This policy sets out the official grading system for completed course work, allowing a student to choose between a numeric/letter grade or Pass/Fail for any course(s) not currently designated as Pass/Fail.

3 SCOPE

This interim policy applies to all students currently registered in the following courses in the Doctor of Chiropractic program. Courses not listed below will be graded according to the course outline. This policy will be reviewed for continuation throughout the pandemic.

2019-2020 Academic Year			
Year I	Year II	Year III	Year IV
AN 1103	AN 2102	AN 3203	CE 4405
AN 1107	CD 2201	CD 3303	

CD 1201	CD 2302	CD 3305	
CD 1302	CE 2203	CD 3406	
CE 1101	CP 2203	CD 3407	
CP 1102	DI 2201	CD 3408	
CT 1105	PA 2203	CD 3409	
DI 1101	PA 2205	CD 3410	
PH 1101	PA 2306	CE 3304	
	PH 2204	CP 3306	
	PH 2205	CT 3307	
	PH 2206	CT 3308	
	AN 2102	DI 3301	
	CD 2201	DI 3302	
		PA 3201	
		PH 3407	

4 INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

- Council on Chiropractic Education Accreditation Standards, Principles, Processes & Requirements for Accreditation, Section 2 Requirements for Doctor of Chiropractic Degree Educational Programs: Curriculum, Competencies and Outcomes Assessment, 2018
- 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
- Grades Policy (2017)
- Graduation
- Examinations - Supplemental
- 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

7 PROCEDURES

1. If a student wishes to receive a Pass/Fail grade in lieu of a numeric/letter grade, they must submit a Pass/Fail Grade request form to the Office of the Registrar by the deadline indicated in section 1.7.
2. The Director of Education must ensure that all final course grades are submitted by faculty in accordance with the Grades Policy (2017)
3. With the exception of Supplemental Examination grades, all revised Pass/Fail final course grades will be posted in the Student Information System by the Registrar by June 15, 2020.

New Procedure Approved (date):

Procedure Revision History (dates):

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

8 ATTACHMENTS

None