

### **COVID-19 Temporary Academic Regulation Guidelines (Approved by APPC April 6, 2020).**

Due to the COVID-19 pandemic and the impact on the Winter term 2020, University of Calgary students were provided with the option to accept the assigned letter grade or to request a “CR/F” grading scheme for each of their Winter 2020 courses.

The use of the “CR/F” grading scheme will require modifications to several academic regulations. To provide guidance to Faculty Councils, temporary guidelines have been established for the following regulations:

- Academic Reviews (conducted after the Winter 2020 term)
  - Units Attempted/Load
  - “F” Grades
  - GPA Calculation
  - Academic Review
  - “F” Grades and Progression
  - Dean’s List
  - Pre-requisites (for Fall 2020/Winter 2021 courses)
  - Honours thesis
- Academic Standing (conducted after the Winter 2020 term)
  - Accreditation and Professional Certification
  - ATP Requirements
  - Re-appraisal of Final Grades
- Graduation Regulations (conducted after the Winter 2020, Spring 2020, Summer 2020 and Fall 2020 terms)
  - Graduation Checks
  - ATP and Graduation Checks
  - “With Distinction” and “First Class” standing
  - Academic medals
- Admission to Internship, COOP and Honours Programs (for the Fall 2020 and Winter 2021 terms)
- Change of Program (for the Fall 2020)
- Scholarship and Award considerations (for the Spring 2020, Summer 2020, Fall 2020 and Winter 2021 terms)

#### **Definitions:**

**“CR”** -Completed requirements. Carries no weight in calculating the grade point average. Unit load will be recognized; (example 3 units).

**“F”** - Failure. Did not meet course requirements. Carries no weight in calculating the grade point average. Unit load will be recognized; (example 3 units). For the Winter 2020 term only, does not carry weight.

#### **Academic Review**

1. **Units attempted/load:** While the CR/F grading scheme does not carry weight, the units attempted with a course graded using the CR/F system should still be considered when determining if an academic review should be conducted. For example, if a student attempted 15 units during the winter 2020 term and requested 6 units be graded with CR/F, these 6 units would still be captured in determining the load threshold for an academic review.

2. **“F” Grades** –All F grades will be treated as unweighted for the W2020 term due to potential confusion for students between a weighted and unweighted grade.
3. **GPA calculation:** the GPA should be based on all courses completed since the last academic review that include a grade point value.
4. **Academic Review:** The review should be triggered when the units attempted meets the threshold for the faculty. For most faculties this is a minimum of 18 units completed since the last academic review. Once a student has completed the minimum units to trigger the review, the GPA calculation would only be based on courses where a grade point value is provided.
5. **“F” Grades & Progression:** Faculties/programs that have academic progression requirements relating to F grades received would still apply if a student receives an unweighted F grade. If a student receives an “F” grade, they will not be permitted to progress in courses where the failed course is a pre-requisite requirement. An F grade is an attempt.
6. **Dean’s Lists:** Once a student has completed the minimum units to trigger eligibility for the Dean’s List (ranges from 15-30 units by Faculty), the GPA calculation would only be based on courses where a grade point value is provided.
7. **Prerequisites:** Students who present a CR will be assumed to meet pre-requisite requirements for future courses, including courses that have a minimum grade requirement.
8. **Honours Thesis Courses:** If admission is solely GPA based, it is recommended that GPA be calculated based on courses with available grade point values. If there is a capacity limit, it is recommended that only courses from the Fall 2019 term prior be used for selection.

#### **Academic Standing:**

1. Students who were in Good Standing and are now moving to Probation: recommend Probation status be applied.
2. Students who were on Probation and meet the GPA requirement to be cleared of probation should have Probation status removed.
3. Students who were on Probation, or were previously on Probation or in ATP, and identified to move to RTW status, a Probation status is recommended with ATP support. ATP should not be optional.
4. Students who were in ATP and identified to move to RTW status: recommend keeping on ATP for the Fall 2020 term and review after either the Fall 2020 term or the Winter 2021 term (faculty discretion to determine).
5. Students who were in ATP for a second year and identified to move to RTW status: recommend moving to RTW status.

Most faculties have statements in their academic regulations that enable them to conduct an academic review of the entire student’s record at any time. If a student receives F grades on all Winter 2020 courses or presents other indicators of not progressing in their program, a faculty has discretion to conduct an academic review.

While applying a RTW status is not advisable following the Winter 2020 term, it is recommended that faculties consider placing students on probation (or remain on probation) with mandatory participation in the ATP program. If a student chooses not to participate in ATP, RTW status would be applied (required to withdraw).

**Accreditation/Professional Certificate Requirements:** Accreditation & professional certification standards that specify requirements relating to progression and academic standing should be followed. If the standards requires a student be discontinued from a program, this should be

followed. Where possible, alternative program options to further support students can be discussed with the Student Success Centre.

### **ATP Program Requirements**

**Current ATP students:** It is recommended that students be permitted to remain in the ATP program for one additional term (Fall 2020). There would not be any additional costs for this and the same terms and conditions would apply for ATP.

**New ATP students:** Faculties that currently do not participate in the ATP program will be permitted to participate for the Fall 2020 / Winter 2021 academic year. Students who do not meet their minimum progression requirement but remain above a 1.70 GPA will be permitted to participate in ATP. Students must meet all ATP program regulations which includes a \$500 fee.

### **Re-Appraisal of Final Grades**

Students can decide to either accept the grade assessed, and then request the re-appraisal of final grade, or request the CR grade by May 22. After May 22, the CR option will no longer be available. The exception is the re-appraisal of a final "F" grade. If the re-appraised grade is a "D" or higher for undergraduates, or "B-" or higher for graduates, a student may request a CR grade.

### **Graduation Regulations**

1. **Graduation Checks:** Students are expected to meet the minimum units required to graduate (weighted and unweighted). The GPA would be calculated using courses with available grade point values. Faculties that have regulations regarding F grade with graduation would still apply. Students who do not meet the graduation GPA requirement would not be cleared to graduate.
2. **ATP and Graduation Checks** – if a student is currently on ATP and does not meet the graduation GPA based on Fall grades and available Winter 2020 grades should not be cleared to graduate.
3. **"With Distinction" and "First Class" standing:** It is recommended that GPA be calculated using the most recent units completed that include a grade point value, to the total units required. For example, if a faculty requires a 3.60 GPA based on 90 units, the most recent units going back to a total of 90 with a weighted grade point value should be used in the calculation. Faculties with regulations regarding "F" grades would still apply.
4. **Convocation medals:** It is recommended that GPA be calculated based on courses with available grade point values. If there is a tie, it is recommended that only courses from the Fall 2019 term and prior be used.

### **Admission to Internships, Honours Programs etc.**

It is recommended that the process used to conduct the academic review be used to determine a student's eligibility for admission to an Internship or honours standing. If a competitive admission process is required, it is recommended that courses with a grade point value from the Fall 2019 term and prior be used.

### **Change of Program**

It is recommended that faculties use the following process that will be utilized by the Admissions Office for transfer students:

- a. Admission average: All graded courses (minimum 12 units, maximum 30 units) will be used in the Admission GPA calculation.

- b. Required course: Courses that are graded or were awarded a CR will be used to meet required courses/pre-requisites.

**Scholarship and Award Consideration**

Students must still meet the unit requirements stated in the scholarship/award criteria. The GPA requirement will be calculated on the courses with available grade point values.

If the scholarship/award is solely based on GPA and there is a tie, the grades presented from the fall term and prior should be used.

## **FAQs for Faculty and Staff (for information)**

### **How are CR/F grades being applied to the student record?**

Once grade books have been closed, the CR/F grade will be added to the existing grading schemes for courses. This will allow Registrar Office staff to modify the course grade to the CR/F option without having to change the grading scheme for the course.

As grades are submitted, they will be updated. We are asking students on the online submission form to indicate if they are graduating this June to enable us to prioritize these updates.

Once the online submission system is created, the Registrar's Office will send out details to all faculties so they are aware how the process will work.

### **Will the CR/F grade apply to full year courses?**

Yes. Courses that span over the fall and winter terms will be eligible for the CR/F grade as the grade associated with the course is tied to the Winter 2020 term. This also applies to three unit courses that were scheduled as non-standard over the fall and winter terms.

### **Will there be a grade point assigned to any grades that receive an "F" in the winter 2020 term?**

No, all "F" grades will not carry any weight. While they do not carry weight, they are still an indicator of a failure and should be treated according to your faculty regulations.

### **Will the CR count toward meeting degree and pre-requisite requirements?**

Yes, while the CR does not carry a grade point value, students should be treated as successfully receiving credit for the course. For the Winter 2020 term, CR grades will be used to meet prerequisite and core program requirements.

### **If a student requests a deferral of final assessment can they be considered for a CR/F grade?**

Yes, students who request a deferral of final assessment will be able to request a CR/F grade after they view their final grade. Final grades for DFAs are due by June 5, 2020. Students will have until June 12 submit their request for the CR grade. F grades will automatically be non-weighted.

### **Can we assign weight to a CR/F course or look at the original grade that was submitted for academic review, award or graduation purposes?**

No, part of moving to the CR/F grading system is that there is no weight associated with these grades. Applying a weight would be unfair and would be difficult to ensure there are consistent practices across the campus. Students will be taking the CR grade for different reasons.

### **Can we go back to prior years to conduct academic reviews?**

Your academic review should follow your current faculty regulations. If you are only reviewing the fall and winter term courses, these are the only courses that should be included in the review. That said, if a student is not successful and a review of the entire record is warranted, faculties do have the discretion to do this on a case by case basis.

### **Should Fall and prior term grades be solely used to calculate the CoPs GPA (Change of Program)?**

For CoPs we are recommending that Faculties use all weighted grades available. If, due to limited space, an additional criterion is needed, Fall back grades should be considered for all CoPs to ensure there is consistency of practise.

**Do Faculties have the discretion to make case by case decisions regarding academic reviews?**

Most faculties have provisions in their faculty regulations that allow for reviews to be conducted at any time and considering the students entire academic record. Please review your faculty regulations.

**How will the CR be used for admission to Graduate and Professional Programs?**

FGS, CSM (MD program) and Vet Medicine are currently reviewing their processes for the Fall 2020 intake and beyond. Regulations will be established for future admission intakes over the course of the upcoming academic cycle.