

SECTION E: GRADES AND SPECIAL EXAMINATIONS

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I. GRADES FOR COURSES

Description of Grades

See the section "Grading System" in the Graduate Calendar. This applies to doctoral, master's, diploma and certificate students, but **not** to qualifying program students who follow the regulations as stipulated in the Undergraduate Calendar.

Meaning of Grades

Grades used in graduate courses or courses taken as part of a graduate program are A+, A, A-, B+, B, B-, C, PASS, FAIL, FAIL/ABSENT, AUDIT and IN PROGRESS. They are not equivalent to undergraduate letter grades.

Grade Point Average

Using the grade point equivalents listed below, grade point averages are calculated and used to measure academic achievement: A+ = 4.3, A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C = 2.0, FAIL = 0, and FAIL/ABSENT = 0.

Supplemental Examinations

Graduate students may not write supplemental examinations at Concordia University.

Procedure for Reporting Grades

Grades are reported electronically by faculty members through the MyConcordia Portal, and are approved by GPDs or Chairs and Deans. Students will receive F/ABS grades for unreported grades.

Deadline for "In Progress" Grades

In Progress is used when the work of a student in a course extends past the time for reporting grades. It will be converted to A+, A, A-, B+, B, B-, C, FAIL or FAIL/ABSENT if required work is submitted within three months of the completion of the course. In all other cases, the grade will be changed automatically to FAIL. This grade may be assigned only to individual students, not to entire classes. Students must complete a course with an *In Progress* notation by the deadline set by the instructor.

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The instructor will notify the student of the deadline in writing, but may not set a deadline later than the following dates:

- a) for fall one-term courses: April 1
- b) for winter one-term courses: August 1
- c) for fall-winter two-term courses: August 1
- d) for summer term courses: November 1

Note: Grade changes cannot be processed if the student has an outstanding balance.

Extension of Deadlines

With the approval of the GPD, students may request extensions to deadlines from the Associate Dean of Graduate Studies, Student Affairs, on the Student Request Form A (see [Appendix 4](#), Admission). If the request is approved, the SGS informs the Office of the Registrar, the GPD and the student of the outcome of any student request.

Fail Grades

Graduate students who receive a Failing grade in the course of their studies will normally be recommended for withdrawal by their program. If the student is permitted to continue, the GPD must state whether the course in question must be repeated or an alternative course taken, or any other conditions of continuance. These recommendations must be made as soon as possible after the grades are given.

Students will be informed in writing by the Associate Dean of Graduate Studies, Student Affairs of their standing and any conditions which apply. The Associate Dean will also inform the Office of the Registrar, and a notation will be entered on the student's record. If the student is not permitted to continue, the transcript will carry the notation, "Dismissed From Program". Students who receive another failing grade after re-admission will be withdrawn from the program.

C-Grades and Academic Standing

Graduate students are allowed to receive no more than one C grade to remain in good standing in the University. Individual programs may have stricter policies. The C-grade rule for any given program forms part of the specific program regulations, and should be communicated to the students in a clear fashion.

Students' academic progress is monitored on a periodic basis. To be permitted to continue in the program students in doctoral and master's programs must obtain a cumulative Grade Point Average (GPA) of 3.00

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based on a minimum of 12 credits. Students whose GPA falls below 3.00 are considered on academic probation during the following review period. Students whose GPA falls below 3.00 for two consecutive review periods are dismissed from the program.

Graduate Diploma and Certificate students must maintain a minimum GPA of 2.70 during their program of study in order to be considered a student in good standing.

If a student receives C-grade(s) in excess of the number allowed by the rule of the program, or a GPA lower than 3.00 (2.70 for Diploma and Certificate students), the GPD or the program graduate studies committee must recommend to the Associate Dean of Graduate Studies (Student Affairs) whether the student be permitted to continue in the program, and what conditions must be fulfilled, such as repeating the course or taking an alternative course. Students will be informed in writing by the Associate Dean of their standing and any conditions which apply, exactly as in the case of **Fail** grades.

Grade Notations

Pending is a notation used when a grade has not been reported at the time of production of a transcript.

Disc is a notation used to indicate that the student withdrew from the course in question before the withdrawal deadline. Discontinued courses and notations are recorded on official transcripts.

No-Cr (No Credit) is a notation which indicates that a student has not fulfilled the requirements of the course. This notation is limited to professional programs which require final accreditation from an outside body. A student receiving a No-Cr notation must repeat the course in the next semester in which the course is offered. Any student may receive only one No-Cr notation for any particular course and may receive no more than two No-Cr notations during their program.

Medical (MED) is used on students' records to indicate that long-term illness has rendered it not possible for the student in question to complete the academic requirements of a given course or activity. It is a permanent notation; it has no grade point equivalent.

A Student request for MED notations is made to the Graduate Program Director (GPD) who will forward it with a recommendation to the Dean of Graduate Studies. It must be accompanied by a medical certificate on a physician's original letterhead indicating that a long-term medical situation

prohibits the student from being able to complete the course. It must be submitted immediately following the deadline for reporting grades.

There is no refund of tuition or other applicable fees.

Appealing Grades

See the section "Academic Re-evaluation" in the Graduate Calendar for the procedure to be followed in appealing a grade. Please note that this set of regulations also applies to qualifying program students.

Qualifying Program Grading System

Qualifying program students are graded by the undergraduate system.

Annual Ph.D. Student Progress Report

By May 31 of each year, every Ph.D. supervisor must submit a Student Progress Report (see [Appendix 1](#)) for each of his/her Ph.D. students. The original should be sent to the GPD with copies to the Chair of the department, the student, the Dean of the relevant Faculty and the Assoc. Dean of Graduate Studies (Student Affairs).

II. COMPREHENSIVE EXAMINATIONS AND GRADES

Unless expressly permitted by the instructor, the possession of electronic communication devices is prohibited during examinations.

Master's Programs

Comprehensive examinations are administered by the program according to program regulations.

Doctoral Programs

All doctoral students must pass a comprehensive examination when course requirements are completed (or near to completion) and before starting thesis research.

The exact nature of the comprehensive examination is determined by the program. External examiners shall **not** be employed in the process of comprehensive examinations. Students who successfully complete a doctoral comprehensive examination are said to be "Admitted to Candidacy" for the doctoral degree.

Grading System

A "Pass-Fail" system of marking is used. If the student receives a "Fail" grade, and then achieves a "Pass" on a subsequent re-examination, both grades will appear on the student's transcript with the respective dates.

Reporting Grades

Results for comprehensive examinations are reported to the G.S.S.T., Office of the Registrar, by the relevant student's program using the Grade Activity Form.

III. LANGUAGE REQUIREMENTS AND GRADES

Requirements

Language requirements are administered by the program according to program regulations.

Grading System

A "Pass-Fail" system of marking is used.

Reporting Grades

G.S.S.T., Office of the Registrar, is notified by the relevant student's program using a Student Request Form "A".

IV. INTERNSHIP EVALUATION AND GRADES

Administration and Evaluation

Internships are administered by the program according to program regulations. Since the exact nature of an internship varies from program to program, each program determines its own method of evaluation. However, it will usually include such things as receiving from the student a report of their activities, reviewing the assessment of the student by the supervisor in the internship setting, and may also include an evaluation by a member of the department.

Grading System

A "Pass-Fail" system of marking is used.

Reporting Grades

The G.S.S.T., Office of the Registrar, is notified of the final grade for an internship by the submission of a Grade Activity Form.

V. THESIS GRADING AND THESIS DEFENCE

All information concerning thesis grading and thesis oral defences is contained in Section F, Thesis.

VI. INTER-UNIVERSITY COURSES

The grades achieved at other institutions for courses taken under the Inter-University Agreement will be recorded on Concordia records and transcripts using a Conversion Table (see [Appendix 2](#)) that is published by the Office of the Registrar each academic year. Copies of the conversion table are available at the Birks Student Service Centre. These grades will be included in the calculation of Grade Point Averages in the same manner as any grade achieved in a course taken at Concordia.