

## 2019 Winter Session Term 2 Credit/D/Fail and withdrawal academic concession practices

**For 2019W Term 2 only**, rather than receive a percentage grade, you can choose to be evaluated in a course on a Credit/D/Fail basis or you can choose to withdraw from a course (i.e., “W” for course on your academic transcript). You can choose either of these options now or after you've seen your final grade in the course. This is not an all-or-nothing concession approach; you can choose Credit/D/Fail or “W” for any one of your courses, all of your courses, or none of your courses.

### Grading options for courses completed in April 2020

- **Accept the grade assigned** when you complete your course.
- **Withdraw from your course(s) with a W**, with no credit received, no tuition refund, and a “W” for the course on your academic transcript.
- **Change your registration in any or all of your courses (including two-term courses) to Credit/D/Fail grading.** Your percentage grade in a course will be displayed as follows on your academic transcript:
  - “Cr” is assigned when the grade is 55% or higher. Degree credit is earned.
  - “D” is assigned when the grade is 50-54.9%. Degree credit is earned.
  - “F” is assigned for grades below 50%. Degree credit is not earned.

Credit/D/Fail courses taken in 2019 Winter Session Term 2 can be counted towards all degree and specialization requirements.

We strongly recommend that you wait until **after** you have seen your final grades before requesting to switch a course(s) to Credit/D/Fail grading as you will not be permitted to switch back to a percentage grade at a later date.

Carefully review the implications and consequences of switching to Credit/D/Fail grading or withdrawing from courses by reading the detailed questions and answers below. Consult with an academic advisor in the Undergraduate Office if you have any questions or concerns.

To request Credit/D/Fail grading or course withdrawal please email [bcomquestions@sauder.ubc.ca](mailto:bcomquestions@sauder.ubc.ca) after all your grades have been posted and an academic advisor will review your case and update your records if applicable.



## Request process and eligibility

### What is Credit/D/Fail grading?

The Cr/D/F grading policy allows you to earn a Credit, D, or Fail standing instead of a percentage grade on your academic transcript for eligible courses. These standings are awarded as follows:

- Cr is awarded for a grade of 55% or higher.
- D is awarded for a grade of 50-54.9%.
- F is awarded for a grade of less than 50%, where 50% is the passing grade.

### How do I request to switch to Credit/D/Fail grading or to withdraw from a course?

To request Credit/D/Fail grading or course withdrawal please email [bcomquestions@sauder.ubc.ca](mailto:bcomquestions@sauder.ubc.ca) after all your grades have been posted and an academic advisor will review your case and update your records if applicable.

### Which courses are eligible for Credit/D/Fail grading?

Any undergraduate courses that will be completed in April 2020 (2019W Term 2 and 2019W two-term courses) are eligible to be switched to Cr/D/F grading, including courses taken to fulfill Commerce core requirements, electives, options, minors, concentrations, and the BUCS program. Cr/D/F grading is available for all Commerce and non-Commerce courses—including any that are currently listed in the UBC Calendar as *This course is not eligible for Credit/D/Fail grading*.

### Will I be able to choose Credit/D/Fail grading after this term if I have already reached the 6-credit session limit or the 12-credit degree limit?

Courses taken for Cr/D/F grading during 2019W Term 2 will not be counted toward your 6-credit session limit or your 12-credit degree limit. If you've already taken up to six credits of courses in 2019W Term 1 as Cr/D/F or have already reached your 12-credit degree limit, you can still choose to switch some or all of your Term 2 courses.

### Do I need to submit any documentation when requesting a switch to Credit/D/Fail grading or to withdraw from a course?

No. Documentation is not required, however, an academic advisor may reach out to you to discuss your request before processing it.



### **What if all of my grades are not posted by the deadline?**

We expect all Term 2 grades to be available by the May 6, 2020 deadline. If your grade is not available, please contact the [Undergraduate Office](#).

### **If I choose to switch to Credit/D/Fail grading can I switch back to a percentage grade if I change my mind?**

No. Once you have chosen to switch a course(s) to Cr/D/F grading, you may not revert back to a percentage grade at a later date. We encourage you to speak with an academic advisor at the Undergraduate Office if you have any questions or concerns before submitting your request.

### **This is my 6th year at UBC Sauder. If I choose to withdraw from courses will I still be able to finish my degree in spite of the six-year completion rule?**

Given the current circumstances, you will be permitted to complete your studies in the 2020 Winter Session if you choose to withdraw from any degree requirements this term.

## **Averages and grade minimums**

### **I'm at risk of not meeting the minimum 60% continuation requirement for the 2019 Winter Session. Will the COVID-19 pandemic's impact on my studies be taken into account when my academic progress is assessed in May?**

Each student will be evaluated on an individual basis. If you do not achieve the minimum 60% winter session average required to continue in the BCom program, you may request that your circumstances be evaluated on their own merits by submitting a letter of appeal to the UBC Sauder Undergraduate Office by the last day of May. Learn more about the information your appeal should include and how to submit it under *Appeal process* at [mybcom.sauder.ubc.ca/courses-money-enrolment/exams-and-grades/promotion-requirements](http://mybcom.sauder.ubc.ca/courses-money-enrolment/exams-and-grades/promotion-requirements).

The timing of the COVID-19 pandemic and its potential impact on academic performance will be taken into consideration when making decisions regarding appeals to continue in the BCom program.

## **Can I switch ENGL 112, WRDS 150, or COMM 390 to Credit/D/Fail given that I need at least 60% in these courses for them to count towards my BCom degree?**

Yes. For this term only (2019W Term 2), achievement of 'Cr' or a minimum percentage grade of 55% in these courses will satisfy BCom degree requirements. Achievement of "D" or "F" in these courses will not satisfy BCom degree requirements.

## **Course withdrawals**

### **If I withdraw from courses, will I receive a refund for tuition or student fees?**

No. Tuition and student fees will not be refunded for late withdrawals.

### **I'm an international student. How will switching to Credit/D/Fail grading or withdrawing from courses affect my immigration status, eligibility to work, and health insurance?**

Please visit [UBC's International Student Guide](#) for further information. If you have additional questions, please email [isa@students.ubc.ca](mailto:isa@students.ubc.ca) for assistance (be sure to include your student number).

### **How will withdrawal from courses affect my student loans?**

Please contact your [Enrolment Services Advisor](#) to discuss how course withdrawals will affect your student loans.

## **Scholarships and academic distinctions**

How will switching courses to Credit/D/Fail grading affect my eligibility for...

### **Scholarships and awards?**

To earn and retain a scholarship or other academic award, you must be registered in 24 percentage-graded credits during the winter session. Given the current circumstances, you will retain a 2019W award if you choose to switch any Term 2 courses to Cr/D/F and drop below 24 percentage-graded credits. However, please note, if you drop below 24 percentage-graded credits in 2019W, you will **not** be eligible for 2020W scholarships and academic awards, and if you are the recipient of a renewable award you will not be eligible for the renewal(s).

## Degree with Honours?

To be eligible for a Degree with Honours, you must:

- achieve a graduating average of 80% or greater. Your graduating average is calculated on all senior-level (300 and 400-level) percentage-graded COMM and COHR courses (and CPSC courses for students in the BUCS program). The average is calculated to 2 decimal points and is not rounded.

### EXCEPTION:

- If you **HAVE** Cr/D/F grades for any senior-level COMM/COHR (and CPSC for BUCS) in 2019W Term 2, then **ALL** senior-level COMM/COHR (and CPSC for BUCS) courses taken in 2019W Term 2 are **EXCLUDED** from your graduating average calculation.<sup>1</sup>
- If you **DO NOT HAVE** Cr/D/F grades for any senior-level COMM/COHR (and CPSC for BUCS) in 2019W Term 2, then ALL senior-level COMM/COHR (and CPSC for BUCS) courses taken in 2019W Term 2 are **INCLUDED** in your graduating average calculation.
- meet ONE OF the following credit requirements:
  - 24 percentage-graded credits in Year 3 or Year 4, **OR**
  - At least 24 credits in the 2019 Winter Session including 12 percentage-graded credits in 2019W Term 1

## Dean's Honour Roll?

To be eligible for the Dean's Honour Roll in the 2019 Winter Session, you must:

- pass all courses (including courses taken for Cr/D/F; excluding late course withdrawals)
- be registered in a minimum of 24 credits (percentage-graded and Cr/D/F) within the winter session (Terms 1 and 2)
- achieve an average of 80% or greater on **ONE OF**:
  - all percentage-graded courses taken during the winter session (Terms 1 and 2), **OR**
  - all Term 1 percentage-graded courses if a minimum of 12 percentage-graded credits were completed that term

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<sup>1</sup> If you have CR/D/F grades for any senior-level COMM/COHR (and CPSC for BUCS) in 2019W Term 2 and you have taken a six-credit percentage-graded COMM course during 2019W that spanned Terms 1 and 2 (COMM 466, COMM 486W), your percentage grade for the six-credit course will be included in your graduating average calculation, however, it will be weighted for only 3 credits rather than 6 credits.

## Option selection, exchange, Co-op, and athletics

How will switching courses to Credit/D/Fail grading affect...

### Choosing my option?

If you are starting Year 3 in September 2020, you will select your option when you register in your courses for the 2020 Winter Session. Your registration date and time for the 2020 Winter Session will be determined by your 2019 Winter Session average. This is the average of all percentage-graded courses attempted from September 2019-April 2020, and does not include Cr/D/F graded courses. The higher your 2019W average, the earlier your registration and the higher the likelihood that you will be able to select your preferred option and register for your preferred schedule of courses. Due to the COVID-19 pandemic and the subsequent 2019W Term 2 academic concession practices that allow for Cr/D/F grading and withdrawals from courses, achievement of the previously published cutoff averages of 75% for the Finance option and 68% for the Accounting option may no longer guarantee selection of these options. These two options will close once their corresponding required Year 3 option courses fill up. This may result in their cutoff averages being slightly higher than the previously published cutoff averages.

We don't recommend that students choose Finance or Accounting if they have not demonstrated a solid foundation of understanding in their second year quantitative Commerce courses. Strong academic performance in COMM 290, 291, 293, 294, 295, and 298 is indicative of a student's ability to successfully complete these options.

### Coming back from an exchange completed during 2019 Winter Session Term 2?

Regardless of whether or not your exchange institution has offered you the choice to switch to alternate grading (e.g., Pass/Fail), you will receive the same allowances for averages and percentage-graded credit minimums for UBC-related requirements as students choosing to switch to Cr/D/F in their UBC courses. Note, the transcript you receive from your exchange institution will reflect their grading policies; not those of UBC.

### Going on an exchange during the 2020 Winter Session?

Students are expected to maintain a 70% grade average (or in some cases a higher average depending on the partner institution) in each term prior to their exchange. Courses taken for Cr/D/F will not be included in your average.

## **Applying for an exchange in 2020 Winter Session Term 2 (round 2 application deadline)?**

If you have fewer than 9 percentage-graded credits in 2019W Term 2, your Term 1 grades will also be considered when evaluating your application.

## **Applying for the Co-op program?**

To be decided. In past years, applicants to the Co-op program must have achieved a minimum grade average of 72% (calculated on all percentage-graded post-secondary courses completed to date).

## **My status as a Varsity Athlete?**

Some associations and conferences have specific academic requirements. We recommend that you discuss your individual circumstances with an academic advisor in the [Undergraduate Office](#) to familiarize yourself with academic options. We also encourage you to meet with a Manager, Academics & Compliance in the UBC Athletics and Recreation department before switching to Cr/D/F or withdrawing from any courses.

## **Post graduate programs**

### **Will graduate schools consider courses I switch to Credit/D/Fail?**

Different schools and programs have different entry requirements and processes for evaluating applicants. Given that the COVID-19 pandemic is impacting everyone globally, it's possible that some schools may allow for alternate assessments or grading this academic term, however, you are advised to contact the institution you have applied to or are planning to apply to for confirmation of their admissions policies.

### **Will CPA accept prerequisite courses if I switch them to Credit/D/Fail given that they normally have a minimum grade requirement?**

Per their website, CPA states:

The CPA profession will accept any changes made by PSIs [post-secondary institutions] to CPA-approved preparatory and accredited courses, including online delivery, alternate assessment methods, etc. The CPA profession will ensure full recognition of these courses and students will receive full credit for these courses for entry into the CPA Professional Education Program (CPA PEP). [[referenced on March 27, 2020](#)]

For any additional clarification, please contact CPA directly: <https://www.cpawsb.ca/contact-us/>

## Admission to UBC Sauder BCom

### **I've applied to transfer to the BCom program. How will Credit/D/Fail courses be assessed when you process my application?**

An overall and core average are calculated for transfer admission to the UBC Sauder BCom program. For the purpose of admission evaluations, a 2019W Term 2 course with a Credit/D/Fail or Pass/Fail grade instead of a percentage/letter grade will be considered to have the following equivalencies:

- A grade of "Cr" or "P" will be considered equivalent to 68% (B-)
- A grade of "D" will be considered equivalent to 50% (D)
- A grade of "F" will be considered equivalent to 0% (F)
- A grade of "Cr" or "P" fulfills the minimum grade of 60% (C) required for ENGL

A grade of "W" (withdrawal) will not meet the admission requirements.

### **If I choose Credit/D/Fail or a percentage grade to optimize my admission average, how will my decision impact other eligibilities such as registration times, option selection, scholarships, Co-op, athletics etc.?**

Your choice may very well impact other eligibilities. Each student's situation is unique. It is your responsibility to consider the possible impacts, and then weigh the benefits and disadvantages before making a final decision. Do your due diligence. Only you know what is most important to you.