

FINAL GRADES

Consistent with best practice at the majority of Post-Secondary Institutions (PSIs) in Alberta, King's is committed to providing letter grades for winter 2019-20. Our faculty and staff are here to help you successfully complete your term online. As part of this, letter grades will remain the most meaningful indicator of student achievement at most PSIs in Alberta, including the King's University.

However, we understand that you may have circumstances that are preventing you from completing your studies to your satisfaction at this time. Given the challenging times we find ourselves in we want to assure you that your grades obtained in this semester will not negatively affect your academic standing determination at the end of the semester. We are also providing you with additional course mark options to help you complete your courses, **but please choose wisely because your decision may affect your future academic career.**

Choices

Up until the last day of classes on April 17th 11:59 pm, **you may choose to withdraw from courses** by emailing registrar@kingsu.ca. You will find more details about how to withdraw at the end of this document. This action will not negatively affect your academic standing¹. For each course you choose to continue in you will receive your final letter grade after the end of the exam period.

Once you have your final letter grades, you have two options:

1. To stick with your assigned letter grades in each of your courses, or
2. To have your assigned letter grade for one of more of your courses converted into a Pass (PA) or Fail (FA). Both PA and FA grades are non-punitive grades in that they will not negatively impact your grade Point average (GPA) however there are other implications of PA/FA grades. Generally, students who receive a letter grade of C- (or higher) are **strongly encouraged to keep their letter grade.**

Explanation of potential short and long term implications of PA/FA grades

Before you make this request, please be aware of the following:

1. Whether you choose to stick with letter grades, which is the most meaningful measure of your academic achievement, or elect to have a PA/FA grade in one of more of your courses, **your transcript will have a**

¹ International students should inquire with courtney.radatz@kingsu.ca whether doing this may affect their status.

notation in relation to the winter 2019-20 semester being an extraordinarily unusual semester with the onset of COVID-19 and thus students had the option of letter grades or PA/FA grades for each course.

2. If you are hoping to be eligible for returning scholarships and awards OR are planning to apply for scholarships and awards for fall 2020-21, your eligibility may be impacted if you opt for PA/FA grades. Merit-based scholarships and awards are based on grade Point average (GPA), and as stated earlier, PA/FA grades do not contribute to your GPA. To be eligible for scholarships, students must present a minimum of four letter grades (non-PA/FA) in each of the semesters related to eligibility. Similarly, to be eligible for bursaries and other awards, students must present a minimum of three letter grades (non-PA/FA) in each of the semesters related to eligibility.
3. If you are planning on transferring to another Post-secondary institution, courses with a grade of PA/FA may not be accepted as transfer credit by the receiving institution.
4. Courses with PA/FA grades may negatively impact your acceptance to a Professional Program or Graduate School.
5. Courses with PA/FA grades will disqualify you from Honours designation as PA/FA grades do not contribute to GPA, Cumulative GPA, minor or major GPA, or Graduating GPA.

Process

1. Students wishing to withdraw from one of more of their courses must do so on or before the last day of classes, Friday April 17, 2020, 11:59 pm by emailing registrar@kingsu.ca **from your King's email and indicating which course or courses you wish to withdraw from, using the full course code (letters and numbers) and section code (letter) with your professors name.**
2. Final Winter 2019-20 letter grades are due from the professors on May 1st and should be posted by May 5th.
3. **You will have until May 11th to review your letter grades.**

For the courses you have passed you may choose whether you would prefer a PA/FA grade rather than the letter grade you received. If you want this change you will need to email registrar@kingsu.ca **from your King's email and indicate exactly for which course or courses you wish to be assigned a PA/FA grade by providing the full course code (letters and numbers) and section code (letter) with your professor's name.**

The deadline for requesting such a change is Monday May 11th at 11:59 pm. Once again, because of how PA/FA grades are being used under a Hybrid model across Alberta at least, students who receive a letter grade of C- (or higher) are strongly encouraged to keep their letter grade. Students who have received a F are well-advised to request a FA.

4. If you elect for a PA rather than a passing letter grade in one of more courses, your grade will be converted from the letter grade assigned by your professor to a PA. **This conversion will be final and is not reversible.**