

	Policy No.	Officer Responsible		
	S.2016-01	President		
	Policy Title			
	GRADE ASSIGNMENT DURING AN ACADEMIC DISRUPTION			
Approved by	Replaces	Category	Next Review	
Senate		B	2020	
Date Issued	Date Revised	Related Policies, Procedures, Reference		
April 2016		S. 2016-01-01 GRADE ASSIGNMENT DURING AN ACADEMIC DISRUPTION PROCEDURES		

1. OVERVIEW

Capilano University is committed to the success of its students. If an academic disruption occurs during the normal course of educational programs, the University will take all reasonable steps to ensure that students' academic progress is not unfairly affected. This policy outlines how grades will be assigned when normal learning and assessment are disrupted.

2. LEGAL FRAMEWORK

Section 35.2(5) of the *University Act* states that the Senate has the power and duty to:

- a. set policies concerning examinations and evaluation of student performance (subsection (e)); and
- b. set criteria for academic standing, academic standards and the grading system (subsection (h)).

3. PRINCIPLES

The University recognizes that an academic disruption may affect the operation of the University and may have an impact on the ability of students to complete their academic requirements. The goals of this policy are:

- to ensure the academic integrity of Capilano University programs;
- to ensure the fair and equitable treatment of students; and
- to provide timely information to students, faculty, and staff.

4. ACADEMIC DISRUPTION

To enact this policy, the President must declare that an academic disruption has occurred.

An academic disruption may occur when academic activities are substantially interrupted or impeded as a result of a strike, a lockout, a demonstration, a natural disaster, or other events.

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An academic disruption halts the delivery of the University’s academic programs and/or courses for a period of time with no immediate prospect for restarting.

In determining whether a disruption is substantial, the following factors may be considered:

- the duration of the actual or anticipated disruption;
- the point in time at which the disruption occurs;
- the availability and/or accessibility of physical and instructional resources;
- the impact on timing and sequence of evaluations such as assignments, presentations, examinations, practicums etc.;
- the degree to which the disruption is limited to a physical location or to one or more departments or Faculties;
- the impact on academic program(s).

When the President declares an academic disruption, all policies related to admission, continuance, grading, graduation, and appeals are temporarily suspended and authority is delegated to the Vice-President Academic and Provost. This delegation will be in effect until the President rescinds the declaration of an academic disruption. After rescission, all policies are reinstated and all defined authority will be returned to the Senate. The resumption of the regular class schedule may not, in itself, be sufficient grounds to rescind the declaration of an academic disruption.

5. GRADES ASSIGNED UNDER A DECLARATION OF AN ACADEMIC DISRUPTION

Under a declaration of an academic disruption, the Vice-President Academic and Provost, in consultation with the Registrar and the Deans, will determine if it is possible and appropriate for grades to be assigned and which grading options can be used.

The following grading options may be considered:

- a final letter grade based on work submitted to date;
- a final grade of “Credit” or “No Credit” (“CR”/ “NC”) based on work submitted to date;

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- a final grade based on the completion of the remaining work, if feasible;
- a final grade of “Withdrawn” or “W” if requested by the student.

The Vice-President Academic and Provost, in consultation with the Registrar and the Deans, will determine which option(s) will be applied by faculty when submitting final grades. Where no agreement can be reached among the Deans, Registrar, and Vice-President Academic and Provost, the decision of the Vice-President Academic and Provost will be final.

The Registrar retains the right to assign a grade of “No Grade Reported” (“NGR”).

6. GRADE APPEAL

Once the declaration of an academic disruption has been rescinded by the President, grades assigned under this policy may be appealed to the Senate under the standard appeals processes.