Hello Students of Ridgetown Campus:

Like all universities in Ontario, University of Guelph, Ridgetown Campus will continue to have some final exams at the discretion of the instructor.

If an instructor has determined that a scheduled final exam is necessary to sufficiently assess learning outcomes, a final exam will proceed as planned. This applies to all modified exams and final assessments.

Student success and well-being is of the utmost importance to the University.

The University understands that an alternate format of learning and testing will present challenges. We have provided students with a range of options that allow them to complete the semester and provide some flexibility and assurance during this uncertain time.

At the end of the semester, once all coursework and exams have been completed, students will have three final grade options made available to them for each course on their W20 academic records:

1. keep the recorded final numerical grade;
2. opt to turn a numerical grade into a “P” (Pass) code in place of the recorded final grade (as long as the final grade indicated is 50% or above);
3. drop the course from their academic record without penalty

Answers to FAQs about final exams and end-of-term grade options for undergraduate students are below.

**Winter 2020 Final Exams**

**Q: Where will the W20 courses’ updated final exam information be posted?**

The modified/updated final exam information for W20 will be provided to you by your instructor via a notice posted on CourseLink &/or an email sent to you by your course instructor. Ridgetown Campus’s modified final exam period will start Monday, April 13 and end Friday, April 17.

**Q: Exams are scheduled for a four-hour window, will I potentially have all four hours available to complete the exam?**

No. Understanding that online exams will take time to setup, exams will occur within a four-hour window. However, students will have two hours to complete an exam once they have started. Students are encouraged to begin the exam at the start of the designated exam period to accommodate any connection difficulties. If the student is registered with SAS and requires time and a half to complete the exam, this will be arranged on a student-by-student basis.
Q: Who should a student contact if they are concerned about the technology required to complete their final exam?  
A: Students should email courselink@uoguelph.ca by April 10 if they require technical support or resources. CourseLink has resources available to help students with technology concerns and can work with and advise students on their technology needs.

Q: I have a laptop and home internet, but I am concerned about the internet stopping during my online exam. Can I come to campus that day to access reliable internet?  
Extra time has been built into the exam schedule to allow for short disruptions of internet connectivity. Ridgetown Campus students are not able to write final exams at the campus.

Q: What should I do if I experience a technical difficulty or internet disruption during an exam?  
Students should immediately contact CourseLink Support at 519-824-4120 ext. 56939 or Toll Free: 1-866-275-1478 (Canada and USA).

Q: If I experience technical difficulty during the exam, can I ask for a deferred exam?  
Students are asked to contact CourseLink immediately (phone number indicated above) in the event of a technical difficulty. If you cannot complete an exam due to technical difficulties, please contact your Program Counsellor.

Q: Will a deferred exam be face-to-face?  
No. At this time, exams deferred to the summer semester will not be face-to-face.

**Final Grades**

Q: Is there a revised grading structure? Does it apply to all courses?  
Yes. After the final exam period and once students have received their grades, the following options will be available to them for each course:

1. Keep final numeric grade awarded – No action required  
2. Assign a “pass” designation, **when a passing grade is achieved** – Submit an electronic form to Office of Registrarial Services (available next month). A code of “P” (pass) will replace the original numeric grade.  
3. Drop the course via WebAdvisor

The “pass” designation does not affect your semester average or your cumulative GPA. You will receive credit for the course.

This revised grading structure (numeric grade or “pass”) applies to all students and courses. All students, except students in the DVT/DVTA programs, can drop courses without affecting their continuation of study. DVT/DVTA students should consult their Program Coordinator for further details.

Students will have until Wednesday, May 20, 2020 to make their choice for each Winter 2020 course.
Q: When will final grades be posted?

Final grades that have been received in the Office of Registrarial Services will be posted to WebAdvisor beginning April 30, 2020. Grades will continue to be updated on WebAdvisor as they are received until May 6, 2020.

Q: Will numerical grades count toward semester and cumulative GPAs (averages)?

Yes.

Q: Do students need to write the final exam to get a 'pass' designation?

Provided a student has achieved a passing final grade, factoring in a grade of zero on the final exam, then no, they do not need to write the final exam. If no deferred exam is requested, the final grade will be posted (i.e., cumulative total, coursework + exam) and the student will have the opportunity to choose to drop the course or assign a “pass” in place of the numeric grade.

Q: How will a request for a 'pass' designation be processed?

Student requests for a “pass” designation will be submitted via a form that will be posted to WebAdvisor. The Office of Registrarial Services will process these requests. This is not an approval process. Students have the freedom to retain their numeric final grade, assign a “pass” in place of the numeric grade; or drop the course from their academic records.

Q: Will a 'pass' designation receive any notation that makes it clear this course was taken during the COVID-19 pandemic?

The University is exploring best practices to indicate academic disruption on official transcripts.

Q: How will professional schools and other post-secondary institutions view the 'pass' designation for admission?

Professional schools and other post-secondary institutions are evaluating these requirements.

Q: Will this grading policy apply to students with deferred exams from F19 courses?

No. This policy was implemented to support student mental health and to acknowledge challenges students will encounter with alternative formats of learning. Students with deferred exams from F19 completed all coursework in its original format. They may choose to request deferred privileges.

Q: Will this grading policy apply to students requesting deferred exams from W20?

Yes. This grading scheme will apply to all winter 2020 students affected by the transition to alternative delivery models for their coursework.
Q: Do students need to write the final exam to get a 'pass' designation?

Provided a student achieved a pass, even with a zero on the final exam, then no, they do not need to write the final exam. If no deferred exam is requested, the final grade will be posted (i.e., cumulative total, coursework + exam) and the student will have the opportunity to choose to drop or assign a “pass”.

Course Drop

Q: When is the last day to drop classes?

The last day to drop classes is Wednesday, May 20, 2020, after students have received their final grades.

Q: Is there a limit to the number of 'pass or 'drop' designations that students can assign in winter 2020?

No. Students have the choice to have a “pass” designation (form required); or drop courses via WebAdvisor for each course in which they are enrolled.

Q: Can students drop a course they passed?

Yes, but the University strongly advises against it at this time.

Q: If I drop a course, will I get a refund?

No refunds will be issued to students who decide to drop a course.

Q: With my courses being taught in an alternative delivery format, will I get a refund for my tuition?

The final three weeks of Winter 2020 classes have moved to an alternative delivery format to allow students to complete the semester. As instruction is still available through these alternative delivery formats, tuition refunds will not be issued.

Q: Can students who have been found guilty of academic misconduct drop the course?

In line with U of G’s usual procedures, a student being investigated or found guilty of academic misconduct will be re-registered if they drop the course. Students can request academic consideration by contacting the Ridgetown Campus Program Counsellor.