



**FOR APPROVAL**

**PUBLIC**

**OPEN SESSION**

**TO:** Academic Affairs Committee

**SPONSOR:** Amrita Daniere, Vice-Principal Academic and Dean  
**CONTACT INFO:** 905-828-3719, [vpdean.utm@utoronto.ca](mailto:vpdean.utm@utoronto.ca)

**PRESENTER:** Lorretta Neebar, Interim Registrar and Director of Enrolment  
**CONTACT INFO:** Management

**DATE:** September 6 , 2017 for September 13, 2017

**AGENDA ITEM:** 5

**ITEM IDENTIFICATION:**

Modification to Existing Academic Regulation: UTM Credit/No Credit Policy

**JURISDICTIONAL INFORMATION:**

Under section 5.6 of its terms of reference, the Academic Affairs Committee is responsible for minor amendments to Campus academic regulations that are consistent with University-wide policy.

**GOVERNANCE PATH:**

- 1. Academic Affairs Committee [For Approval] (September 13, 2017)**

**PREVIOUS ACTION TAKEN:**

On April 25, 2017 the Academic Affairs Committee approved an amendment to the UTM Credit/No Credit Policy in which the deadline to select the Credit/No Credit option was moved from the last day to cancel a course from the academic record, to the last day of classes, effective May 1, 2017.

**HIGHLIGHTS:**

The Credit/No Credit Policy was introduced at UTM in the fall of 2011 to allow degree students the option of having a limited number of their courses assessed on a credit/ no credit basis (as opposed to a percentage grade). The purpose of this Policy is to provide students the opportunity to take courses outside of their ‘comfort zone’ without negative impact to their academic record.

In addition to the amendment approved on April 25, 2017, the proposal is to provide further clarification on the deadline to select the Credit/No Credit option. It will now be explicitly stated that for courses with a final examination, students must choose CR/ NCR by the final day of

classes in the term the course is offered, provided the student has not yet written the final exam. In courses with no final exam, the student must not have written the final test or submitted the final assignment. This is the same condition currently being used for the Late Withdrawal without Academic Penalty (LWD) option. This minor change to the CR/NCR policy aligns the conditions of the two options.

**FINANCIAL IMPLICATIONS:**

There are no net implications for the campus' operating budget.

**RECOMMENDATION:**

Be it Resolved,

THAT the modification to the UTM Credit/No Credit Policy, proposed by the Office of the Registrar, recommended by the Vice-Principal Academic & Dean, Professor Amrita Danieri, and described in the proposal dated August 29, 2017, be approved, effective September 14, 2017.

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**DOCUMENTATION PROVIDED:**

*Amendment to an Existing Academic Policy Proposal: Credit/ No Credit Policy*

*Current and Proposed Calendar Copy UTM Credit / No Credit Policy (clean and track changes copy)*

**University of Toronto Mississauga  
Proposal to Amend an Existing  
Academic Policy**

<b>Policy Name:</b>	Credit/ No Credit
<b>Administrative Office:</b>	Office of the Registrar
<b>Faculty / Academic Division:</b>	University of Toronto Mississauga
<b>Faculty / Academic Division Contact:</b>	Yen Du Program & Curriculum Officer <a href="mailto:yen.du@utoronto.ca">yen.du@utoronto.ca</a>
<b>Administrative Office Contact:</b>	Lorretta Neebar Interim Registrar & Director of Enrolment Management <a href="mailto:lorretta.neebar@utoronto.ca">lorretta.neebar@utoronto.ca</a>
<b>Effective date:</b>	September 14, 2017 (immediate publication in the 2017-2018 UTM Academic Calendar upon approval)
<b>Version Date:</b>	August 29, 2017

## **1 Summary/ Background**

Since 2011-2012, the University of Toronto Mississauga (UTM) has provided degree students the ability to select a limited number of their courses to be assessed on a credit/ no credit (CR/ NCR) basis (as opposed to a percentage grade). This CR/ NCR Policy was introduced at UTM to allow students the opportunity to take courses in unfamiliar subject areas without risk to their academic record. Currently, students are able to select up to 2.0 credits to be assessed as credit/ no credit and are able to do so (via ACORN) until the final day of classes. To date, the CR/ NCR policy has been implemented at UTM to great effect and with great benefit to our students.

## **2 Change Proposed**

This proposal outlines updates to the CR/ NCR Policy that will further streamline the Policy, making it more effective and efficient for both students and administrative staff. The updates will see additional information included in the Policy regarding the deadline to select the CR/ NCR option.

In addition to the amendment approved on April 25, 2017, which was to move the CR/NCR selection deadline to the last day of classes, the proposal is to provide further clarification about the deadline to select this option. It will now be explicitly stated that for courses with a final examination, students must choose CR/ NCR by the final day of classes in the term the course is offered, provided the student has not yet written the final exam. In courses with no final exam, the student must not have written the final test or submitted the final assignment.

The current Policy as found in the UTM Academic Calendar and the proposed calendar copy are below.

### **2.1 Current Calendar Copy**

#### **Credit/No Credit**

Students at the University of Toronto Mississauga may select up to a total of 2.0 credits to be assessed on a Credit/No Credit basis.

To achieve a status of CR (Credit), a student must achieve a final mark of at least 50%. Marks below that will be assessed as NCR (No Credit). Courses with a final status of CR will count as degree credits but will have no effect on the student's GPA. These courses may be used to meet Distribution Requirements, but cannot be used to satisfy Subject POST requirements.

Courses with a final status of NCR will not count as degree credits and will not be included in the GPA calculation.

Students may exercise this option for a total of 2.0 credits within the total number of credits required for a degree. CR/NCR requests are made on ACORN. The choice is not restricted as to year, level of course or campus. This option is not available to non-degree students.

The Credit/No Credit option must be chosen or cancelled no later than the last day of classes. The Credit/No Credit option cannot be used for a course in which the student has committed an academic offence. If a student has specified the CR/NCR option in a course in which he or she commits an academic offence, the CR/NCR option will be revoked and the percentage grade will stand as the course grade.

Warning: Some programs specify that courses with a grade of CR/NCR will not count as part of the 4.0 credits required for program entry. Program entry requirements are detailed in departmental listings in this calendar.

## **2.2 Proposed Calendar Copy**

### **Credit/No Credit**

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The Credit/No Credit option must be chosen or cancelled no later than the last day of classes in the term in which the course is offered, provided the student has not yet written the final exam. In courses with no final exam, the student must not have written the final test or submitted the final assignment. The Credit/No Credit option

cannot be used for a course in which the student has committed an academic offence. If a student has specified the CR/NCR option in a course in which he or she commits an academic offence, the CR/NCR option will be revoked and the percentage grade will stand as the course grade.

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### 3 Rationale & Impact

As described in Section 2 (Change Proposed) of this proposal, this amendment will help to streamline and clarify the existing Policy. Ultimately, this will ensure that it is utilized by students more effectively and will allow staff in the Office of the Registrar to more efficiently review and implement these requests. With added clarity, it is our belief that the Office of the Registrar will also see a reduction in the number of petitions requesting a reversal of the CR/ NCR option (the 2016-2017 Academic Year saw more than 147 petitions of this nature). In addition, the proposed change will bring the Policy further in line with UTM’s current Late Withdrawal (LWD) Policy and allow for more accurate academic advising within the Office of the Registrar and the departments.

### 4 Governance Process

	<b>Approving Body</b>	<b>Approval Date</b>
<b>Development &amp; Consultation within Unit/ Office</b>	Lorretta Neebar Interim Registrar & Director of Enrolment Management	August 29, 2017
<b>Consultation with Dean’s Office</b>	Amrita Daniere Vice-Principal Academic & Dean	August 29, 2017
<b>Divisional Governance Approval</b>	UTM Academic Affairs Committee	

## Academic Calendar Change to Language – Credit/No Credit

<b>Current Wording in Calendar</b>	<p><b>Credit/No Credit</b></p> <p>Students at the University of Toronto Mississauga may select up to a total of 2.0 credits to be assessed on a Credit/No Credit basis.</p> <p>To achieve a status of CR (Credit), a student must achieve a final mark of at least 50%. Marks below that will be assessed as NCR (No Credit). Courses with a final status of CR will count as degree credits but will have no effect on the student's GPA. These courses may be used to meet Distribution Requirements, but cannot be used to satisfy Subject POST requirements.</p> <p>Courses with a final status of NCR will not count as degree credits and will not be included in the GPA calculation.</p> <p>Students may exercise this option for a total of 2.0 credits within the total number of credits required for a degree. CR/NCR requests are made on ACORN. The choice is not restricted as to year, level of course or campus. This option is not available to non-degree students.</p> <p>The Credit/No Credit option must be chosen or cancelled no later than the last day of classes. The Credit/No Credit option cannot be used for a course in which the student has committed an academic offence. If a student has specified the CR/NCR option in a course in which he or she commits an academic offence, the CR/NCR option will be revoked and the percentage grade will stand as the course grade.</p> <p>Warning: Some programs specify that courses with a grade of CR/NCR will not count as part of the 4.0 credits required for program entry. Program entry requirements are detailed in departmental listings in this calendar.</p>
<b>Proposed Change</b>	<p><b>Credit/No Credit</b></p> <p>Students at the University of Toronto Mississauga may select up to a total of 2.0 credits to be assessed on a Credit/No Credit basis.</p> <p>To achieve a status of CR (Credit), a student must achieve a final mark of at least 50%. Marks below that will be assessed as NCR (No Credit). Courses with a final status of CR will count as degree credits but will have no effect on the student's GPA. These courses may be used to meet Distribution Requirements, but cannot be used to satisfy Subject POST requirements.</p> <p>Courses with a final status of NCR will not count as degree credits and will not be included in the GPA calculation.</p> <p>Students may exercise this option for a total of 2.0 credits within the total number of credits required for a degree. CR/NCR requests are made on ACORN. The choice is not restricted as to year, level of course or campus. This option is not available to non-degree students.</p>

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